

Parish Liaison Meeting

Date: Thursday, 26th October, 2017

Time: 6.30 pm

**Venue: Community Space, Keynsham - Market Walk,
Keynsham**

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

Chair of the Meeting: Councillor Cherry Beath

Group Leaders: Councillor Robin Moss and Councillor Dine Romero

Group Spokespersons: Councillor Sarah Bevan and Councillor Lin Patterson

Cabinet Members: Councillor Tim Warren (Leader of the Council and Conservative Group Leader), Councillor Charles Gerrish (Cabinet Member for Finance and Efficiency, Conservative Deputy Group Leader North East Somerset), Councillor Bob Goodman (Cabinet Member for Development and Neighbourhoods), Councillor Paul May (Cabinet member for Children and Young People), Councillor Paul Myers (Cabinet Member for Economic and Community Regeneration), Councillor Vic Pritchard (Cabinet Member for Adult Care, Health and Wellbeing), Councillor Mark Shelford (Cabinet Member for Transport and Environment) and Councillor Karen Warrington (Cabinet Member for Transformation and Customer Services)

ALCA Representatives: Rosemary Naish and Clive Fricker

Chief Executive and other appropriate officers
Press and Public

Sean O'Neill

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NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the **Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

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

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

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

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Parish Liaison Meeting - Thursday, 26th October, 2017

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

PLEASE NOTE:

BEFORE THE MEETING

Councillor Paul Myers, Cabinet Member for Economic and Community Regeneration will hold a surgery between 5.30pm and 6.30 pm for parish representatives to raise any specific issues with him.

AFTER THE MEETING

The Meeting will be followed by a 30-minute meeting chaired by Martin Shields, Divisional Director – Environmental Services, for the representatives of parishes who have the Parish Sweeper scheme in their areas. Carol McLellan, Group Manager – Neighbourhood Environmental Services will be in attendance for this session.

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A G E N D A

OPPORTUNITY FOR PRE-MEETING DISCUSSION WITH COUNCILLOR PAUL MYERS

Councillor Paul Myers, Cabinet Member for Economic and Community Regeneration, will be available from 5.30pm to discuss any issues that parish representatives wish to raise with him before the meeting.

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as follows:

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

3. APOLOGIES FOR ABSENCE

4. URGENT BUSINESS AS AGREED BY THE CHAIR

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

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

6. UPDATE FROM THE LEADER OF BATH AND NORTH EAST SOMERSET COUNCIL

The Leader, Councillor Tim Warren, will address the meeting about

(a) update on the Budget

7. UPDATE FROM THE CABINET MEMBER FOR ECONOMIC AND COMMUNITY REGENERATION, COUNCILLOR PAUL MYERS

Councillor Myers will update the meeting on

- (a) the Parish Charter
- (b) the Parish Sweeper scheme
- (c) the Community Empowerment Fund

8. UPDATE FROM THE DIVISIONAL DIRECTOR - ENVIRONMENTAL SERVICES

Martin Shields will update the meeting on issues in his service, including:

(raised by Charlcombe)

- Ensuring potholes do not become a safety issue this winter.
- Road safety & visibility issues on footpaths re hedges and verges
- B&NES policy on speed restrictions through village centres & outside schools, and flashing speed signs being turned off
- Joint Transport Strategy

(raised by Batheaston)

- Perception that services are better in Bath, specifically, grass-cutting and bin collections

9. PLANNING UPDATE

Issues raised by Englishcombe PC and answers (in italics) provided by the Planning Service:

1. Feedback on decisions contrary to Parish Council recommendations

This is a difficult question to answer in general terms and we would be happy to look at particular examples and offer feedback. Generally speaking, most Parish Council comments are clearly reasoned and based upon planning grounds. There can of course however be differences in views between parties about the degree to which a proposal complies with planning policy. There is an element of judgement in planning decision making and therefore even when applying the correct policies there is scope for different conclusions to be reached on whether a scheme complies with the relevant policies. In this context it is not surprising that the views of Parish Councils and Officers do not always align. For each application an Officer report is produced which explains the rationale behind the decision taken and takes into account any contrary views. As a starting point this is a good place to look because it should be clear from the report the reasoning behind the decision. The Case Officers are always available, at any stage of the application process, to discuss cases and to provide clarification.

As a general point of guidance, representations will be most effective when they focus upon planning issues only and have regard to and draw reference to Development Plan and National planning policies. This is the framework guiding planning decision making by the service.

2. Community Infrastructure Levy. Further clarity is requested on how the strategic portion is allocated. The Infra-structure Delivery Programme (IDP)/Development Plan which would explain this is not available on the B&NES website, and the Regulation

123 list is dated Feb 2015, so appears out of date, and in any case does not provide detail.

- *The strategic portion of CIL must be spent on the infrastructure needed to support the District's growth strategy as set out in the Core Strategy/Local Plan. These are funds which would previously have been secured via s.106 for items like schools, open space and transport but is now secured via CIL. The key determinant of CIL spend is the Infrastructure Delivery Plan. The opportunity to spend CIL income on more local items is provided by the local portion of CIL.*
- *The IDP is available on the B&NES website and is regularly updated to reflect new information. The IDP is currently being reviewed. The Regulation 123 List sets out the broad categories of types of infrastructure which are eligible for CIL and is not meant to be the mechanism for agreeing CIL spend.*
- *In the interests of transparency and clarity, B&NES Cabinet will be reviewing the CIL Spend Protocol at its meeting in November. This report will refer to the potential to further assist town & Parish Councils with managing their Local CIL spend arrangements.*

10. BROADBAND UPDATE

The following has been raised by Charlcombe PC:

- An update is requested on the pilot announced on 4/9/2017. When will this begin and who will be included? Will mobile phone signals be included?

Duncan Kerr, Team Manager Business Growth, will update the meeting.

11. DATES OF FUTURE MEETINGS

Delegates are invited to agree the following dates for Parish Liaison Meetings in 2018-19:

28th February 2018
24 October 2018
20 February 2019

In addition a half-day conference for parishes is proposed for June 2018 on a date to be agreed.

12. ANY OTHER BUSINESS

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

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PARISH LIAISON MEETING

Minutes of the Meeting held

Wednesday, 12th July, 2017, 6.30 pm

Councillors: Councillor Karen Walker (Vice-Chair), Councillor Tim Warren (Cabinet Member), Councillor Bob Goodman (Cabinet Member), Councillor Paul May (Cabinet Member), Councillor Paul Myers (Cabinet Member), Councillor Vic Pritchard (Cabinet Member), Councillor Mark Shelford (Cabinet Member) and Councillor Karen Warrington (Cabinet Member)

Parish Representatives: Rosemary Naish (Chair, B&NES ALCA) and Clive Fricker (Vice-Chair, B&NES ALCA) and representatives of Bathampton PC, Batheaston PC, Bathford PC, Camerton PC, Charlcombe PC, Chew Magna PC, Chew Stoke PC, Clutton PC, Compton Dando PC, Corston PC, Dunkerton & Tunley PC, Englishcombe PC, Farmborough PC, Freshford PC, High Littleton PC, Hinton Charterhouse PC, Keynsham TC, Marksbury PC, Midsomer Norton TC, Newton St Loe PC, North Stoke PC, Peasedown St John PC, Priston PC, Saltford PC, Shoscombe PC, Timsbury PC, Ubley PC, Westfield PC, Whitchurch PC

Also in attendance: Ashley Ayre (Chief Executive), Lisa Bartlett (Divisional Director, Development), Sarah Jefferies (Operations & Technical Team Manager) and Sara Dixon (Locality Manager)

75 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

76 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer advised the meeting of the procedure.

77 APOLOGIES FOR ABSENCE

Apologies were received from Cllr, Charles Gerrish, Cllr Sally Davis and .Cllr Martin Veal.

78 URGENT BUSINESS AS AGREED BY THE CHAIR

There was none.

79 MINUTES OF THE MEETING OF THE 22ND FEBRUARY 2017

These were approved as a correct record and signed by the Chair.

80 UPDATE FROM LEADER OF BATH AND NORTH EAST SOMERSET COUNCIL

Cllr Tim Warren, Leader of Bath and North East Somerset Council, updated the meeting.

He said that the Cabinet had been reshuffled and new members had been appointed. He welcomed the new members and expressed his thanks to the retiring members.

He said that there had been a change to the Council's transport policy. The coming into being of the West of England Combined Authority (WECA) had opened up new opportunities for addressing the area's transport needs, and it had now been decided not to progress the East of Bath Park and Ride. Mark Shelford, the new Cabinet Member for Transport, was involved in the plans for Metrowest, as part of which a regular half-hourly train service from Severnside via Bristol and Bath into Wiltshire was proposed. It was hoped this would help reduce the amount of traffic coming into Bath. The Metrowest proposal had been around for some time, but the establishment of WECA increased the likelihood of its implementation.

The Inspector's Report on Bath and North East Somerset's Placemaking Plan had been received. (<http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/placemaking-plan>).

There would be a further round of consultations this summer on the West of England Joint Spatial Plan. (<http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/joint-strategic-planning-strategy>).

Tricia Golinski, Parish Clerk of Saltford, asked whether the Metrowest scheme would include a new station at Saltford. Cllr Warren replied that it would probably not in the first phase because of timetable and funding issues. If electrification went ahead, it might be possible.

Parish Councillor Clive Fricker asked when work on Metrowest was due to start. Ashley Ayre replied that a decision would be taken by West of England authorities in October on whether to proceed and on what basis. There are three options. Option A would give a half-hourly service to Keynsham, Oldfield Park and Bath and enhancements on the Severn Beach Line. Option B would give an hourly service from Portishead to Temple Meads. Option C would give a half-hourly service from Portishead. Network Rail's capital bill for Option C is massive and the Government would expect the local authorities to make contributions. The initial decision would need to be followed by feasibility studies.

Rosemary Naish expressed concern about the loss of social housing. She noted that a lot of social housing was going to be lost from the Foxhill estate. There was a lot of social housing in Clutton of the same age as that at Foxhill and owned by the same housing association. She sought reassurance that this was not going to be reduced. Cllr Warren replied that he could not speak on behalf of the housing association.

81 PARISH CHARTER UPDATE

Cllr Paul Myers and Parish Cllr Rosemary Naish gave a joint presentation. A copy of their PowerPoint slides is attached as Appendix 1.

The consultation on the new Parish Charter will end on 31st July 2017 and the final document will be presented to Cabinet and Council for approval in the Autumn.

A delegate said that Batheaston PC had not received the consultation form.

In reply to a comment from a delegate, Rosemary Naish said that the Parish Charter Working Group tried to represent everyone in B&NES, including the residents of the two parishes whose parish meetings are not members of ALCA.

82 HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (HELAA)

Lisa Bartlett updated the meeting. She said that the purpose of HELAA is to contribute towards the establishment of an evidence base to inform the Local Plan. Some of the sites initially identified might prove unsuitable for development. The Council was interested in the views of parishes on the appropriateness of sites. All parishes would be contacted shortly to arrange workshops, probably to be held in September. Lisa accepted the suggestion of Rosemary Naish that at least one of the workshops would take place in the evening or at the weekend to allow people in work to attend.

Further information about HELAA can be found on the Council's website at <http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/housing-and-economic-land-availability>.

83 COMMUNITY INFRASTRUCTURE LEVY - UPDATE ON NON-PARISHED ALLOCATION AND LAST YEAR'S DISTRIBUTION

Lisa Bartlett updated the meeting on the process that had been followed for last year's allocation. That process had been reviewed, and a project had been established to help the Council better link CIL spend with infrastructure included on the Council's Infrastructure Delivery Plan. Parishes would be contacted individually in connection with this.

Rosemary said that a major concern had been that no parish had been successful in bidding for funds and no feedback had been given on why they had not been successful. It would be helpful if feedback could be provided. Lisa said she would take that on board; last year had been the first year of the CIL and officers were reviewing how the process and communication could be improved.

Cllr May commented that the application process had been very bureaucratic and that Keynsham, Whitchurch and Compton Dando had considered that putting in a bid had been well beyond their capability. Lisa replied that work was being done to simplify the process.

Mike Townley, Clerk of Batheaston Parish Council, noted that Town Parish Councils were supposed to receive 15% of CIL from development in their area and suggested that if CIL was raised in a parish, it should all be spent in the parish. Lisa replied that CIL is designed to support the provision of infrastructure across the district and 15% or 25% (with a Neighbourhood Plan) is specifically allocated to local councils to cover local infrastructure needs. Where the money was to be spent was a budgetary decision for the Council. Parishes were supposed to be able to spend their 15% on what they liked, but the Government found this problematic for accounting purposes.

84 PAPERLESS PLANNING UPDATE

Lisa Bartlett and Sarah Jefferies gave a presentation. A copy of their PowerPoint slides is attached as Appendix 2.

Parish Councillor Martin Robinson thanked Lisa and Sarah for their presentation. He urged those who had not done recently to visit the Council's planning web pages. They were now clearer and easier to read and much more user friendly. He looked forward to the further agreed changes being progressively implemented.

In reply to comments made by delegates, Parish Cllr Rosemary Naish said that transparency grants were available through ALCA for the purchase of laptops, screens, projectors and the installation of a broadband connection. Grants were also available to pay broadband connection charges for a couple of years. Parishes which were interested in exploring the possibility of a grant should contact Deborah White at B&NES ALCA.

Dawn Drury (Chair, Compton Dando PC) asked why some applications are not appearing on the website within ½ a day of their notification email. Sarah asked parishes to let Planning know when this happens. The web site updates twice a day, 12pm and 6pm Monday to Friday. It is a data heavy process and takes about 30 to 45 minutes. Because of this updates cannot take place more frequently, as otherwise the performance of the site would be degraded. A notification done at 9am for example will not show until after 12pm. She believed that this was advised on the notification.

Mike Townley (Clerk, Batheaston PC) said that after opening a document on the website it was no longer possible to return to the documents list, because the 'back arrow' had gone. Sarah replied that on the old planning pages documents used to open in the same window as the list, and so there was a back button. The new page opens the documents in a new tab, and it is possible to switch between pages by clicking on the tabs. You can also right click on a document link to open it in a new window, which will allow you to view two drawings side by side.

Cllr Karen Warrington said that where an applicant had no agent there were no contact details for an application, which could cause problems on site visits. She wondered whether the contact details for the applicant could be provided to the Ward Councillor and the parish. Sarah said that unfortunately this was not permitted by the Regulations.

85 PARISH RECEPTION/CONFERENCE IDEAS

Cllr Paul Myers said that during the work on the Parish Charter, parishes had referred to the Bath City Conference and had suggested that this should be expanded to include the whole of B&NES, or that alternatively there should be a dedicated conference for parishes to allow more time and opportunity for interaction between parish representatives than was possible within the limits of the Parish Liaison Meeting. He had spoken to Cllr Bob Goodman about the possibility of expanding the Bath City Conference, but he had wanted to retain this successful event in its current format. He therefore felt that the concept of a B&NES and Town and Parish Conference could be explored. He invited delegates to say what they

thought would be useful. He suggested that speakers might be invited to such an event from other parts of the country. There were a number of community spaces throughout the area where events might be held. He suggested that a conference might be combined with the Chair's reception for parishes. The event, if successful, would develop over time in the direction that people wanted it to go. He invited feedback from delegates, which could come via an email to him.

Cllr Bob Goodman said that, as Cllr Myers had suggested, the Bath City Conference had grown by a natural progression in the way that residents had wanted.

A delegate said that it did seem sometimes that the rural aspects of B&NES did get crowded out by the dominance of the City of Bath.

Parish Councillor Rosemary Naish said that she would be very concerned if the PLM was replaced by an event for all residents. There did need to a forum that focussed on issues specific to towns and parishes. She suggested that one of the PLMs should be extended, so that delegates could discuss topics for which there was insufficient time at the ordinary PLMs.

Cllr Myers suggested a small team of four or five people should begin planning a half-day conference and that anyone who wanted to take part in this should contact him or Rosemary. The Meeting agreed to this proposal.

86 DATES OF FUTURE MEETINGS

The next Parish Liaison Meeting is scheduled for 26 October 2017 at 6.30pm in the Community Space, Keynsham.

The meeting ended at 7.59 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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