



Meeting **Somer Valley Forum**

Date **Wednesday, 22nd February, 2017**

Time **7.00 - 9.00 pm**

Venue **The Centurion Hotel - Charlton Lane, Midsomer Norton BA3 4BD**

	Subject		
--	----------------	--	--

7.00pm - 8.00pm

1.	Welcome from the Chair, Lynda Robertson		
2.	'Our Heritage and Local Tourism' - Panel Presentations followed by Q&A (Pages 3 - 4) <i>We have three guests this evening to speak on the topic of Local Heritage and Tourism (see attached information for further details). There will be an opportunity to ask questions following their presentations.</i>		
3.	Proposal for a Somer Valley Tourism Workshop		
4.	To announce nominations for Chair and Vice Chair position and hand out voting slips		

Break (15 mins)

8.15pm - 8.45pm

Annual General Meeting (AGM)

5.	Notes of the previous AGM meeting and matters arising (attached)		
6.	Chair and Vice Chair's Annual Review - A review of the year's activities and looking ahead to 2017		
7.	Proposal for additional members of the Forum		

8.	Review and amend Terms of Reference (attached)		
9.	Election of the Chair and Vice Chair positions (nomination forms attached)		
10.	Partnership meetings - nominated representatives from each Forum required		
11.	Any other business		

DATES OF FUTURE SOMER VALLEY FORUM MEETINGS (VENUES TBC)

Monday 27th March (Theme: Community Resilience – Managing Flood)

Tuesday 11th July

Tuesday 19th September

Wednesday 29th November

There is a gap in meetings in Spring to allow for Parish AGM and APM meetings in April and the Metro Mayor election in May.

Agenda Item 2

**Speakers – Somer Valley Forum AGM
22nd February 2017**

Background

The topic of Tourism has been raised several times by Somer Valley Forum members as being of interest and importance to this area.

The Somer Valley is positioned between Bath, Wells and the increasingly popular town of Frome. The area has a long and fascinating history and two museums linked to its industrial heritage. The countryside is beautiful and affords many safe walking and cycling routes including the NCN 24 Colliers Way route - these offer tourism opportunities relating to leisure and wellness as well as heritage.

We are delighted to bring you three speakers this evening to discuss their work in the tourism industry; bringing you both a local and regional view. The panel will be available for a question and answer session at the end of their presentations.

We hope to continue these discussions after the meeting by holding a workshop, at a later date, to take forward tourism related initiatives and ideas.

Speakers



Dr Nick Hall
Chair – Radstock Museum

Dr Nick Hall is the Chair of Radstock Museum. He joined the Museum following retirement from an academic career involving research into arthritis and its treatment. He is also Chair of the Bath Institute for Rheumatic Diseases.

Nick will be speaking to you about the Museum's exciting future plans as a key attraction for the Somer Valley.



David James
Chief Executive – Bath Tourism Plus

David joined Bath Tourism Plus in January 2015. He was formerly Chief Executive of Peak District & Derbyshire Tourist Board. He will be speaking with you about the role of Bath Tourism Plus and opportunities for working with organisations in the Somer Valley.



Tina Veater
Chief Executive of Ignyte Ltd and Chair of the Somer Valley Chamber of Commerce

Tina has been running her successful publication and marketing business in the Somer Valley since 2006. She will be speaking about her work on tourism and marketing strategies with Visit Somerset; Dorset Tourism Association; Visit South Devon; Visit Surrey and Visit Devon.

This page is intentionally left blank

Agenda Item 5

Draft Notes of the AGM and Ordinary Meeting
Somer Valley Forum
6th October 2015, 6.00pm
Beacon Hall, Peasedown St John BA2 8SN

Name	Organisation Represented
Terry Taylor	Chair of the Forum
Richard Baldwin	Divisional Director, B&NES
Cllr Mike Boulton	Radstock Town Council
Cllr Doug Deacon	B&NES – Timsbury Ward
Maralyn Deacon	Observer
Dave Dixon	Stronger Communities Manager, B&NES
Sara Dixon	Stronger Communities Manager, B&NES
Cllr Edward Drewe	Mendip District Council
Kirstie Green	Clerk – Timsbury Parish Council
Dr Elizabeth Hersch	GP – St Chad’s Surgery (part)
Sarah James	Director of Finance, CCG (part)
Cllr David Lorrinan	Timsbury Parish Council
Mike MacCallam	Joint Commissioning Manager, CCG (part)
Cllr Barry Macrae	B&NES – Midsomer Norton North Ward
Cllr Lesley Mansell	Peasedown St John Parish Council
Cllr Paul Myers	B&NES – Midsomer Norton Redfield Ward
Andrew Pate	Strategic Director, B&NES
Brian Perrett	Radstock Residents’ Association
Cllr Jonathan Rich	Peasedown St John Parish Council
Lynda Robertson	Midsomer Norton Society
Cllr Richard Robertson	Midsomer Norton Town Council
Anne-Marie Sas	Observer
Shirley Steel	Somerset and Dorset Railway Heritage Trust
Roger Tollervey	Welton Village Group
Cllr Martin Veal	Cabinet Member for Community Services, B&NES
Cllr Karen Walker	B&NES – Peasedown St John Ward
Alison Wells	Community Projects Officer, B&NES
2 x Members of the Public	

Apologies

Name	Organisation Represented
Cllr John Bull	B&NES – Paulton Ward
Dom Chambers	Somer Valley FM
Cllr Chris Dando	B&NES – Radstock Ward
Cllr Janet Durk	Timsbury Parish Council
Jilly Edwards	Quartet Community Foundation
Cllr Michael Evans	B&NES – Midsomer Norton North Ward
Cllr Liz Hardman	B&NES – Paulton Ward
Cllr Eleanor Jackson	B&NES - Westfield Ward
Cllr Robin Moss	B&NES – Westfield Ward
Cllr Veronica Packham	Timsbury Parish Council
Cllr John Whittock	Radstock Town Council

		Action
1.	Welcome and Introductions	
1.1	TT welcomed those present. All introduced themselves. Apologies as above.	
2.	Updates from the Police and Other Public Sector Bodies	
2.1	The Police were unable to attend the meeting due to a road traffic accident locally. DD asked if anyone had any questions for them that we could pass on. There was none. DD reminded the meeting that it is possible to obtain and pass on local information to the Police via their website: https://www.avonandsomerset.police.uk/your-area/	
3.	Question and Answer Sessions	
3.1	SD introduced the website (www.roadworks.org) which gives details of highway maintenance works taking place across the UK and the organisation responsible. She said the Council also produces a weekly e-mail list of roadworks in the B&NES area linked to this website. All Parish Councils should now be receiving this and if anyone else would like to be added to the mailing list, let us know. It is also possible to set alerts on the 'roadworks' website for a particular area. Parishes were encouraged to promote the information via their own websites and newsletters.	ALL
3.2	BMc said he remains concerned that the Council is setting the Agenda rather than the Forum. DD said both health and transport are issues that have been raised as priorities at Forum workshop sessions. The Forum's knowledge and experience are valued, meaning organisations are keen to talk with members and listen to their views.	
3.3	MV said that if anyone had anything they wish to see added to the Agenda, this could be raised.	

Annual General Meeting

4.	Notes of the Inaugural Meeting (31st July 2014) and Matters Arising	
4.1	These were proposed as a correct record by SS and seconded by LR. All in agreement. There were no matters arising.	
5.	Chair and Vice Chairs' Annual Review Including Update and Report from July Workshop	
5.1	TT gave his Chair's Report which will be sent with the minutes.	AW
6.	Election of Chair and Vice Chair Positions	
6.1	TT stood down as Chair. DD thanked him for his time and commitment to the role. BMC also thanked TT on behalf of the Councillors. TT thanked the Council's Officers for their support in the role. He said it is up to the members of the Forum to help shape it and take it forward.	
6.2	There were three nominations for the position of Chair: Lynda Robertson; Cllr Lesley Mansell and Cllr Karen Wake. The candidates were invited to	

6.3	<p>speak before the votes were cast. Lynda Robertson was elected the new Chair.</p> <p>There were three nominations for the position of Vice-Chair: Terry Taylor; Cllr Lesley Mansell and Cllr Karen Walker. TT said he did not intend to stand for the position. The vote was cast and Cllr Karen Walker was elected Vice-Chair. They were congratulated on their new appointments.</p>	
7.	<p>Partnership Meetings – Nominated Representatives from each Forum Required</p> <p>7.1 SD said that all the Forums have been asked to put forward representatives to sit on two groups. The first is a Natural Environment Partnership being set up to cover the Chew; Somer Valley and Keynsham Area to add to an existing group covering Bath and Bathavon. MB and RR said they would be interested in this.</p> <p>7.2 The second is the CCG’s ‘your health, your voice’ meetings which take place every two months. No representative came forward. DD said further information would be sent with the minutes and if there was any interest following this, to let him know. LR suggested that in the absence of a volunteer, the Chair or Vice Chair attend.</p>	<p>AW</p> <p>ALL</p>
8.	<p>Terms of Reference</p> <p>8.1 The following amendments were proposed:-</p> <p><i>Point 1.3 Holcombe Parish Council no longer wishes to be corresponding members of the Forum or receive its papers.</i></p> <p><i>Point 5.4 requires change to numbering from 5.6 to 5.5 or removed if 5.5 is deleted see below.</i></p> <p><i>Point 5.5 propose to remove this. “Members that do not attend.....”</i></p> <p><i>Amend Point 10.1 to read ‘The Forum will hold an Annual General Meeting each year.’</i></p> <p><i>Note change of name Midsomer Norton & Radstock Chamber of Commerce to Somer Valley Chamber of Commerce</i></p> <p><i>Welton Village Group and Midsomer Community Trust request to join</i></p> <p>8.2 PM said he is not keen on seeing point 5.5 removed as it is important meetings are quorate. It was agreed to keep this in.</p> <p>8.3 It was agreed to shorten point 10.1</p> <p>8.4 RR asked whether there should be a nominated month for the AGM. DD suggested wording could be added to say that the AGM will take place after May to take account of election years. BMc said it is helpful to have the same month each year. He proposed this and KW seconded. MV suggested October.</p> <p>8.5 It was noted that 10.2 and 10.3 should have ‘inaugural meeting’ removed.</p> <p>8.6 It was noted that the Chamber of Commerce has changed its name.</p>	<p>AW</p> <p>AW</p> <p>AW</p>

8.7	BMc proposed that the Welton Village Group and Midsomer Norton Community Trust be welcomed as members. RR seconded. All were in agreement.	
8.8	It was noted that point 5.4 of the Terms of Reference needs to be amended as it refers to point 5.6 but this point is not related.	AW
8.9	LM proposed that the Big Local Trust become a member. MB seconded. All were in agreement.	
8.10	It was also agreed that liaison with Mendip District Council and the Mendip Parishes remains important, particularly in relation to development.	
8.11	LM asked whether the quorum referred to in Point 7.2 also applies to the AGM. PM said it does but this needs to be made clear.	AW
8.12	KW asked we ensure new members of the Forum receive the papers.	AW
9.	Adopt Action Plan and Agree Future Priority Discussions	
9.1	AP said that following the July workshops, draft action plans had been prepared around the priorities raised and sent out with the Agenda. He also advised the meeting that there are now Connecting Communities Forums for the whole District, with the Bath Forum due to meet for the first time on 13 th October.	
9.2	He asked whether the Forum is happy to adopt its draft Action Plan, adding that the Chair and Vice-Chair would agree when each topic might come forward and how.	
9.3	AP said the November meeting is a special one, with the Forum having been asked to host the Council's annual Budget consultation. He hoped the Forum would support and promote this as an opportunity to have influence on it.	
9.4	KW proposed the Forum accept the Action Plan and LM seconded. All in favour.	

Ordinary Meeting

10.	Notes of the Previous Meeting 19th February 2015	
10.1	These were agreed as a true record.	
11.	Matters Arising	
11.1	There was none.	
12.	Consultation Items	
	<u>Somer Valley Transport Strategy – Peter Dawson Group Manager, Planning Policy & Transport</u>	
12.1	PD said that the Council has appointed Mott McDonald to undertake this. The presentation and Terms of Reference for the appointment will be	

	circulated with the minutes.	AW
12.2	The Transport Strategy will link to the Core Strategy and Placemaking, with the consultants looking at sites such as South Road in Midsomer Norton. They will also look at supply and demand parking; cycle routes and highway usage by pedestrians – particularly those with mobility difficulties. The study will include public transport, links from the Somer Valley to other parts of Somerset, particularly Frome and a review of speed limits.	
12.3	JR said in terms of highway safety, there has been no mention of the A367, despite a number of serious accidents. It is a vital road link between the Somer Valley and Bath. A petition was submitted in February but nothing has happened. PR said the Council and Police regularly review issues and there is a good road safety record in the district. The issues can be included as part of the consultation and looked at by officers.	PD
12.4	BMc asked why Midsomer Norton Town Council and Ward Councillors were not consulted about South Road? He also questioned the value of improved links with Frome and said there will soon be highways issues relating to the number of houses given planning permission in the White Post area of Mendip. PD said the Council and its consultants are here to listen and there will be a programme of consultation prior to the strategy.	
12.5	PM said 70% of the working population in the Somer Valley are out-commuting but it takes 1.5 hours to travel to Bath. He asked whether this type of gridlock is covered? PD said this will be looked at, as well as the impact of future development.	
12.6	AP said in summary, the feedback has been that the route in and out of Bath is a priority and the Council must ensure it is included in this strategy.	PD
12.7	AMS said she had addressed the Council last year asking for a strategy. Public transport is important and while it is good at taking people in and out of Bath and Bristol, there is little within local communities to aid people to get to doctors' appointments and similar. PD said the Chew Valley is also being included in this commission, where a similar point has been raised. Consideration is being given on how to address this - transport commissions, particularly for accessing health services, are being examined to see whether there is a more efficient and effective way of doing things.	
12.8	RT asked what is happening to address issues arising from current development as well as future. PD said the consultants will also be looking at this.	
12.9	MB said there are 200 extra houses in Radstock with one parking space per residential unit. There is not much in the way of employment in the town. The Park and Ride is no good because the roads get jammed trying to access it. There needs to be more sites based further from Bath but with the same fare - this would reduce traffic. The Park and Ride is of little use to shift workers. 92 parking spaces have been lost in Radstock which has halved the takings of shops but officers insist there is no problem. Consultation needs to be meaningful this time.	

12.10	PD said there is a need to improve bus services and encourage their use. However, they are private companies and run for profit. The Council is unable to challenge fare prices. AMS said the Council can subsidise fares though. PD said they can't as this would be deemed to be interfering in a commercial business. The Council can intervene if a commercial company no longer wishes to run a service and it does work with them in this way. There are also discussions taking place around real time information systems and smart cards for travel but the Council cannot force bus companies to use these. MB said he has plans that he would like to advance and would like the consultants to speak with him.	PD
12.11	PD showed a slide detailing the commuting journeys from the Somer Valley, which are largely towards Bath and Bristol. He said that the draft strategy will be shared when complete and go to Cabinet next year. He is happy to discuss it in more detail with local organisations. AP asked the Forum to assist in promoting the consultation to local Parishes and organisations.	ALL
12.12	BMc said he would like to request that the consultants visit the Somer Valley area before the strategy is written.	PD
12.13	A member of the public asked whether there are any plans to look at road surfaces, gullies and manholes. PD said this would not form part of this strategy but if there are issues, to let the Council know. Norton Hill and Paulton were given as examples.	
12.14	JR asked what will happen in relation to the A367. PD said Highways will look at the accident levels here, if this has not been done. AP said that if there is an update on this, to feedback to the Forum via DD.	PD
12.15	KW said a feasibility study will be starting in January to look at the A367 junction with Bath Road. JR said this will not rectify the problem and it can't wait another 2 – 3 years to be addressed.	
12.16	BMc said the Somer Valley has had a number of road improvements implemented in recent years, which is appreciated, but further information about planned works would be welcome. MB said it is also important to phase works as there has been too much going on at once, which has caused a lot of issues for Radstock and Midsomer Norton. <u>CCG – 'your care, your way'</u>	
12.17	LR introduced Mike MacCallam from the CCG. MM said he was joined this evening by Sarah James, their Director of Finance and local GP Dr Liz Hersch.	
12.18	MM said they are in Phase 2 of their consultation and will be outlining different, potential models for the delivery of community health services. These have been produced following feedback received so far and he thanked all those that had contributed to date. There will be 4 phases to the review with Phase 2 concluding at the end of October. Following this, a business case will be written.	
12.19	The reason for the review of services is an ageing population; increased demand; high expectations and lack of finance. The review looks at both health and social care. The aim is to give people more choice, control and a say.	

12.20	The CCG spends around £70m per year with 60 providers delivering almost 400 services. The review will look at how these might be streamlined as there are opportunities to make better use of the resources available. There is also a need for people to take more responsibility for managing their conditions.	
12.21	Four different models have been proposed and the CCG would like feedback on these from local people. The first two are 'Pathway Models' – services that focus on a particular condition. This is fine if there is only one condition to treat but some people have more than one. Also, some people have short term issues but others, longer term and both need to be considered.	
12.22	The CCG have noted that in B&NES, people have to travel around the area to access specialists/receive services and this needs to be addressed. The second two are 'Structure Models', with local GP Hubs overseeing care. Such 'Wellbeing Hubs' provide opportunities for people to receive the care they need locally. There is also potential to devolve funding to local areas. Model 4 has been based around the Connecting Communities Forum areas. A 'key worker' would help co-ordinate an individual's health and care.	
12.23	LM asked how many hubs there would be and where they would be located. MM said they may be designed around four GP clusters. These comprise populations of 30 – 50k people in key areas. So, there may possibly be two in Bath; one in Keynsham and one in Midsomer Norton.	
12.24	BMc said the public want 24/7 care – how will this be delivered? MM said this is not the first time this point has been raised – part of the solution is how to develop ways that prevent people from having to return to GPs/hospital as some issues can be resolved in other ways.	
12.25	MM said this is a review of community services but is part of a wider review including other aspects of health care. Some of the comments and feedback received to date has been challenging but this is welcome.	
12.26	MV asked whether the feedback had been broken down into urban and rural. MM said they can look at this as postcodes have been requested.	
12.27	A workshop session then took place, following which MM outlined his skills and experience having been asked to do so by MB.	
12.28	MM said this phase of the consultation will close on 30 th October. He urged those present to complete the questionnaires and return them. Also to promote the consultation, which is available on the CCG website: http://www.bathandnortheastsomersetccg.nhs.uk/	ALL
13.	Dates of Next Meeting	
13.1	LR thanked everyone for coming and said the next meeting would be 30 th November, 6pm at the Conygre Hall, Timsbury. This would be a special meeting about the Council's Budget Proposals 2016-2020.	

This page is intentionally left blank

Somer Valley Forum

Annual Report February 2017

Introduction from the Chair and Vice Chair

We would like to firstly thank all the members and participants of the Forum for their contributions and input over the last year. During the year we have had a varied programme of presentations and discussions, including the CCG ‘your care, your way’; the West of England Joint Spatial Plan; Somer Valley Enterprise Zone and Early Years’ Services in the Somer Valley. We were delighted to have two Forum meetings hosted by the communities of Midsomer Norton and Westfield. Their presentations gave us real insight into some of their key projects and we would be delighted to hear from other communities that would like a Forum meeting to be held in their area.

The Forums have previously highlighted a number of priorities for further discussion and development. We want to give you an update on the Forum’s achievements to date and have provided a short summary of the progress made and planned actions for 2017. We want to ensure that the Forum continues to bring forward the issues that matter most to you.

*Lynda Robertson (Chair) and
Karen Walker (Vice Chair)*

You said	We did
<p>“ Engage with young people and explore opportunities to join up and improve services for children and families ”</p>	<p>A presentation on early years’ services was given at the September Forum meeting. The presentation included an overview of the various elements of the service and how each supports young people in the Somer Valley area. Action: The Forum to host a themed meeting on ‘Young people’s issues and the provision of services’ in 2017.</p>
<p>“ Ensure the impact of development maintains the identity of the villages ”</p>	<p>Joint Spatial Plan Consultation launched in November 2015. Initial consultation ran until 29th January 2016 and a joint response was submitted from all Forums. Two working groups involving selected Parish Councils and Ward Councillors were set up in February 2016 to look at the JSP in more detail with Planning Policy. B&NES Planning Policy gave an update to all Forums in April 2016. The forum also commented on the Green Spaces Strategy and received an update on the JSP draft proposals at the November 2016 meeting. Action: The Forums will continue to receive updates.</p>
<p>“ Increase the availability of affordable housing, provide quality housing and home share initiatives ”</p>	<p>Action: The Forum to host a discussion on ‘Affordable Housing’ in 2017.</p>
<p>“ Improve Broadband and mobile phone signals for rural business and residents ”</p>	<p>A Broadband Summit Event will be held in B&NES. Further details will be made available to the Forums. The Vice Chair has raised the issue of the lack of Broadband in some villages at the Joint Chair and Vice Chairs group in October. Action: The Vice Chair will be meeting with WERN to discuss further.</p>

Somer Valley Forum
Annual Report February 2017

You said	We did
“ Economic Development, skills, training and enterprise ”	The Somer Valley has been successful in achieving Enterprise Zone status. A presentation on this was given by the B&NES Economic Development team at the February 2016 meeting. They will continue to engage with the Forum and individual Town and Parish Councils. Action: The Forum to receive an update on progress in 2017.
“ Increase the understanding of the benefits and opportunities for environmental sustainability ”	Information about this was made available at the November Forum Meeting, the Interagency Meetings and Newsletter and at Community Venues across the Somer Valley. Action: The Forum to host a discussion on ‘Environmental, sustainability and climate change’ in 2017.
“ Improve the local leisure facilities to offer more inclusive sports ”	Following discussion between Leonard Cheshire Homes and GLL the new leisure facilities in Bath and Keynsham will include a permanent Boccia Court. Progress has also been made to improve disabled fishing facilities at Tucking Mill, owned by Wessex Water.
“ CCG ‘ your care, your way ’ - increase residents health & wellbeing ”	All Forums have hosted two ‘your care, your way’ consultations. Forums have also been asked to put forward representatives to sit on the ‘your health, your voice’ meetings. These are held every two months for members of the public to provide feedback on the CCG’s plans for improving local health services. The representative for Somer Valley is Richard Robertson. Action: The CCG will attend all Forum meetings in 2017 to introduce the new provider for Community Services.
“ Reduce anti-social behaviour ”	The Midsomer Norton Community Alcohol Partnership continues to meet. The Forums had a presentation from the new Chief Inspector, Kevin Thatcher, at their February meetings. Contact details for the Police and PCSOs have been made available to Parish Councils. The Communities team have created a map for each Forum on the police.uk website, so that crime statistics for these areas can be monitored. Action: The police will continue to attend each Forum meeting and will respond to local issues and concerns.
“ Transport Strategy - address issues that affect the Somer Valley ”	An update was given at the February Forum meetings. A public consultation event was held on the 5 th May. Transport are liaising with Planning on the Joint Strategic Plan and have access to Neighbourhood Plan documents. The Forums received an update on the JSP draft proposals, which include transport, at the November meeting Action: An update on the Somer Valley Transport Strategy will be given in the 2017.

Somerset Valley Forum Membership

Voting Members

B&NES Councillors (1 vote each)

Councillor	Community/Communities (8)	Wards (8)
Cllr Les Kew (Con)	Farrington Gurney High Littleton	High Littleton
Cllr Barry Macrae (Con) Cllr Michael Evans (Con) Cllr Paul Myers (Con) Cllr Chris Watt (Con)	Midsomer Norton	Midsomer Norton North Midsomer Norton Redfield
Cllr John Bull (Labour) Cllr Liz Hardman (Labour)	Paulton	Paulton
Cllr Sarah Bevan (Ind) Cllr Karen Walker (Ind)	Peasedown St John	Peasedown St John
Cllr Chris Dando (Labour) Cllr Deirdre Horstmann (Con)	Radstock	Radstock
Cllr Doug Deacon (Ind)	Timsbury	Timsbury
Cllr Eleanor Jackson (Labour) Cllr Robin Moss (Labour)	Westfield	Westfield

14 votes

Parishes (2 members per Town/Parish Council proposed)

Farrington Gurney Parish Council
High Littleton Parish Council
Midsomer Norton Town Council
Paulton Parish Council
Peasedown St John Parish Council
Radstock Town Council
Timsbury Parish Council
Westfield Parish Council

16 votes

Other Voting Organisations (1 vote per organisation)

Big Local Radstock and Westfield
Business West
Creativity Works
B&NES Youth Forum
Midsomer Norton Community Association
Midsomer Norton Community Trust
Midsomer Norton Society
Norton Radstock College
Norton Radstock Regeneration
Prattens Westfield Amateur Sports Club
Radstock Action Group
Radstock Museum
Radstock Residents' Association
Radstock Town Traders
Somerset Valley Chamber of Commerce
Somerset Valley FM

Somerset and Dorset Railway Heritage Trust
Welton Village Group

18 votes at present

Total No. of Members above = 40

Places available = 10

No Voting Rights

Avon and Somerset Constabulary
Avon Fire and Rescue Service
Avon Local Councils' Association
B&NES Officers
Curo
NHS Bath and North East Somerset
Quartet

8 in total at present

Corresponding Members

Camerton Parish Council
Shoscombe Parish Council
Chilcompton Parish Council (Mendip)
Coleford Parish Council (Mendip)
Hemington Parish Council (Mendip)
Kilmersdon Parish Council (Mendip)
Stratton-on-the-Fosse Parish Council (Mendip)
Cllr Neil Butters (Ward Councillor for Shoscombe)
Cllr David Veale (Ward Councillor for Camerton)

9 in total in total at present

Suggested New Members

Education/schools
Health professional/doctors
Pensioner groups
Unemployed
Youth representation

Terms of Reference Somerset Valley Forum

1. Name and Area of Benefit

1.1 The name shall be the Somerset Valley Forum

1.2 The Somerset Valley Forum will cover the two Towns and six Parishes of:-

Farrington Gurney; High Littleton; Midsomer Norton; Paulton; Peasedown St John; Radstock; Timsbury and Westfield.

1.3 Corresponding Members will be:-

Camerton and Shoscombe (B&NES)
Chilcompton; Coleford; Hemington; Kilmersdon; Stratton-on-the-Fosse (Mendip)

2. Background

2.1 The Somerset Valley Forum is part of an initiative that aims to improve the external engagement of the Council and its partners by bringing together neighbourhoods, villages and towns to reflect local issues and priorities.

2.2 Whilst creating operational boundaries, it is also important in identifying local priorities and bringing together local communities where there are shared and common issues.

2.3 Each area of the initiative will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster communication so local people receive better outcomes.

2.4 Each Forum may collaborate with other Forums to share good practice and engage in wider discussions. This collaborative approach is designed to secure involvement of stakeholders and local residents.

3. Aims and Objectives

3.1 The overall aim is to provide a mechanism for collaboration between communities and public bodies; including Bath and North East Somerset Council and members of the Public Services Board; in order to improve local engagement, join up services and foster communication so local people receive better outcomes.

3.2 The objectives are to:-

- Involve residents and organisations by seeking their views and encouraging them to participate in improving their quality of life
- Identify common issues across this area and debate local priorities

- Discuss how organisations, including this Forum, will work most effectively together to respond to the local priorities and take action where appropriate
- Influence wider policy developments and encourage meaningful conversation

4. Key principles

4.1 All voting and non-voting members of the Somer Valley Forum agree to follow the five key principles of the Connecting Communities programme which are:-

- 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.

5. Membership

5.1 The Core Membership of the Somer Valley Forum will be:-

Non-voting Members

One officer representative from the following public services:-

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- Bath & North East Somerset Council

Voting Members

- All B&NES elected ward members in the Somer Valley Forum area
- Up to 2 representatives from all of the Parish Councils in the Somer Valley Forum area
- Up to 2 representatives from the Town Councils in the Somer Valley Forum area

5.2 Further voting members may be drawn from voluntary, community and social enterprise organisations and local business, within the area of benefit as defined in 1.2

5.3 Meetings of the Somer Valley Forum shall be open to the public. A notice of every meeting will be placed on Bath and North East Somerset Council's web meeting diary. All members of the Somer Valley Forum will be requested to promote all meetings to encourage wider engagement. Members of the public may speak/participate at the Chair's discretion.

- 5.4 An organisation may apply to become a member of the Somer Valley Forum and this shall be considered at the Forum AGM, subject to a maximum number of 50 members. Applicants will be associate members until this time.
- 5.5 Members that do not attend, or give apology for, three consecutive meetings of the Somer Valley Forum will be deemed to have allowed their membership to lapse but will be welcome to re-apply.
- 5.6 The Secretarial support role will be carried out by Bath & North East Somerset Council, Strategy and Performance Service.

6. Role of the Chair and Vice Chair

- 6.1 The Chair and Vice Chair will be elected from the voting membership set out above. They shall act independently and work on behalf of the Forum for the wider benefit.
- 6.2 The Chair and Vice Chair will meet with the relevant officers of Bath and North East Somerset Council to propose agendas, discuss how issues might be resolved and report to the Forum as appropriate.

7. Working Methods

- 7.1 The Somer Valley Forum will meet at least 4 times a year, one of which meetings shall be an Annual General Meeting.
- 7.2 A third of voting members should be in attendance at each Somer Valley Forum meeting, for the meeting to be quorate.
- 7.3 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.
- 7.4 Every member of the Somer Valley Forum shall be accorded the same degree of respect, dignity and consideration by all other members, irrespective of people's protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and with regard to equalities legislation.

8. Agenda Planning

- 8.1. The Somer Valley Forum will adopt a core agenda for ordinary meetings as follows:-
- Welcome, Introductions and Apologies
 - Declarations of Interest
 - Minutes of the Last Meeting
 - Matters Arising
 - Standing Items (eg Community Safety, Transportation)
 - Parish and Town Council Items
 - Community Items
 - Consultation Items (eg Council, Police, CCG etc)

9. Area profile

9.1 The Somer Valley Forum will establish and keep updated an Area Profile that aims to inform the priorities for the Forum.

10. Annual General Meetings

10.1 The Somer Valley Forum will hold an Annual General Meeting in the Autumn each year.

10.2 The Somer Valley Forum will elect a Chair and Vice-Chair at its first meeting. These positions will be held for one year and thereafter elections will take place at the Annual General Meeting.

10.3 At the first meeting and subsequent AGM meetings, the Somer Valley Forum shall:-

- i. Elect the Chair and Vice Chair
- ii. Review the Terms of Reference
- iii. Agree how organisations, including this Forum, will work together to respond to the local priorities and take action where appropriate
- iv. Influence wider policy developments
- v. Review its progress annually and consider how to engage more widely, showcase initiatives and share good practice

10.4 Any voting member may stand to be elected as Chair or Vice Chair. The existing Chair and Vice Chair may seek re-election.

10.5 Nominations for Chair and Vice Chair may be received prior to and at the AGM. This includes self-nominations for both positions.

10.6 The quorum for the AGM is a third of voting members as in 7.2 above.

11. Voting

11.1 The Somer Valley Forum will seek to work through the development of consensus.

11.2 Decisions, including alterations to the Terms of Reference, will be made by a simple majority vote, subject to the quorum of the meeting (see 7.2 above).

12. Working Parties

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

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

12.3 A record of working party meetings will be taken and reported back at the Somer Valley Forum meetings.

13. Dissolution

- 13.1 A proposal for dissolution of the Somer Valley Forum will require the approval of the majority of voting members.
- 13.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

This page is intentionally left blank

Connecting Communities Forums

NOMINATION FORM

POSITION OF CHAIR / VICE CHAIR

I

As an attendee of the Somer Valley Forum, I would like to nominate / self-nominate*
(**please delete as appropriate*):

.....

For the position of Chair/ Vice Chair* (*please delete as appropriate*).

For the period of one year starting from the 22nd February 2017 until the next AGM held.

The Nominee has confirmed they are prepared to stand for the post.

Self-nominations are accepted.

Signed:

Date:

Please return the form via email or present the nomination form to one of the B&NES officers prior to commencement of the meeting.

c/o Strategy & Performance, Bath & North East Somerset Council,
email: alison_wells@bathnes.gov.uk Tel: 01225 396539

This page is intentionally left blank