

Communities, Transport and Environment Policy Development and Scrutiny Panel

Date: Monday, 12th March, 2018

Time: 4.30 pm

Venue: Council Chamber - Guildhall, Bath

Councillors: John Bull (Chair), Brian Simmons (Vice-Chair), Neil Butters, Alan Hale, Richard Samuel, Peter Turner, Patrick Anketell-Jones, Ian Gilchrist and Michael Evans

Councillor Mark Shelford (Cabinet Member for Transport and Highways)
Chief Executive and other appropriate officers
Press and Public

Michaela Gay

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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:-**

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**Communities, Transport and Environment Policy Development and Scrutiny Panel -
Monday, 12th March, 2018**

at 4.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES (Pages 5 - 14)

8. CABINET MEMBER UPDATE

The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

9. GETTING FROM A TO B PROJECT (Pages 15 - 30)

A report is attached. There will be a presentation at the meeting – slides are attached.

10. PARISH CHARTER REVIEW (Pages 31 - 62)

A report on the Draft Parish Charter is attached.

11. PANEL WORKPLAN (Pages 63 - 66)

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting senior officers.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

BATH AND NORTH EAST SOMERSET

**MINUTES OF COMMUNITIES, TRANSPORT AND ENVIRONMENT POLICY
DEVELOPMENT AND SCRUTINY PANEL MEETING**

Monday, 22nd January, 2018

Present:- **Councillors** John Bull, Brian Simmons, Neil Butters, Alan Hale, Richard Samuel, Peter Turner, Patrick Anketell-Jones, Ian Gilchrist and Michael Evans

57 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

58 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

59 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

60 DECLARATIONS OF INTEREST

There were none.

61 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

**62 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS,
STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF
THIS MEETING**

The following people made statements to the Panel:

David Redgewell – Transport South West made a statement regarding the Great Western Rail consultation, bus summit and bus station. *A copy of this statement is attached to these minutes.*

Councillor Butters asked if WECA are responding to the GWR consultation, Mr Redgewell stated that he had concerns about different fares in different areas if GWR is broken up. Councillor Hale asked whether Avon Valley railway at Bitton could be used by commuters, Mr Redgewell stated that in theory it could. Regarding Bath Bus Station, he explained that this needs effort and investment and maybe WECA will get involved.

Hal Macfie made a statement regarding changes to the traffic arrangements in Wellsway, Keynsham. He thanked the Panel for the answers to his questions on this subject (*a copy is attached to these minutes*) and added that residents also asked for 20mph flashing lights in both directions.

David Andrews referred to the Tram Study and he congratulated officers on the report.

Adam Reynolds made a statement regarding the Tram Study report. *A copy of this statement is attached to these minutes.*

Councillor Butters asked that, if we did have Trams, what should the priority route be. Mr Reynolds stated that he thought it would be Twerton/Newbridge area and also Lansdown and Weston.

The Panel noted two questions from Mr Hal Macfie and the answers circulated. *A copy of this document is attached to these minutes*

63 MINUTES

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

64 CABINET MEMBER UPDATE

The Cabinet Member for Transport and Environment, Councillor Mark Shelford updated the Panel on the following:

- Public Transport – he encouraged people to respond to the Bus consultation.
- Parking Services – the parking and coach strategies would come to Cabinet soon.
- Passenger Transport – continued work on ‘Getting from A to B Strategy’ with a view to working on the roads around Queens Square.
- Highways and Traffic – not withstanding budget pressures, this is very positive. Work planning on Tog Hill Lane with South Gloucestershire.

(A copy of his full statement is appended to these minutes)

Panel members asked the following questions and made the following points:

Councillor Shelford confirmed that Councillor Hale’s request for funding for a consultation on traffic calming on Park Road Keynsham was in the programme.

Councillor Gilchrist asked about the subway in his ward, it was confirmed that there is money set aside for refurbishment.

Regarding the GWR consultation, the Cabinet Member explained that he had not had the meeting about his yet and would report back.

Councillor Bull asked if the bus consultation is available for people to respond who do not have digital access. The Cabinet Member stated that he would report back on this.

The Cabinet Member for Development and Neighbourhoods, Councillor Bob Goodman updated the Panel on the following:

- River Safety – officers are working with Avon Fire and Rescue and with the Student Safety Partnership.
- Air Quality – there is a report on the agenda.
- Refuse – since the roll out of the new system there have been some challenging times but it is likely that the new recycling figures will put BANES in the top 10. He reported that the push now is to reduce side waste and this is being tackled in a number of ways – waste doctors, waste diaries, contacting homeowners and if necessary issuing fines. The vast majority of residents are complying.

Councillor Samuel stated that there are 123 non-collected bags along London Road outside 40 properties which are mostly flats. He stated that he supports the policy but non-collected bags are a public health issue. The Cabinet Member explained that waste on the streets cannot be allowed and stated that a lot of non-collected bags contain recyclable materials. He stated that we are not there yet and London Road is a particular problem but numbers will go down gradually with the measures put in place (listed above).

Councillor Bull asked if there was a particular problem with students as they are sometimes only at properties in term time. The Cabinet Member explained that he has worked with student groups and they are compliant.

Following a query from Councillor Anketell-Jones, the Cabinet Member explained that the authority does not send recycling to China.

Councillor Anketell-Jones stated that there was a perception that operators' attitudes are problematic, the Cabinet Member explained that it is a very hard and taxing job.

The Cabinet Member for Transformation and Customer Services, Councillor Karen Warrington updated the Panel on the following:

- Bath Library – there is continued engagement with groups. In May the design phase begin and work will start the following March. Staff functions are being looked at. Regarding The Hollies – design drawings will be sent out.
- Community Libraries – none have been closed, negotiations are getting close to transfer in some areas as people are coming forward. All local forums are being informed.

Councillor Bull asked if other methods are being used to get information out as forums are not always well attended. The Cabinet Member explained that there are posters in libraries and ward members have been informed.

Following a question from Councillor Turner, the Cabinet Member explained that volunteers will have access to professional advice from the Council, some libraries will be able to hire a part time librarian.

Regarding Bath Central Library, Councillor Samuel asked if the work will go on while the Library is open and working. Ian Savigar, Divisional Director for Customer Services explained that it is a bit early for full details but talks with the architects is ongoing regarding the transformation, it is hoped that there will be a continued service.

65 TRAM STUDY

Kelvin Packer, Group Manager Highways and Traffic introduced the report and gave a presentation to the Panel on 'The Potential Introduction of Trams to Bath' which covered the following:

- Strategic Evidence – Commuting by car/Commuting by bus/Bus accessibility/Key Corridors
- Technology
- Corridor Arrangements – Highway widths/Highway Gradients/City Centre Highway Width/Summary of Constraints
- Summary
- Issues to be considered
- Next Steps

The officer introduced Ian Brown from UK Tram who commented that there is nothing about Bath that precludes a tram scheme but that it is a big commitment and must be subject to a proper procurement procedure. He added that there were five considerations – economy, regeneration, environment and air quality, agglomeration effect and alleviating congestion.

Councillor Bull commented that members must serve all residents, not just those in the city of Bath. Ian Brown stated that people from all around the area travel into the centre for work and leisure so would be affected.

Panel members asked the following questions and made the following points:

Councillor Bull asked what the added value of a tram scheme would be if there is already a Park and Ride in the area. Ian Brown stated that he had never seen a tram scheme that works from a Park and Ride and that it was unlikely it would be justified in that circumstance.

Councillor Butters asked about rail alignment and also which other cities of a similar size are going down this route. Ian Brown commented that if rail alignment is in place

a tram scheme would be a lot cheaper. He mentioned that Birmingham built a scheme that stopped outside the city centre and was not widely used. He further explained that there could be a tram solution in Cambridge where science parks are being built.

Councillor Hale asked how much the study has cost and where the land would be found. He also stated that he had visited Croydon when the trams system was being installed and there was a degree of travel chaos. Ian Brown stated that Croydon serves as an example to others in terms of disruption but there is more technology in place now.

Councillor Gilchrist asked what provision there was in the budget regarding trams. The Strategic Director stated that there was a regional approach so this would be discussed with WECA, she explained that there is not a specific mention in the budget.

Following a question from Councillor Turner, Ian Brown commented that the first question is whether the authority wants a tram scheme and if so, the specification must be very clear - it takes 7 years to the paperwork, 3 years to build and 1 year to commission.

It was **RESOLVED** that a Task and Finish Group be set up with a view to looking at detailed issues regarding a Tram Scheme which covers the points mentioned in the 'Next Steps' slide (set out below):

- *Set up Officer Client Group to include an expert from UK Trams.*
- *Undertake a detailed assessment on one corridor (subject to expert advice).*
- *Investigate opportunity to progress the study further/develop a business case with support from WECA.*

Members of the group – John Bull, Neil Butters, Alan Hale, Peter Turner and Brian Simmons. The Chairman explained that it was a future aim to hold a Scrutiny Inquiry Day on the issue to bring in bodies/experts.

66 BATH AIR QUALITY ACTION PLAN UPDATE

Cathryn Brown, Team Manager for Licensing and Environmental Protection and Aled Williams, Environmental Protection Manager, gave a presentation to the Panel which covered the following:

- National Air Quality Plan Background
- The Bath AQAP Consultation
- The Headlines
- Relationship between BAQAP and NAQP
- The NAQP timeline
- NAQP governance
- NAQP funding opportunities
- NAQP progress since July 2017

- NAQP next steps until March 2018
- NAQP communications and stakeholder engagement
- Real-time air pollution dials

Panel members asked the following questions and made the following points:

Councillor Bull asked if there was an explanation for levels falling. The officer explained that engine technology is improving and vehicles are being updated but 3 years of low level data is needed to confirm an improvement. Councillor Hale pointed to the improvement in air quality as a result of the one way system in Keynsham.

Following a question from Councillor Samuel, the officer explained that the project board is attended by Cabinet Members and action points are noted, a project manager runs the meetings and takes the notes. Councillor Samuel asked that if the plan was in place by December 2018 and there was a change of administration in May 2019 – can elements of the plan be changed. The officer stated that she would take advice but she believes that the authority would have to comply with the plan.

Councillor Samuel asked if there would be any special measures put in place around primary schools, the officer stated that the mandate is to bring all areas within the standards.

Following a query from Councillor Gilchrist, the officer explained that by the end of December 2018, the option must be agreed and before 2021 it has to be implemented.

Councillor Bull stated that the only way to create a significant reduction is to look into prohibiting certain vehicles. Anti-idling measure would need constant enforcement. The officer noted the comment.

Councillor Bull asked if there are lessons to be learned from clean air zones in other areas, the officer stated that this information is shared at DEFRA workshops.

Councillor Anketell Jones asked if the Air Quality Action Plan would conflict with the Parking Strategy as it seeks to encourage short stay visits and discourage commuters. The officer explained that the consultants working on Air Quality are also working on the Parking Strategy and parking services representatives are on the Air Quality project team.

Councillor Bob Goodman, Cabinet Member for Development and Neighbourhoods stated that he was confident that compliance would be delivered in the timescale and he thanked the team.

The Panel noted that there would be a report on 'Air Quality (regarding A37)' to the May meeting of the Panel and that Panel members would be sent an email briefing on the strategic outline case for the National Air Quality Action Plan.

67 COUNCIL OPERATIONAL PLAN

The Chair explained the aspects of the plan that were within the remit of the Panel. He explained that the Strategic Director for Place, Louise Fradd and Divisional Director for Environmental Services, Martin Shields were present to answer questions.

Panel members asked the following questions and made the following points:

Regarding 'Transport Planning' (page 99, Appendix 1) Councillor Bull asked that if reliance on consultants is reduced, is there capacity within existing staff to carry out the work. The Divisional Director explained that, following a restructuring across the Highways Team, there are now staff who can do the work that had been done by consultants.

Councillor Butters asked (regarding 'Parking and Transport') if customers would be able to pay directly by card under the new proposal or will they have to download an App. The Divisional Director explained that the plan was to reduce payment by card (and the additional transaction fee). The Strategic Director explained that other areas use this model and there will be a phased approach. The Divisional Director explained that with the App customers can adjust their stay period.

Councillor Bull asked (regarding 'Transport and Parking Services Review') if the £707k saving had been made as a result of the parking review. The Strategic Director explained that this had already been agreed as part of the previous budget process but at this time the parking review was still under consideration. However there had already been additional income from parking charges, particularly around the Christmas period and it was felt that the income target was realistic and may even be exceeded.

Councillor Bull asked (regarding 'Transport – moving people from A to B') if the proposals result in changes to eligibility for transport and asked if future service users will be disadvantaged by the proposal. The Strategic Director explained that the review has been ongoing and savings are now coming. She added that personalised budgets have had a positive impact on costs and discussions are ongoing with local dial a ride groups. In addition she added that the programme of safe routes to school would further reduce the need for transport to be provided and that the Council was looking at how it could use its vehicles to move patients to and from hospital more cost efficiently.

Regarding 'Waste and Parks' Councillor Turner asked if Parks Groups are aware of the service review. The Divisional Director explained that the service will be looking to work with friends of groups and any other partners who can contribute and that the service will become more commercial in the way it does business with fee paying customers.

Councillor Bull asked (regarding 'Refuse Collection') if it is anticipated that there will be resistance to reducing garden waste collections in winter months as people pay for this service. The Strategic Director explained that the reduction in collections during winter months (when there is less garden waste) was preferable to increasing the fees.

Regarding 'Modern Libraries and Customer Services Review' Councillor Bull asked if it was wise to withdraw funding from community libraries when there is more emphasis on digital communication and many people only access computers in their library. The Cabinet Member for Transformation and Customer Services, Councillor Karen Warrington explained that people are coming forward and discussions are ongoing, if people want an internet connection then that will be factored in. The Panel will be kept informed.

Councillor Simmons asked about the 3 month vacancy freeze (page 116) and if this could cause a problem in audit. The Strategic Director explained that if there is a need for a post to be filled then it is possible to fill a post before 3 months. She added that this policy has been applied for the last 6 months and it represents due diligence in assessing if there is a need for the post.

Regarding 'Management Arrangements and Staffing' Councillor Bull asked if the reduction in 300 staff was in addition to the staff reductions shown in this report. The Strategic Director explained that the 300 figure was made up of the staff reductions shown in the budget papers and other posts which have not been identified yet. This will be phased over 2 years. The Cabinet Member for Finance and Efficiency, Councillor Charles Gerrish added that smoothing reserves could be used in the phased period.

Councillor Hale asked if there is any work to be done with University's, the Cabinet Member reported that there is a lot of work being done on this.

Councillor Gilchrist asked if the Gulls nest removal programme was going ahead, The Cabinet Member confirmed that this was in the budget proposals.

Councillor Gilchrist asked if there was any provision in the budget regarding residents parking zones, the Divisional Director reported that arrangements regarding residents parking zones would be reviewed as part of the parking review but in the meantime there is no change to the current process.

68 PANEL WORKPLAN

The Panel noted the workplan and the following updates:

- Transport – Getting from A to B update – March 2018
- Parish Charter – March 2018
- Air Quality – A 37 – May 2018
- Waste Collection Review – May 2018

The meeting ended at 7.45 pm

Chair(person)

Date Confirmed and Signed

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Communities, Transport and Environment Policy Development & Scrutiny Panel	
MEETING/ DECISION DATE:	March 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Getting from A to B Transport Review Update	
WARD:	All	
AN OPEN PUBLIC ITEM		
None		

1 THE ISSUE

- 1.1 This report provides an update for the CTE Panel on the progress of the getting from A to B Transport strategic review.

2 RECOMMENDATION

- 2.1 The Panel is asked to note the outcomes of the strategic review and update on current progress towards the stated outcomes.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The Getting from A to B strategic review is required to generate a stretch target saving of £1.938m over the term of the project.
- 3.2 Savings to date are £784k. However, further growth avoidance has also occurred within the changes to operational processes and this is not included.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The Council has a statutory duty to provide transport for some school children under specific distance and safety criteria.
- 4.2 The Council has a statutory duty to provide transport for children with SEND needs under specific criteria.
- 4.3 The Council has a specific duty under s63 of the Transport Act 1985 to secure provision of public transport as appropriate where it would not be met apart from any action taken by them for that purpose.

5 THE REPORT

5.1 The presentation to the Panel will provide an update including information on:

- Background to the project
- Approach taken
- Outcomes to date
- The barriers faced within the delivery of the project
- Specific workstreams updates
- The “still to do’s” for the project
- Next steps

6 RATIONALE

6.1 This report is being brought so that the Panel can be updated about progress with the project.

7 OTHER OPTIONS CONSIDERED

7.1 None

8 CONSULTATION

8.1 Each specific workstream is subject to consultation where required. Details are within the presentation.

9 RISK MANAGEMENT

9.1 A risk assessment related to the project has been undertaken, in compliance with the Council's decision making risk management guidance.

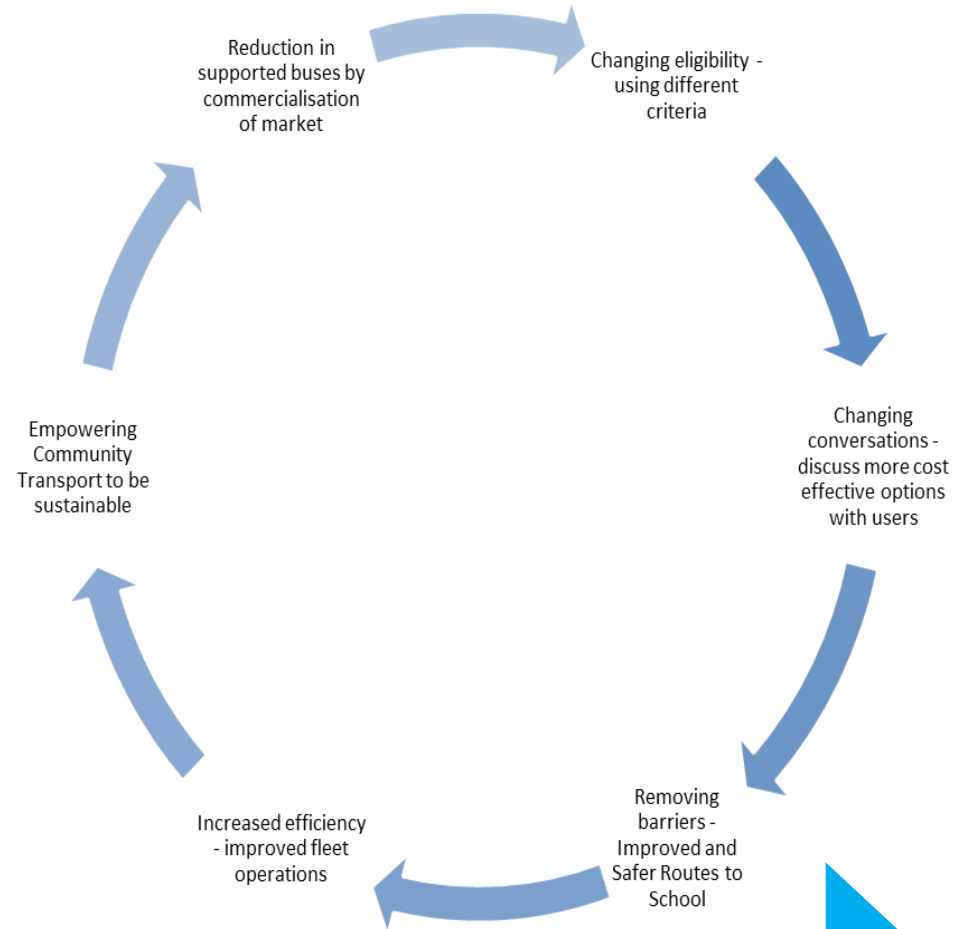
Contact person	<i>Chris Major – 01225 394231</i>
Background papers	<ul style="list-style-type: none">• <i>none</i>
Please contact the report author if you need to access this report in an alternative format	

Getting from A to B Strategic Transport Review

Page 17

Purpose

- » Programme looks at options for moving people differently – high level of innovation
- » Looked at people rather than modes of transport
- » Removes dependence on Council or subsidised transport – empowerment for communities
- » Willing to ask what hasn't been asked



Approach



Outcomes

- » Real cashable savings of £784k to date
- » On track to deliver £1.938m over 5 years
- » Improved cross service working
- » Improved eligibility checks and restrictions
- » Improved efficiency within Passenger Transport Team

Barriers



Communication

- Too much to convey
- Engagement with teams
- Soft market testing



Complexity

- So many options to explore
- Needed to sell better
- Cross cutting silos



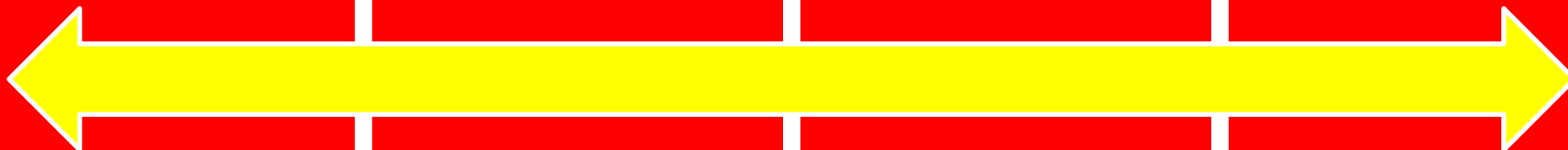
Capacity

- Time to develop innovation
- Giving priority
- Phasing



Unforeseen issues

- WECA
- Loss of resource
- Lack of data



Supported bus funding

- Bus routes in B&NES are all run by commercial operators who we have no control over. 80% of routes are commercial.
- Subsidised bus funding now a joint power with WECA
- Consultation held in January on contracts due to expire in 2018
- Total of 215 responses which have helped shape tender specifications that will be released in March/April
- All services will include an “as is” option
- Decision in May

Review – Home to School Transport

- » Changes to application processes
 - » Developing an understanding of who actually needs transport
- » Trail last year resulted in overall reduction in provision required
- » Pass scanning trial extended
- » Software trial being undertaken to get more pupils on public buses (currently 132) to support services

HTST – Hazardous routes review

» New policy developed and published

Page 24

» Full review of all routes deemed hazardous to set new baseline - completed

» Review outcomes to be delivered

1. On-line self assessment tool.

Road Parameters

ID: USRN: GIS road no:

Locality:

ROAD NAME:

Road section:

Section length (mtrs): 3 year ped accidents:

Road class: Speed limit (mph): Forward visibility:

Footway available?: Typical footway width: Carriageway width:

Verge width: Step-offs: Foliage intrusion?:

Street lighting: Crossing points?: Obstructions?:

5 min traffic count: Typical gap duration (s): Noise level:

Comments:

Hazardous against policy?:

Assessor Name: Survey date: Time:

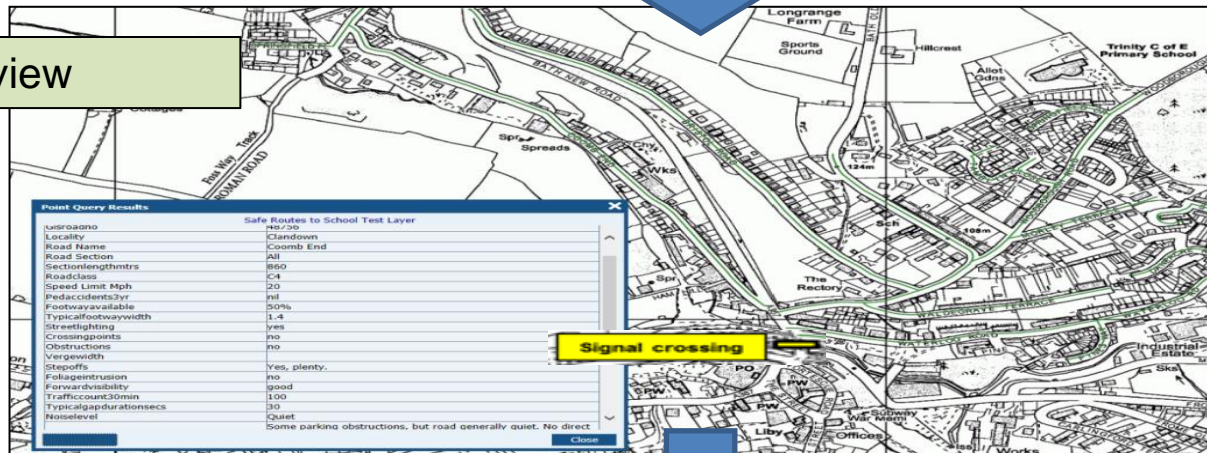
Weather:

Light/dark:

Data-base

ROAD NAME	Road section	Section leng	Road class	Speed limit	3 year ped a	Footway av
Bath Old Road - 2	Bristol Road to	105	C4	20	nil	100%
Bath Old Road - 3	Woodborough	440	C4	30	nil	70%
Bath Old Road - 1	A367 to Bristol	185	C3	20	nil	100%
Bristol Road	all	890	C4	20	nil	100%
Carlingford Terrace Road	all	342	C4	20	nil	no
Chapel Road	all	203	C4	20	nil	25%
Coomb End	All	860	C4	20	nil	50%
Daneacre Road	All	170	C4	20	nil	100%
Duchy Road	all	200	C4	20	nil	100%
Eastdown Road	all	250	C3	20	nil	100%
Fosseway	Springfield Pla	210	C4	20	nil	100%
Morley Terrace	all	165	C4	20	nil	no
Old Fosse Road (aka Fosse	A367 to Smallc	265	C4	20	nil	no
Pines Way	all	110	C4	20	nil	100%
Prince's Street	all	125	C4	20	nil	100%
Smallcombe Road -2	Fosseway to E	330	C3	20	nil	90%
Smallcombe Road -1	Fosseway to B	135	C4	20	nil	100%

GIS/ web view



Assessment record

Home to school transport
Assessment of walked routes to
Example recommendation report

Child details: 108106

Child reference: 10

Child name: 3

Age: 3

Statutory distance: 108106

Home UPRN: 108106

School UPRN: 108106

Home to school distance: 1.10

Assessment details

ROAD NAME	Road section	Section leng	Road class	Speed limit	3 year ped a	Footway av
Bath Old Road - 2	Bristol Road to	105	C4	20	nil	100%
Bath Old Road - 3	Woodborough	440	C4	30	nil	70%
Bath Old Road - 1	A367 to Bristol	185	C3	20	nil	100%
Bristol Road	all	890	C4	20	nil	100%
Carlingford Terrace Road	all	342	C4	20	nil	no
Chapel Road	all	203	C4	20	nil	25%
Coomb End	All	860	C4	20	nil	50%
Daneacre Road	All	170	C4	20	nil	100%
Duchy Road	all	200	C4	20	nil	100%
Eastdown Road	all	250	C3	20	nil	100%
Fosseway	Springfield Pla	210	C4	20	nil	100%
Morley Terrace	all	165	C4	20	nil	no
Old Fosse Road (aka Fosse	A367 to Smallc	265	C4	20	nil	no
Pines Way	all	110	C4	20	nil	100%
Prince's Street	all	125	C4	20	nil	100%
Smallcombe Road -2	Fosseway to E	330	C3	20	nil	90%
Smallcombe Road -1	Fosseway to B	135	C4	20	nil	100%
Pines Way	all	110	C4	20	nil	100%
Prince's Street	all	125	C4	20	nil	100%
Smallcombe Road -2	Fosseway to E	330	C3	20	nil	90%
Smallcombe Road -1	Fosseway to B	135	C4	20	nil	100%

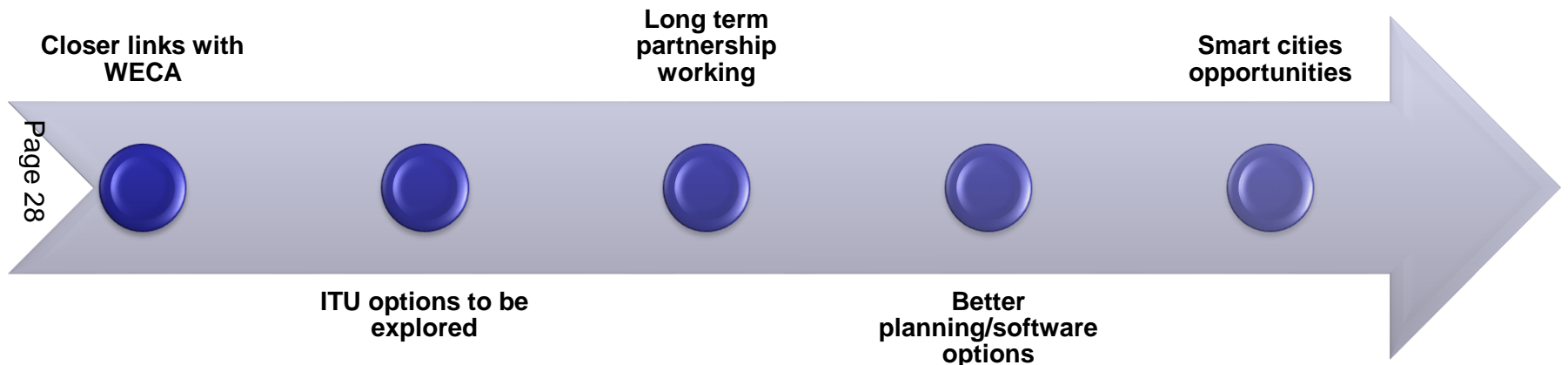
SEND – Personal budgets

- » Adopting new principles
 - » changing the conversation
 - » offering travel training
 - » individual solutions
- » 20 children reassigned to personal budgets with parents/guardians agreement
- » Case officers are now reviewing all cases on file in similar manner

Fleet utilisation and back office

- » New vehicles procured to replace unreliable fleet
- » Trial with CCG to provide more vehicles to RUH
- » New core software systems being launched - EYES

Still to do's.....



Next steps

- » Launch CCG service trial
- » Deliver savings through software trials
- » Reduce hazardous routes need
- » Develop long term policy positions
(with WECA where necessary)

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Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Communities, Transport and Environment Policy Development & Scrutiny Panel	
MEETING/ DECISION DATE:	12th March 2018	EXECUTIVE FORWARD PLAN REFERENCE:
		E
TITLE:	Parish Charter Review	
WARD:	All parished wards	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Final draft revised Parish Charter 2018		
Appendix 2 – Consultation Feedback and Responses		
http://www.bathnes.gov.uk/sites/default/files/parish_charter_consultation_feedback_and_responses.pdf		

1 THE ISSUE

- 1.1 This report provides an update to the Panel following consultation with parishes. A final draft revised Parish Charter has been prepared and is presented to the CTE Panel for review prior to adoption at Full Council in May 2018.

2 RECOMMENDATION

The Panel is asked to;

- 2.1 Comment on the final draft revised Parish Charter prepared by the Parish Charter Review Working Group.
- 2.2 Identify any areas of feedback the Panel wishes to give prior to the final adoption process.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The staffing and other resource requirements for undertaking this review are being managed from within existing budgets. As part of the Council's Changing Together programme there are plans to reduce staffing levels by 15% by 2020 in addition to management savings. The implications of these reductions for service delivery particularly as they impact on parishes will need to be closely monitored.

- 3.2 The final draft revised Charter contains a series of principles for devolution of services to parishes. Many parishes already manage services in their areas and the Charter provides for further opportunities for devolved services, as well as for new ways for working such as better use of digital tools such as FixMyStreet.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 Building effective relationships between Bath & North East Somerset Council and our parishes is vital for a range of issues and challenges in our local communities. The Council has a number of powers including the general power of competence which supports its approach to working in partnership with parishes.
- 4.2 Parishes are statutory consultees on planning applications and are widely consulted by Bath & North East Somerset Council on other matters. They provide a representative voice to give communities more control over and say in how local services are delivered.

5 THE REPORT

- 5.1 Since the Parish Charter was adopted over a decade ago, the context has changed significantly as a result of financial pressures but also due to new opportunities such as advances in digital technology and enhanced partnership arrangements. As a result, the Parish Charter has been revised and a new, draft Charter is now ready to be reported on and adopted. The Panel previously received reports on the Parish Charter review at its meetings on 9th May 2016 and 22nd May 2017.
- 5.2 The process of reviewing the Charter has acted as a catalyst for discussions about new ways of working. The Community Empowerment Fund, which has gone alongside the Charter Review, has built new relationships with parishes we may not previously have worked with, as well as leveraging in matched resources, including volunteer hours. A further key change in our relationship with parishes is for the Charter Review Working Group to remain in place to monitor and review the Charter and its implementation. The aim is that the Working Group will also have a wider role in ensuring that agendas for Parish Liaison and the Connecting Communities Forums do not duplicate, with Parish Liaison concentrating on issues that have a distinct parish focus.
- 5.3 The Parish Charter has been subject to full consultation with the parishes, with 43 parishes out of 51 responding. The detailed feedback was presented to the Working Group for consideration. The feedback and Working Group responses are set out in Appendix 2. The key concerns raised by the parishes through the consultation relate to the importance of B&NES staff and Councillors having greater understanding of the role and nature of parishes as well as being aware of the Charter and ensuring it is implemented. While the Council already includes reference to parishes in its induction training, work is underway to ensure that the importance and role of parishes is embedded into the Changing Together programme. There was also some concern about the implications of devolution of services but a willingness from parishes to do more if support and training are offered. The possibility of shared training and other support to parishes is being explored.

- 5.4 The final draft revised Charter contains a series of principles for devolution as this area of joint working is further developed in future. Many parishes already manage services in their areas therefore devolution could offer further opportunities to those parishes wishing to have local control.
- 5.5 The Charter contains five chapters setting out core principles and commitments on both sides. Appendices set out additional useful information such as terms of reference for Parish Liaison and Parish Council functions and responsibilities. Alongside the Charter is a 'Toolkit' designed to be a working document offering practical information on structures, protocols and standards. The intention is that the Toolkit can be readily updated and changed and will be available to other organisations in non-parished areas of the district and other trusted partners.
- 5.6 New digital communications and solutions can offer opportunity for better information and feedback within the context of a more stream-lined workforce where opportunity for continued face to face. The Working Group recognises that as the Changing Together programme is rolled out and new systems such as 'FixMyStreet' are introduced, structures and protocols may be subject to rapid change and therefore the Charter will continue to be reviewed particularly during the first year of adoption.
- 5.7 The proposed timeline for the adoption of the Parish Charter is as follows;

11 th April	Cabinet
10 th May	B&NES Full Council (AGM)
19 th September	Consideration of Charter at ALCA AGM

6 RATIONALE

- 6.1 It is considered appropriate that this Panel be involved in the review and have the opportunity to feed back.

7 OTHER OPTIONS CONSIDERED

- 7.1 None

8 CONSULTATION

- 8.1 The Parish Charter Review Working Group led the consultation on the redrafting of the Charter with all parishes given the opportunity to participate (see Appendix 2 for consultation results). In addition, the Working Group invited relevant Cabinet members and senior officers to their meetings to discuss views and experiences prior to shaping the revision.
- 8.2 We have already started to have discussion with key service areas on implementing the revised draft Charter and will produce a communications plan to deliver this.
- 8.3 In addition, consultation has taken place with the S151 Officer on this report and the Monitoring Officer has been involved in the preparation of the draft Charter.

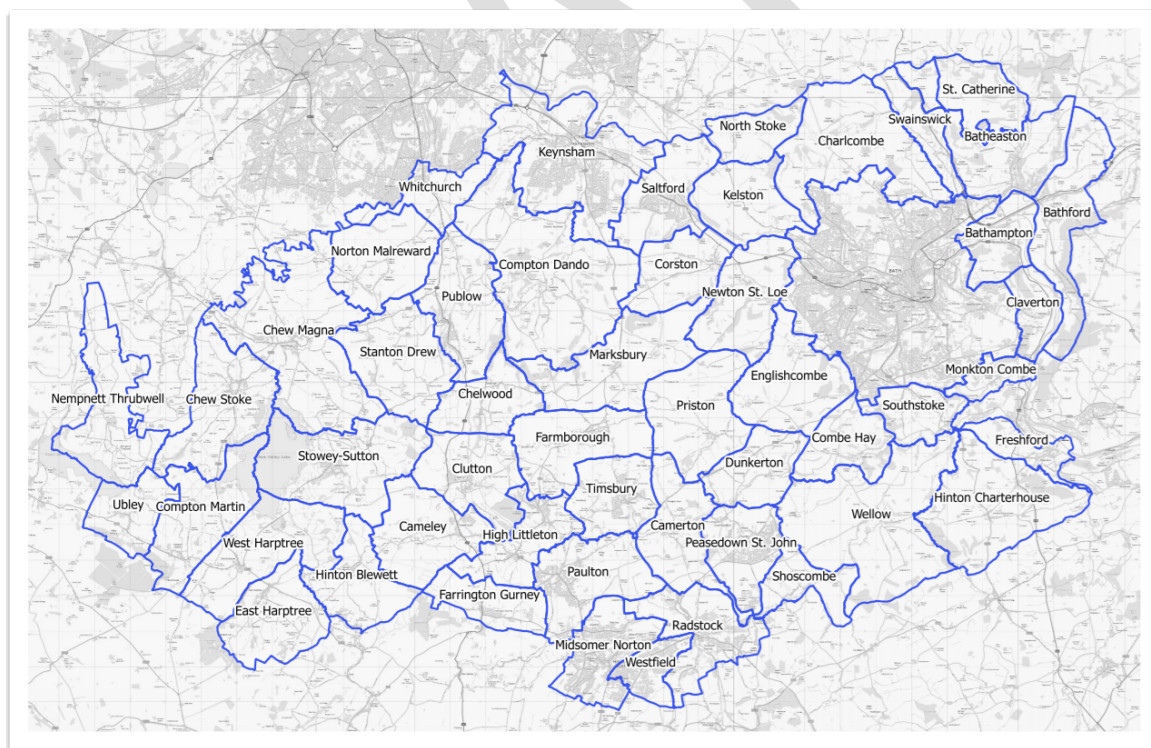
9 RISK MANAGEMENT

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person	<i>Andy Thomas, Strategic Manager Communities, Strategy and Performance</i>
Background papers	<i>Report on Parish Charter to CTE PDS Panel 9th May 2016</i> <i>Report on Parish Charter to CTE PDS Panel 22nd May 2017</i>
Please contact the report author if you need to access this report in an alternative format	

DRAFT PARISH CHARTER

Between Bath & North East Somerset Council and Town, Parish
and Village Councils



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1. Summary - What you need to know about the Parish Charter

The Charter has one simple aim - to provide a framework for us to work together to serve the people of Bath and North East Somerset. We have a common purpose to promote the wellbeing of Bath and North East Somerset, and we serve the same residents. This is the foundation of our Charter.

The Charter sets out how we will achieve this, by:

- ✓ Maintaining high ethical standards, **respecting and valuing each other**
- ✓ Being good partners and continuously **strengthening relationships**
- ✓ Providing **practical support** and helping each other out
- ✓ Being clear on **who does what**

The main document sets out what the Charter's signatories will do to deliver these aims. You will find this useful if you are in a B&NES Council service area or are a parish clerk or elected member (whether from B&NES or a parish council). We also hope this will be of more general interest - for example to voluntary groups who wish to work with parish councils.

Our Charter does not include everything. There are additional details – for example on Development Management and Highways and more information on protocols and standards (including Bath & North East Somerset Council's Customer Service Standards) on the Council's website and through the Toolkit which will accompany the Charter.

We will ensure that the Charter and associated documents will be made available on our websites. We recognise that information will change over time and we will review and update annually.

The Charter also sets out how we will manage the relationship – putting things right when they go wrong as well as celebrating the things that go well. Finally, we set out the next steps and the process for future review.

2. Introduction

Since its creation, Bath & North East Somerset Council and the parish and town councils in our area have built a tradition of strong joint working, leading to the creation in 2006 of a “Parish Charter”. This has provided a firm foundation for our work.

However, much has changed since the Charter was adopted over a decade ago. For example:

- Financial constraints on local services have increased, as have demographic pressures such as an ageing population. These are shared challenges for us all. We will need a joint focus on getting better value for money and delivering the savings we need to live within our means. Bath and North East Somerset Council’s financial and staffing resources are reducing and this is likely to continue. This provides opportunities for parishes and communities to do more for themselves.
- Communications have been transformed by digital technology, smartphones and social media. This increasingly provides opportunities to transform the way we work and communicate with each other through “smart” working and use of digital technology.
- Following a Community Governance Review, three new parish councils (Westfield, Midsomer Norton and Radstock) have been created. There are now 44 parish councils, 3 town councils, 3 parish meetings and one village council¹ in Bath and North East Somerset. For full designations see Appendix 3.

The key strengths of our parish councils – and the principles of effective partnership working – remain. Clear communications are central to successful collaboration. For this Charter to work, it needs to be picked up, read, understood and referred to at all levels of our local democracy. In creating this new Charter we have focused on making the document helpful to the people who will use it, including:

- Parish councillors and clerks
- Bath & North East Somerset Council elected members, including those who do not have parish councils in their areas
- Bath & North East Somerset Council staff, particularly those whose work brings them into contact with parish councils

The Charter sets out:

- The commitments we are making - both at a high level and also specific actions.
- What we do well, and the challenges facing us. We also include specific examples of good practice locally we can build on.
- How we would know if we have succeeded.

¹ In the Charter, we have used the phrases “parishes” or “parish councils” for simplicity throughout, although allowance needs to be made for the differing legal framework of parish meeting areas.

3. Our Aim: Together to serve the people of Bath and North East Somerset

Our Core Commitments

The Charter has one simple aim - to serve the people of Bath and North East Somerset. This aim is underpinned by the following core commitments.

"We'll have been successful when we really understand each other's objectives and can contribute to their delivery"

Parish Charter Review Workshop

Together, we will:

- ✓ **work together to promote local economic, social and environmental well-being. We will value the roles, responsibilities, and opinions of our respective councils, but be aware at all times that we have a common purpose to serve the public of Bath & North East Somerset and that we serve the same residents. This is the foundation of our Charter.**
- ✓ **respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers. (For more information on parish council functions see Appendix 2).**
- ✓ **work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working, with greater emphasis on the use of digital technology as staffing resources reduce.**
- ✓ **work together to try and answer residents' queries at the first point of contact, signposting as necessary, regardless of whether the query is to a parish or to B&NES Council.**
- ✓ **use the following joint principles for the devolution of services to parish and town councils:**
 - **"By choice, not imposed"**
 - **"One size doesn't fit all"**
 - **"All liabilities to be declared openly on both sides"**
 - **"Give proper notice of changes"**
 - **"Be clear on what is being transferred, and over what timescales"**
 - **"Encourage parishes to cluster"**
 - **"Set up a 'support' offer"- e.g. training/equipment"**

As individual bodies, we will make the following core commitments regarding consultation:

- ✓ **B&NES Council will consult specific parishes on matters when a planned decision would have a specific and direct or significant impact on the local council or its area or inhabitants. B&NES Council will provide adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.**
- ✓ **Parish councils will consult B&NES Council on matters when a planned decision would have a specific and direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or its inhabitants.**
- ✓ **Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).**

In adopting these commitments that drive our Charter, we can build on a wide range of good practice examples in our area, from work on local traffic issues to support for local community facilities and play areas. We have highlighted a few of these in this document.

Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will involve parish councils in the setting of our long-term corporate strategies and other priorities.	We will identify local objectives and priorities and work with B&NES Council to identify the best way of delivering them.
We will champion local democracy and encourage local residents to participate fully in the local democratic process.	
We will use Parish Liaison and the Connecting Communities Forums to put in place shared projects and identify key local priorities.	
We recognise a shared interest in support for local community facilities and will work together within legal and policy framework eg Assets of Community Value, to achieve this where possible.	
We will collaborate on digital projects to improve how we work together, communicate and deliver services.	
We will work together to protect the most vulnerable in our community.	

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4. Making it Happen

In the next four sections we set out in more detail **how** we will work together to meet our aims. We will do this by:

- Respecting and valuing each other
- Strengthening relationships
- Providing practical support
- Making the best of our skills and resources

4a) Making it Happen: Respecting and valuing each other

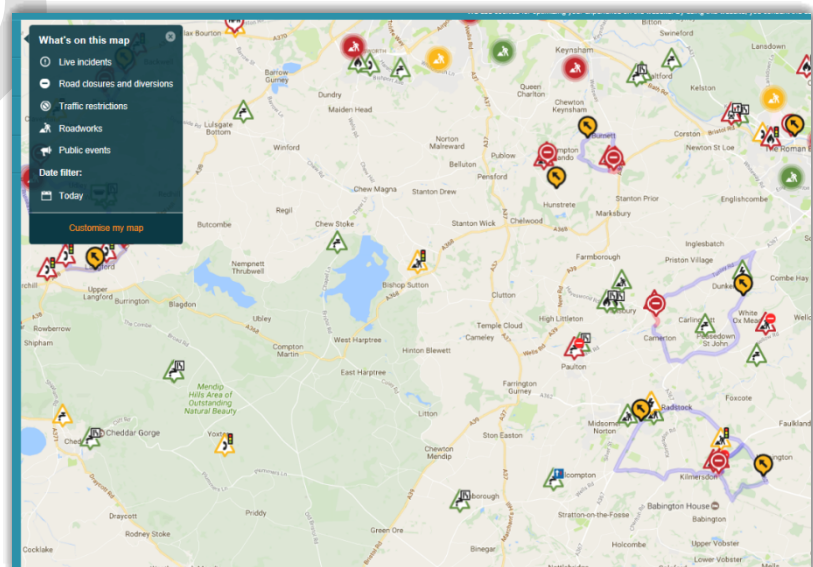
What we do well:

- In general, officers, councillors and other partners involved in joint working value the helpfulness and professionalism of their colleagues. Information received on road closures, recycling, etc. is all valued. Websites and social media are useful tools for parish councils to disseminate information e.g. Keynsham Town Council's Facebook page.
- B&NES Council officers are becoming more confident about engaging with communities on challenging issues at the Connecting Communities Forums.
- There is openness and a willingness to work together.

BUT

- There are sometimes different expectations and language used on both “sides”.
- There is a perception of parish councils being seen as the “junior partner”.
- We need to recognise the impact of how we behave with each other.

Good practice: All parishes now receive regular ‘street works’ e-mails alerting them to roadworks and traffic interruptions in the district, with links to the roadworks.org website (pictured right) for further detail.



So our Core Commitment is:

We will respect the democratic mandates of all our individual councils within their legal and service remits, recognising that B&NES Council and parish councils exist as separate bodies and have separate tax raising powers.

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
<p>We will:</p> <ul style="list-style-type: none"> • listen – always being open to ideas • prioritise – making sure local needs come first wherever we can • join up – working in partnership with our local communities • work collaboratively – helping communities find the best way to tackle local issues • share ideas – building on what works • treat each other with respect • work openly and transparently • recognise the impacts of our behaviours on others 	
We will work together to develop our people, including coaching, shadowing and understanding the competencies we need to thrive.	
We will work within our respective organisational policies and procedures to deal with complaints.	
B&NES Council through its Monitoring Officer will support the promotion of high standards of behaviour, including the investigation of complaints against parish councillors, involving the Standards Committee and Parish Councils where appropriate.	Parish Councils will assist the Monitoring Officer in promoting the high standards of behaviour and assist in the assessment of any complaints.
In line with the policies of transparency and accountability, B&NES Council will publish all parish councils' registers of members' interests without websites on its website and links to all Parish Councils' registers on their websites.	Parish councils will publish their Register of Interests on their websites.
B&NES Council and ALCA will work together to improve governance standards in parish councils as appropriate.	
We will ensure that feedback on service delivery changes is effectively communicated.	

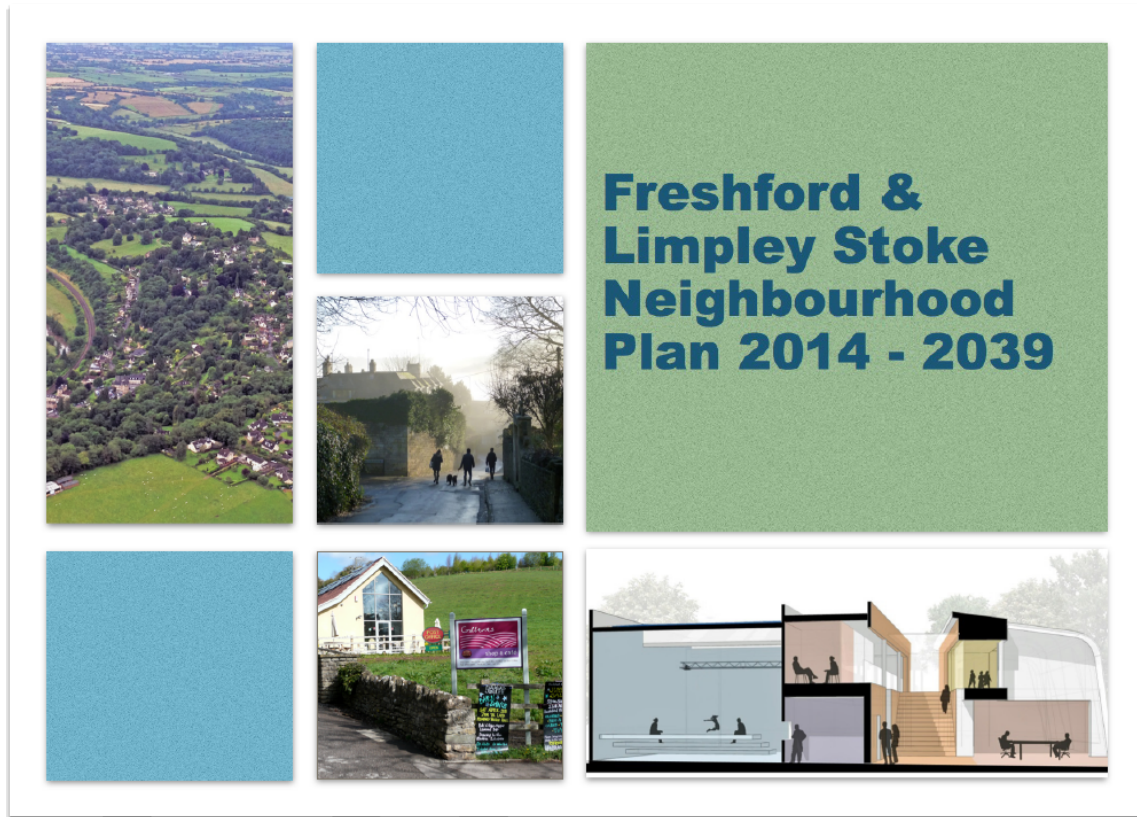
We need to reinforce these behaviours through effective partnership structures, and above all this means communication. In the next section we will set out how we will work in partnership.

4b) Making it Happen: Strengthening relationships

What we do well:

- Through the Connecting Communities Forums and our long-established Parish Liaison meeting we have regular conversations about key issues facing our localities.
- The process of developing the Parish Charter has helped strengthen relationships.

Good practice



We have made good progress on working together to develop Neighbourhood Plans including the Chew Valley plan which brings together seven parishes and the Freshford and Limpley Stoke Plan (illustrated above) which sees cross-border co-operation with Wiltshire. The Council has developed an interactive map of the current status of these plans across the area. These are available on its website.

BUT

- Sometimes consultation times are too short and the channels through which consultation takes place, or the importance of a parish council response, are unclear.
- Not all parishes engage in what's available.
- There is sometimes overlap between Parish Liaison and Connecting Communities.
- There are few shared programmes between parish councils and B&NES Council.

So our Core Commitments are:

We will work together to address the significant challenges facing our area. As resources tighten we will collaborate in supporting communities to do more for their local areas and make the best use of new ways of working such as digital technology.

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
B&NES Council will consult specific parishes on matters when a planned decision would have a specific and direct or significant impact on the local council or its area or inhabitants.	Parish councils will consult B&NES Council on matters when a planned decision would have a direct or significant impact on B&NES Council or on the wider Bath and North East Somerset area or inhabitants.
B&NES Council will allow adequate time for a response to be made, appropriate to the issue under discussion and explain why it matters to respond. A longer period of time and more detailed engagement will take place where there is a potential high impact/financial implication for a specific parish or group of parishes.	Parish councils will respond to consultations in a timely manner and as appropriate will call special meetings. In doing this they will seek to reflect the view of local people. Parish councils will also respond as appropriate to general consultations (eg where these have been placed online).
We will provide the framework for Parish Liaison (using the Terms of Reference set out in Appendix 1) and Connecting Communities (see Toolkit).	We will participate in and contribute to Parish Liaison and Connecting Communities Forums.
We will deliver regular e-bulletins to parish councils covering learning and development; funding opportunities; events and other up to date information.	We will use our local newsletters and websites as appropriate to disseminate information and consultations to local communities.
We will use the Council magazine to promote partnership work and local community activity.	We will advise the Council of any good practice or successes we wish to highlight through its meetings or publications.
We will work in partnership to manage communications and expectations on key schemes that impact on local communities - particularly Highways (e.g. road closures) and Planning issues, building effective working relationships.	We will work closely with Council service areas to manage the impact of these schemes and build working relationships to manage any local concerns.
Every year we will work together to identify a number of shared "Parish Charter" projects which we will jointly sponsor.	

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will empower and develop parishes to become as appropriate trusted partners to enable better and more streamlined reporting e.g. of highways matters.	We will seek to report issues such as potholes through an agreed process.

Partnership working means mutual support and only works if we can give clear, practical help to each other. The next section sets this out in more detail.

4c) Making it Happen: Providing practical support

What we do well:

- Day-to-day support from B&NES officers to clerks and other parish representatives is good.
- Council Connect is a reliable means of logging issues. The Cleansing Team are an excellent model particularly in relation to reporting back. Parishes cascade information effectively through their newsletters, social media and websites.
- Specialist support – e.g., when undertaking a Neighbourhood Plan - is positive.

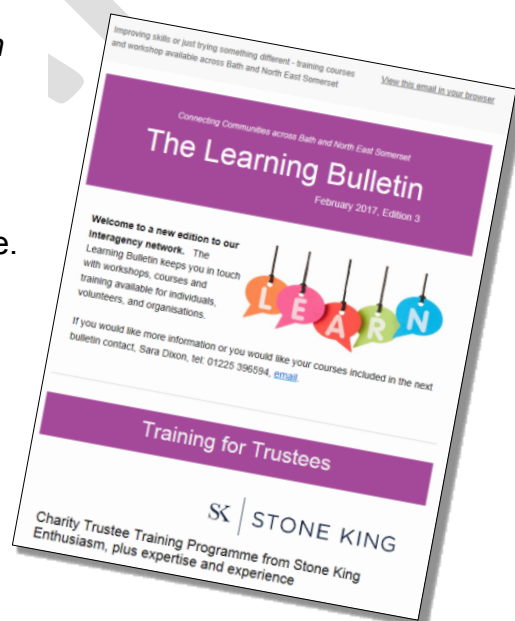
Good practice: *The Learning Bulletin goes to all parish councils which includes opportunities for training.*

BUT

- More support is needed for clerks to collaborate.
- More information on procedures relating to Planning (particularly enforcement) and Highways would be welcome.
- We need to think of all parties as an 'equal partner'; aiming for excellence and understanding how to help others get there.

So our Core Commitment is:

We will work together to try and answer residents' queries at the first point of contact, signposting as necessary.



Our specific commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
B&NES Council will provide a point of contact to parish councils who need support. When changing key personnel we will update parishes with the new contact details and summary structure charts/line management information.	We will inform B&NES Council of changes to clerks, councillors and other contact details. The clerk will be recognised as the primary point of contact for communications from B&NES and will signpost within their organisation as appropriate.
We will fulfil our statutory duties in relation to planning consultation and set service standards for how we work with parishes. (See Toolkit.)	We will utilise the processes set out in the service standards, escalating where appropriate.
We will promote Council Connect services through our website and provide various ways for reporting issues (See Toolkit). We will be clear on what timescales can be expected.	We will use Council Connect services as primary reporting tools.
We will work to develop a Training/Continuous Professional Development offer- e.g. on Community Infrastructure Levy (CIL) / Section 106, Planning/highways updates, IT/digital Where appropriate the Council will offer other training to parishes.	We will undertake our own due diligence on all projects, recognising that local authorities and parish councils are different legal entities. We will encourage all parish clerks to become qualified and parish councils to work towards the Local Council Award Scheme.
We will share resources and skills by offering expertise, shared experiences, resources and training as appropriate.	
We will keep our websites up to date as far as is practicable and use all appropriate forms of media to gain and disseminate information.	
We will use our powers under the Local Government Act to help parishes achieve their local priorities.	We will secure local support for schemes we put forward as well as undertaking due diligence.
We will work with parish councils on local community and volunteering projects.	We will build effective partnerships in our local communities.
So far as practicable, we will share meeting rooms and use events as appropriate to publicise consultations, projects and services.	
<p>We will keep up to date information available and contribute our local knowledge in relation to but not exclusively to the following:</p> <ul style="list-style-type: none"> • Emergency planning • Local data through the research web pages • Parish Online 	

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We will work together to share information and approaches as appropriate to:	
<ul style="list-style-type: none"> • Procurement/bulk buying of equipment • Availability/sharing of ICT • Specialist training 	
We will work together to improve community resilience, for example on Community Places of Safety in respect of minor emergencies.	

4d) Making it Happen: Making the best of our skills and resources

What we do well:

- There are good, effective parish councils in our area.
- Effective communication and collaboration already exists between a number of neighbouring parishes.
- Bath & North East Somerset Council has robust financial planning and is an effective partner.
- Together, this presents a solid basis for joint working.

Good practice: The Packhorse pub (pictured below) is now owned by local community, supported by South Stoke Parish Council. This follows Bath & North East Somerset Council agreeing its status as an Asset of Community Value.



BUT

- There remains duplication of services and inconsistencies of approach, and the precise allocation of roles is sometimes unclear.
- There is sometimes a lack of understanding of the constraints we are all operating under – e.g. the legal frameworks, and how different councils work.
- There are concerns that more will be expected of the parish councils without any assistance from B&NES Council.
- There is no specific framework for devolution of services to parish councils.

So Our Core Commitment is:

We will use the following joint principles for the devolution of services to parish councils:

- ✓ **“By choice, not imposed”**
- ✓ **“One size doesn’t fit all”**
- ✓ **“All liabilities to be declared openly on both sides”**
- ✓ **“Give proper notice of changes”**
- ✓ **“Be clear on what is being transferred, and over what timescales”**
- ✓ **“Encourage parishes to cluster”**
- ✓ **“Set up a ‘support’ offer” - e.g. training/equipment”**

Our Specific Commitments are:

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
We recognise that there are a number of concurrent functions with parish councils. Parish council functions are set out in Appendix 3. We will pay particular attention to seeking to remove duplication and streamline these ways of working wherever possible.	We will keep B&NES Council updated on the detail of our service operations where there is the potential for joint working or where this would enhance efficiency and reduce duplication.
We will give support to parish councils offering training, advice and sharing resources as appropriate to help them use local capacity to improve services. We will provide appropriate equipment and support for litter picks and similar voluntary initiatives.	We will utilise local volunteer and other capacity to improve our areas - e.g. through litter picking, snow wardens, farmers helping with hedge cutting, etc.
We will make all communications to parish councils through the clerk for them to signpost as appropriate.	We will respond to communications within reasonable timescales.
We will support our elected members in representing their local community and they will be encouraged to work with parish councils.	We will work closely with B&NES elected members as community leaders and problem-solvers.
We recognise that parish councils operate through working parties as well as sub-committees.	We will invite B&NES Council representatives to be involved in working groups and to Full Council meetings as appropriate.

FROM B&NES COUNCIL	FROM PARISH AND TOWN COUNCILS
<p>We will publicise the various roles and accountabilities within B&NES Council as set out in the Council's Constitution and other documents. We will also implement public speaking schemes for Council bodies as appropriate, including a general scheme and one specifically for Development Management.</p>	<p>We will seek to direct queries to the most appropriate role. They may seek advice at any time from the Community Engagement Team as to the best route to follow to get things done.</p>
<p>We will work together to create a Toolkit of information available and where to access it. B&NES Council will provide information on parish councils and their roles as part of its induction for new staff.</p>	

5. Next Steps

To ensure the Parish Charter is effective we need to monitor and review it. We will encourage formal and informal events to celebrate and share our work and build relationships.

The Chair of Bath & North East Somerset Council Community Awards

The Chair's Community Awards celebrate the people who are involved in their local communities. The Lifetime Achievement Award is named after Peter Duppa-Miller who did so much to champion the work of parish councils in our area. We will continue to encourage nominations from parishes.

We will monitor the Charter and examine the progress, particularly assessing the indicators of success set out in the table below. This will be done in consultation between the Council and parish councils allowing for full ALCA input.

✓ We have shared responses to the challenges and opportunities facing our area – eg West of England devolution, demographic change and financial pressures.
✓ Parishes are doing more for their communities - but within the right framework and getting the help they need.
✓ More joint projects to address common themes - e.g. affordable housing, youth provision, transport and cross-boundary infrastructure issues.
✓ Parish councils feel engaged with Bath & North East Somerset Council and that their voices are being heard.
✓ Communities have succeeded in getting the improvement they want in issues such as grounds maintenance, verges, potholes and broadband.
✓ More parish councils have contested elections.
✓ More parish councils receive NALC Award status.
✓ Smart use of IT improves communications.

We will jointly agree a dispute resolution process, to be used where it is thought that specific aspects of the Charter are not being delivered. We will keep the document a “live” one and undertake a light touch “refresh” every year, with a full review every 4 years.

6. Jargon Buster

Access Land	Land with public right of access mapped as 'open country' (mountain, moor, heath and down) or registered common land.
ALCA	Avon Local Councils Association.
Asset of Community Value	An amenity or public building which has been put forward by a community under the Localism Act for inclusion on a register held by their local authority. If it is included, it may not be sold without the opportunity for the public to raise funds to buy it.
Chairman's Community Awards	Annual Awards organised by Bath & North East Somerset Council to recognise volunteers, community leaders and businesses that make a positive contribution to the local community, putting people first and inspiring others to get involved.
Community Infrastructure Levy (CIL)	A planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.
Community Places of Safety	A temporary shelter to be used in an emergency (eg gas leak; flood; – generally a community venue where people will feel comfortable and safe.
Connecting Communities	The Council's framework for engaging with local communities.
Community Governance Review	A change to parish governance arrangements which Principal Councils (district or unitary) have the power to carry out. A review can consider whether to create a new parish; alter the boundary of an existing parish or to group a number of parishes together. Local people can petition a Principal Council to undertake a Community Governance Review and it must be undertaken if the relevant conditions are met.
Due Diligence	The exercising of an appropriate level of caution or investigation prior to acting or making a decision. It may involve a series of legal, financial and commercial checks depending on the circumstance.
General Power of Competence	The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort. However, there remain constraints and in particular this does not give any additional fund raising powers. A parish council wishing to use the power must formally resolve that it is an 'eligible council'. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two-thirds of councillors have been elected (i.e. not co-opted). ¹⁴ The general power of competence is available in England only.

Local Council	A parish, town, village, neighbourhood or community council. These all have the same powers and can provide the same services. The only difference is that a town council has decided that it should be known as a town council instead of a parish, village, neighbourhood or community council, and may choose to have a mayor.
Local Council Award Scheme	Run by the National Association of Local Councils (NALC), the scheme is designed to celebrate the successes of the very best Local Councils, and to provide a framework to support all Local Councils to improve and develop to meet their full potential.
Monitoring Officer	The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and probity within the Council and Parish Councils. They also have a responsibility to report breaches and possible breaches of the law or maladministration to the Council.
NALC	National Association of Local Councils – the national membership body for Local Councils working to support, promote and improve them.
Neighbourhood Plan	The Localism Act 2011 gave communities the right to shape development in their areas through the production of a neighbourhood plan which should support the strategic development needs set out in the Local Plan.
Parish Charter Working Group	A small group of representatives from Bath and North East Somerset Council and local town and parish councils established to review the Parish Charter.
Parish Liaison	The Parish Liaison Meeting is a joint consultative body set up to consider issues of common interest between the parish/town councils (individually or collectively) and Bath and North East Somerset Council, that are relevant for discussion in this forum.
Section 106 (S106)	Legal agreements between Local Authorities and developers. These are linked to planning permissions and can also be known as planning obligations.

PARISH LIAISON MEETING - Terms of Reference

Membership

1. Bath & North East Somerset Council will appoint representatives to the Parish Liaison meetings in such numbers as it decides. One of its representatives (usually the Chair of Council) will chair each meeting.
2. The parish and town councils will each be entitled to send their nominated representative (usually the Chair of the Council) and their Clerk to the meetings.
3. The Local Councils Association for the Council's area will be entitled to send representation to the meetings in their own right.
4. Officers of Bath & North East Somerset Council will attend meetings as necessary to advise and assist discussion.

Purpose

5. The Liaison Meeting will provide an opportunity for the discussion of issues of common interest, identified by the Council or by parish/town Councils (individually or collectively), that are relevant for discussion in this forum
6. Items of relevance are likely to be those:
 - That have direct impact on all, or a significant number of, parish/town Councils
 - That support an effective working partnership between tiers of local government
 - Relating to the Parish Charter
 - Where a collective view from Local Councils would be helpful
7. Items that are not likely to be relevant for the Liaison meeting include;
 - Those that relate to a single, or small number of, parish/town area(s)
 - Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation)
8. The infrequency of Liaison Meetings means that it is not a practical forum through which to engage in routine consultation.

Working arrangements

9. There will be three meetings each year.
10. There is an option for one of these to be a 'Conference style' meeting for networking, and to provide training, updates, briefings and presentations on good practice from parish councils. Where appropriate these will also be provided at other meetings in the cycle.

Agenda setting

11. The agendas will be set through consultation between the Council and parish councils allowing for full ALCA input into the process.
12. The Steering Group will take account of other forums interests in discussions on topics and will avoid duplication where possible. Further information on protocols are found in the Toolkit of the Parish Charter.

Public Speaking Scheme

13. The Parish Liaison meeting is a partnership meeting which is heard in open session. Membership is open to invitees only i.e. councillors and clerks from the parish and town councils within B&NES. It is not a statutory meeting of the Council and is not a B&NES member-led meeting. Therefore it is not required to conform to the normal rules regarding agenda content and despatch. Agenda items are mutually agreed beforehand by the parishes and B&NES.
14. It has not been felt necessary to have a separate public speaking item on the agenda because this is a partnership body with clearly defined areas for discussion and restricted membership. The general public may only attend as observers – they have no automatic right to speak or make statements.
15. However, as with most public meetings, the Chair may exercise his/her discretion if notified that a member of the public has given notice that they wish to raise an item of general interest and relevance to the membership. Please contact the Democratic Services Officer if you require more information.

List of Parish Council Functions (Source: NALC)

This is an indicative list of parish powers and functions to illustrate the wide range of activities covered by Acts of Parliament. Not every parish exercises these powers and the list is not completely comprehensive

Function	Powers & Duties	Statutory Provisions
Allotments	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied and if reasonable to do so	Small Holding & Allotments Act 1908, s.23
Borrowing money	Power for councils to borrow money for their statutory functions or for the prudent management of their financial affairs	Local Government Act 2003, Schedule 1, para. 2
Baths (public)	Power to provide public swimming baths	Public Health Act 1936, s.221
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s. 214; Local Government Act 1972, s. 214(6)
Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Byelaws	Power to make bye-laws in regard to: Places of public recreation Cycle parks Public swimming baths Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164; Road Traffic Regulation Act 1984, s.57(7); Public Health Act 1936, s.223; Open Spaces Act 1906, s.15; Public Health Act 1936, s.198
Charities	Duties in respect of parochial charities Power to act as charity trustees	Charities Act 2011, ss.298-303; Local Government Act 1972, s.139 (1)
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed Churchyards	Powers to maintain	Local Government Act 1972, s.215
Commons and common pastures	Powers in relation to inclosure, regulation, management and provision of common pasture	Inclosure Act 1845; Small Holdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144

Function	Powers & Duties	Statutory Provisions
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives Power to acquire, provide and furnish community buildings for public meetings and assemblies	Local Government (Miscellaneous Provisions) Act 1976 s.19; Local Government Act 1972, s. 133
Crime prevention	Power to spend money on crime detection and prevention measures	Local Government and Rating Act 1997, s.31
Ditches and ponds	Power to drain and maintain ponds and ditches to prevent harm to public health	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Environment	Power to issue fixed penalty notices for litter, graffiti and offences under dog control orders	Clean Neighbourhoods and Environment Act 2005, s.19, s.30, Part 6
General Power of Competence	Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general Power of competence	Localism Act 2011, ss.1-8
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to repair and maintain public footpaths and bridle-ways Power to light roads and public places Power to provide parking places for vehicles, bicycles and motor-cycles Power to provide parking places for vehicles, bicycles and motor-cycles Power to enter into agreement, as to dedication and widening Power to provide roadside seats and shelters. Power to consent to a local highway authority stopping maintenance of a highway or stopping up/diverting a highway Power to complain to district council about the protection of rights of way and roadside waste Power to provide certain traffic signs and other notices Power to plant trees and shrubs and to maintain roadside verges	Highways Act 1980, ss.43, 50; Parish Councils Act 1957, s.3; Highways Act 1980, s.301; Road Traffic Regulation Act 1984, ss.57, 63; Highways Act 1980, ss.30, 72; Parish Councils Act 1957, s.1; Highways Act 1980, ss.47 116; Highways Act 1980, s 130; Road Traffic Regulation Act 1984, s.72; Highways Act 1980, s.96
Honorary titles	Power to admit to be honorary freemen/freewomen of the council's area persons of distinction and persons who have, in the opinion of the authority, rendered eminent services to that place or area	Local Government Act 1972, s.249
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11

Function	Powers & Duties	Statutory Provisions
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127; Local Government Act 1972, s.139
Litter	Provision of bins	Litter Act 1983, ss.5,6
Lotteries	Powers to promote	Gambling Act 2005, s.252, 258
Markets	Power to establish or acquire by agreement markets within the council's area and provide a market place and market buildings	Food Act 1984, s.50
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Neighbourhood planning	Powers to act as lead body for a neighbourhood development plan or a neighbourhood development order	Localism Act 2011, Schedule 9; Town and Country Planning Act 1990, ss.61E-61Q, Schedule 4B; Planning and Compulsory Purchase Act 2004, s.38A
Newsletters	Power to provide information relating to matters affecting local government	Local Government Act 1972, s.142
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s.260
Open spaces	Power to acquire and maintain land for public recreation Power to acquire and maintain land for open spaces	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish Property and documents	Powers to receive and retain Duty to deposit certain published works in specific deposit libraries	Local Government Act 1972, s.226; Legal Deposit Libraries Act 2003, 2. 1
Public buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public Conveniences	Power to provide	Public Health Act 1936, s.87
Recreation	Power to provide a wide range of recreational facilities Provision of boating pools	Local Government (Miscellaneous Provisions) Act 1976, s.19 Public Health Act 1961, s.54

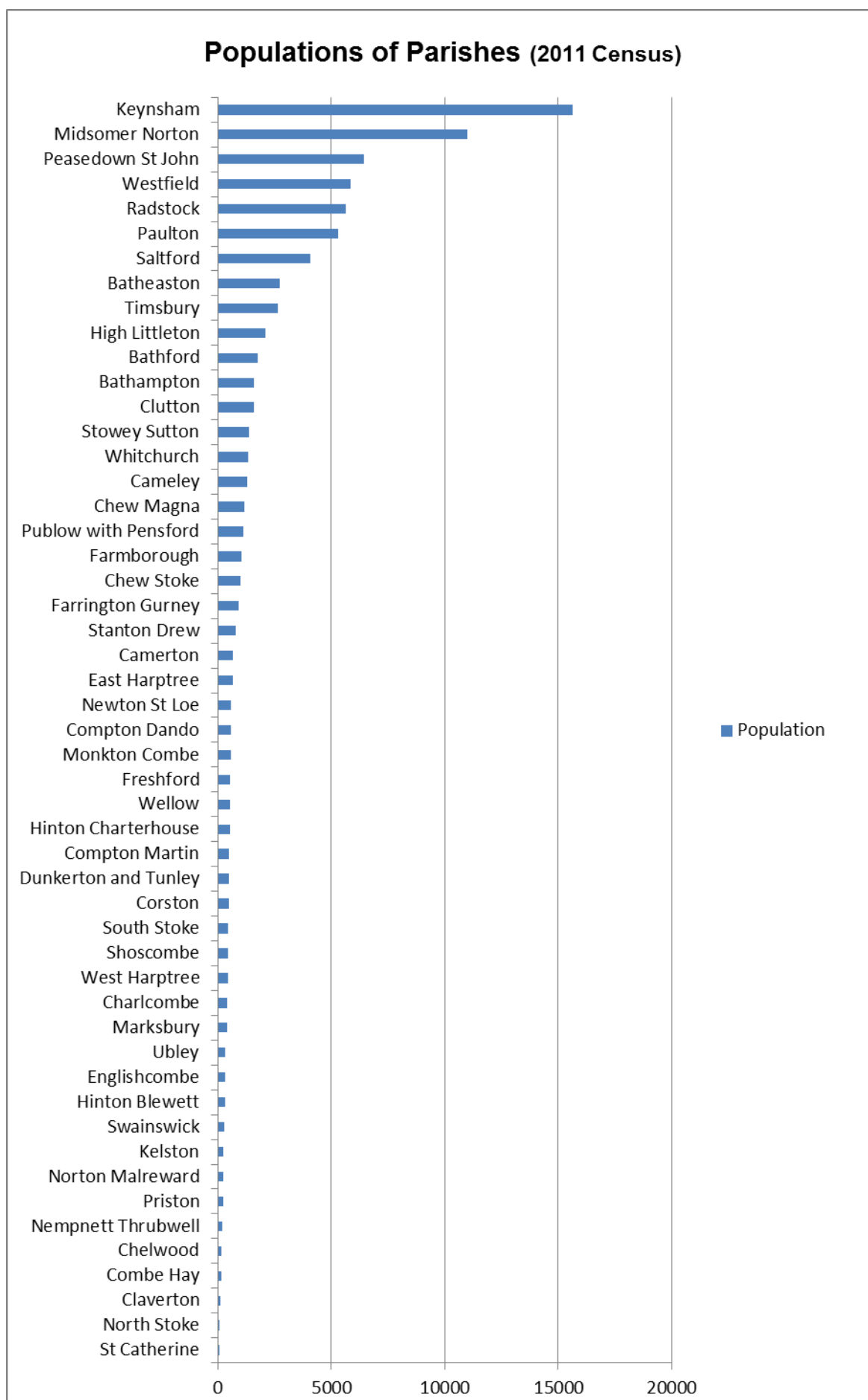
Function	Powers & Duties	Statutory Provisions
Right to challenge services that are provided by a principal authority	The right to submit an interest in running a service provided by a district, county or unitary authority	Localism Act 2011, ss.81-86
Right to nominate and bid for assets of community value	The right to nominate assets to be added to a list of assets of community value and the right to bid to buy a listed asset when it comes up for sale	Localism Act 2011, ss.87-108
Town and Country Planning	Right to be notified of planning applications if right has been requested	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to encourage tourism to the council's area	Local Government Act 1972, s.144
Traffic Calming	Power to contribute financially to traffic calming schemes.	Local Government and Rating Act 1997, s.30
Transport	Powers to spend money on community transport schemes.	Local Government and Rating Act 1997, s.26-29
War memorials	Power to maintain, repair, protect and adapt war memorials.	War Memorials (Local Authorities' Powers) Act 1923, s.1
Water	Power to utilise wells, springs or streams for obtaining water.	Public Health Act 1936, s.125
Websites	Power for councils to have their own websites	Local Government Act 1972, s.142

List of parishes (including town and village councils and parish meetings) in Bath and North East Somerset

Parish councils may resolve to call themselves 'town', or 'neighbourhood', 'community', or 'village' councils. The only difference between town, parish and village councils is that a town council has decided that it should be known as a town council and may choose to have a mayor.

Bathampton Parish Council	Marksbury Parish Council
Batheaston Parish Council	Midsomer Norton Town Council
Bathford Parish Council	Monkton Combe Parish Council
Cameley Parish Council	Nempnett Thrubwell Parish Council
Camerton Parish Council	Newton St Loe Parish Council
Charlcombe Parish Council	North Stoke Parish Meeting
Chelwood Parish Council	Norton Malreward Parish Council
Chew Magna Parish Council	Paulton Parish Council
Chew Stoke Parish Council	Peasedown St John Parish Council
Claverton Parish Council	Priston Parish Council
Clutton Parish Council	Publow and Pensford Parish Council
Combe Hay Parish Council	Radstock Town Council
Compton Dando Parish Council	Saltford Parish Council
Compton Martin Parish Council	Shoscombe Parish Council
Corston Parish Council	South Stoke Parish Council
Dunkerton & Tunley Parish Council	St Catherine Parish Meeting
East Harptree Parish Council	Stanton Drew Parish Council
Englishcombe Parish Council	Stowey Sutton Parish Council
Farmborough Parish Council	Swainswick Parish Council
Farrington Gurney Parish Council	Timsbury Parish Council
Freshford Parish Council	Ubley Parish Council
High Littleton Parish Council	Wellow Parish Council
Hinton Blewett Parish Council	West Harptree Parish Council
Hinton Charterhouse Parish Council	Westfield Parish Council
Kelston Parish Meeting	Whitchurch Village Council
Keynsham Town Council	

The parish or town clerk's role is to ensure that the council conducts its business properly and to provide independent, objective and professional advice and support.





COMMUNITIES, TRANSPORT AND ENVIRONMENT PDS FORWARD PANEL

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or Micheala Gay, Democratic Services (01225 394411). A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Civic Centre (Keynsham) and at Bath Central, Keynsham and Midsomer Norton public libraries.

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
12TH MARCH 2018				
12 Mar 2018	CTE PDS	Transport - Getting from A to B project	Chris Major Tel: 01225 39 4231	Strategic Director - Place
12 Mar 2018 11 Apr 2018 10 May 2018 E3054	CTE PDS Cabinet Council	Parish Charter Review	Alison Wells ext 6539 Alison Wells ext 6539 Andy Thomas Tel: 01225 394322	Strategic Director - Resources
21ST MAY 2018				
21 May 2018	CTE PDS	Air Quality in relation to A37	Cathryn Brown Tel: 01225 477645	Strategic Director - Place
21 May 2018	CTE PDS	Waste Collection Review	Martin Shields	Strategic Director - Place
16TH JULY 2018				
17TH SEPTEMBER 2018				
19TH NOVEMBER 2018				
ITEMS TO BE SCHEDULED				

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
	CTE PDS	Bus Services Bill	Andy Strong Tel: 01225 394201	Strategic Director - Place
The Forward Plan is administered by DEMOCRATIC SERVICES: Micheala Gay 01225 394411 Democratic_Services@bathnes.gov.uk				

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