



Meeting **Keynsham Area Forum**

Date **Thursday, 30th November, 2017**

Time **6.30 - 8.30 pm**

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

	Subject		
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6.30pm - 6.55pm

1.	Welcome from the Chair, Councillor Alan Hale		
2.	Notes of the 25th September meeting and matters arising		
3.	Update from the Police		

Break (5 mins)

7.00pm - 8.00pm

4.	<p>Changing Together - 'The Council's Budget Challenge and Pressures' (Pages 15 - 16)</p> <p>A presentation will be given by Cabinet Member for Finance and Efficiency, Councillor Charles Gerrish and Ashley Ayre, Chief Executive of Bath & North East Somerset Council who will set out the challenges and pressures faced by the Council over the next two years and beyond. They will be encouraging a wider discussion to explore ideas about how communities can work more closely together. Attached is some background information to the discussion. If you are unable to attend this Forum meeting the presentation will also be given at other Forums across the area on the following dates:</p> <p>22nd November, Bathavon North, the Guildhall, 6pm 27th November, Bath City Forum, the Guildhall, 6pm 29th November, Somer Valley Forum, Town Hall, Midsomer Norton, 6pm 4th December, Chew Valley Forum, the Library, Chew Valley</p>		
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Secondary School, 6pm		
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Break (10 mins)

Annual General meeting (AGM)

5.	Notes of the previous AGM meeting and matters arising		
6.	Chair's Annual review - A review of the year's activities and looking ahead to 2018		
7.	Review and amend, if required, Terms of Reference		
8.	Election of the Chair and Vice Chair positions and election to Partnership bodies if required		
9.	Topics for future Forum meetings: <i>Community Showcase:- Keynsham and Salford Churches Together, Emergency Planning topic, Transport</i>		
10.	Any other business		

Date of Future Meeting:

Monday, 19 March 2018

Community Space, Keynsham - Market Walk, Keynsham

Draft Notes of the
Keynsham Area Forum
 Monday 25th September 2017 at 6.30pm
 Community Space, Civic Centre, Market Walk, Keynsham

Present

Name	Organisation Represented
Adrian Inker	Community@67 and Vice Chair of the Forum
Cllr Keith Baker	Keynsham Town Council
Alex Beaumont	Keynsham NOW
Caitlin Brennan	Keynsham NOW
Ashton Broad	Whitchurch Village Council
Cllr Susan Charles	Corston Parish Council
Sheila Crocombe	Keynsham Action Network
Cllr Emma Dixon	B&NES Ward Councillor, Saltford
Cllr Dawn Drury	Chair, Compton Dando Parish Council
Sara Dixon	Locality Manager, B&NES
James Evans	Beat Manager, Keynsham - Avon and Somerset Police
Cllr Charles Gerrish	B&NES Ward Councillor, Keynsham North and Cabinet Member for Finance and Efficiency
Mike Hammond	Resident
Chris Head	Executive Director West of England Rural Network and Chair of Chew Valley Forum
Kathleen Hovland	Resident
Jess Milton	Communications & Research Internship, Environmental Services, B&NES
Tony Mitchell	Transition Keynsham
Cllr Lisa O'Brien	B&NES Ward Councillor, Keynsham South
Cllr Philippa Paget	Compton Dando Parish Council
Daniella Phillips	Keynsham NOW
Paul Sheehan	Development & Commissioning Manager - Public Health
Cllr Brian Simmons	B&NES Ward Councillor, Keynsham North
Madeleine Town	B&NES SEND Partnership
Andy Wait	Keynsham NOW
Alison Wells	Community Projects Officer, B&NES
Nathan Duggan	This is One Church
Dan Hull	B&NES Healthwatch

Apologies

Name	Organisation Represented
Cllr Alan Hale	B&NES Ward Councillor, Chair of the Forum
Roger Busby	Civic Society
David Clarke	Keynsham and Saltford Churches Together
Cllr Sally Davis	B&NES Ward Councillor, Farmborough
Louise Fradd	Strategic Director - Place, Service Delivery
Duncan Hounsell	Saltford Parish Council
Christine Hounsell	Saltford Business Network
Cllr John Twist	Corston Parish Council

		Action
1.	Welcome from the Chair of the Forum	
1.1	AI welcomed those present and gave a safety notice. Apologies as above.	
1.2	AI said the Agenda had been changed slightly this evening, with the Police update taking place after the break. The reason for this is the meeting is being handed over to Keynsham NOW – the Youth Council for Keynsham. He welcomed Caitlin, Alex and Danni from the group.	
2.	Keynsham NOW – What do Young People Really Want?	
	See Appendix 1	

Break

3.	Notes of the Previous Meeting – date	
	These were agreed as a true record.	
4.	Matters Arising	
	There was none.	
5.	Updates	
	<u>Commemoration of 50th Anniversary of River Chew Flood in 2018</u>	
5.1	AI welcomed Chris Head, Executive Director of the West of England Network (WERN) and Chair of the Chew Valley Forum.	
5.2	CH said that on the 10 th and 11 th July 1968, there was a significant flood in the Chew Valley – bridges in Pensford, Woollard and the County Bridge in Keynsham were destroyed. Six people lost their lives. There is a number of books on it and the Environment Agency previously held a commemorative event. He hopes that the 50 th Anniversary will provide an opportunity for the Keynsham Area and Chew Valley Forums to work together on a joint initiative to ensure the event is appropriately commemorated.	
5.3	There is also opportunity to explore existing environmental issues around flood resilience and have inter-generational projects. The legacy could be natural flood management where small amounts of work can reduce the risk of this happening again. In order to co-ordinate this properly, WERN are proposing to take on a project worker for 12 months.	
5.4	The flood affected many communities along the River Chew from Chewton Mendip to Dundry, including Priddy and Litton – ending in Keynsham. A number of initiatives are being planned by other organisations and it would be good to pull these together to promote. An article will be going in the October issues of Keynsham Voice and the Chew Valley Gazette about the commemorations.	
5.5	Forum members informed CH that a group of writers created a story called 'Up the River down the Mouth'; there is information on the flood in the	

	Keynsham Archives and that a family rescued from the flood still live in the same house. <u>Police Matters</u>	
5.6	James Evans attended on behalf of Avon and Somerset Police. Please see Appendix 2 for further details. <u>Avon Fire and Rescue</u>	
5.7	Were unable to be present but a written report was circulated at the meeting and afterwards. This can be found at Appendix 3.	
6.	Any Other Business	
6.1	AI thanked everyone for attending. He said we would like to encourage further engagement with young people and offer the Forum's support to the issues raised in the survey. Sara and Alison will put something together.	SD/AW
6.2	AI said to also let Sara or Alison know if there are any topics you would like to see on the Forum agendas. It was noted that Keynsham and Saltford Churches Together would like to do the Community Showcase at a future meeting.	
6.3	There was a request for a progress report on lights for the skate park at the next meeting.	
7.	Dates of Future Meetings	
	Thursday 30 th November, 6.30pm, Keynsham Community Space – Budget	
7.1	CG said in relation to the budget, the Council thought the savings amounted to £11m but it is now £15m. 80% of the Council's spend is on children and the elderly – there is only 20% to spend on everything else. It will be the most challenging budget the Council has faced.	
7.2	2018 Dates – there has been a change with some of the dates advertised because of the room availability. The confirmed dates, venue Community Space for 2018 are as follows:- 19th March - changed from 27th February 2018 19th July 2018 25th September 2018 3rd December – changed from 27th November 2018	

Actions

	Responsible
Update on lighting at skatepark for November meeting	SD/AW
Signage in Saltford - follow up	SD/AW
Follow up on reports of a mugging in the skate park	Police

Presentation: What Do Young People Really Want?

Presenters: Keynsham NOW

Andy Wait
Alex Beaumont
Daniella Phillips

The presentation with the results of the survey can be found [here](#).

Introduction

Andy Wait began the presentation and said it is concerning that decision makers rarely seek young people's views or have them present at meetings. His role is to encourage more young people to engage and get involved in their communities. In future, they will be sitting where you are so it's important that they understand the processes. Only 40% of young people eligible registered to vote in the EU referendum – if more had understanding of the issues and participated, the outcome could have been different.

In 2014, Keynsham NOW met with Keynsham Town Council and a Youth Council was formed as a pilot. It was difficult to get off the ground and sustain but there is now a core group of six with up to twenty attending on an ad hoc basis.

AWait said he was a teacher and, in his experience, no-one talks to young people about politics until they are in the sixth form. Young people can get married or join the army at 16 but cannot vote – the age should be lowered. Schools can then get more involved with politics – by 18 it is too late as they are busy with 'A' Levels. It is a missed opportunity and why we started Keynsham NOW, which is now in its fourth year.

Alex is the media person for Keynsham NOW and the first young person from Keynsham to be Deputy Youth Member of Parliament.

Danni is the Chair and in her second year in this role. She attends Keynsham Town Council meetings to speak on behalf of young people.

Caitlin was an original member of Keynsham NOW and has moved to a mentoring role.

AWait handed over to Alex.

Keynsham NOW Presentation

Alex said officers of Keynsham NOW are elected once a year to represent the young people of Keynsham. They attend Keynsham Town Council meetings but also other group's meetings such as Keynsham Wombles and Keynsham Kindness.

Danni has lived in Keynsham all her life.

Jas Miller is Secretary of Keynsham NOW and the Member of Youth Parliament for B&NES.

Caitlin has been a member since Keynsham NOW began and is now a mentor. Alex is the Charity Ambassador and their chosen charity this year is Clic Sergeant. He also helps Caitlin with Social Media.

The Police and Project 28 have attended their meetings. Off the Record are due to attend.

The group has been campaigning to get floodlights at the Skate Park but are disappointed that no progress has been made. A young man was mugged there recently.

The group have stalls at the Keynsham Music Festival to raise funds and awareness. They also took part in a local radio interview.

Questions and Answers

Q1: What would you really like to see happen in Keynsham?

A1: Lights in the skate park and young people's voices heard.

Q2: What motivates you to get involved?

A2: I have always been passionate about getting young people's voices heard in the community. Andy has told us that Youth Councils don't always work – there is only one other in Somerset, in Frome, so we have done well.

Q3: What response have you had to your request for floodlights?

A3: We have spoken to Keynsham Town Council who spoke to B&NES.

Comment 1: There are bats in the park and other Planning related issues.

Q4: This must be very frustrating – is there someone here who can help them through this maze?

Comment 2: Young people can be very easily put off when there is no progress – they don't want to bother.

Comment 3: I attended the Town Council meeting where this request was made. It has been progressed doggedly, albeit slowly. There are three main issues as well as local objections. We are now in the process of obtaining evidence from other Councils that it reduces anti-social behaviour. The ecological issues are being researched as well. The park is in a conservation area and lighting does impact. We do support the young people and have funds for this but there are hoops to jump through.

Q5: If you could have any one thing, apart from money, to help your group develop in Keynsham, what would it be?

A5: To welcome the group – they often attend meetings but are not always supported in the way I would like them to be. A lot of jargon is used when adults speak and they need to cope with difficult language and concepts. I have been told to stop speaking in meetings when I am trying to explain things to the young people.

Q6: How long do you think the Council will take to resolve the lighting issue in the skate park?

A6: The Town Council has progressed it recently – we are doing all we can.

Comment 4: Public Health commissions services for young people and need 'mystery shoppers'. If you are willing, I would like to get your contact details.

Response 4: Andy can give you a business card.

Q7: Are there any plans to roll this out to other villages?

A7: Yes – we did have a member from Saltford. For Keynsham NOW, there has to be a connection to Keynsham but this can be attending school there.

Q8: Why do other people not want to join?
 A8: Once a year we take part in assemblies at local schools to encourage attendance. Some may feel shy about signing up in front of their friends. It is difficult and they have other activities in their lives. Some do come forward though. If you know of anyone who may be interested in attending, please encourage them.

Q9: What is the age range for members?
 A9: 13 – 20 years

Keynsham NOW Workshop

AWait said that Keynsham NOW have undertaken a survey with young people and are going to test the Forum on whether they know what young people want by showing them three of the questions so they can consider how local young people may have responded. Danni will then reveal the answers. The questions were as follows:

- 4: What is your overall impression of Keynsham (marks out of ten)
- 5: What are the problems facing young people
- 9: Better access to help – what do you need?

The Forum members worked in groups and then fed back their responses:

Table 1	<p>4: no overall conclusion</p> <p>5: feel safe; employment; no third</p> <p>9: didn't get 'round to it</p>
Table 2	<p>4: different views – depends on background (7)</p> <p>5: affordable housing; lack of leisure facilities; safety in the street</p> <p>9: didn't get 'round to it</p>
Table 3	<p>4: 4-6</p> <p>5: lack of leisure/things to do; safety in the street; skate park lighting</p> <p>9: mental health/bullying</p>
Table 4	<p>4: 5</p> <p>5: lack of facilities; street lights; drugs</p> <p>9: mental health</p>
Table 5	<p>4: 7</p> <p>5: lack of leisure (if not into sport); skate park lighting; anti-social behaviour</p> <p>9: didn't get 'round to it</p>

Results of Young People's Survey

Danni went through the results:

They had 63 responses and noted the ages of the respondents, where they lived and how long they had lived in Keynsham.

She said comparing the results of the survey with the feedback from the Forum, it seems that young people have a higher opinion of Keynsham than perhaps you thought.

Their top three issues are:

- Litter
- Bullying
- Lack of leisure facilities

Questions and Answers

Q1: Is there a lack of facilities for young people in Keynsham or are they too expensive?

A1: It's not really cost – sometimes it is difficult to enjoy places because of others present, doing drugs. There is not much to do if you don't like sport.

Adrian Inker asked that the Forum give a round of applause to the young people for the work that they and Andy Wait have done.

Police Report for Keynsham Connecting Communities Meeting

Crime figure comparison for Keynsham and surrounding areas

Covering:

Keynsham North	Saltford
Keynsham South	Compton Dando
Keynsham East	Burnett
Farmborough	Woollard
Marksbury	
Corston	
Queen Charlton	

Offence	21/07/2017 – 22/09/2017	21/07/2016 – 22/09/2016
Theft and handling	65	42
Dwelling/non-dwelling burglary	26	12
Violence against the person	110	92
Criminal damage	48	41
Arson	1	1
Robbery	2	0
Drugs	10	13

As you can see, the crime statistics are fairly on the increase. The population of the town has grown significantly during the last year, this will have some bearing on the levels of reported crime. As mentioned previous, with limited resources across the Constabulary there are less opportunities for pro-active patrols.

Theft and handling offences

This includes anything from a minor shop theft to the theft of a vehicle.

Dwelling and non-dwelling burglaries

The number of burglaries is higher than the previous year. The majority of the burglaries are residential burglaries, 17 of the 26 reported. These include garage and shed breaks. We have had crime groups recently targeting several addresses over a couple of nights which has caused the figures to spike.

We have also had a rise in the population of the Beat area due to the new houses being built.

Violence against the person offences

This category includes a large number of offences from low level public order offences (shouting and swearing) to physical assaults. The offences primarily cover issues such as arguments between children, neighbourhood issues, ASB, domestic incidents and road rage incidents.

Arson offences

ASB related issues, mainly setting fire to bins in Memorial Park, Keynsham.

Robbery

None of the noted incidents have resulted in serious injury.

Drugs

There has been a reduction in the detection of drugs largely due to less pro-active patrols in the area due to staff restrictions.

Summary

We are working hard to maintain a visible police presence in Keynsham and surrounding areas. We continue to encourage members of the community to contact the police to report any suspicious activity. We rely on intelligence and information from those around us to assist in keeping our communities safe.

The colder weather and the darker evenings are here so we would encourage everyone to think about their security, even when at home. All doors and windows should be left secure when out and when at home, consideration should be given to the parts of the house which are not occupied (for example if you are in the back garden and the front door is unlocked). Consider leaving a light on if you are out for the evening to give the impression somebody is at home. Think about where house and car keys are kept. Vulnerable keys leave cars and other premises potentially at risk. Advice is available on home security if required. Please feel free to contact your local beat team.

Other news from the beat

A very recent warrant conducted in Keynsham produced a positive result with the apprehension of two individuals. The investigation into the Possession of Cannabis is still ongoing.

Increased patrols have been put in place to cover Balmoral Road, Memorial Park, Bath Hill Car Parks, Farleigh Road, Queens Road, Durham Grove, Caernarvon Road, Handel Road, Tintagel Close – this is due to increased reports of Anti-Social Behaviour.

Crime and Consequences talks will be taking place over the next few months with children in year 6 at local schools. The aim is to educate them on the law and what is and isn't acceptable behaviour. This is in an attempt to ensure that when the summer holidays arrive, our local young people have the tools to make the right decisions and ASB remains low.

Beat Officers for Keynsham and surrounding areas

PC 3982 Samantha KAYSER – Beat Manager
Samantha.Kayser@avonandsomerset.pnn.police.uk
07889 656406

PC 3803 James EVANS – Beat Manager
James.Evans@avonandsomerset.pnn.police.uk
07889 656353

PCSO 9973 Christopher PURVEY – Police Community Support Officer
Christopher.Purvey@avonandsomerset.pnn.police.uk
07889 659620

PCSO 8149 Sarah HEWLETT – Police Community Support Officer
Sarah.Hewlett@avonandsomerset.pnn.police.uk
07889 656605

The above contacts are for information and non-urgent enquiries only. If officers are on rest days, leave or sick there may be a delay in responding.

If you wish to report an incident or a crime or need to speak to a Police Officer you should contact 101. For all emergencies call 999.

James Evans ran through the figures

He said there has been a spike in the theft of cycles – probably due to travelling criminals.

There has been a number of shed break-ins recently with a number taking place on one night.

In terms of criminal damage, there has been some damage in the park including to the bandstand.

There is no detail on the robberies but it would be theft with some form of violence.

JE said the rise in figures is due to less pro-active policing. Drugs are being tackled in a different way. There are only two part-time staff covering a large beat. The Police are currently trying to get into schools to educate those new to secondary school on the behaviour we expect.

Q1: What is happening in the nursery car park in relation to drugs?

A1: A number of areas are on our patrol plans. The PCSOs work hard to visit them and monitor activity.

Q2: B&NES has been approaching the Police about HGVs breaking the weight limit on Wellsway and St Ladoc – what is being done in terms of enforcement?

A2: It is scheduled but has not been undertaken yet. There were 22 vehicles from B&NES recycling contravening on Wellsway. HGVs are also going through Burnett, using sat navs that are not suitable for the size of the vehicle.

Q3: Are there any signs on these roads re weight limits?

A3: Yes.

Q4: Does your beat go as far as The Globe? There are two signs here with pictures of traffic lights but it is a pedestrian crossing (on the dual carriageway). Drivers see the green traffic lights and think this gives them right of way on the roundabout, so are not giving way to the right.

A4: Signage is a Council issue. SD said the Council will follow up.

Comment 1: In certain parts of South Keynsham there is late night speeding and cars back-firing.

Response 1: Cars are being fitted with anti-lag systems which makes the turbo spin and backfire. It also nullifies insurance. We are going to look into – we've had complaints of this noise occurring at 3am and it travels through the valley. We can contact insurance companies and tell them.

Comment 2: I saw a school age lad put a brick through the window of a derelict house at 5.45pm.

Response 2: The owner is not interested in maintaining this property.

Q5: Do you go to schools to talk about drugs? I heard there is an issue at Wellsway.

A5: We do go to schools to give support. There are drug problems everywhere. The most prevalent is 'nos' (nitrous oxide) which is readily available. There are no signs that it is being used and it is the current drug of choice.

JE said he noted Alex's earlier report of a mugging in the skate park. He was not aware of this but will follow up.

Avon Fire and Rescue Report



Bath & North East Somerset
Keynsham
Communities Forum

Fire Service Summary

September 2017

Neighbourhood Map:



The Communities Forums are unique areas set up by the Local Authority. Each Communities Forum is made up of several Wards.

Community Fire Safety Activity:

Total of last Three months

April 2017 - June 2017

Home fire safety visits	93
Education Institutions visits	3
Off Station Community Events	3

Fire Incidents:

	Jul 2015 - Jun 2016	Jul 2016 - Jun 2017	Change
Deliberate vehicle fires:	20	18	-2
Deliberate small fires:	31	48	17
Deliberate large non-vehicle fires:	6	3	-3
Accidental dwelling fires:	13	17	4
Other fire incidents:	33	28	-5
Non-fire incidents:	81	77	-4
False Alarm incidents:	171	231	60
Total number of incidents attended:	355	422	67

Station Managers report:

From the end of September Hicks Gate Fire Station will be the new home for Avon Fire & Rescue Service's Urban Search and Rescue (USAR) teams. There will be no change in the stations response to fire calls as USAR will be an additional specialism to the personnel operating at Hicks Gate. Due to the amount of training and equipment maintenance involved with USAR alongside the day to day running of the station, Hicks Gate will be reducing their community safety intervention to high risk individuals only. Any other community safety interventions will be shared amongst neighbouring stations. The Station Manager will continue to attend these meetings, however if they are unable to attend this meeting there will no longer be a representative from Hicks Gate attending due to the increased work load of USAR. A written update like this one will be provided in their absence.

National Campaign Theme:

As the nights start drawing in Avon Fire & Rescue Service are working with universities, the police and key agencies to deliver safety messages concerning water, fire and personal safety.

How to contact us:

Fire Station: Kingswood
Station Manager: Russell Bennett
Station Address: Tennis court Road
 Kingswood
 BS15 4LB
Email: Russell.Bennett@avonfire.gov.uk
Telephone: 01179 262061

Local Contact:

Watch Manager Danny McCarthy

In an emergency: 999 or 112
For non emergenc 01179 262061

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Changing together

Like every other council in the country, we face unprecedented challenges due to increasing demand for services and reduced funding.

Our world is changing, and to meet these challenges we have no choice but to change too.

The Council needs to keep pace with growing demand, reduced funding and rising costs. It means that we'll have to prioritise what we do in the future and make some tough choices on spending.

We're currently assessing how we can save a further £16 million by 2020 – on top of savings already delivered or in the pipeline – while continuing to deliver essential services. This will help to close a growing funding gap, due in part to the increasing demand for, and rising costs of, adult and children's social care.

Changing role of the Council

Despite already making significant savings and capitalising on opportunities to earn income, we'll need to change the way that we work, identify what we can do differently, less of, or stop – and how we can raise additional income.

We're already working hard to maximise extra income, and will be putting our case to Government to recognise the unprecedented challenges that we face.

We can no longer be a universal provider of all services. We estimate that, in future, we will become a smaller organisation as we change the way we work. This will result in a reduction of around 300 full-time-equivalent (FTE) jobs in our 2,000-strong FTE workforce.

However, we will prioritise putting residents first – protecting and caring for our most vulnerable, nurturing residents' health, safety and wellbeing, and providing ways for everyone in the community to reach their full potential.

The pressures we face

Our corporate priorities remain unchanged, however there are many reasons why the Council is under pressure.

- An increasing number of people are living longer with complex conditions
- More children and young adults are living with complex care and educational needs. These care packages can cost up to £250,000 per person.
- There are 14 per cent more children in Bath & North East Somerset Council's care than last year.
- The national living wage is rising faster than inflation, which has a big impact on the Council.
- The costs of disposing of non-recyclable waste and maintaining our roads is rising
- Funding from central government is declining – putting more onus on us to be self-sufficient
- We are relying more heavily on business rates to raise income, so we'll need to work hard at growing our local economy.

What have we done so far to help?

Savings

Since 2016, we've saved £27 million primarily through reducing our estate, social care efficiencies, improving technology and re-designing services to be more efficient.

This has been done with minimal impact on front line services, and we continue to be regarded as a good authority by independent inspectors. For example, we have an outstanding fostering and adoption service and some of the best schools in the region. We've also kept Council Tax as one of lowest in the South West.



There are further savings of £15 million planned to 2020, which will include:

- Moving more services online
- Actions to manage and contain demand for adult and children's services
- Reviewing our management arrangements
- Completing our modern libraries programme, and
- Increasing income from our commercial estate.

Investments

We're also investing in key development projects, such as Bath Quays and the Somer Valley Enterprise Zone, where new offices and homes will bring in additional Council Tax and Business Rate income.

Investing in new waste services will increase recycling and reduce expensive landfill waste. Combining our libraries and One Stop Shops is upfront investment that will save £800,000 a year from 2020. New leisure facilities for Bath and Keynsham will help to improve residents' health and wellbeing to reduce pressure on care services in the longer term.

As part of the West of England Combined Authority (WECA), we've secured significant funding to invest in transport infrastructure improvements and new adult skills.

Raising income

We're looking at creative ways to raise income and be self-sufficient. This includes generating more income from our commercial estate and heritage service, and achieving greater New Homes Bonus by reducing the number of empty properties and increasing the number of new homes available. Our development company (ADL) generates significant income from refurbishing old Council properties and developing new housing on unused Council land.

What we plan to do now

Despite all of this work, the funding gap continues to grow. If we're to live within our means, we'll need to find an additional £16 million by 2020, while continuing to prioritise services for our most vulnerable children and adults. It's not going to be easy, because

shortly, 80 pence in every £1 we spend will go on delivering these priority services.

We're developing proposals around:

- Restructuring our workforce and delivering staff savings – reducing staff by around 300 FTE jobs in our 2,000-strong FTE workforce.
- Managing the demands and costs of social care – maximising efficiencies in this area while continuing to protect our most vulnerable residents
- Looking at what services other agencies can deliver, how they can be re-designed, and whether the market can provide some services directly
- Finding even more creative ways to raise income
- How the community can play an increasing part in delivering services
- Maximising government funding through the new West of England deals with Government
- Lobbying Government directly and through the Local Government Association to recognise the challenges we face and the solutions that might help.

We will share detailed proposals in January and all service areas are likely to be affected.

What the community can do to help

We intend to engage with you over the next 12 months to better understand how local communities can help to reduce demand and make our money go further on the things that really matter. We think you can particularly help in the following areas:

- Health and well-being
- Doing more online
- How the communities can do more.

We will:

- Run workshops (with expert help) to present our ideas and gather yours
- Set up a Facebook page to share ideas and start conversations with the community.

We welcome your ideas.



Agenda Item 5

Draft Notes of the
Keynsham Area Forum (AGM)
 Tuesday 22nd November 2016 at 6pm
 Community Space, Civic Centre, Market Walk, Keynsham

Present

Name	Organisation Represented
Cllr Alan Hale	B&NES Ward Councillor, Chair of the Forum
Cllr Keith Baker	Keynsham Town Council
Cllr Dave Biddleston	Keynsham Town Council
Cllr Ashton Broad	Whitchurch Village Council
Sheila Crocombe	Keynsham Action Network
Richard Daone	Team Manager – Planning Policy, B&NES
Peter Dawson	Group Manager - Plan Policy Transport, B&NES
Cllr Dawn Drury	Chair, Compton Dando Parish Council
Sara Dixon	Locality Manager, B&NES
James Evans	Beat Manager Keynsham, Avon and Somerset Police
Louise Fradd	Strategic Director – Place, B&NES
Cllr Clive Fricker	Keynsham Town Council
Cllr Charles Gerrish	B&NES Ward Councillor, Keynsham North and Cabinet Member for Finance and Efficiency
Michael Hammond	Resident
Duncan Hounsell	Saltford Parish Council
Kathleen Hovland	Resident
Hazel Mitchell	Resident
Tony Mitchell	Transition Keynsham
Cllr Paul Myers	Cabinet Member for Policy, Localism and Partnerships
Cllr Bryan Organ	B&NES Ward Councillor, Keynsham East
Cllr Philippa Paget	Compton Dando Parish Council
Daniella Phillips	Keynsham NOW
Becky Reynolds	Consultant in Public Health, B&NES
Tim Richens	Divisional Director - Business Support – Resources, B&NES
Rhian Roberts	Keynsham Neighbourhood Development Plan
J. Serman	Resident
Cllr Brian Simmons	B&NES Ward Councillor, Keynsham North
Chief Inspector Kevin Thatcher	Avon and Somerset Police
Andy Wait	Keynsham Now
Kevin Ward	Resident
Alison Wells	Community Projects Officer, B&NES
3 x personnel	Avon Fire and Rescue

Apologies

Name	Organisation Represented
Roger Busby	Keynsham Civic Society
Christine Hounsell	Saltford Business Network
Margaret Wilson	Keynsham and Saltford Churches Together
Lisa O'Brien	B&NES Ward Councillor, Keynsham South

The AGM took place as part of an Ordinary Meeting of the Forum. The AGM notes are below and follow the numbering of the Agenda.

Annual General Meeting

		Action
6.	Notes of the previous AGM and Matters Arising	
6.1	Agreed as a true record aside from a correction to the spelling of Cllr Simmons' name. There were no matters arising.	
7.	Chair's Annual Review	
7.1	Hard copies of this were circulated and will be sent electronically after the meeting.	
8.	Review and Amend, if required, Terms of Reference	
8.1	There were no requests to amend this.	
9.	Proposal for Additional Members	
9.1	It was proposed that Keynsham Action Network; Keynsham Youth Council (Keynsham Now) and Transition Keynsham become members. This was agreed.	
10.	Election of the Chair and Vice Chair Positions	
10.1	AH handed over to SD for this part of the meeting. SD said he has received one nomination form proposing that Cllr Alan Hale be re-elected Chair and Adrian Inker Vice Chair. She asked if there were any more. There was none. SD asked for a show of hands (members only) in favour of this proposal. Cllr Hale and Adrian Inker were re-elected to their respective posts. AH thanked those present.	

Keynsham Area Forum
Connecting Communities - Terms of Reference

1. Background

- 1.1 Keynsham Area Forum forms part of the Connecting Communities initiative that aims to improve the external engagement of Bath & North East Somerset Council and its partner's. The initiative brings together neighbourhoods, villages and towns to reflect local issues and priorities.
- 1.2 Whilst these areas create operational boundaries, they are also important in determining local priorities and bringing together local communities where there are shared and common issues.
- 1.3 Each area will be supported by a local 'Forum' that will work together to improve local engagement, join up services and foster 'One Conversation' so local people receive better outcomes.
- 1.4 Each Forum may collaborate with other Forums to showcase initiatives, share good practice and engage in wider discussions including of a strategic nature. This 'Conference style' approach is designed to secure involvement of wider stakeholders and local residents. These will be defined and developed locally at the AGM.

Terms of Reference

2. Name

- 2.1 The name shall be Keynsham Area Forum
- 2.2 It will cover the town and parishes of, Chelwood, Compton Dando, Corston, Farmborough, Keynsham, Saltford, Whitchurch, Marksbury.
- 2.3 The Forum will be encouraged to engage with and explore closer working arrangements with other local authority partnerships bodies as deemed appropriate.

3. Aims and Objectives

- 3.1 The Keynsham Area Forum has been established by Bath & North East Somerset Council (B&NES) at the request of the Public Services Board.
- 3.2 The overall aim is to provide a mechanism for collaboration between communities and public bodies in order to improve local engagement, join up services and foster 'One Conversation' so local people receive better outcomes.
- 3.3 The objectives are to:-
 - Involve local people by seeking their views and encouraging them to participate in improving their quality of life
 - Identify common issues across this area and agree local priorities
 - Offer constructive suggestions for improvement in relation to local priorities
 - Agree how organisations, including this Forum, will work together to respond to the local priorities and take action where appropriate

- Influence wider policy developments and encourage meaningful conversations
- Act as a 'Champion' on behalf of the forum area

4. Key principles

4.1 All Members of the Forum will be required to follow the five key principles of the Connecting Communities programme which are to:-

- 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 Each Member must agree to the aims and objectives and key principles set out in 3 & 4 above.

5.2 The Core Membership of the Forum will be:-

- Officer representative from the following public services
 - Avon and Somerset Constabulary
 - Avon Fire and Rescue Service
 - Curo
 - NHS Bath and North East Somerset
 - Delegated B&NES Council Sponsor
- All B&NES elected ward members in the Forum area
- Representatives from all of the Parish Councils in the Forum area
- Representatives from the Town Council

5.3 Further members may be drawn from the business sector, voluntary, community and social enterprise organisations, within the area of benefit as defined in 2.2.

5.4 Representatives from other local authority partnership bodies may be invited to attend meetings if appropriate.

5.5 Organisations must demonstrate their understanding of the local needs and have a willingness to work together to support the aims of the Forum.

5.6 Meetings of the Forum shall be open to the public. A notice of every meeting will be placed on the Council's web meeting diary. All members of the Forum will be requested to promote all meetings to encourage wider engagement.

5.7 Members of the public are invited as observers only and will not be allowed to speak at the meeting unless a pre agreement with the Chair and Vice Chair.

5.8 An organisation may apply to become a member of the Forum and this shall be considered at the Forum AGM, subject to a maximum number of (50) members.

5.9 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 membership set out in 5 above. They shall act independently and work on behalf of the area for the wider benefit.

6.2 The Chair and Vice Chair will meet with the Secretary and Delegated B&NES Council Sponsor to agree agendas, resolve issues and report on the action as deemed appropriate. They will be known as the Steering Group.

7. Working Methods

7.1 The Forum will meet at least four times a year, one of which meetings shall be an Annual General Meeting.

7.2 A minimum number of ten representatives should be in attendance at any meeting, where a vote is required.

7.3 Agendas and papers for meetings will be circulated a minimum of seven days before each meeting. A record of actions from the meetings will be taken. An action log will be kept and reported back at each meeting.

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

7.5 Every member of the Forum shall be accorded the same degree of respect and consideration by all other members.

8. Agenda Planning

8.1. The Forum will adopt a core agenda for ordinary meetings as follows:-

- Standing Items (eg Community Safety, Transportation)
- Consultation items (eg Council)
- Parish and Community items
- Area profile and priorities

9. Area profile

9.1 The Forum will establish and keep updated an Area Profile and an Action plan that aims to set out local needs and set priorities for the Forum.

10. Annual General Meetings

10.1 The Forum will hold an Annual General Meeting each year.

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

10.3 At the AGM meeting, the Forum shall;

1. Appoint the Chair and Vice Chair
2. Review of the terms of reference.
3. Agree additional membership as necessary subject to 5.3
4. Agree an Agenda Plan and meetings schedule.

5. Agree any other working arrangements required in the Forum.
6. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.

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

11. Voting

- 11.1 The Forum will seek to work through the development of consensus.
- 11.2 Decisions 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 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 party may co-opt individuals or organisations to join, in advisory capacity, to support their objectives.
- 12.3 A record of working party meetings will be taken and reported back at the Forum meetings.

13. The 'Conference'

- 13.1 Each Forum may collaborate with other Forums to showcase initiatives, share good practice and engage in wider discussions including of a strategic nature. This 'Conference style' approach is designed to secure involvement of wider stakeholders and local residents. This may consist of a specific event, a series of meetings or of events, the use of new media or any combination of these. These will be defined and developed locally at the AGM.

14. Dissolution

- 14.1 A proposal for dissolution of the Forum will require the approval of the minimum number of representatives as set out in 7.2.
- 14.2 All funds, documents and possessions shall be disposed of in accordance with the wishes of the majority of voting members.

Current Membership

B&NES Councillors

- All Elected Members Keynsham North (2)
- All Elected Members Keynsham South (2)
- All Elected Members Keynsham East (2)
- All Elected Members Salford (2)
- All Elected Members Farmborough (1)
- All Elected Members Whitchurch (1)
- All Elected Members Clutton (1)

Town and Parish Councils

- Representatives from Keynsham Town Council
- Representatives from the following Parish Councils:-
 - Chelwood
 - Compton Dando
 - Corston
 - Farmborough
 - Keynsham
 - Salford
 - Whitchurch
 - Marksbury

Other public sector

- Avon and Somerset Constabulary
- Avon Fire and Rescue Service
- Curo
- NHS Bath and North East Somerset
- B&NES Healthwatch

Business representatives

- Keynsham Chamber of Commerce
- Salford Business Association

Voluntary and Community sector

- Keynsham and Salford Churches together
- Keynsham Civic Society
- Keynsham Action Network
- Keynsham Now
- Transition Keynsham
- Community @ 67
- Salford Community Association
- West of England Rural Network

Officer support

- Delegated B&NES Council Sponsor, Strategic Director for Place, Louise Fradd
- Administrative Support, B&NES Strategy & Performance

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Connecting Communities Forums

NOMINATION FORM

POSITION OF CHAIR / VICE CHAIR

I

As an attendee of the Keynsham Area 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 date until the next AGM held in 2018.

The Nominee has confirmed they are prepared to stand for the post and give a brief personal statement at the AGM if requested to do so.

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

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