

## PARISH LIAISON MEETING

### Minutes of the Meeting held

Wednesday, 24th March, 2021, 6.30 pm

**Councillors:** Councillor Andrew Furse (Chair), Councillor Dine Romero (Council Leader), Councillor Rob Appleyard (Cabinet Member), Councillor Tim Ball (Cabinet Member), Councillor Neil Butters (Cabinet Member), Councillor Paul Crossley (Cabinet Member), Councillor Sarah Warren (Cabinet Member), Councillor David Wood (Cabinet Member) and Councillor Joanna Wright (Cabinet Member), Councillor Sally Davis, Councillor Duncan Hounsell, Councillor Eleanor Jackson, Councillor Lisa O'Brien, Councillor Vic Pritchard, Councillor Alastair Singleton and Councillor Andy Wait

**Parish Representatives:** Cllr Dawn Drury (Chair of ALCA), Kathryn Manchee (ALCA), Kathy Thomas (ALCA) and representatives of Bathampton PC, Camerton PC, Chew Magna PC, Chew Stoke PC, Clutton PC, Combe Hay PC, Compton Dando PC, Compton Martin PC, Dunkerton and Tunley PC, East Harptree PC, Englishcombe PC, Farmborough PC, Hinton Charterhouse PC, Keynsham TC, Monkton Combe PC, Peasedown St John PC, Priston PC, Publow with Pensford PC, Saltford PC, Shoscombe PC, South Stoke PC, Stanton Drew PC, Wellow PC, Westfield PC and Whitchurch VC

**Also in attendance:** Will Godfrey (Chief Executive), Mandy Bishop (Chief Operating Officer), Simon de Beer (Head of Planning), Dave Dixon (Community Engagement Manager), Sara Dixon (Locality Manager), Aurora Loi (Electoral Services Manager), Gary Peacock (Deputy Group Manager), Marie Todd (Democratic Services Officer) and Alison Wells (Community Engagement Officer)

#### 20 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

#### 21 APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Cllr Kevin Guy  
Cllr Richard Samuel  
Charlcombe Parish Council  
Shoscombe Parish Council

#### 22 URGENT BUSINESS AS AGREED BY THE CHAIR

There was no urgent business.

#### 23 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 22 October 2020 were confirmed as a correct record.

## 24 UPDATE FROM THE LEADER, CABINET MEMBERS OF BATH AND NORTH EAST SOMERSET COUNCIL AND SENIOR OFFICERS

### (a) Cllr Dine Romero – Council Leader

Covid 19 Update - The Covid-19 infection rate in the B&NES area has now reduced to 20 per 100,000. The vaccination programme is going very well and most people in the high-risk category groups have now been vaccinated. This area has not experienced much vaccine-hesitancy. Testing centres have also been established across the district.

To keep up to date with the latest, local news on Covid; vaccinations and other important information, people can sign up to receive the Council's e-newsletter and encourage others, with access to the internet, to do the same – the link is here:

<https://us4.list-manage.com/subscribe?u=d4b66021dfe971c98d4145331&id=fb2e3530f2>

The Council will take any action necessary to address any hesitancy in taking the second dose of the vaccine as it is important that people have both doses.

Settled Status for EU Nationals - Parish Councils were asked to remind any EU nationals in their areas to ensure that they apply for settled status before the deadline date of 30 June 2021. Further details can be found on the Government website using the following link <https://www.gov.uk/settled-status-eu-citizens-families>

Virtual Meetings – B&NES Council is disappointed that the Government has not yet taken action to continue the ability to hold virtual meetings, despite widespread lobbying from across the country. The Council will be considering a motion at its meeting on 25 March to reiterate the cross-party support for this. The Council would like to retain the option to hold virtual meetings where appropriate, but officers are working on contingency plans to enable face-to-face meetings to take place.

Death of a Senior National Figure - The Council has been advised by the Government and Lord Lieutenant's office that many aspects of the protocol will be suspended whilst we deal with the national pandemic. Details of the current protocol are attached as *Appendix 1 to these minutes*.

Community Contribution Fund – The Community Contribution Fund is a pilot scheme that offers residents the chance to pay into a good causes fund to help local charity, community and voluntary groups. This fund is not intended to replace the Ward Councillor Empowerment Fund. Provision was made in the Council's budget for the continuation of the Ward Councillor empowerment fund which provides £1,000 per Councillor for 2021/22. As before, ward councillors in parished areas will be encouraged to work closely with parishes on identifying projects that would benefit from this support.

A letter has been sent to residents with their council tax bill, inviting them to make a voluntary contribution to the fund. There is also a page on the

council's website about the fund, with a link to enable contributions to be made online.

Any contribution will be separate from residents' Council Tax, and it is possible to contribute more than once. The minimum is £5 and there is no maximum.

The scheme will be administered by the council, but funds generated will not be used to supplement council services. Every penny will be used to fund local projects.

As this is a pilot and there are many unknowns, including how much funding might be generated, this is being kept as simple as possible. It means that residents contributing will not be able to request that their money is spent on a specific project or in a particular geographic area. To date there has been a very positive response and, as of last Friday 19 March, £12,807 had been generated.

The Council hopes to be able to open the fund to applications in the Autumn. Any charity, voluntary or community organisation that supports residents of Bath and North East Somerset will be able to apply but priority will be given to projects that benefit the whole district. At the end of the first year, the Council will consult with residents and organisations on whether to continue the scheme in the future.

The Leader agreed to find out whether there will be a system in place to monitor the amount of money raised.

(b) Cllr Sarah Warren – Cabinet Member for Climate Emergency and Neighbourhood Services

Cllr Warren gave an update regarding a number of initiatives that the Council has put in place to tackle the climate emergency as part of its day to day business including:

- Liveable Neighbourhoods
- Clean Air Zone
- Green Affordable Warmth Grant
- Council Care Home Energy Upgrade
- Community Empowerment Fund
- Community Solar Project for medium to large roofs
- Great British Spring Clean – 28 May to 13 June
- List of Parishes who have declared a Climate Emergency

Further details can be found in the briefing note attached as *Appendix 2 to these minutes*.

(c) Aurora Loi – Electoral Services Manager

Aurora Loi, Electoral Services Manager, gave an update regarding the forthcoming elections on Thursday 6 May.

- Elections will take place to appoint a Police and Crime Commissioner (postponed from last year) and the WECA Mayor.
- There will also be local referendums in the Freshford and Limpley Stoke area and Stanton Drew.
- The Notice of Election has been published and the poll will run, as usual, from 7am to 10pm. There will be no change to the voting process.
- Due to the Covid-19 pandemic additional measures will be put in place to ensure the safety of all those involved in the election process.
- Government guidance has advised that schools should not be used as polling stations to ensure that pupils can attend school on election day. This means that some polling stations will be in different locations this year. The Council is working with public health, emergency planning and health and safety officers.
- Poll cards have been sent out including information explaining the measures to be taken at polling stations to keep everyone safe. This includes the use of hand sanitiser, face-coverings and social distancing. Additional roles will be required, there will be marshals to control numbers admitted to the polling stations and safety officers to sanitise polling booths and other equipment. People will be asked to bring their own pens with them if possible.
- A risk assessment will be carried out at each polling station and, if necessary, this will include a site visit by officers.
- People are also being advised of alternative ways that they can vote if they do not wish to attend a polling station, such as postal or proxy voting. New legislation will allow an emergency proxy if required due to the need to self-isolate.
- There is a public engagement strategy in place for the elections.
- The count will take place at the Bath University Sports Hall. The verification of ballot papers for the Police and Crime Commissioner and for the WECA election will take place on Thursday 6 May from 10pm. The count will then take place on Friday 7 May. The WECA count will take place on Saturday 8 May and the local referendum counts will take place on Sunday 9 May.
- As expected, there has been an increased take-up of postal votes.

## **25 UPDATE FROM THE CHAIR OF B&NES AVON LOCAL COUNCILS ASSOCIATION (ALCA)**

The Chair of ALCA, Dawn Drury, reported on the following matters:

### Fix My Street/Routine Queries

At the last B&NES ALCA meeting, members raised several issues of concern. In respect of Fix My Street, the messaging is not always correct for example the platform reporting that work had been signed off as being complete without being checked. This seemed to mainly relate to highways works.

The responses are the responsibility of, and dependent on, various teams updating their own systems. Any street works feedback is linked to Highways. The Fix My

Street technical team can look into issues such as auto-generation of a status update.

Parishes should notify either Council Connect or the Community Engagement Team if they find messaging on individual reports that is incorrect so that the relevant team can be contacted. Parishes should also contact the B&NES Community Engagement Team or Council Connect with day-to-day issues so that they can be dealt with quickly.

The contact details for these teams are:

Council Connect:

Email: [Council\\_Connect@bathnes.gov.uk](mailto:Council_Connect@bathnes.gov.uk)

Tel: 01225 394041

Community Engagement Team:

Email: [Connectingcommunities@bathnes.gov.uk](mailto:Connectingcommunities@bathnes.gov.uk)

Tel: 01225 396975

### Diversion Routes

It is important that road closure notices include details of the specific community name as several roads in the area have the same names and this can be confusing.

### Post Office Closures

Unfortunately, B&NES Council has limited influence over the closure of local post offices as these are private ventures.

### Street Lighting

Incorrect information in respect to street light numbering on the Parish Online system was identified and highlighted by Peasedown St. John Parish Council. Any similar issues in the area can be reported to [street\\_lighting@bathnes.gov.uk](mailto:street_lighting@bathnes.gov.uk) who will then liaise with the GIS team. There have also been some problems with new LED streetlights, as one batch has a higher failure rate than usual. Stephen Burrell in the street lighting team is happy to assist parishes in making the appropriate contacts if required.

### Lockdown Issues

Unfortunately, lockdown and the pandemic has created problems for many Parishes with people driving to rural locations and villages to walk, which in turn was resulting in bad parking. Saltford Parish Council had been particularly affected by this and reported their Clerk reported that their local PCSOs had put up posters in their riverside areas stating, 'Do you need to be here?' and had undertaken some regular patrols to remind walkers of the guidance rules, so if a Parish is suffering from this problem it may be worth contacting your local beat officer or PCSOs for assistance.

Members stressed the importance of following the country code and raised concern at the amount of littering and, in particular, the problems caused by bags of dog waste being left on the ground or hanging from trees.

The Cabinet Members, Cllrs Joanna Wright and Neil Butters, agreed to look into the issues raised.

### Miscellaneous Issues

Other issues raised by ALCA were:

- A request for advice on purdah.
- The position regarding virtual meetings after 7 May. The regional Committee and NALC are still advising that both the Annual Assembly and the Annual Meeting of Parish Councils are held before 7 May virtually.
- Adoption of the LGA Code of Conduct.
- A desire to share information and establish links regarding climate emergency matters.

### Presentation by Geoff Davis, Clerk to South Stoke Parish Council

Geoff Davis presented a report regarding the street lighting contract for Parish Councils:

- A change in the contracting arrangements for street lighting left Parishes with no street lighting maintenance from April 2020.
- Volker Highways, the new B&NES contractor have provided labour and material rates for reactive maintenance and Parish Councils have been raising purchase orders to obtain maintenance.
- Volker Highways have provided a tender officer for planned maintenance on the same terms as those used for B&NES Council. These have been accepted by the Parishes and are being used to procure planned maintenance for 2021/22.
- Making an agreement with 20 separate parishes is likely to be problematic for Volker, and a single over-arching agreement would be preferred.
- The way forward may be for the current arrangements to be added to the B&NES Council contract with Volker Highways so that there is a clear framework for Parishes to raise purchase orders for their maintenance needs. This would also provide helpful support for parishes that do not have the experience and expertise to plan and arrange such orders.

Gary Peacock, Deputy Group Manager from the Highways Team agreed to look into this proposal and the Cabinet Members Cllrs Joanna Wright and Neil Butters agreed to pick up the relevant details.

## **26 UPDATE ON WECA SPATIAL DEVELOPMENT STRATEGY, B&NES LOCAL PLAN AND TRANSPORT DELIVERY PLAN**

Cllr Tim Ball, Cabinet Member for Housing, Planning and Economic Development explained that work is currently being carried out on:

- A refresh of the Local Plan
- WECA Spatial Development Strategy
- B&NES Local Plan

The consultation process has been more difficult this year due to the Covid pandemic.

Simon de Beer, Head of Planning gave a presentation regarding the WECA Spatial Development Strategy (SDS) and B&NES Local Plan. This covered the following issues:

#### Spatial Development Strategy

- The WECA Spatial Development Strategy is a high-level plan. Sites identified give an indication of where growth should take place.
- The scope of the Spatial Development Strategy.
- The timetable for the Strategy – including informal engagement, preparation of the Strategy and publication of a draft plan for public consultation.
- New strategic evidence.
- Local Housing Needs Assessment – new standard methodology.
- SDS Engagement – views on priorities.
- Call for sites – land that could be available for development from landowners.

#### B&NES Local Plan Partial Update

- Rationale for the partial update – including some urgent issues that need to be addressed within B&NES.
- Options consultation – around 2,390 comments have been received.
- Key issues for Parishes.
- Next steps.
- Overall timetable.

It was noted that there will be further engagement with Town and Parish Councils and there will be an opportunity to comment on the draft plan.

*A copy of the presentation slides is attached as Appendix 3 to these minutes.*

#### Transport Delivery Plan

Gary Peacock, Deputy Group Manager, Highways and Transport, gave a presentation regarding the Transport Delivery Plan and request for highway schemes. This covered the following issues:

- Partnership working with WECA-LTA.
- Bus Strategy and proposed improvements.
- Improvements to bus services are proposed for the A4, A367 and A37 to provide better links between communities.
- Request for highways schemes – there is a high demand. Schemes are assessed and prioritised with the highest priority schemes being added to the capital programme.
- There are 1,200kms of highway in the district and 16,000 streetlights.

Cllr Neil Butters, Cabinet Member for Transport Services stated that he hoped to work with Parishes regarding contentious issues such as road humps and speed signs.

Cllr Joanna Wright highlighted a number of projects that are currently taking place:

- Funding has been awarded for the construction of a recreational trail around a significant part of the lake, but funding conditions need to be satisfied before work can commence. It is hoped that this will be soon.
- The e-scooter trial is currently ongoing, and people can now lease an e-scooter for a longer period of time.
- 20mph zones.
- Provision of more electric car charging points.
- Liveable neighbourhoods scheme. There are two further deadlines to make suggestions for this scheme in May and August. If Parishes have any ideas they would like to raise they should approach their local ward councillor.

Details of Transport schemes approved by the Council in February 2021 can be found using the following link:

<https://democracy.bathnes.gov.uk/documents/s64631/08z%20Annex%205%20iii%20-%20Transport%20Improvement%20Programme%202021-22.pdf>

The Government's "Bus Back Better" strategy sets out the long-term plans for bus services in England.

It was noted that Cleveland Bridge in Bath will be closed in mid-May for about 12 weeks to enable repairs to be carried out. Mitigation measures will be put in place across the whole area.

*A copy of the presentation slides is attached as Appendix 4 to these minutes.*

## **27 DATES OF FUTURE MEETINGS**

It was noted that future meetings will be held on:

Wednesday 14 July 2021

Wednesday 13 October 2021

The meeting ended at 8.16 pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**



## **Briefing Note 2**

### **Protocol for Marking the Death of a Senior National Figure or a Local Holder of High Office**

#### **Updated Statement for Parish Liaison – 24<sup>th</sup> March 2021**

#### **Bridge Operations (Death of the Monarch or Consort) – Operation London and Forth Bridge**

The following have been agreed for all local authority areas following discussions with the Palace, Government and the Police.

- Revised arrangements are in place during the Covid pandemic and for whole of 2021.
- Both operations are reduced in terms of look and feel and will be centred around London. All areas have been advised by the Police to scale back their current plans at least for 2021.
- Nationally and locally, all members of the public will be encouraged to stay at home and not join any mass gatherings or marks of respect (this will be outlined in any press releases from the council)
- No local proclamation is expected.
- No mass gathering expected for any funeral processions or funerals. Bath & North East Somerset Council will not be broadcasting any events.
- The council will continue to observe the flag flying protocols at its designated sites.
- No books of condolence will be open in council buildings. The public will be redirected to the national book of condolence via the council website (online)
- The council will have 3 designated sites for floral tributes as identified in the original plan provided to Parish Liaison in March 2019.
  - Parade Gardens (Bath)
  - The Hollies (Midsomer Norton)
  - Keynsham Memorial Park (Keynsham)
- The council will work with Bath Abbey to review any arrangements in place for religious ceremonies.

Parish Councils are advised to follow the revised plans as set out above. No additional support (eg the provision of armbands, rosettes etc) will be available from Bath & North East Somerset Council.

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**Update on Climate Emergency for Cllr Sarah Warren to present**

- **Green Affordable Warmth Grant.** To improve energy efficiency of homes. The Council has won some extra funding to boost the grants available through the Local Authority part of the Green Homes Grant. This is administered through B&NES Energy at Home Information service. P Homeowners on lower incomes (<£30k house income) and in a house that has an Energy Performance Certificate rating of D or below. Energy at Home can provide advice to home owners about how to get that rating if they don't know it. **Parishes**, please help us get this funding to those who are eligible. Website: [energyathome.org.uk](http://energyathome.org.uk) Email: [Energyathome@bathnes.gov.uk](mailto:Energyathome@bathnes.gov.uk) Telephone: Freephone 0800 038 5680 or, 01225 396444
- **Grant won for Council Care home energy upgrade.** As well as grants for residents, the Council has also won some funding from Government through the Public Sector Decarbonisation fund to do a major energy efficiency 'retrofit' of Charlton Court Care Home which we own and run. And also some funding to help Cleveland Pools project in Bath install low carbon technology.
- **Community Empowerment Fund** – this has been launched for 2021. Each ward Councillor has £1000 to spend on local projects in line with the Council priorities, this means it can be spent on climate emergency related projects so I encourage you to speak to your ward councillors to consider ways that money can be directed locally to address the climate emergency. This might include contributing to community based thermal imaging surveys, renewable energy studies. Contact the Sustainability team about projects. Applications are via an online form via the Ward Councillor. [Micaela\\_basford@bathnes.gov.uk](mailto:Micaela_basford@bathnes.gov.uk)
- **Community Solar project for medium to large roofs.** We've been working with Bath & West Community Energy more closely to help match them up with businesses, schools and community buildings that have South Facing roofs that larger than a tennis court. This is for their Community Solar Project. No cost solar panels, you buy the energy from the panels at 10% lower cost than through your energy provider. Community fund puts money back into the local community.
- **Great British Spring Clean May 28 to June 13.** The Council is supporting this year's Great British Spring Clean, run by environmental charity Keep Britain Tidy. The country's biggest mass-action environmental campaign which brings people together to clear up the litter that bights a million miles of UK streets, coastline, parks, footpaths and neighbourhoods. B&NES residents, parishes and community groups are being invited to take part. There is kit to borrow if you or a local group of residents want to organise it themselves. Litter pickers, gloves and sacks and collection of full sacks is organised through the Council, please email: [cleanup\\_events@bathnes.gov.uk](mailto:cleanup_events@bathnes.gov.uk)
- **List of Parishes who've declared.** We will be updating our list of Parishes who've declared and will be sending out an email soon. In the meantime, please do let us know if you've declared so that we can keep our list current. Email: [Micaela\\_basford@bathnes.gov.uk](mailto:Micaela_basford@bathnes.gov.uk)

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# Bath & North East Somerset Council

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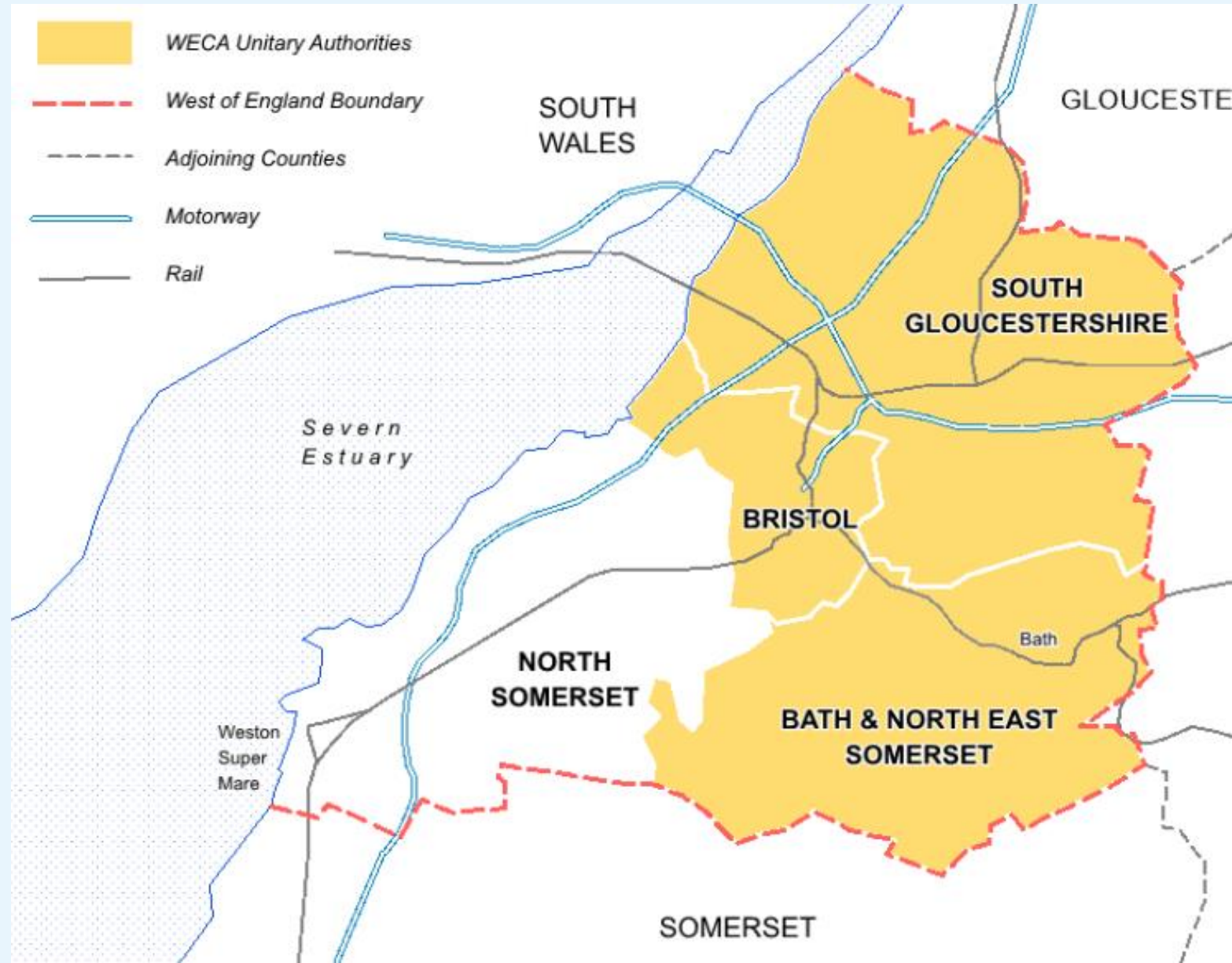
**Improving People's Lives**

Parish Liaison Meeting 24<sup>th</sup> March 2021

# WECA Sustainable Development Strategy

Bath & North East  
Somerset Council

Improving People's Lives



# SDS Scope

The SDS is a high level plan covering;

- Strategic **Vision & objectives**
- **Housing** – the overall requirement for WECA & each UA
- **Affordable Housing** – delivery expectations
- **Employment** –jobs/space requirements for WECA & each UA
- **Spatial strategy** including **key infrastructure** and **broad locations** for growth (with a **Key diagram** showing broad locations of growth)
- **Place-making principles/ Environment** – energy, nature, design, green infrastructure.

**Role of SDS vis UA Local Plans (and supporting evidence)**



# Timetables

B&NES New Local Plan

Local Plan Partial Update

SDS

Informal  
engage &  
Evidence

Prepare SDS

Publish  
Draft for  
formal  
Consult'n

Submit  
For  
exam

Hearings

Insp.  
Report

Adopt  
(Publish)

Evidence

Options

Draft

Submit

Adoption

O N D  
2020

2021

2022

2023

BCC/WECA elections

UA elections



# New strategic evidence

- » Local **Housing** Needs Assessment (LHNA),
- » **Economic** Land & Need Supply Assessment (ELSNA)
- » **Transport** Appraisal Framework (TAF) (& new Transport Model)
- » **Carbon** Modelling Tool
- » Strategic Housing Land Availability Assessment (SHLAA)
- » **Renewable Energy** Resource Assessment Study (RERAS)
- » **Habitats** Regulation Assessment (HRA)
- » **Nature** Recovery Strategy
- » Results of Autumn 2020 **engagement**
- » Strategic **Viability** Assessment
- » Strategic **Green Belt** Assessment



# Local Housing Needs Assessment

New Standard Methodology;

UA	Annual	20 years
B&NES	648	12,960
Bristol	3,196	63,920
South Glos	1,412	28,240
<b>TOTAL</b>	<b>5,256</b>	<b>105,120</b>

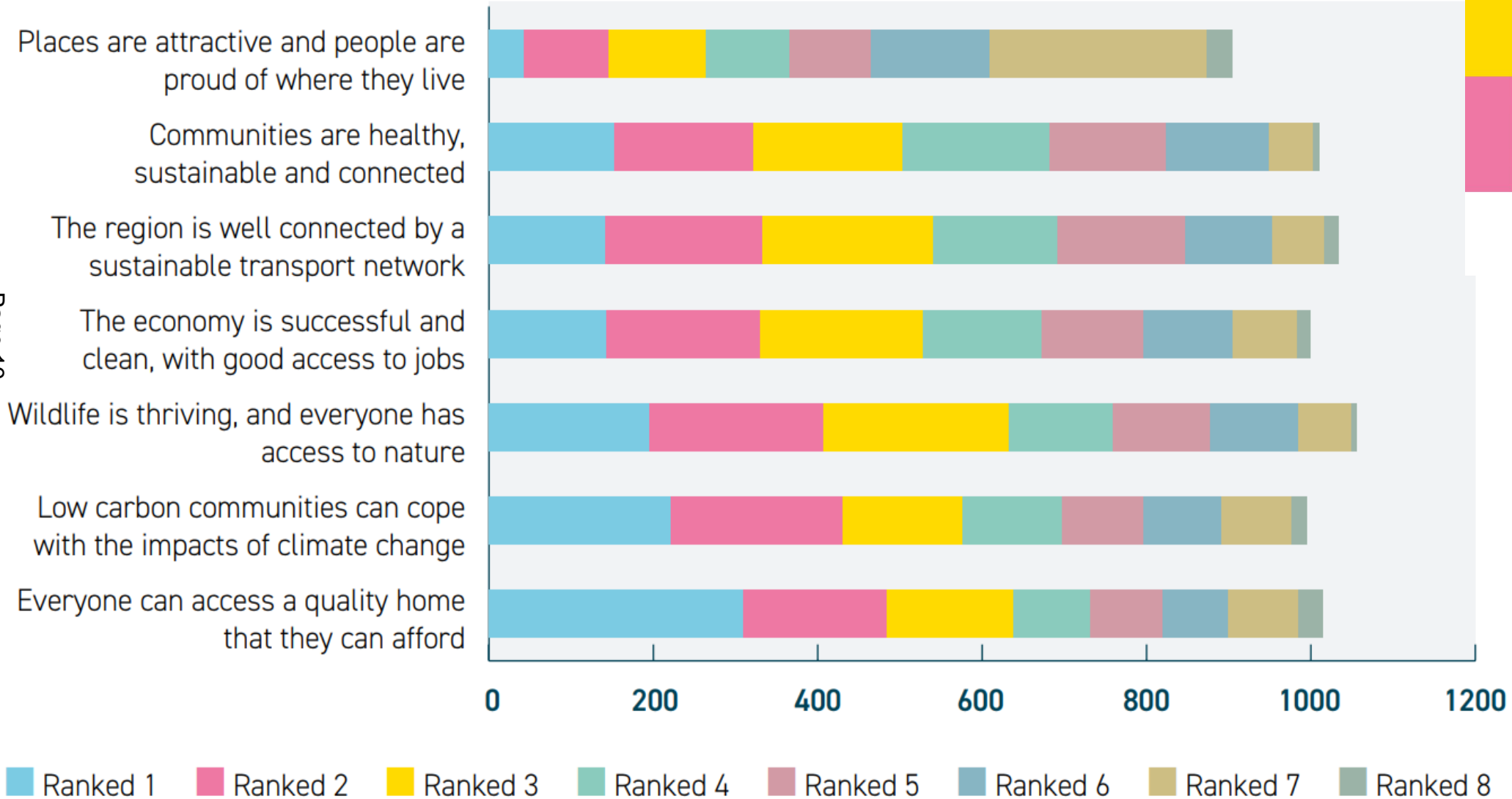
- Significantly higher figure than the JSP
- NPPG is contradictory as to how this should be applied in Combined Authorities

# SDS engagement – Views on priorities

March 2021



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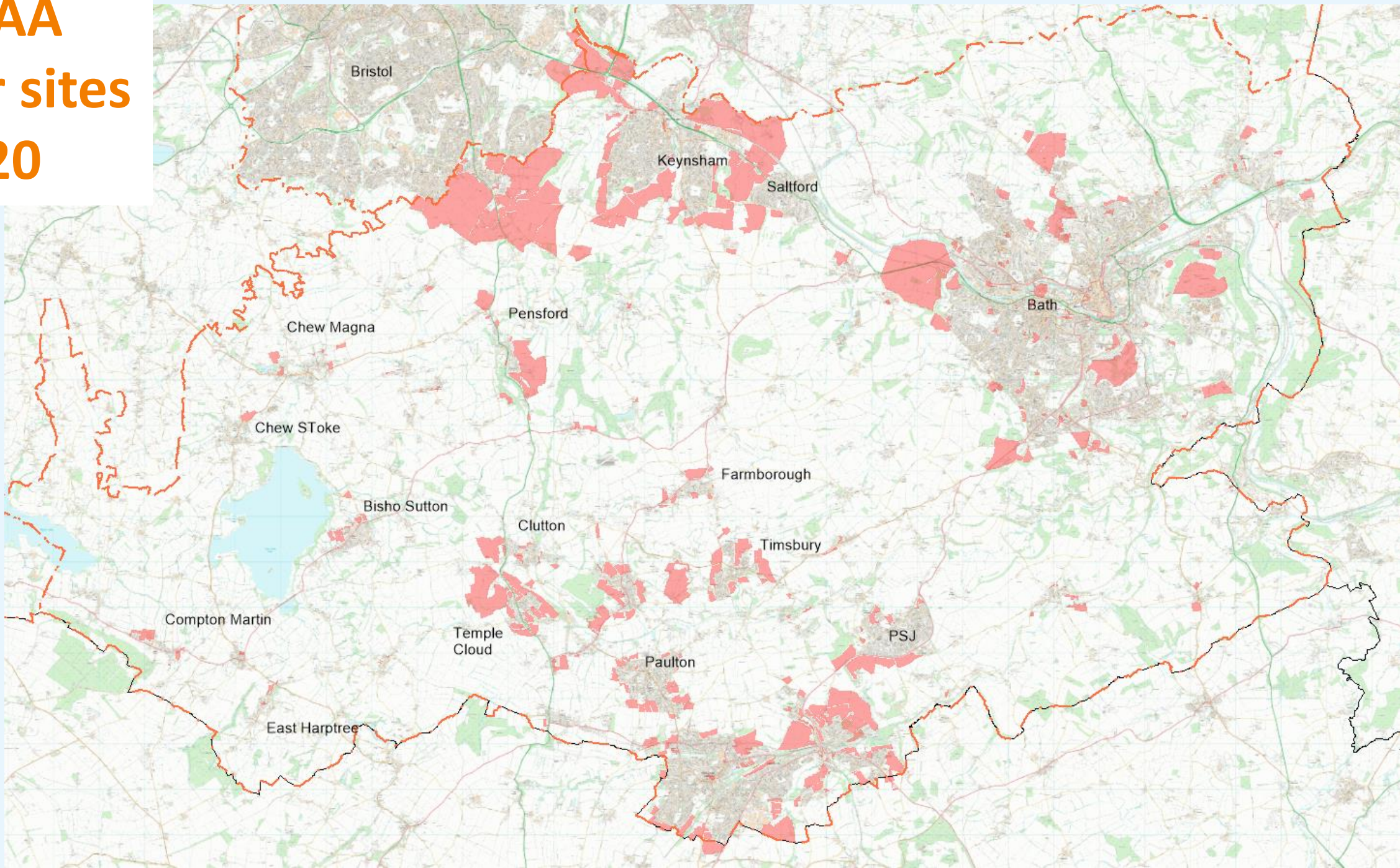




# SHLAA

## Call for sites

### 2020





# Local Plan Partial Update (LPPU)

## Rationale:

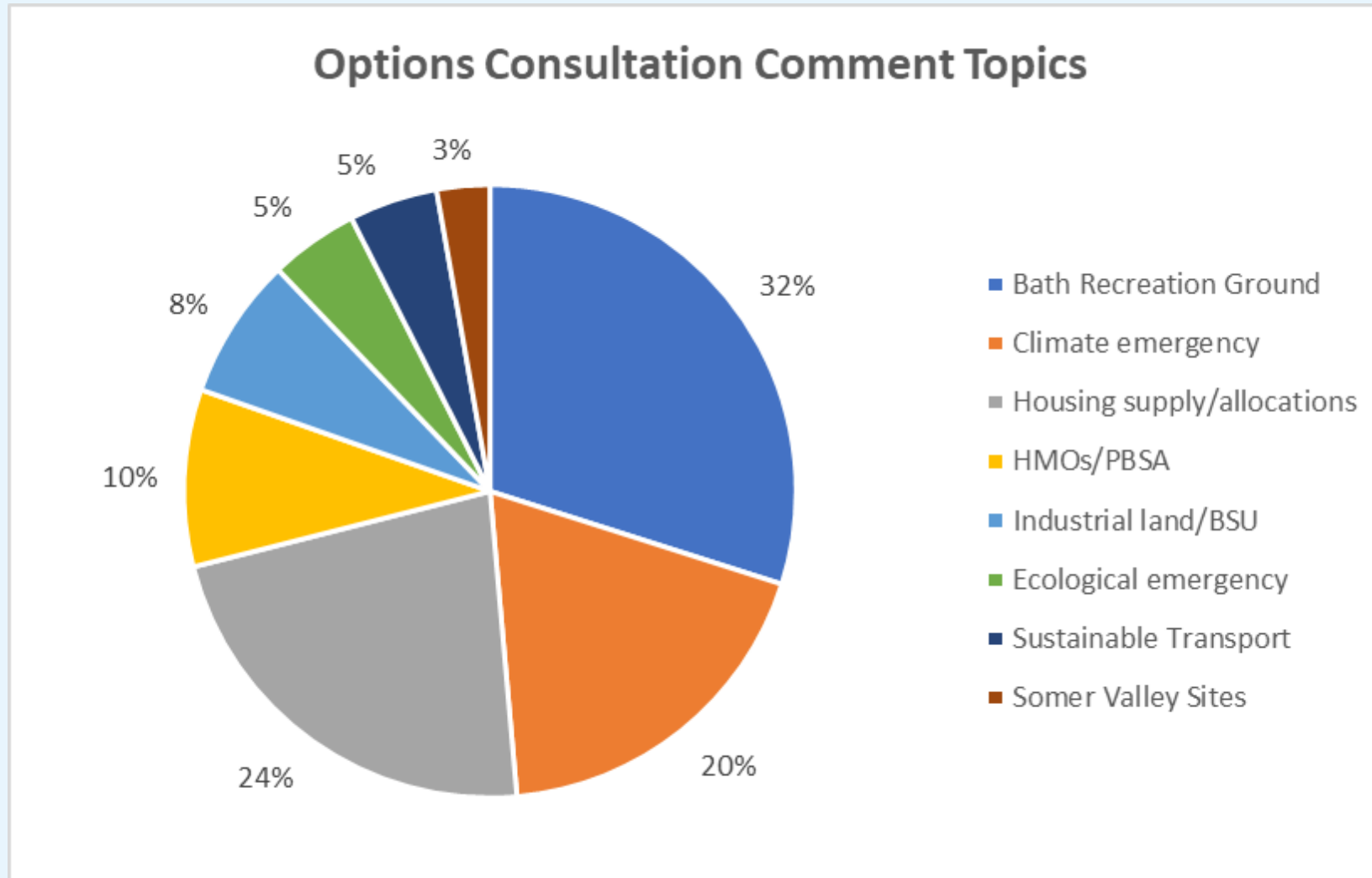
Address some urgent issues in B&NES quickly:

- *Climate & ecological emergencies*
- *Sustainable transport*
- *Housing supply*
- *Specific other local issues e.g. HMOs/Universities; economic/green recovery*
- *Reflect national policy changes*



# LPPU Options Consultation

Around 2,390 comments (1,500 standard reps on Bath Rugby & 200 on Whitchurch)



## Parishes – key issues:

- *Housing supply – consideration of potential allocations/HDB changes*
- *Review of sustainable transport policies & parking standards*
- *Renewable energy policies – ensure adequately consider landscape & other environmental impacts, especially of wind energy*
- *Approach to infill housing development in Green Belt villages*

## Next Steps

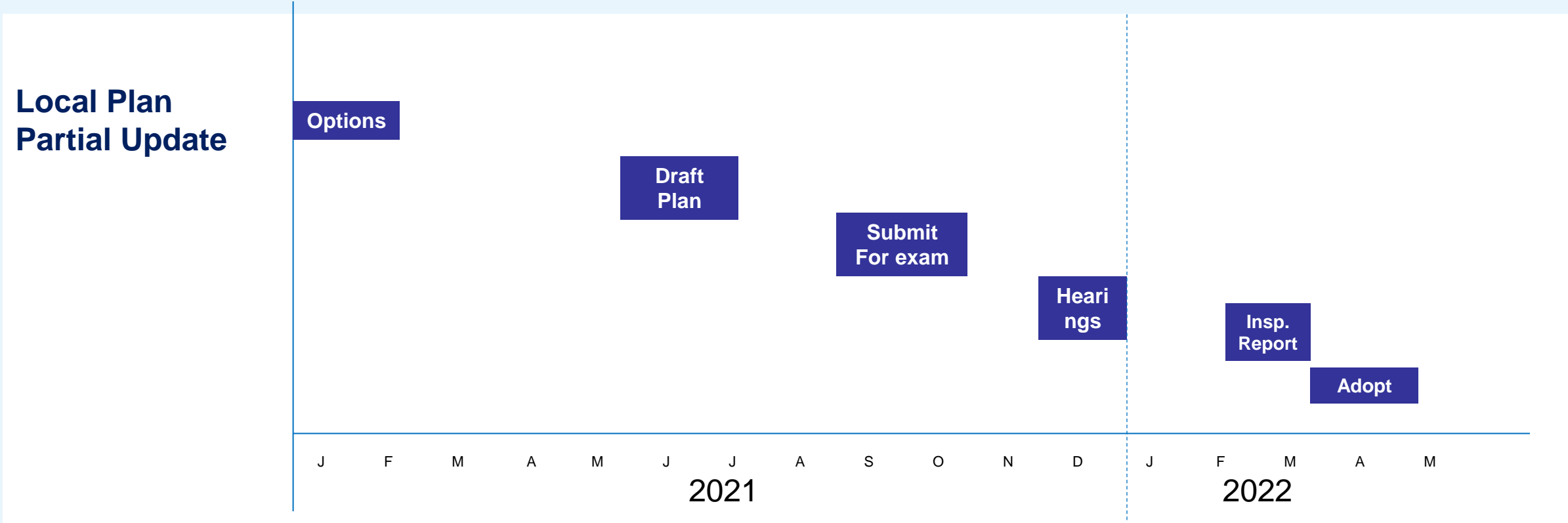
- Preparing Draft Plan for consultation in spring/summer
- Engagement with parish & town councils beforehand on key issues;
  - *Parking strategy/standards (SPD)*
  - *Housing supply – potential allocations (plus work with individual parishes)*
  - *Approach to infill housing in Green Belt villages*
- Opportunity to comment on Draft Plan

Proposing to brief/consult parishes on other related projects/guidance e.g.  
review of Sustainable Construction & Retrofitting SPD and landscape guidance



# Local Plan Partial Update

## Overall Timetable



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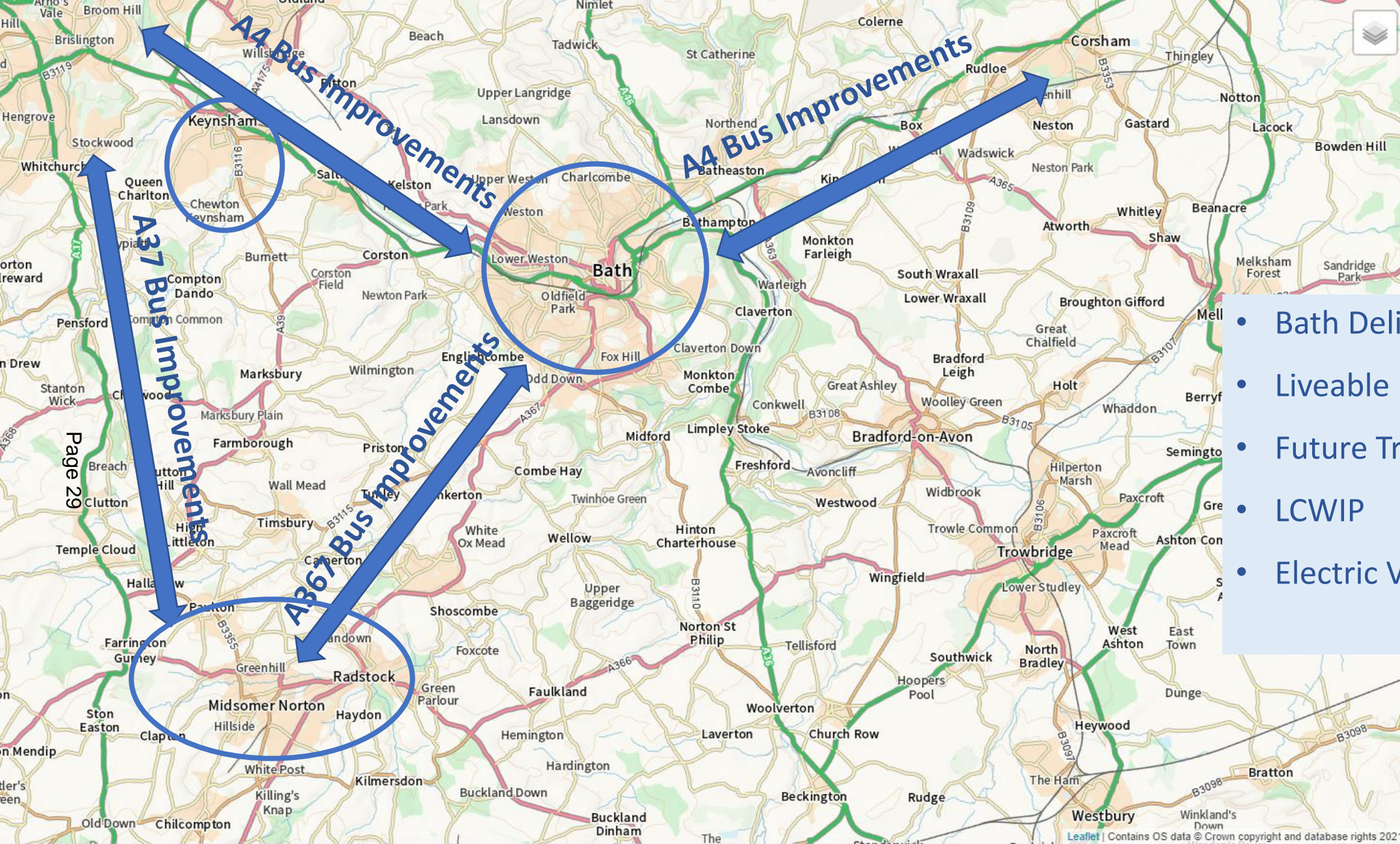
- Transport Delivery Plans
- Request for Highway Schemes

- Partnership working with WECA -LTA
- Bus Strategy

Government published *Bus Back Better - a National Bus Strategy for England* on 15 March 2021.

<https://www.gov.uk/government/publications/bus-back-better>





- Bath Delivery Plan
- Liveable neighbourhoods
- Future Transport Zone
- LCWIP
- Electric Vehicle Charging



## Requests for highway schemes

1. High demand
2. Assessed by Traffic Management Team
3. Scheme Assessment and Prioritisation
4. Highest Priority added to capital programme
5. More involved scheme 2 stepped approach
  1. Feasibility 1<sup>st</sup> year
  2. Design and construct 2<sup>nd</sup> year

Speed reduction measure would go through this process typical speed tables cc £40k

Guidance produced explaining the process.