

PARISH LIAISON MEETING

Minutes of the Meeting held

Wednesday, 15th March, 2023, 6.30 pm

Name	Organisation Represented
Cllr John Adler	Chair of Freshford Parish Council
Cllr Paul Beazley-Long	Chair of South Stoke Parish Council
Simon de Beer	Head of Planning, B&NES
Mandy Bishop	Chief Operating Officer, B&NES
Richard Daone	Deputy Head of Planning Policy, B&NES
Geoff Davis	Clerk to South Stoke and to Monkton Combe Parish Councils
Dave Dixon	Community Engagement Manager, B&NES
Sara Dixon	Locality Manager, B&NES
Cllr Dawn Drury	Chair of Compton Dando Parish Council and Clerk to Keynsham Town Council
Sue Dyer	Clerk to Whitchurch Village Council
Cllr Lynne Easton	Chew Magna Parish Council
Cllr Katharine Evans	Corston Parish Council
Jean Fossaceco	Clerk to Shoscombe Parish Council
Will Godfrey	Chief Executive, B&NES
Cllr Sue Grimes	Publow with Pensford Parish Council
Mark Hayward	Community Engagement Officer, B&NES
Cllr Liz Kingston	Stowey Sutton Parish Council
Cllr Nicholas Kirk	Chair of Whitchurch Village Council
Cllr Robert Law	Chair and Clerk of Englishcombe Parish Council
Aurora Loi	Electoral Services Manager, B&NES
Cllr David Orme	Chair of Dunkerton & Tunley Parish Council
Malcolm Parsons	Head of Capital Delivery, West of England Combined Authority
Cllr Sam Ross	Chair of Farmborough Parish Council
Susan Smith	Clerk to Compton Dando Parish Council
Cllr Shaun Stephenson-McGall	Chair of Bath and North East Somerset Council, Oldfield Park Ward Councillor and Councillor at Timsbury Parish Council
Alison Wells	Community Engagement Officer, B&NES
Cllr Andy Wait	Chair of Keynsham Town Council and Ward Councillor for Keynsham East

Apologies

Name	Organisation Represented
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Sophie Broadfield	Director of Sustainable Communities, B&NES
Cllr Moira Brennan	Chair of Bathampton Parish Council
	Camerton Parish Council
Cllr Charles Carr	Monkton Combe Parish Council
Cllr Tom Davies	B&NES Cabinet Member for Adult Services and Council House Building
Cllr Sally Davis	Clutton & Farmborough Ward Councillor and Parish Councillor for Farmborough
Lynda Deane	Head of Service City & Town Centre Management, B&NES
Cllr David Duckett	Chair of Hinton Blewett Parish Council
Lucy Dyble	Emergency Management Team Leader, B&NES
	East Harptree Parish Council
Cllr Kevin Guy	Leader of the Council
Cllr Nicholas Hasell	Chew Magna Parish Council
Cllr Duncan Hounsell	Ward Councillor for Saltford
Cllr Brian Huggett	Englishcombe Parish Council
Cllr Eleanor Jackson	Ward Councillor for Westfield and Westfield Parish Council
Cllr Matt McCabe	Ward Councillor for Bathavon South
Daniel Noad	Team Manager – Emergency Planning, B&NES
Cllr Steve Plumley	Midsomer Norton Town Council
Cllr Dine Romero	Cabinet Member for Cabinet Member for Children and Young People and Ward Councillor for Southdown
Cllr Mark Roper	Cabinet member for Economic Development, Regeneration & Growth and Ward Councillor for Newbridge
Paul Russell	Locum Clerk – Midsomer Norton Town Council
Lottie Smith-Collins	Clerk to Saltford Parish Council
Cllr Kathy Thomas	Cllr Kathy Thomas – Chair of BANES ALCA and Vice Chair of Peasedown Parish Council
Pam Turton	Head of Transport Strategy, B&NES
Cllr Sarah Warren	Deputy Leader with responsibility for Climate and Sustainable Travel Ward Councillor for Bathavon North
Cllr David Wood	Cabinet Member for Neighbourhood Services Ward Councillor for Mendip

14 6.30PM - 6.35PM: WELCOME AND INTRODUCTIONS

The Chair welcomed those present and thanked the parishes for their input into the Agendas for Parish Liaison meetings via BANES ALCA. He noted that this would be the last Parish Liaison meeting before the Local Elections on 4 May.

The Chair handed over to Mandy Bishop, the Council's Chief Operating Officer, who thanked the parishes for their commitment to the Parish Liaison meetings and to

working with Bath & North East Somerset Council. She also thanked the sub-group that represents parishes on setting Agendas for Parish Liaison and matters relating to the Parish Charter. She said that, the run up to the election, work will continue on preparing for the next Parish Liaison meetings and on inductions for new Ward and Parish Councillors.

15 6.35PM - 7.05PM: WESTLINK - WEST OF ENGLAND COMBINED AUTHORITY

The Chair introduced Malcolm Parsons, Head of Capital Delivery, West of England Combined Authority (WECA). He explained that his team leads on delivering the Demand Responsive Transport (DRT).

MP said that WECA has received funding from Government as part of the Bus Service Improvement Plan. This provides a suite of opportunities, including DRT. He noted that while presentations on DRT have recently been given to the Area Forums, the picture is changing on a daily basis, so there could be some new information this evening. He then gave a presentation and took questions. Details are in Appendix 1.

A map of the DRT bus stops was requested by parishes, together with a copy of the presentation given this evening, the Communications Plan and publicity materials. Keynsham Town Council offered to put posters in bus shelters in the town. MP agreed to provide these.

MB said that if there are any further questions, parishes should send them to Alison Wells to pass on to him. Email: alison_wells@bathnes.gov.uk

16 7.05PM - 7.30PM: LOCAL PLAN UPDATE

The Chair introduced Simon de Beer, Head of Planning, B&NES and Richard Daone Deputy Head of Planning Policy, B&NES who gave an update on the Local Plan, feedback from recent workshops held with parishes and details of the next steps in the process. They also took questions. The full details and link to the presentation given are in Appendix 2.

Planning will be back in touch with parishes for further engagement in the Local Plan process in the next couple of months and noted how much they value their input and the working relationship we have.

The Chair thanked them for their presentation.

17 7.30PM - 7.45PM: VOTER ID AND LOCAL ELECTIONS

The Chair introduced Aurora Loi, Electoral Services Manager, B&NES, who gave an update, followed by questions. Full details can be found in Appendix 3.

Sue Dyer thanked Aurora for all the information provided to parishes as, having spoken with Clerks in other Authority areas, they have not received the same level of detail.

18 7.45PM - 7.55PM: LOCAL EVENTS FOR THE CORONATION OF THE KING AND THE QUEEN CONSORT

Mandy Bishop, Chief Operating Officer, B&NES thanked the parishes that had let the Council know about the events they are planning to mark the Coronation. If there are parishes that have yet to do this, please notify our Events Team by email to: event@bathnes.gov.uk. Even if the events are small or not taking place on Council land or highways, it is still helpful for us and our partners, such as the Police, to have an overview of what is taking place, when and where.

The deadlines have now passed for road closures and premises licences. It's still possible to get a TENS licence ten days before a small event but applying earlier than this would be helpful. The latest B&NES Coronation Toolkit can be found at the bottom of our '[Working with Parish Councils webpage](#)' and provides helpful information for parishes, community groups and residents.

MB highlighted some grants currently available to support Coronation Events from the [National Lottery](#) and locally from [St Monica Trust](#) for Coronation events that involve older people (deadline of 31 March). The Royal Voluntary Service also has a new awards scheme for volunteers – [Coronation Champions](#) – and are accepting nominations until 2 April.

WECA has recently been awarded funding from the Government to support the use of screens for the Coronation and Eurovision. If you are interested, contact the Events Team by email to event@bathnes.gov.uk

19 7.55PM - 8.15PM: RECENT FLOODING AND EMERGENCY PLANS

Mandy Bishop assured the parishes that the Council and its partners have robust and well rehearsed plans in place for flooding; major incidents and severe weather. These relate not only to our communities but the Council's own business continuity for the many services it provides. A presentation and commentary can be found at Appendix 4. There will be a B&NES/Environment Agency Resilience Day on 28 September and Parish/Town Councils will be invited to this.

MB highlighted the valuable role parishes play in emergency situations – this includes helping to identify vulnerable person and places of safety as well as their involvement in flood warden schemes and resilience plans, such as the excellent example in Chew Magna.

The Council's Emergency Planning team has recently been in touch with all parishes on support with preparing Community Resilience Plans/Emergency Plans and are currently working with Combe Hay; North Stoke; Saltford and Westfield. The team can offer [resources](#) as well as a [plan template](#). The team is also keen to hear about any Places of Safety such as a local village hall, church or community building that could be used in an emergency and local contacts. They would also like to have copies of any existing Emergency Plans you might have on file. For further information or to send them plans, please contact them by email to emergencyplanning@bathnes.gov.uk

20 CHAIR'S CLOSING REMARKS

The Chair thanked those present for attending. He also thanked any parish councillors that would be standing down at the election for all their valuable work in our local communities.

He said that there would be a new Chair for the forthcoming Parish Liaison meetings which are on 19 July and 18 October. Both are currently scheduled to take place in person at the Community Space in Keynsham.

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services