

## **BATH AND NORTH EAST SOMERSET**

### **CABINET**

These minutes are draft until confirmed as a correct record at the next meeting.

Thursday, 7th March, 2024

#### **Present:**

Councillor Kevin Guy (Ch)	Leader of the Council, LD Group Leader, Member Advocate for Armed Forces and Veterans
Councillor Tim Ball	Cabinet Member for Neighbourhood Services
Councillor Alison Born	Cabinet Member for Adult Services
Councillor Mark Elliott	Cabinet Member for Resources
Councillor Paul May	Cabinet Member for Children's Services
Councillor Matt McCabe	Cabinet Member for Built Environment and Sustainable Development
Councillor Manda Rigby	Cabinet Member for Highways
Councillor Paul Roper	Cabinet Member for Economic and Cultural Sustainable Development
Councillor Sarah Warren	Deputy Council Leader (statutory) and Cabinet Member for Climate Emergency and Sustainable Travel
Councillor David Wood	Deputy Council Leader (non-statutory) and Cabinet Member for Council Priorities & Delivery

#### **76 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

#### **77 EMERGENCY EVACUATION PROCEDURE**

The Senior Democratic Services Officer read out the emergency evacuation procedure.

#### **78 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **79 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **80 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was no urgent business.

## 81 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 15 questions from Councillors and 11 questions from members of the public.

*[Copies of the questions and responses, including supplementary questions and responses if any, have been placed on the Minute book as Appendix 1 and are available on the Council's website.]*

## 82 STATEMENTS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Members of the public and Councillors made statements as follows:

- Kari Erickson – Liveable Neighbourhoods. Ms Erickson spoke against the Liveable Neighbourhood schemes in the city. She stated that the Lower Lansdown scheme does not meet its stated objectives and that people are not always able to walk or cycle up the hill. People are now having to drive longer distances to get to where they want to go. She stressed that this is adversely affecting the lives of the local residents and that local people are not in favour of the schemes.
- Chad Allen – English Ivy. Mr Allen stated that the Council is destroying wildlife in the local area and that actions such as removal of hedges and trees without replacing them are damaging the planet. Recycling in different ways could also improve the eco-system.
- George Clutton (Radstock Town Clerk) – Radstock Regeneration Action Plan. Ms Clutton thanked B&NES Council for its support in bringing forward the Radstock Regeneration Action Plan. She thanked the Regeneration Team for their excellent work and praised the partnership working and co-operation which had brought the Plan to fruition.
- Cllr Chris Dando – Radstock Regeneration Action Plan. Cllr Dando also thanked officers for their work on the exciting and innovative Action Plan. He stated that this project was an excellent example of partnership working. He welcomed the interest shown in the project and noted that this was good for Radstock and for any other potential schemes. The Plan would enable further investment and draw-down funding for the area. As local ward member and Chair of Radstock Town Council he looked forward to making this a success.
- Cllr Eleanor Jackson – Radstock Regeneration Action Plan. *(A copy of Cllr Jackson's statement is attached as an appendix to these minutes).*

## 83 MINUTES OF PREVIOUS CABINET MEETINGS

**RESOLVED** that the minutes of the meetings held on 1<sup>st</sup> February and 8<sup>th</sup> February 2024 be confirmed as a correct record and signed by the Chair.

## 84 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

No matters were referred by Policy Development and Scrutiny Panels.

## **85 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING**

The Cabinet agreed to note the report.

## **86 RADSTOCK TOWN CENTRE REGENERATION ACTION PLAN**

Cllr Paul Roper introduced the report, moved the officer recommendation, and made the following points:

- High streets and town centres across the country have faced huge upheaval in the last decade. These are tough times even for the most powerful and influential retailers. And it isn't just retail that is affected – many sectors that relied on high footfall to survive have been decimated.
- The effects of these changes on rural towns and smaller cities have been devastating.
- One can visit hundreds of rural town centres and see how much reduced their once-proud high streets are. The bank branches and other anchor institutions are gone. Pubs are closing in their thousands. Technology and centralisation have rendered many traditional service providers redundant in rural locations.
- The business rates system is not fit for purpose and needs reform.
- Our high streets and town centres are entering a new era. It is not entirely clear what that future will look like – but the focus has to be on “Place Making”. Making spaces and places where people want to be. Creating environments for new ventures to thrive. We must adapt and repurpose buildings for new uses.
- This will take both time and investment, but our ambition should not be dampened by this.
- The first element needed is community engagement. This regeneration project is a great example of how we have listened and worked with the local community in a hugely collaborative way.
- B&NES has a dedicated, expert resource working on this issue – the Regeneration Team. This is a team of 12 that delivers impactful projects working with our communities in a positive way. They are entirely grant-funded, save for one officer, and have secured £23m in grant funding over the last 4 years. There are many more projects in the pipeline and their work is making a significant difference to our communities.
- One of the schemes that they have developed is the Radstock Town Centre Regeneration Action Plan. Radstock is a town with a unique heritage, attractive green spaces and local facilities which serve a wide rural area. There is significant potential for increasing the vibrancy of the town centre and attracting more visitors and investment. The Plan aims to create a thriving town centre bringing vacant buildings back into use.
- The aim is to deliver as many of the priority projects as possible and to have high ambitions. Successful delivery of these projects will rely on collective action to secure funding and take forward these initiatives. We have three schemes already being delivered: improvements to Tom Huyton Park, a new community arts space in the Old Printworks, a cultural programme that is delivering free creative and arts activities and a greenway arts trail.

- The plan will form a basis for funding bids and help to prioritise town centre projects that would benefit the community and make Radstock a more varied and welcoming place.
- The partnership has already secured £560,000 of investment in the town centre in its initial two years.
- This is the start of a process to improve Radstock town centre and we are excited to see this next chapter unfold.
- Cllr Roper thanked local stakeholders, businesses and residents who participated and put forward their ideas for ways to improve their town centre. He gave huge thanks to project partners, Radstock Town Council. This is a great example of listening to local people and working collaboratively. Radstock Town Council has already approved the Plan.

Cllr Matt McCabe seconded the motion and made the following points:

- The importance of having this Plan in place is that we can now respond to funding bodies and can be very clear about what we want.
- Cllr McCabe thanked the Regeneration Team for all their work on this project alongside the Town Council and local stakeholders.
- He had been struck by the enthusiasm and commitment shown by those people he had met who were involved in the various local projects.
- The RadCo site is a significant site in the middle of Radstock, discussions are ongoing with the owners, and it is hoped that progress will be made later this year.
- He thanked the Radstock Town Clerk, George Clutton, for her hard work and great enthusiasm for this project and the town in general. He also thanked Cllr Chris Dando for his work and the warm welcome given to those visiting Radstock.

Cllr Mark Elliott endorsed the Action Plan stating that it demonstrated that the Council is committed to improving all areas of Bath and North East Somerset. The Plan presents a great opportunity for Radstock and will be extremely useful when preparing bids to access funding for the area.

Cllr Sarah Warren stated that she was very impressed with this report and highlighted some of the other work that the Council is involved with in and around Radstock that contributes positively to efforts to tackle the climate and nature emergencies. Cllr Warren mentioned the following projects:

- The Somer Valley Rediscovered partnership which is driving investment into the natural environment benefiting the local community with a focus on the Cam and Wellow catchment aiming to improve water quality.
- The work with Radstock Town Council on the Greenspaces project which is providing:
  - Nature Recovery on key greenspaces including Haydon Batch
  - Volunteering opportunities for residents
  - Free wildlife and heritage events and activities for residents
  - Regular Green Social Prescribing
- Work to identify greenspaces with Radstock Town Centre for future work – sites include The Miners Pool, St Nicholas Churchyard and two B&NES owned sites just outside the town centre boundary (Foxhills and land adjacent to The Colliers Way).

- Actively seeking funding to take more greenspace projects forward.
- Working in partnership with The Active Way project to deliver walking and cycling social prescribing activities for residents.
- Development of a full business case in relation to the Midsomer Norton /Westfield walking and cycling links, that will provide improved links to the Midsomer Norton - Radstock greenway, making it easier and safer to get around the neighbourhood by bike, foot, or wheelchair.
- Working closely with the West of England Combined Authority on the heat from the mines project.

**RESOLVED:** (Unanimously):

To endorse the Radstock Town Centre Regeneration Action Plan (set out in Appendix 1 of the report) as a basis for decision making and funding bids in order to seek to deliver the priority projects identified.

## **87 HERITAGE SERVICES BUSINESS PLAN 2024-2029**

Cllr Paul Roper introduced the report, moved the officer recommendation, and made the following points:

- Heritage Services is run as an independent business unit with oversight by the Heritage Advisory Board. The assets under management are the Roman Baths, The Victoria Art Gallery, The Fashion Collection Archive, The Clore Learning Centre and The World Heritage Centre.
- As an authority we are truly blessed that we have at our disposal a world class operation delivering substantial benefits – not only significant financial benefits, but equally importantly cultural, educational and community benefits.
- In this current year, this service is delivering a record-breaking £10M contribution to council finances – its highest ever figure. The Roman Baths is the primary contributor to these figures. This year visitor numbers will reach 1M which is well in excess of budget but still below the 1.2M we achieved prior to Covid. The forecast next year is £12m.
- The budgeted revenue from Council tax next year is £120m, so in theory without the Roman Baths, our council tax would need to increase by 10%.
- There is a new commitment to offer free admission to the Roman Baths for school groups from schools where 30% or more of the school roll receive free school meals. This is an example of how we are building on the Council's commitment to making heritage accessible to all.
- The Residents' Discovery Card is also available to all B&NES residents providing free access to the Roman Baths and the Victoria Art Gallery, along with discounts on other attractions and at local businesses.
- Cllr Roper also outlined the excellent work taking place at the Victoria Art Gallery.
- The Clore Learning Centre opened in June 2022 and is just off York Street. It has been converted into an education space providing first rate educational experiences for schools and community groups from around the country.
- Items from the fashion collection archive have been on loan to other exhibitions and museums. The Council is moving forward with ambitious plans for the development of the new world-class Fashion Museum. Heritage Services will commence design work shortly and develop plans for the storage of the fashion collection archive in Locksbrook, in partnership with Bath Spa

University. These projects open the exciting prospect of creating a broader appeal of visitor attractions in the city and will also create career and educational opportunities. All with a renewed commitment by the service to reduce our carbon footprint.

- Cllr Roper thanked the Heritage Services Team for their dedicated, innovative, and exceptional work and for the benefits that they bring to the city and wider authority.

Cllr Alison Born seconded the motion and made the following points:

- We are incredibly fortunate to have a world class visitor attraction i.e. the Roman Baths in the heart of our city and to be able to access it free of charge through the Council's Discovery Card scheme.
- In the Adult Social Care and Public Health area, we are used to making difficult decisions about how to spend the money we have but those decisions would be far more challenging if we did not have the additional funding we get from Heritage services. This helps the Council to provide the services that our residents need and enables it to avoid some of the cuts that other councils are having to make.
- The council has invested in a talented team to lead our World Heritage services and the advantages we derive from those services results from the skill, hard work and dedication of that team. The impressive and ambitious plans they are developing for the fashion museum will bring further benefits to Bath and North East Somerset.

Cllr Paul May acknowledged the importance of the funds generated by Heritage Services which has an impact on services throughout Bath and North East Somerset. He praised the effectiveness and efficiency of the team and also welcomed the educational aspects of the plan.

Cllr Sarah Warren congratulated the team on their work to reduce the carbon footprint and pointed out that the spa waters are used to heat the Clore Learning Centre.

Cllr Kevin Guy stated that Councils have recently been portrayed by central government as being wasteful in their approach. He pointed out that the Heritage Service is run by Council members and officers and is a great example of both national and worldwide success.

**RESOLVED** (unanimously):

To approve the Heritage Services Business Plan 2024-2029.

The meeting ended at 7.25 pm

Chair

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Date Confirmed and Signed

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**Prepared by Democratic Services**

## CABINET MEETING – 7<sup>th</sup> March 2024

### STATEMENTS FROM PUBLIC AND COUNCILLORS

1. Kari Erickson – Liveable Neighbourhoods
2. Chad Allen – English Ivy and Liveable Neighbourhoods
3. George Clutton (Radstock Town Clerk) – Radstock Town Centre Regeneration Action Plan
4. Cllr Chris Dando – Radstock Town Centre Regeneration Action Plan
5. Cllr Eleanor Jackson – Radstock Town Centre Regeneration Action Plan

## QUESTIONS AND ANSWERS - COUNCILLORS

<b>M</b>	<b>01</b>	<b>Question from:</b>	Cllr Eleanor Jackson
<p>Three local residents in the Somer Valley, in Radstock, Westfield and Midsomer Norton respectively, have approached me concerning their sudden discharge from the RUH following surgery for fractures in the period just before Christmas. No 'step down' to Paulton Hospital, no re-enablement, no assessment for necessary equipment, and the hospital knew they were older women living on their own. I have referred the individual cases to Healthwatch, and suggested they talk to their GPs, but while it would be inappropriate to talk about individual cases, the question is, do we have a systems failure here? What happened to arrangements for adult social care where that would have been appropriate?</p>			
<b>Answer from:</b>			Cllr Alison Born
<p><i>We have forwarded the Cllr concerns to the RUH for their consideration of the matters raised.</i></p> <p><b><i>Answer from Paran Govender, Chief Operating Officer, RUH:</i></b> Processes are in place to assess patients' needs on the wards prior to discharge home. Following a physical assessment of needs and discussion around the individuals home circumstance, a referral will be completed to the Transfer of Care Hub to gain access to care and reablement on discharge. Community teams will assess at this stage for if the patient meets the criteria to access a community hospital for rehabilitation or care on discharge with therapy support. This is the process for all patients. Without patient details it is difficult to comment further but support is available within the BaNES catchment for those requiring this. Access is also available from the Community Wellbeing Hub to provide support from providers such as Age UK, this is captured during admission as part of the recent development of the Onward Form allowing easy access to voluntary sector support. Patients are also discussed daily as part of the whiteboard reviews with the MDT which highlights if a patient's condition changes and reassessment is required.</p>			



**Supplementary Question 1:**

- The RUH is a big organisation, so would the Cabinet Member kindly send me details as to whom these questions were addressed?

**Response:** *The questions were directed to the CEO – Cara Charles Barkes.*

**Supplementary Question 2:**

- What can B&NES do to ease the pressures with regard to discharges and post-operative care in the community?

**Response:** *The council works together with health and social care partners to enable B&NES residents to return home (or other place of permanent residence) after a stay in a hospital as soon as it is safe for them to do so. This work comes under the Home is Best programme that covers admission avoidance, ensuring best practice in discharge planning during the hospital stay, and significant investment in community-based interim care to ensure demand and capacity are balanced over the course of the year.*

*We are proud to report that in 2023/24 the Home is Best programme has delivered wide ranging positive results, resulting in shorter length of stay in acute and community hospital and reduced number of people categorised as No Criteria to Reside. This has enabled more people to go straight home and more people to receive reablement that has reduced the need for long term care.*

*We are taking learning from our achievements to date into the 2024/25 planning process that is currently taking place.*

<b>M</b>	<b>02</b>	<b>Question from:</b>	Cllr Eleanor Jackson
There are residents who have been referred for specialist appointments at the RUH or elsewhere of their choice in letters from their GPs, but no appointment with a consultant is forthcoming. Is one of the ‘ghost lists’ mentioned on Radio 4 last week operating here?			
<b>Answer from:</b>			Cllr Alison Born

*We have forwarded the Cllr concerns to the RUH for their consideration of the matters raised.*

**Answer from Paran Govender, Chief Operating Officer, RUH:** *We are confident that we do not have ghost lists for patients waiting for new appointments, but we do have very long waits for first appointments in most specialties.*

*We are not directly bookable through Electronic Referral Service (ERS), which is the national framework for referring patients from their GP into hospitals, for most specialties due to the capacity constraints and so routine patients wait on a “work list” and are on our electronic patient record as “blank encounters” (patients waiting for an appointment) until such time as the capacity becomes available. We are fully sighted on this cohort of patients. We would be very happy to investigate any examples if these could be provided.*

*We understand the “ghost lists” referenced are patients on follow up lists which are not reported nationally currently. The patients have previously been treated but are still under long term care. At the RUH we do have the Care Co-ordination Solution (also known as Improving Elective Care Co-ordination for Patients) module for Outpatients which provides us with easy access to follow up lists. This feeds directly from our electronic patient record and presents the data in one place.*

<b>M</b>	<b>03</b>	<b>Question from:</b> Cllr Robin Moss
<p>Community Infrastructure Levy (CIL) is an important source of revenue, helping to mitigate the effects of planning - "to deliver infrastructure (such as schools, transport links, open spaces, recreational or waste facilities) to serve the residents".</p> <p>While a small proportion (under 20% overall) goes to parish and town councils most of this revenue is the responsibility of BaNES.</p> <p>As such, it is important that residents understand how and where it is being spent.</p> <p>Please can you provide (for the last two complete years – 2021/22 and 2022/23):</p> <ul style="list-style-type: none"> <li># details of CIL income</li> <li># details of CIL spending</li> <li># the relationship links between income &amp; spending (where there is spending, which development did the money come from).</li> </ul>		
<b>Answer from:</b>		Cllr Mark Elliott

*Information on the CIL income received and CIL spending is set out publicly each year in the Council's Infrastructure Funding Statements. The Infrastructure Funding Statements can be accessed on the Council's website at <https://beta.bathnes.gov.uk/policy-and-documents-library/annual-cil-spending-reports>*

*It should be noted that the previous year CIL income is allocated to be spent in the following year. However, there may be instances where CIL is carried forward where it relates to projects that have not started or been completed.*

*It should also be noted that CIL is used to fund strategic infrastructure provision across B&NES and is not charged or spent on projects that mitigate the impacts of individual development schemes. Planning Obligations through S106 agreements secure site-specific developer contributions to mitigate the impacts of that development. As such it is not possible to set out a direct relationship between development from which CIL is generated and spent.*

#### **Supplementary Question 1:**

- Would you agree that there is a contradiction between your statement above "It should also be noted that CIL is used to fund strategic infrastructure provision across B&NES and is not charged or spent on projects that mitigate the impacts of individual development schemes" with the commentary on the 2008 Act which is that the CIL is a planning charge introduced by the Government in the Planning Act 2008 to provide a fair and transparent means of ensuring that development contributes to the cost of the infrastructure it will rely on. I would argue that there should be a direct relationship between CIL money that comes from individual projects and where that money is going to. The Act is clear that it should be related to the development and should also be fair and transparent?

**Response:** *I do not agree with your statement and feel that the CIL process is transparent, and that funding is spent on infrastructure projects which mitigate the impacts of development. I do not see the incompatibility you are suggesting, however, I will provide a fuller written response.*

**Written response (provided after the meeting):** *CIL is used to fund strategic infrastructure provision across B&NES and must be related to or mitigates the impacts of development across the district as a whole. CIL spend is linked to and directed towards those areas within the district where greater levels of development or growth have been delivered and is also linked to the Council's capital budget and spend programme, in that it is sometimes used to part fund key infrastructure projects. The projects on which CIL has been spent are set out in the annually published Infrastructure Funding Statements and is therefore, transparent. The overall relationship between the distribution of CIL spend and development can be ascertained by reviewing the Infrastructure Funding Statement and the Housing Delivery Trajectory. The*

Housing Delivery Trajectory can be found here: <https://beta.bathnes.gov.uk/sites/default/files/2023-11/Housing%20trajectory%20March%202023.pdf>

*As stated in the response to the original question Planning Obligations secured via S106 agreements are used to secure funding to mitigate impacts of a specific development scheme.*

**Supplementary Question 2:**

- Are you aware that a number of concerns have been expressed by parishioners in North East Somerset about being unclear about where residual CIL money from developments in their patch is being spent?

**Response:** *I am happy to continue this discussion with you.*

**Written response (provided after the meeting):** *As set out in the response to supplementary question 1 information on projects on which CIL is spent is set out in the annually published Infrastructure Funding Statement. Should parish councils or residents have questions regarding the spend of CIL I would suggest that you contact the Planning Policy team in the first instance, and they will be able to help or will direct the query to the appropriate part of the Council for a response.*

<b>M</b>	<b>04</b>	<b>Question from:</b>	Cllr Joanna Wright
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An amendment has been put forward for a school street in this and last year's budget. We were given an assurance that a school street was being developed for 2023/24. This did not happen.

Again, an amendment was put forward this month for a school street as there were none in the 2024/25 budget. At the council meeting on the 20th February, Cllr Elliott declared that B&NES was going to implement a school street and that meetings were in place deciding this and the funds for it. I repeat there are no school streets listed in the budget papers.

The importance of the right measures for children to get to school safely are necessary, because B&NES needs to ensure the correct business case to get CRSTS funding, but more than that because all our children deserve safe routes to school.

Presently, there are no school streets in B&NES, and none programmed into the 2024/25 budget.

A "soft school street" is not a "school street".

Where is the documentation evidencing what Cllr Elliott has stated at the council meeting on 20th Feb, is this information publicly available? Accordingly, what school is to have a school street in B&NES as stated by Cllr Elliott at Full Council?

**Answer from:**

Cllr Sarah Warren

*Cleaner, greener, school travel is a key element of the Journey to Net Zero and we are committed to delivering a range of schemes which will support children to travel to school by active modes of transport. As mentioned by Cllr Elliott in the Budget and Council Tax meeting on the 20<sup>th</sup> February, £250,000 of funding from the Clean Air Zone (CAZ) reserve has been allocated to develop a School Streets programme. The spending allocations from the CAZ reserve are reported on an annual basis with the next report due to be published this summer.*

*We are currently undertaking a prioritisation exercise to inform which school will be selected for an initial trial scheme in financial year 2024/25. We then anticipate expanding the programme further if future funding becomes available. We will provide further updates on the School Streets programme as they become available.*

**M**

**05**

**Question from:**

Cllr Joanna Wright

B&NES council has spent considerable officer time designing a Zebra crossing in Mount Road, with the full knowledge that this infrastructure design is not supported by the City Region Sustainable Transport Settlement (CRSTS) funding guidelines. Southlands and Church Street could get funding for crossings through the CRSTS because of the modal filters delivered at these locations.

Would officer time have been better spent by designing appropriate infrastructure that would be supported by CRSTS funding?

**Answer from:**

Cllr Manda Rigby

*The Zebra crossing in Mount Road will be funded from the council's internal highways funding, not CRSTS.*

<b>M</b>	<b>06</b>	<b>Question from:</b>	Cllr Joanna Wright
<p>Lambridge Ward members have put forward a proforma for a Liveable Neighbourhood and have regularly asked to be supported on changes to the highway due to through traffic and children attending schools and play groups in the ward. B&amp;NES has decided not to progress this proforma, so now this means that no CRSTS funding can be delivered in Lambridge.</p> <p>How are Cabinet Members making decisions to ensure that all wards are supported and have the public purse spent on much needed transport infrastructure that will reduce the demand by council to all residents to cut vehicle miles by 25% per person by 2030?</p>			
<b>Answer from:</b>			Cllr Manda Rigby
<p><i>As outlined in <a href="#">Single Member Decision E3285 (Liveable Neighbourhoods)</a>, the application for a Liveable Neighbourhood (LN) in the Lambridge Ward was not included in the initial 15 LN areas as it was considered that the issues in this area are complex and a potential scheme would benefit from experience gained from implementing other LNs beforehand. While the Lambridge application was not successful in this initial allocation of funding for the Liveable Neighbourhood programme, subject to future funding, we anticipate being able to open up further rounds of applications. We would welcome interest from any wards that were not selected for this initial phase of the programme at the appropriate time and will use lessons learnt during 'phase 1' of the LN programme to inform this.</i></p> <p><i>The Council is delivering significant programme of interventions, committing unprecedented levels of funding, over the course of the next three years to enable more travel choices across our community, in support of our ambitious target to be net zero by 2030. The liveable neighbourhoods programme is one strand of the overall programme of interventions planned. Robust processes are in place to ensure that the schemes proposed contribute to the overall aims of the Council and meet the needs of our communities. To ensure transparency and visibility to our communities of the proposed programme of interventions, the Council is currently developing a Transport Action Plan, due to be published later in the summer.</i></p>			
<b>M</b>	<b>07</b>	<b>Question from:</b>	Cllr Lesley Mansell
<p>Does the council know how many B&amp;NES families are eligible for government-funded Free School Meals but have not claimed this year, and</p>			

in each of the previous three years, and what are they doing to maximise the uptake so all eligible families receive this important support?

**Answer from:**

Cllr Paul May

*The B&NES free school meal team only have data available with regard to the numbers of pupils of families **that have made a claim to Benefit-related free school meals and are now transitionally protected.** The team do not have any information about % take up as we do not have reports from the DWP to advise what families with children that live in B&NES **may be eligible to claim.***

- *4743 children were eligible for Free School Meals in January 2024 which is 17.38% of children on roll in B&NES schools (including nurseries and 6<sup>th</sup> Forms)*
- *The numbers of children eligible for Free School Meals (FSM) in B&NES has risen year on year since May 2020, partly due to transitional protection which means that all children eligible at 1<sup>st</sup> April 2018 and new claims since 1<sup>st</sup> April 2018 will continue to be eligible until April 2025 even if their household income goes above the threshold for FSM in the interim period.*

*In order to ensure the highest take up possible, the team advertise and promote benefit related free school meals using flyers in every school, on the B&NES website, Livewell, in all the B&NES libraries and One Stop Shops, on Facebook and X (the Communications Team do this promotion on our behalf). In the libraries they have large TV style screens with constant electronic moving displays.*

*We are always promoting Benefit Related Free School Meals (BRFSM) and B&NES schools with Reception classes will give every new starter one of our paper application forms and/or give the link to our B&NES Online FSM Application Form. As well as this, schools with infant classes often do a promotion of benefit related free school meals throughout the year, especially nearing census days to make sure that even those on universal infant free school meals apply for benefit ones if they qualify. Junior and secondary schools often run promotions nearing census days.*

*We have always understood the importance to approve as many children as possible for a benefit related free school meal both from the children/parent/guardian side as well as the schools. Because of this we think it is important to have various avenues to apply for a BRFSM. We have the following routes to apply:*

- *Paper Form which can be downloaded, completed and sent to us direct or via the school or handed in to B&NES one stop*

shops.

- *Online form – this is our most popular way to apply. It is also the quickest and we have designed this form to cover all the information we need and also have a notes/comments section if the applicant wants to add some extra details.*
- *Telephone application – we always receive positive comments via this avenue as the public are so pleased (and surprised) to be able to speak to a human.*

*As well as the above, we work very closely with our schools and if a school finds it difficult to get someone to apply for BRFSM, but they think they may qualify, then the school can obtain the relevant details along with permission to use parent/guardian's data (re GDPR) to check their eligibility. Sometimes depending on what a parent/guardian tells us in an email we also use that email as an application. Nothing is off limits, if we can get someone on for BRFSM then we will as long as it is in line with GDPR.*

*If we have to refuse an application, we always list the qualifying benefits and add a paragraph to ask the parents to contact us if they feel our decision is incorrect.*

<b>M</b>	<b>08</b>	<b>Question from:</b>	Cllr Lesley Mansell
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Following Council's unanimous support of the Get Me Home Safely motion last November, has the council applied for funding from the Home Office's Safety of Women at Night Fund to support initiatives in Bath?

<b>Answer from:</b>	Cllr Tim Ball
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*The Safety of Women at Night Fund closed on 1<sup>st</sup> September 2021. Since then, Bath and North East Somerset has successfully attracted funding from the Safer Streets Fund, working in partnership with Avon and Somerset Police, the BID and others. This has provided significant enhancements to the safety of women and girls, particularly in the night-time economy, including the introduction of the Bath Safe Bus last year. Under the latest round of Safer Streets, announced in November of last year, a further round of investment was secured – amounting to £1m across the Avon and Somerset area- which will lead to enhancements to key city centre safety initiatives such as street marshals.*

*Round Five of Safer Streets Fund England and Wales was launched in July 2023. For the first time, every police force area across England*



*and Wales was able to bid for up to £1 million to deliver a range of interventions over the period from 1 October 2023 to 31 March 2025. At the end of October 2023, we were advised by the OPCC that B&NES application, as part of the combined Avon and Somerset application had been successful. The main elements of the successful application were:*

***Funding for B&NES local approach to address antisocial behaviour focussing on Bath City Centre ASB hotspots identified by our crime audit.***

***Office of Police and Crime Commissioner (OPCC) to lead on developing a Women's Safety Charter***

*This will entail a single Avon and Somerset template, based on the work already undertaken in Bristol and other local authority areas.*

*B&NES the other LA areas will work in partnership to develop the template but also consult locally to shape the B&NES document and approach to reflect local concerns. The OPCC aims to promote both the charter and bystander training (see below) simultaneously and in doing so ensure that the training closely adheres to Charter principles.*

***Bystander training***

*The OPCC is commissioning a training provider to develop 'bystander training' for individuals who will be trained as VAWG champions and will assist in ensuring the legacy of this work.*

*(The response was sent within five working days of the meeting).*

<b>M</b>	<b>09</b>	<b>Question from:</b>	Cllr Lesley Mansell
Following Council's unanimous support of the Get Me Home Safely motion last November, has the council considered drawing up a Women's Safety charter, to encourage employers across BANES to take actions to ensure women's safety at night?			
<b>Answer from:</b>			Cllr Tim Ball
<i>The Office of Police and Crime Commissioner (OPCC) will lead on developing a Women's Safety Charter (see further details set out in question M08 above).</i>			

*(The response was sent within five working days of the meeting).*

**M**

**10**

**Question from:**

Cllr Saskia Heijltjes

Please can you explain the duties and penalties on the Council regarding the legal duty to make the road safe as per Section 39 of the Road Traffic Act 1988, how does this duty impact the provision on safe routes to school, pedestrian and cycle safety?

**Answer from:**

Cllrs Manda Rigby

*Section 39 of the Road Traffic Act places a duty upon local highway authorities to carry out measures to promote road safety, to carry out studies into traffic collisions and to take appropriate action as a result of such studies to prevent future collisions. It also requires local highway authorities to take measures to reduce the possibility of collisions when building new roads. The legislation makes no reference to penalties with respect to this duty.*

*The council fulfils this duty in a number of ways. Primarily, it regularly receives collision data from the police which officers analyse to identify causes of collisions and identify what measures could be taken to help prevent further collisions. This may take the form of engineering measures on roads, road safety education to school children, working with partner agencies such as the police to share intelligence about speeding issues or other matters, and road safety campaigns. When highway improvement schemes are being designed, road safety audits are undertaken at the design stage and after construction.*

*These casualty reduction measures are evidence-led. This means if there is evidence of collisions on routes to school, or of collisions involving pedestrians and cyclists, then we will investigate and take action where we can to reduce such collisions.*

*The council also uses its internal highways funding to take forward highway improvement schemes to make our roads safer for pedestrians and cyclists even where there is no history of collisions. We aim to be proactive in making our roads safer, not just being reactive to where collisions have occurred in the past. The CRSTS schemes under development also bring additional funding that will help to make it safer for people walking and cycling.*

<b>M</b>	<b>11</b>	<b>Question from:</b>	Cllr Saskia Heijltjes
<p>ROSPA have created a road safety guide for Councillors see <a href="https://www.rospa.com/media/documents/road-safety/factsheets/road-safety-guide-for-councillors.pdf">https://www.rospa.com/media/documents/road-safety/factsheets/road-safety-guide-for-councillors.pdf</a></p> <p>What groups of councillors are making sure everyone knows this advice? How does the council define "safety"? And how do council officers decide if a road is safe?</p>			
<b>Answer from:</b>			Cllr Manda Rigby
<p><i>The Cabinet Member is not responsible for issuing guidance produced by other organisations. An information pack was produced and sent to new councillors last year which covered many council services including Highways together with contact details for queries about traffic management and road safety issues.</i></p> <p><i>We do not have a definition for 'safety' and we do not define or categorise roads as 'safe' or 'unsafe'. Our Road Safety team looks at collision data to identify where there are issues and determines what action is appropriate. In many cases the road environment is not a factor as to why a collision has occurred. People's behaviour, vehicle condition and driver or rider experience can be factors too. Making our roads safer involves a variety of initiatives and measures, many of which are outside of the council's control.</i></p>			
<b>M</b>	<b>12</b>	<b>Question from:</b>	Cllr Saskia Heijltjes
<p>ROSPA have created a road safety guide for Councillors see <a href="https://www.rospa.com/media/documents/road-safety/factsheets/road-safety-guide-for-councillors.pdf">https://www.rospa.com/media/documents/road-safety/factsheets/road-safety-guide-for-councillors.pdf</a></p> <p>It states in the report on Evaluation that:</p> <p>"Help and guidance on how to plan and conduct evaluations of road safety programmes is available at <a href="http://www.roadsafetysafetyevaluation.com">www.roadsafetysafetyevaluation.com</a>, which contains an interactive road safety evaluation toolkit called E-valu-it to help road safety practitioners plan, carry out and report the results of road safety evaluations."</p>			

What evaluations have taken place on the modal filters placed in B&NES through the Liveable Neighbourhood Programme?

**Answer from:**

Cllr Manda Rigby

*The designs for the Liveable Neighbours schemes go through an internal technical approval process. This enables officers from various highways and transportation teams in the council to comment, including road safety considerations. Formal road safety audits are also carried out by qualified road safety auditors who are independent of the designers. These audits are undertaken at design stage and post-construction. In addition to this, the West of England Combined Authority has its own procedures, as part-funder of the initiative.*

**M**

**13**

**Question from:**

Cllr Sam Ross

Many councillors are repeatedly getting post from residents complaining about the regular missed collections of household rubbish. The answer given by the Cabinet Member for Council Priorities and Delivery consistently states this is due to driver shortages. What Leadership role are you taking to ensure that this core function is delivered? Residents are starting to get very angry and see this as a basic service not being fulfilled by this administration.

**Answer from:**

Cllr Tim Ball

*It would be useful to have specific detail so that individual issues can be identified.*

- 1. There were a total of 200 missed collections of refuse reported in January across some 2 collection cycles (i.e. 200 missed out of 170,000 total individual collections) which was most likely to be the result of the increase in volumes over the post xmas catchup period.*
- 2. There were no driver issues reported during this period*

*Other non refuse collections:*

*Since Xmas 2023, the daily missed collection reports have either highlighted missed collections due to capacity issues, vehicle breakdown or operational issues.*

*There have been a number of issues with missed/ late garden waste collections which are the result of 2 factors:*

- *The removal of one garden Waste round from January – March as agreed with councillors due to the requirement for in year cost savings*
- *The mild weather resulting in an unexpected volume of garden waste when which compounded with the suspension of one collection round have put additional pressure on the garden service.*

*There have been a number of narrow access recycling truck breakdowns since xmas which has been due to the age of the fleet (these vehicles are due to be replaced by Sept this year 2024).*

*We are not experiencing driver shortages at the present time.*

<b>M</b>	<b>14</b>	<b>Question from:</b>	Cllr Sam Ross
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On 19 January 2024 B&NES Council sent out a press statement which said: *“A property owner who undertook unauthorised works to a Grade II\* Listed building has been fined following a prosecution by Bath & North East Somerset Council’s planning enforcement team.”*

If the Council commits similar criminal offences that is, to carry out work to a listed building owned by the Council without consent, will these offences be reported to the Police, and will a prosecution follow?

<b>Answer from:</b>	Cllr Paul Roper
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*The question put forward is a complex jurisdiction matter. It is an offence to carry out unauthorised works to a listed building under Section 9*

*of the Planning (Listed Building and Conservation Areas) Act 1990. Those powers are delegated to Officers within the Council to prosecute. The Council would seek to work and cooperate with the appropriate agencies should the Council breach the legislation. The Council cannot comment as to whether any prosecution would follow. The Council endeavours to ensure that all due diligence is carried out with any work undertaken by Council Officers or by external contractors and places great importance on the preservation of its unique historic environment.*

<b>M</b>	<b>15</b>	<b>Question from:</b>	Cllr Sam Ross
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The Children and Adults Health and Wellbeing Scrutiny panel on 15 January unanimously voted to delay proposed council budget cuts to not-for-profit sector services of some £802K until the consequences are better understood, was requested. The Council budget on the 20 February 2024 voted in favour of these cuts to services.

Julian House in Bath has stated, *"The human cost of these cuts is undeniable, and the ripple effects will impact every person living in B&NES – eroding community cohesion and economic stability, as well as putting the social services we all share under even greater pressure than they already are."*

What actions will the Council be taking to ensure that the most vulnerable in our community are supported by the budget decisions?

<b>Answer from:</b>	Cllrs Alison Born and Matt McCabe
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*The budget savings will be phased over a two-year period so that the savings are made carefully, in a targeted way and in collaboration with third sector partners. Third sector partners will see no reduction in funding until we have engaged with them.*

## QUESTIONS AND ANSWERS - PUBLIC

<b>P</b>	<b>01</b>	<b>Question from:</b>	Grace Wiltshire
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Please can you explain why Mount Road is getting a raised zebra crossing instead of a school street?		
<b>Answer from:</b>		Cllr Manda Rigby
<i>The development of the Mount Road Liveable Neighbourhood was a result of extensive co-design and engagement with the local community. We have taken the decision to prioritise the installation of a new zebra crossing as this was one of the measures identified during the co-design that would improve walking and wheeling in this area. This improved crossing forms one part of the wider Liveable Neighbourhood that has been developed.</i>		
<b>P</b>	<b>02</b>	<b>Question from:</b> Grace Wiltshire
Under a Freedom of Information request it has been ascertained that 16 councillors hold paper parking permits.		
As the council has declared a Climate Emergency and is demanding that all residents cut vehicle miles by 25% per person by 2030, how is the Council thorough elected memberships showing leadership on this issue?		
<b>Answer from:</b>		Cllr Kevin Guy
<i>Councillors may use a permit to park in B&amp;NES-owned car parks and RPZ areas whilst using their car for official duties. This is of particular importance for evening meetings for example. However, Councillors will choose the most appropriate means of transport for each journey they make on Council business and will prioritise sustainable modes of transport and car-sharing. In addition, B&amp;NES Council has embraced the use of virtual and hybrid meetings which reduce the need for business travel.</i>		
<b>P</b>	<b>03</b>	<b>Question from:</b> Grace Wiltshire
Regarding the paper parking permits, it's observed that two councillors received paper permits in 2023. Were all newly elected councillors given this option? If not, what determined which councillors were offered paper permits and which were not?		
<b>Answer from:</b>		Cllr Kevin Guy

*All councillors were able to request a parking permit as part of the induction process after the May 2023 election. Councillors are strongly encouraged to use the MiPermit electronic system but if requested, councillors can be given a paper permit.*

<b>P</b>	<b>04</b>	<b>Question from:</b>	Liam Kirby and Dominic Tristram
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Radstock Town Centre finds itself under several inches of water due to rainfall with increasing frequency. Meanwhile, the arrangement of the centre as a circulatory road system prioritises the experience of drivers passing through over the safety and convenience of Radstock residents using the town centre on foot.

While the suggestions in the Regeneration Plan are welcome, could consideration be given to more radical efforts to significantly reimagine the town centre to address these problems?

For example, a bus gate, removing through-traffic on the street from Fortescue Road to the Frome Road roundabout, would do a lot to reclaim public space for the people of Radstock, and also create room for more ambitious blue-green flood mitigation infrastructure, "greening up" and tree planting.

<b>Answer from:</b>	Cllrs Paul Roper and Sarah Warren
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*B&NES recognises and acknowledges the need to do more to improve conditions for active and sustainable transport within Radstock town centre. Currently, given its location at the confluence of two major A roads, the town centre is dominated by traffic. This can create a barrier to those wishing to walk, wheel or cycle as well as contributing to increased noise and poor air quality levels in the town.*

*As part of the new Local plan, we will build on the transport improvements set out in the Radstock regeneration plan. This will include a detailed investigation into how the highway network currently operates in Radstock as well as the options available and the improvements that can be made in order to make a step change in the conditions for those travelling via active and sustainable modes around the town.*

<b>P</b>	<b>05</b>	<b>Question from:</b>	Liam Kirby and Dominic Tristram
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With the projects at the Old Paint Works and Trinity Church now both looking to significantly improve the cultural offer in Radstock, there is a



great opportunity to seize the opportunity of growing a real creative scene in the area. House prices in the area are (relatively) low, so potentially attractive to creative professionals.

Could the ideas in Project 4 (Brownfield sites) be shifted more to use of spaces for creative pursuits (workshops, studio space, rehearsal space) over generic office/retail?

This could significantly reduce the necessary investment required to get spaces "up and running" compared to requiring full fit-outs for more commercially-minded use.

**Answer from:**

Cllr Paul Roper

*It is great to see the Old Print Works Arts now open in Radstock, with the Trinity Church purchase by Radstock Town Council also progressing. This administration has supported both projects through our work on the Radstock Town Centre Regeneration Action Plan and associated grant funding.*

*The brownfield sites identified in project 4 of the Action Plan are predominantly in third party ownership, so ongoing discussions with landowners will be essential. They can come forward for a range of uses in line with town centre planning policies in place both nationally and locally including those mentioned, subject to viability and securing planning consent if/where needed. We have sought to test various options to see what might be viable through the Action Plan to actively encourage their reuse.*

**P 06**

**Question from:**

Liam Kirby and Dominic Tristram

Radstock is generously served with cycle paths toward Frome, Bath, and Midsomer Norton, and is on National Cycle Route 24. It has the potential to be a real "hub" for cyclists - if you'll excuse the pun.

However, when cyclists arrive in town, they are presented with unclear, dangerous, and inadequate links between the routes.

While the wayfinding ideas in the Regeneration Plan will certainly improve matters, without safe segregated cycle routes through the centre to connect the paths, the town will remain a danger to cyclists and an impediment to improving cycling uptake.

At the November 2023 Full Cabinet meeting, the Council unanimously passed the Vision Zero Motion which advocates for safe speeds, street design improvements, behaviour modifications, and enhanced post-collision response to eliminate traffic fatalities and severe injuries.

How will the council ensure that Vision Zero is implemented to ensure that those wheeling and walking through the centre of Radstock will be protected?

**Answer from:**

Cllr Sarah Warren

*Improvements to walking, wheeling and cycling in Radstock have been identified through our Local Cycling and Walking Infrastructure Plan (LCWIP) which can be viewed [here](#). We are also currently developing our Active Travel Masterplan which will provide a framework for plans to improve active travel links across the district. We will continue to investigate future funding opportunities to implement the routes in the LCWIP and Active Travel Masterplan.*

**P 07**

**Question from:**

Anne Coghlan

In Cabinet Paper E3502, it states that:

<https://democracy.bathnes.gov.uk/documents/s80749/E3502%20-%20Heritage%20Services%20Business%20Plan%202024-29.pdf>

“The Service will use the carbon baseline work undertaken during 2023 to inform its ongoing response to the climate and ecological emergency. The actions required to achieve net zero by 2030 will be set out and costed during 2024.”

What baseline work has been undertaken and how will the 2030 deadline be achieved?

**Answer from:**

Cllr Paul Roper

*We commissioned the Bath based firm 3ADAPT to work with us to deliver an assessment of the Service’s Carbon Baseline. This assessment is attached. We are now working with 3Adapt to develop an action plan to understand the measures we need to take to achieve net zero by 2030. As noted in the business plan this will be explored over the remainder of 2024 and the implications of this considered in the 25/26 Business Planning cycle. We are about to advertise for a staff member to lead on our environmental action plan work which will help move this forward with more vigour over 24/25.*

<b>P</b>	<b>08</b>	<b>Question from:</b>	Anne Coghlan
<p>Mount Rd and Lyme Rd Liveable Neighbourhoods are highly unlikely to receive funding through CRSTS, because they do not follow funding criteria. How are Liveable Neighbourhoods going to be funded if CRSTS money doesn't come through?</p>			
<b>Answer from:</b>			Cllr Manda Rigby
<p><i>All of the Liveable Neighbourhoods submitted in the Full Business Case (FBC) will meet the funding requirements of the Combined Authority. We have secured the early release of CRSTS funding to implement an initial element of the Lyme Road/Charmouth Road LN. Any Liveable Neighbourhoods not included in this FBC will be considered for introduction using future funding as this becomes available.</i></p>			
<b>P</b>	<b>09</b>	<b>Question from:</b>	Anne Coghlan
<p>In the Budget it states that WECA funding for LoveYourHighStreet is being welcomed in many quarters in B&amp;NES. Lambridge Ward has the thriving local shops of Larkhall Square where many traders are concerned by the threat of developments in the local area. What action will the council take to support "Larkhall Square" traders to ensure that this vibrant shopping quarter remains in place?</p>			
<b>Answer from:</b>			Cllr Paul Roper
<p><i>Larkhall local centre is identified and protected in the B&amp;NES Local Plan.</i></p> <p><i>While it is not currently one of the four local high street improvement pilot areas which form part of the current WECA funded Love our High Streets, it is possible that this scheme could be extended by the grant funders in which case we will look to prioritise funding to areas of need.</i></p> <p><i>If there are specific improvements being sought by the community, we encourage dialogue with us to see what funding opportunities can be identified to help deliver these.</i></p>			

*There are additionally opportunities for traders and businesses in Larkhall to benefit from the Council's business support programmes more information can be found on our Business and Skills webpages*

<b>P</b>	<b>10</b>	<b>Question from:</b>	Barbara Gordon
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Could the Council confirm that any new EV charging infrastructure will not be placed on pavements?

<b>Answer from:</b>	Cllr Sarah Warren
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*New public EV charging infrastructure (EVI) has so far been built by B&NES off-street in council car parks. As we move to building new public EVI on-street a minority may need to be located in the footway. However, we are setting specifications to ensure best possible pedestrian access in these circumstances.*

*More specifically, B&NES will be utilising the Local Electric Vehicle Infrastructure (LEVI) fund from HMG to roll out on-street residential EVI across the district at scale. In developing a technical specification for this EVI we have defined the primary location for the charging device to be in the kerbside carriageway. However, in recognition of the range of sites across the district and their varying localised context, we have identified a secondary option of locating EVI charging devices at the kerbside of the footway. In that case we have stipulated a minimum footway width needs to remain to allow footway user accessibility, in line with DfT best practice guide "Inclusive Mobility" (2021). Each EVI location will be reviewed by B&NES officers to ensure it is appropriate, meets specifications and provides accessibility for both drivers and pedestrians.*

<b>P</b>	<b>11</b>	<b>Question from:</b>	Barbara Gordon
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I understand that Councils can refuse planning permission if a development is likely to clash with provisions in 'emerging' Local Plans, even in locations where the plan has not yet been adopted. BANES states that in the currently developing Local Plan that:

'The Council has not undertaken the detailed further assessment that is required to ascertain the degree of harm of smaller non-strategic sites, such as some of the component land parcels of this previously proposed allocation. There will be other non-strategic sites in different

parts of the city too. The suitability of these sites and any other sites put forward as part of this consultation will need to be assessed as part of the preparation of the Draft Local Plan.'

Is it correct then that BANES council has the ability to reject developments in environmentally sensitive areas of the city?

See <https://www.gov.uk/guidance/national-planning-policy-framework/4-decision-making>

**Answer from:**

Cllr Matt McCabe

*Planning applications for development are determined in accordance with the adopted Development Plan unless material considerations indicate otherwise. The Local Planning Authority can apply some weight to policies in emerging Local Plans dependent on the stage of plan preparation reached, the extent of any unresolved objections and degree of conformity with national policy. The Local Plan options document is at a very early stage in its preparation and does not include policies. Therefore, only very limited weight would be applied to it in decision-making.*

*There are a range of policies in the adopted Development Plan (principally the Core Strategy, Placemaking Plan and Local Plan Partial Update) that will be used in decision making which relate to the scale, form and design of development in the city. These policies enable the Council, as a Local planning Authority, to refuse applications for inappropriate development in environmentally sensitive areas of Bath. Each application is determined on its own merits against these policies.*

*For information the section of the Options document that is quoted relates to the consideration of whether any smaller non-strategic sites on the edge of the city, including the lower slopes of land adjoining Weston, could be suitable for development particularly in the context of environmental sensitivity e.g. relating to impact on the World Heritage Site and its setting and the Cotswolds National Landscape. These sites will be considered very carefully in progressing the emerging Local Plan towards the next stage in its preparation.*

*We are transparent in terms of the sites/locations we have considered and why we have rejected some and not proposed them as options. The process is summarised in a Topic Paper (see link below). The Topic Paper refers to two main assessment documents that set out why we have rejected some sites i.e. the HELAA (Hosing and Economic Land Availability Assessment) and an Areas of Search Assessment*

<https://beta.bathnes.gov.uk/sites/default/files/Topic%20Paper%20Strategic%20Development%20Locations.pdf>

<https://beta.bathnes.gov.uk/document-and-policy-library/local-plan-options-evidence-base-draft-housing-and-economic-land>  
<https://beta.bathnes.gov.uk/document-and-policy-library/local-plan-options-evidence-base-strategic-place-assessments>




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**B&NES HERITAGE SERVICES**  
**CARBON BASELINE REPORT**  
JUNE 2023

REVISION	DESCRIPTION	ISSUE BY	DATE	CHECKED
00	First Draft for Coordination and Comment	PB	02/05/2023	PH

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<b>DATE</b>	28/04/2023





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# 1 INTRODUCTION

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 1. INTRODUCTION

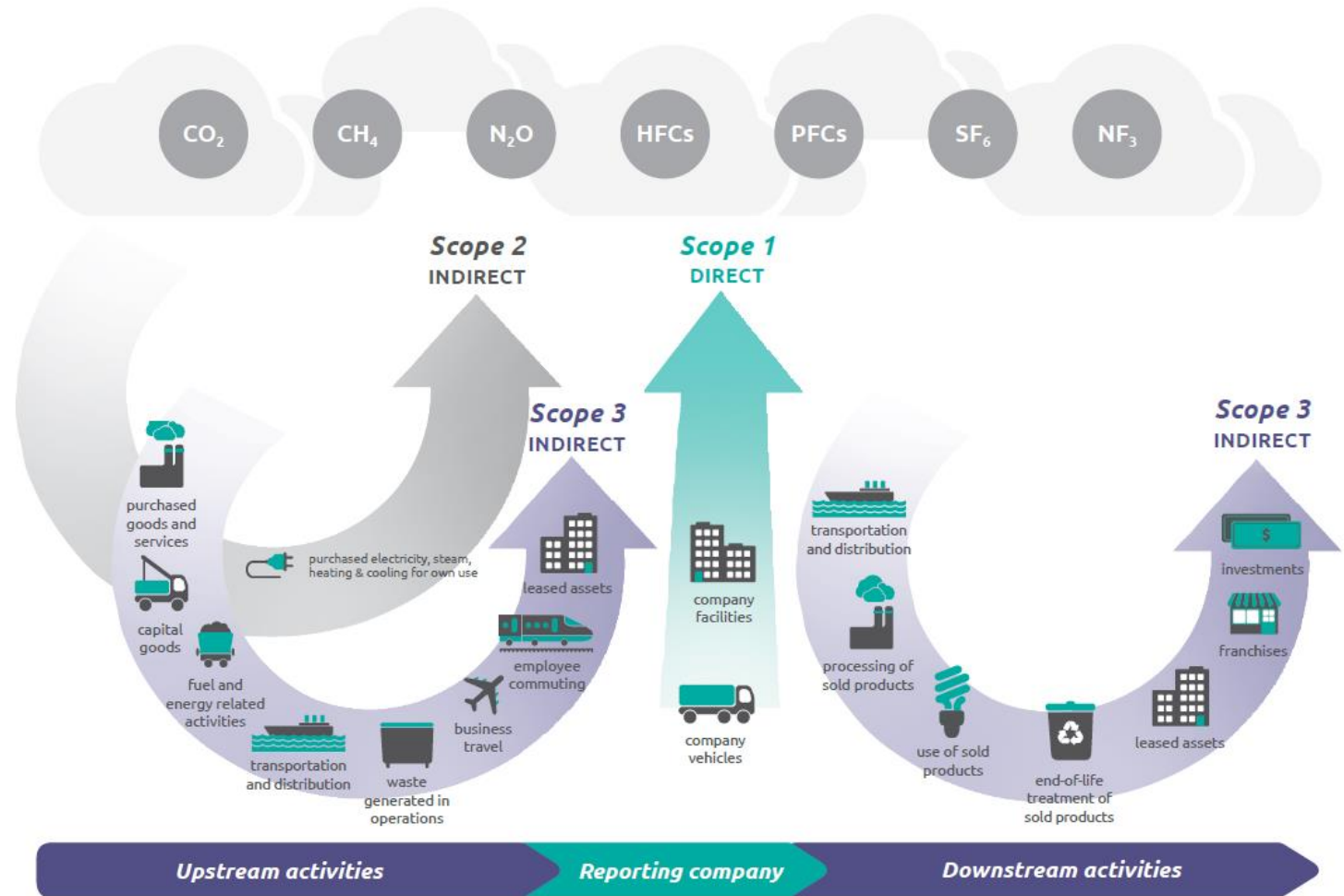
### INTRODUCTION

This report provides a summary of the Heritage Services' carbon emissions for the financial year 2019-20. The Heritage Services do not currently regularly report on their emissions. This is the first holistic assessment of its carbon footprint including scopes 1, 2 and 3 emissions.

The different scopes of carbon emissions considered in this report are described below and in the adjacent diagram:

- **Scope 1 emissions:** *Direct emissions* from on site combustion of fuels and owned vehicle usage.
- **Scope 2 emissions:** *Indirect emissions* from purchased electricity and other energy supplies for use by the Heritage Services.
- **Scope 3 emissions:** *Indirect emissions* from the upstream and downstream activities including business travel, waste management, purchases, etc.

Emissions from all greenhouse gases are included within this assessment but are typically reported in carbon dioxide equivalent terms (CO<sub>2</sub>e) which has been used throughout this report.



**Overview of GHG Protocol scopes and emissions across the value chain1**

1. Technical Guidance for calculating Scope 3 emissions; [Greenhouse Gas Protocol](#)

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 1. INTRODUCTION

### ORGANISATION OVERVIEW

The Heritage Services are a department of the Bath and North East Somerset (B&NES) Council, responsible for managing and preserving the historic environment and cultural heritage of the city of Bath.

The Heritage Services' main attractions are the Roman Baths & Pump Rooms, Victoria Art Gallery, World Heritage Services and the Fashion Museum (now being relocated).

Additional to this, the Heritage Services host events within their venues, such as the Guildhall and several other smaller properties, making the Heritage Services' operate in an area that covers over 20,000m<sup>2</sup>.

Heritage Services attract over 1 million visitors annually (pre-COVID numbers), and in 2019, the Roman Baths & Pump Rooms was the [25th most visited attraction in the UK](#).

B&NES Council have set out their ambition in the '[Climate Emergency Strategy 2019-2030](#)' to be carbon neutral by 2030. They have identified their key priority areas to be decarbonising buildings; decarbonising transport; increasing renewable energy generation; and to cut council operational carbon emissions to net zero by 2030.







## 2 BOUNDARY DEFINITION

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 2. BOUNDARY DEFINITION

### INTRODUCTION

When assessing an organisation's carbon footprint, it is essential to establish the boundary of the assessment. This exercise identifies what emission sources are included within the assessment, as defined by the Greenhouse Gas (GHG) protocol<sup>1</sup>. This protocol is the world's most widely used greenhouse gas accounting standard.

In some instances, it is not possible to quantify all sources of an organisation's carbon emissions. Emission sources are most commonly excluded due to a lack of available data, or an inability to influence reductions through an organisation's activities. However, there is increasing necessity to include a more comprehensive appraisal of carbon emissions in decarbonisation strategies from industry bodies such as the Science Based Targets initiative<sup>2</sup>, to ensure that strategies are meaningful and robust.

The diagram opposite provides an overview of all emissions sources proposed to be included in the boundary for the Heritage Services' footprint assessment.

Several emission areas have not been included in the analysis, but this is primarily due to their lack of applicability to the 2019/20 baseline.

Home working calculations have not been included within this analysis. This is because home working was much less prevalent at the organisation before the COVID-19 pandemic, though it is important to understand the effect home working has made on employee commuting.

The Heritage Services sites included in the baseline include:

- Fashion Museum & Assembly Rooms
- No. 4 The Circus
- 24A Monmouth Place
- Bath World Heritage Centre (10 York St)
- Guildhall
- Lansdown Store
- Pixash Lane
- The Roman Baths & Pump Rooms
- Victoria Art Gallery
- Culverhay School
- Brassmill Warehouse

The site boundary is explored further on the next page.

### SCOPE 1 & 2

-  Building electricity consumption
-  Building gas consumption

Data not available or not applicable to 2019/20 footprint  
(see Section 3)



Refrigerant leakage

Owned vehicle fuel consumption

### SCOPE 3

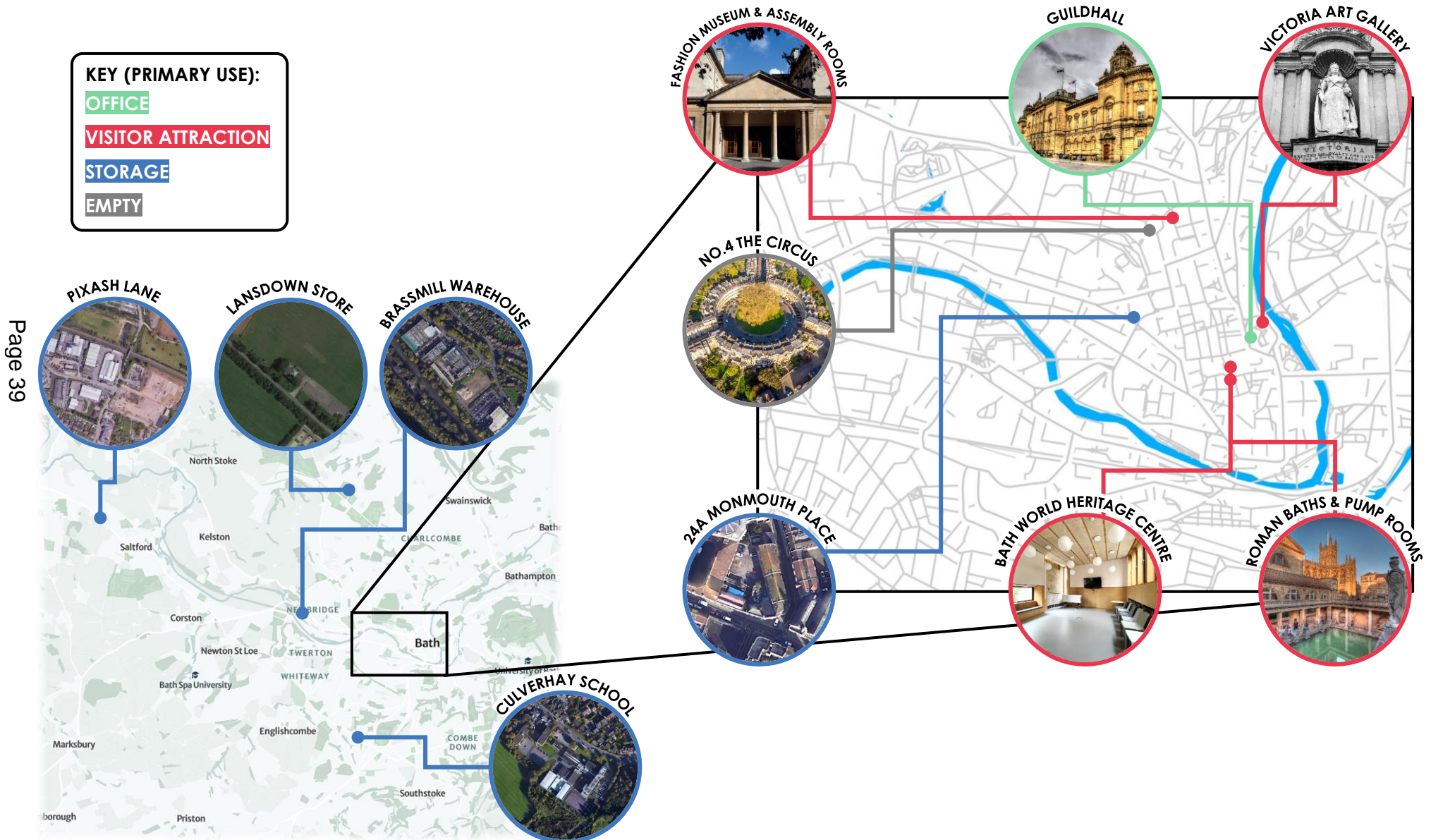
-  T&D and WTT\*
-  Purchased Goods and Services
-  Capital Goods (Other)
-  Retail
-  Business Travel
-  Employee Commuting
-  Water
-  Waste
-  Home Working
-  Visitor Travel (Out Of Scope)
-  Food & Beverages (F&B)
-  Object Travel

Data not available or not applicable to 2019/20 footprint  
(see Section 3)

-  Cloud-Based IT Services
-  Investments
-  Capital Goods (Construction)

\* Upstream energy represent the emissions associated with processing and distribution of fuels/energy which are classified as scope 1 & 2 emissions (e.g. natural gas, electricity, diesel).

## 2. BOUNDARY DEFINITION





### 3

## DATA COLLECTION AND MATURITY



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 3. DATA COLLECTION AND MATURITY

### INTRODUCTION








In order to complete this study, a wide range of data was collated from across the Heritage Services' operations to support the calculation of an emissions baseline for the reporting year 2019-2020. An overview of the data gathered is summarised on the following pages along with data that wasn't available but would be beneficial for future studies.

### AVAILABLE DATA

The table opposite provides an overview of the data available across each emission source and an assessment of its quality for calculating the carbon footprint.

- *High* – Complete data available for emissions calculations.
- *Medium* – Incomplete data or proxy information only for emissions calculations.
- *Low* – Basic information, largely estimated.

A series of data collection improvements are suggested focused on both the overall quality of reporting as well as developing additional understanding to support decarbonisation projects and initiatives.

	EMISSIONS SOURCE	DATA AVAILABLE	DATA QUALITY	POTENTIAL IMPROVEMENTS
SCOPE 1 & 2	 <b>Building energy consumption</b>	Pre-collated annual utility consumption data by fuels and site (gas and electricity).	Medium	Sub-meter level data across the Heritage Services sites would provide a better granularity of understanding, and strongly support the design and monitoring of any energy efficiency projects.
	 <b>T&amp;D and WTT</b>	Pre-collated annual utility consumption data by fuels and site (gas and electricity).	Medium	Sub-meter level data across the Heritage Services sites would provide a better granularity of understanding, and strongly support the design and monitoring of any energy efficiency projects.
SCOPE 3	 <b>Purchased Goods and Services</b>	Annual procurement spend, manually tagged into spend categories.	Medium	Automated/pre-set tagging of spend categories with emissions factors to provide rapid analysis (short-term ambition). Supply chain engagement to work towards supplier-specific emissions data (long-term ambition).
	 <b>Capital Goods</b>	Annual procurement spend, manually tagged into spend categories.	Medium	LCA of everything purchased.
	 <b>Retail</b>	Annual procurement spend, manually tagged into spend categories.	Medium	Detailed product-specific information could be requested from suppliers for a more detailed assessment.
	 <b>Business travel</b>	Travel booking/expenses systems that provided data collection such as travel distances, travel mode, and spend.	Medium / High	Mode specific data from travel provider (e.g. journey class, etc.).
	 <b>Employee commuting</b>	Staff travel survey completed in 2023 with a 43% response rate.*	Medium	Annual comprehensive survey with all staff.

\* The 2023 data was used as a proxy as no 2019 data was available

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 3. DATA COLLECTION AND MATURITY

Regarding Visitor Travel, if included within the footprint, this would be considered under the Scope 3 category, however, there are valid reasons to potentially remove this from consideration due to the low influence Heritage Services have on this particular emissions source. In some instances, other progressive heritage organisations are committing to bringing visitor travel into their organisational carbon footprint. For example, English Heritage state this the following in their Climate Action Plan 2022-2025.







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**“Carbon emissions from visitor travel are the hardest area to measure and influence. We will work to improve our understanding, trialling ways to reduce emissions, identifying a decarbonisation plan and bringing visitor travel into our organisational carbon footprint in 2025.”**

Others are measuring and monitoring changes in Scope 3 emissions and influencing where practical but not formally accounting for this in their footprint.

### SITE DATA COLLECTED

Where relevant the specific data that was collated for each site is identified overleaf.

	EMISSIONS SOURCE	DATA AVAILABLE	DATA QUALITY	POTENTIAL IMPROVEMENTS
SCOPE 3	 <b>Water</b>	Water invoices covering six buildings.	Medium	Sub-metered data.
	 <b>Waste</b>	Estimations based on size of bins / number of bin bags, and number of weekly collections.	Low / Medium	Tonnes per waste stream including disposal route.
	 <b>Home Working</b>	Staff travel survey completed in 2023 with a 43% response rate. Impacts of home working were removed for 19/20 analysis.	Medium	Staff working arrangement data (e.g. number of days on-site) can be combined with industry benchmarking standards. Detailed assessment would require ICT equipment specifications.
	 <b>Food &amp; Beverages</b>	Cost of sales data from restaurant at the Pump Room	Low	Detailed ingredients information would result in a highly detailed assessment. This could be extrapolated from a sample.
	 <b>Object Travel</b>	Records for object travel (incoming and outgoing) origin and destination, travel mode and courier use.	Medium	Accurate object weight records.
OUT OF SCOPE	 <b>Visitor Travel</b>	Estimations based on ticket billing addresses.	Low	Up to date visitor surveys to capture travel arrival modes.

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 3. DATA COLLECTION AND MATURITY



SITE	BUILDING SIZE (m <sup>2</sup> )	PROPORTION OF BUILDING OCCUPIED	PROPERTY OWNERSHIP	BUILDING USE	SITE –SPECIFIC DATA RECEIVED							
					ELECTRICITY	GAS	RETAIL	WASTE	WATER	F&B	VISITOR TRAVEL	OBJECT TRAVEL
Fashion Museum & Assembly Rooms	4133	100%	B&NES Heritage Services	Visitor Attraction/Restaurant/Offices/Store	Green	Green	Green	Green	Green	Grey	Grey	Green
No. 4 The Circus	417	100%	Third-Party Ownership	Empty House	Green	Green	Grey	Pink	Green	Grey	Grey	Grey
24A Monmouth Place	Unknown	Unknown	B&NES Council	Collections Store	Green	Pink	Grey	Pink	Green	Grey	Grey	Grey
Bath World Heritage Centre (10 York St)	Unknown	Unknown	B&NES Heritage Services	Visitor Attraction	Green	Pink	Grey	Pink	Pink	Grey	Grey	Grey
Guildhall	7200	11%	B&NES Council	Offices/Civic spaces/Venue hire	Green	Green	Grey	Green	Green	Grey	Grey	Grey
Lansdown Store	Unknown	Unknown	B&NES Council	Collections Store	Green	Pink	Grey	Pink	Pink	Grey	Grey	Grey
Pixash Lane	Unknown	Unknown	B&NES Council	Collections Store	Green	Pink	Grey	Pink	Pink	Grey	Grey	Grey
The Roman Baths & Pump Rooms	7662	100%	B&NES Heritage Services	Visitor Attraction/Restaurant/Offices/Store	Green	Green	Green	Green	Green	Green	Green	Grey
Victoria Art Gallery	1919	100%	B&NES Heritage Services	Visitor Attraction/Offices/Store	Green	Pink	Green	Green	Green	Grey	Grey	Green
Culverhay School	476	100%	B&NES Council	Collections Store	Green	Green	Grey	Pink	Pink	Grey	Grey	Grey
Brassmill Warehouse	Unknown	Unknown	Third-Party Ownership	Retail Warehouse	Pink	Pink	Grey	Green	Pink	Grey	Grey	Grey

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# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 3. DATA COLLECTION AND MATURITY

### DATA NOT AVAILABLE

As indicated within the boundary definition, for several emissions sources data was either not relevant nor applicable for the 2019/20 year.

A short description of these sources and possible collection methods which could be implemented in the future are discussed in the table opposite.

EMISSIONS SOURCE	DESCRIPTION	DATA REQUIREMENTS
 <p><b>REFRIGERANT LEAKAGE</b></p>	Refrigerant leakage comes from air-conditioning and refrigeration units, and the release of other gases into the atmosphere that have a global warming potential.	The name for the F gas, mass of F gas in the product (and its equivalence in CO2), and global warming potential should be included on the labels of products.
 <p><b>FLEET FUEL CONSUMPTION</b></p>	Emissions from owned or leased vehicles used within the business. The Heritage Services had a limited fleet within 2019/20, with one leased diesel van.	Recorded mileage and vehicle data.
 <p><b>CLOUD-BASED IT SERVICES</b></p>	Emissions associated with storage and access of data in off-site data facilities and servers. This could be associated with day-to-day operations or digital archives.  No data available for 2019/20, though it will have a much greater impact in future years with increased usage of video conferencing and remote working.	Performance data from service providers (becoming more widely available or available on request) required for specific services or average user data which can be extrapolated.
 <p><b>INVESTMENTS</b></p>	Assessment of emissions associated with investments has recently become more feasible due to the advent of ESG reports associated with funds. When considering investments, typically the scope 1 and 2 emissions of the organisations within the portfolio are considered with an apportionment based on the size of the held investment.	The portfolios of investments to include a carbon footprint of the analysis, and the size of the investment compared to the cost of the project.
 <p><b>Capital Goods (Construction)</b></p>	The embodied emissions of materials, and other capital goods such as construction plant and machinery used for construction projects.	Full LCAs of goods purchased.



# 4 CARBON FOOTPRINT



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT

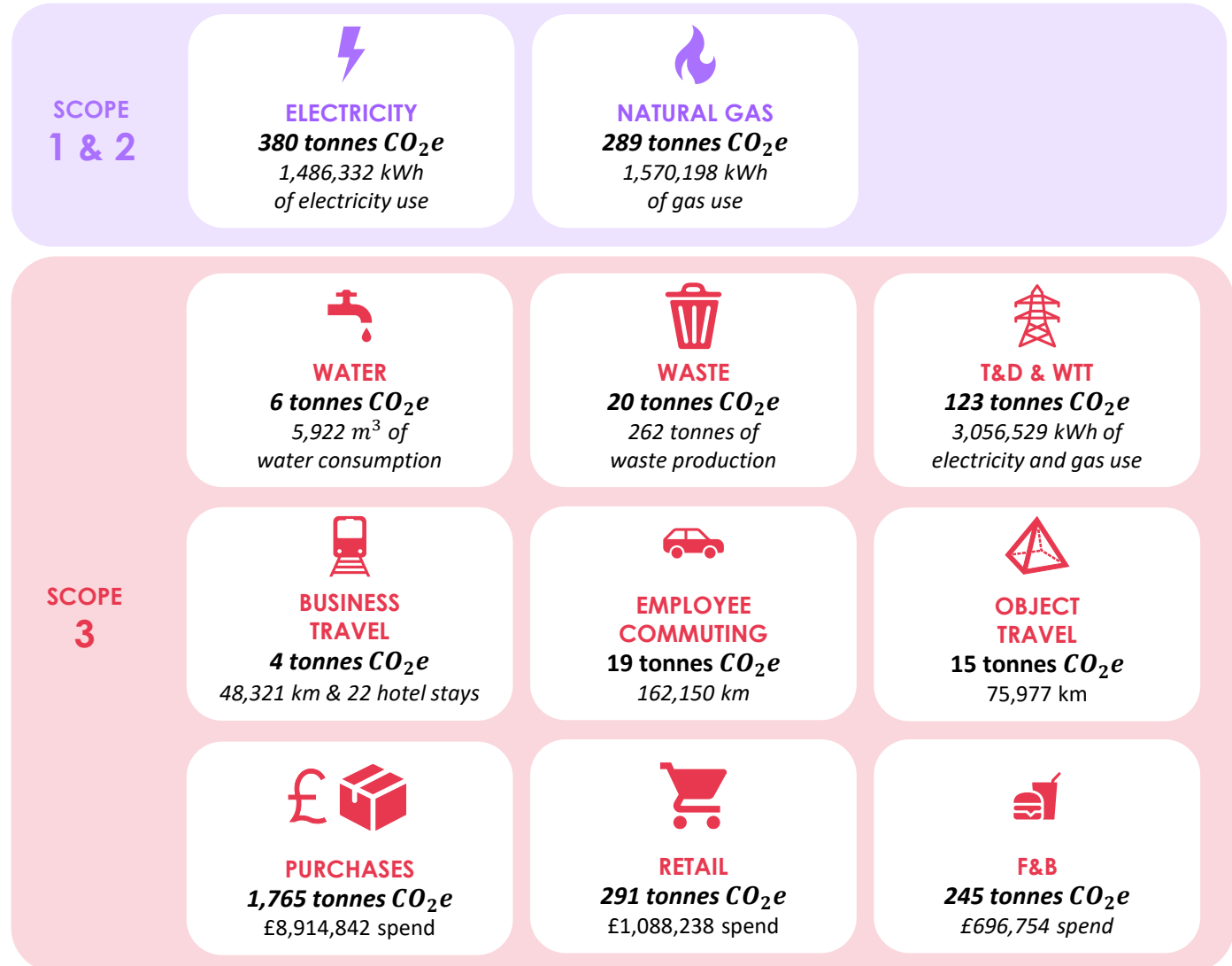
### OVERVIEW

A carbon footprint for the year 2019/20 was calculated based on the data provided by the Heritage Services. The year 2019/20 was chosen as it was largely unaffected by the Covid-19 pandemic, and therefore represents the most recent 'typical' year. The figure to the right shows the main sources of emissions along with the key figures.

See the page overleaf for the complete breakdown of emissions, and the rest of the section for a deeper analysis of each respective emission source.

As can be seen overleaf the Scope 3 emissions made up 79% of the overall emissions, with 'Purchases' making up 56%. Scopes 1 & 2 made up 21% of the overall emissions.

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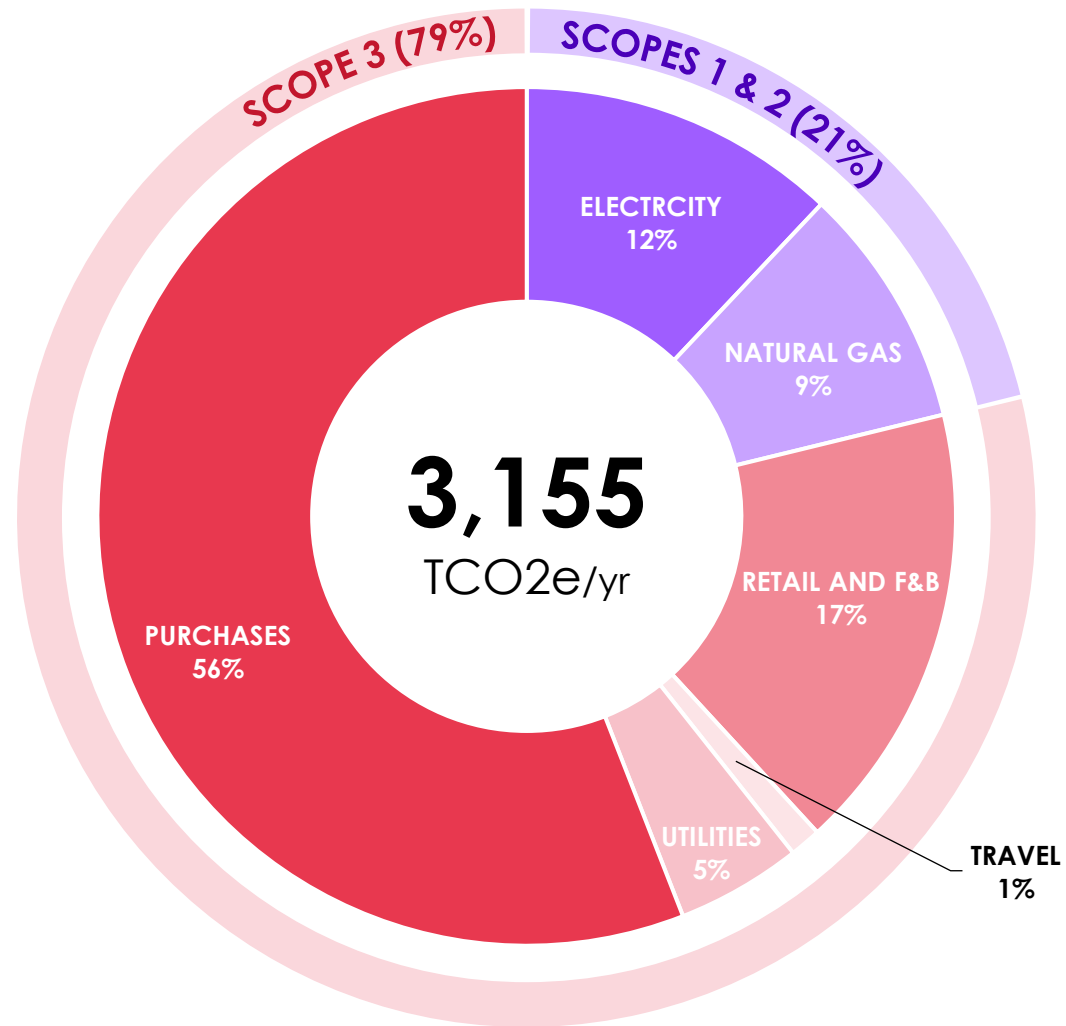
# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT

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2019/20 (TONNES CO2e/ YEAR)		
SCOPE 1 & 2	Natural Gas	289
	Electricity	380
SCOPE 3	T&D and WTT (Utilities)	123
	Waste (Utilities)	20
	Water (Utilities)	6
	Purchased Goods and Services (Purchases)	1,746
	Capital Goods (Purchases)	18
	Business Travel (Travel)	4
	Employee Commuting (Travel)	19
	Object Travel (Travel)	15
	F&B	245
	Retail	291
	<b>Total</b>	<b>3,155</b>

B&NES Heritage Services' carbon emission distribution  
(excluding visitor travel)



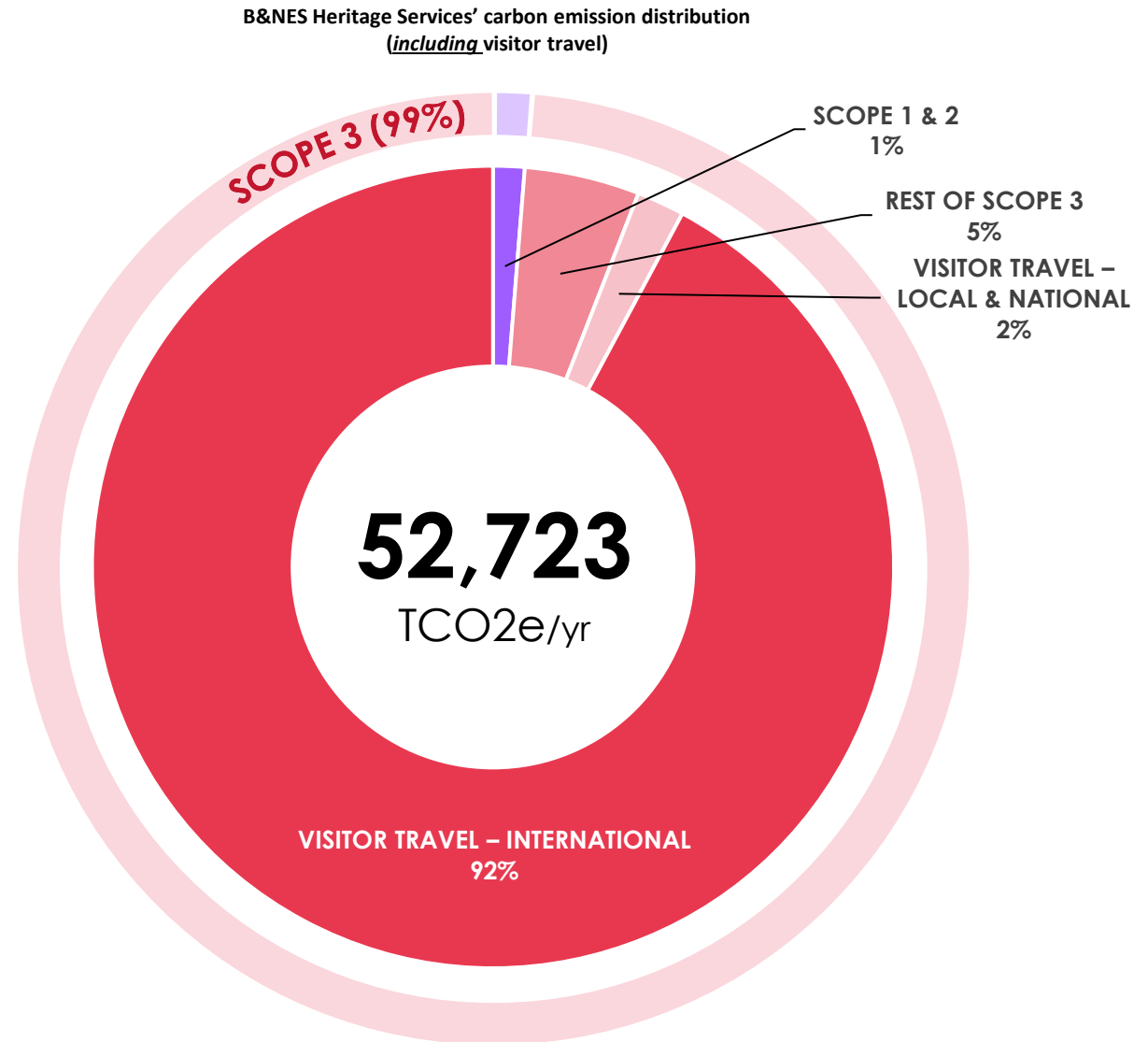
# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT

### THE IMPACT OF VISITOR TRAVEL

The chart adjacent includes 'Visitor Travel', which then represents over 90% of the emissions. However, due to limited control over these emissions, it is recommended that these are excluded from the baseline. However efforts to influence these emissions should be pursued where feasible.

2019/20 (TONNES CO <sub>2</sub> e/ YEAR)		
SCOPE 1 & 2	Scope 1 & 2	669
	<hr/>	
SCOPE 3	Visitor Travel	49,568
	Local	1
	National	975
	International	48,592
	Rest of Scope 3	2,487
<hr/>		
Total		52,723







## 4. CARBON FOOTPRINT

### SCOPE 1 & 2

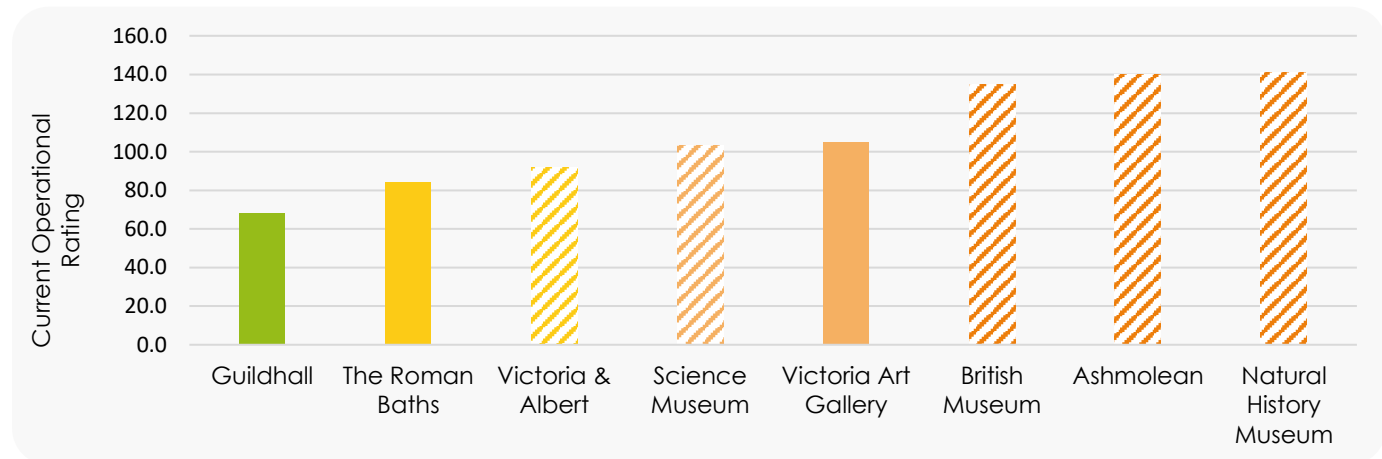
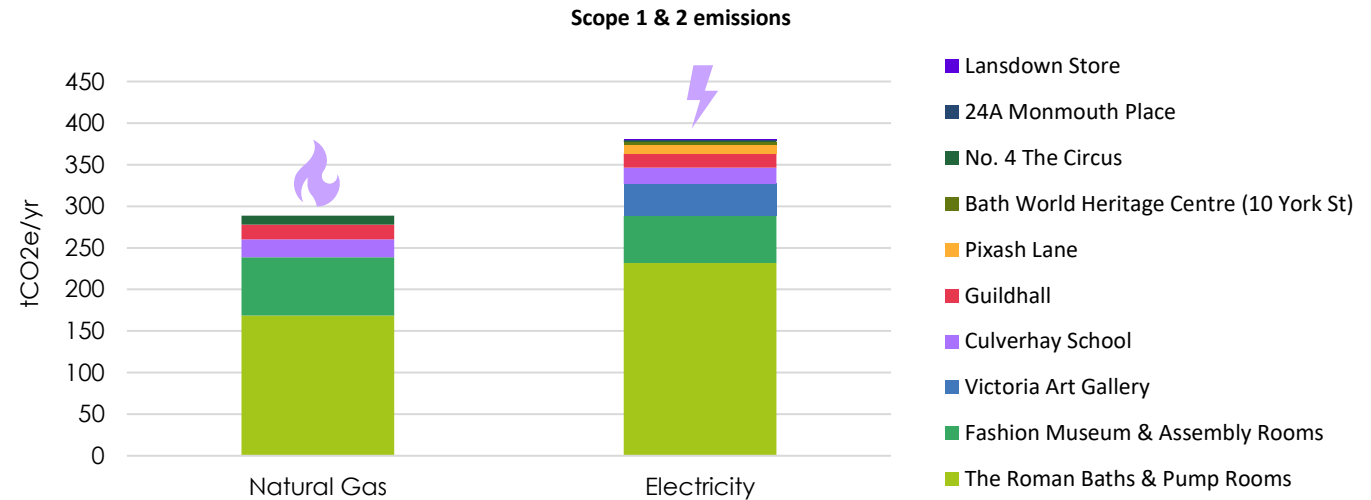
The graph adjacent provides a breakdown of the scope 1 & 2 emissions for the Heritage Services.

Gas and electricity data was available via utility bills. Fleet and refrigerant leakage was unavailable, however it is understood that the Heritage Services leased only one diesel van between 2019-20, therefore the emission associations for vehicle fuel use for the very limited vehicle fleet can be assumed as negligible.

Data regarding the floor area that the Heritage Services (11%) occupy within the Guildhall was used to apportion emissions accordingly.

As shown, the majority of the emissions are associated with the Roman Baths & Pump Rooms, however the energy consumption associated with the smaller sites under the Heritage Service's ownership or long-term use are also included.

Scope 1 & 2 emissions are influenced significantly by the age and heritage characteristics of the site. This is highlighted in the chart on the bottom right, comparing DEC ratings for major museums in the UK with the Roman Baths and Victoria Art Gallery highlighted. A lower rating = greater energy efficient operation. The Guildhall has also been included in this comparison.



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT

### SCOPE 3

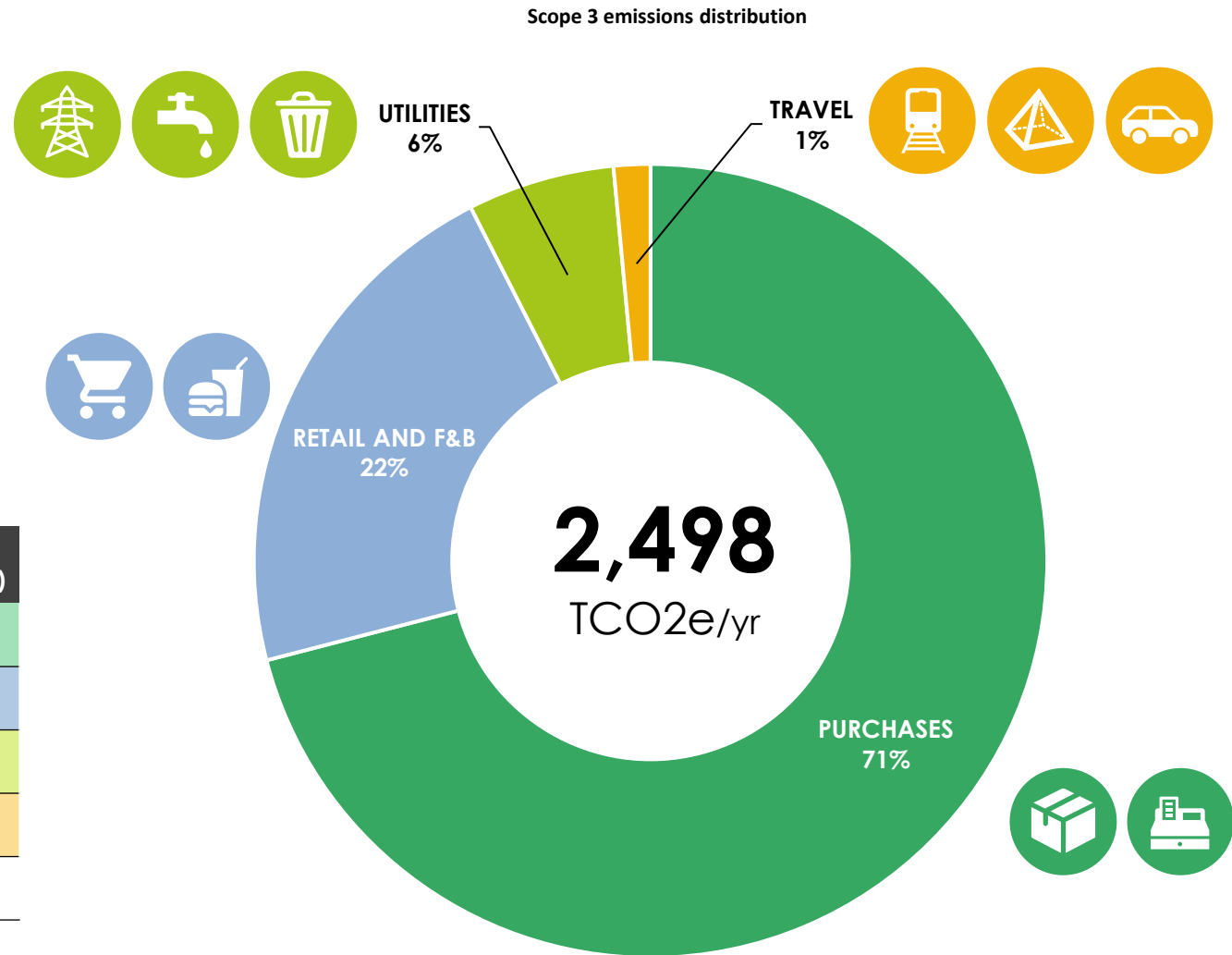
The chart opposite provides a breakdown of the scope 3 emissions footprint across the main scope 3 emissions areas. It should be noted that 'Visitor Travel' has been excluded from the chart.

Unlike scope 1 and 2, quantification of scope 3 has a much lower confidence as often proxy data is used, or calculation methods are less mature. For this reason emission estimates often have high error margins, and we therefore recommend using this analysis to identify focus areas for action as opposed to detailed monitoring and analysis.

Each of the emission areas summarised in this chart are discussed over the following pages:

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SCOPE 3 EMISSIONS	2019/20 (TONNES CO <sub>2</sub> e/ YEAR)
Purchases	1,765
Retail and F&B	536
Utilities	149
Travel	35
<b>Total</b>	<b>2,498</b>



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT



### UTILITIES

Emissions from utilities are comprised of the scope 3 component of energy use (referred to as upstream energy emissions) and the emissions associated with water use and waste generation.

#### Upstream energy

Whilst energy and fuel use is accounted for as scope 1 and 2 emissions this only relates to the generation-related fuel emissions. All emissions associated with production, processing and distribution of those fuels/energy sources are accounted for as scope 3 emissions. They are comprised of 2 categories:

- **Well-to-tank:** Emissions related to the production, processing and delivery of fuel (applies to all fuels).
- **Transmission and distribution:** Emissions associated with losses in the distribution of electricity between generator and the end consumer (applies to electricity only)

Whilst they form a significant emissions source they are directly linked to energy consumption and cannot be reduced independently. As the electricity continues to decarbonise however, their proportional impact is expected to decrease due to the reduction in well-to-tank emissions associated with fossil fuel-based energy generation.

### Water

Water emissions relate to the treatment, processing and distribution of both potable water and foul water (sewage). These emissions are directly correlated with usage, and whilst there are wider environmental benefits to reducing water consumption the carbon emissions impact is often very small compared to other emission sources. This is demonstrated in the graph adjacent.

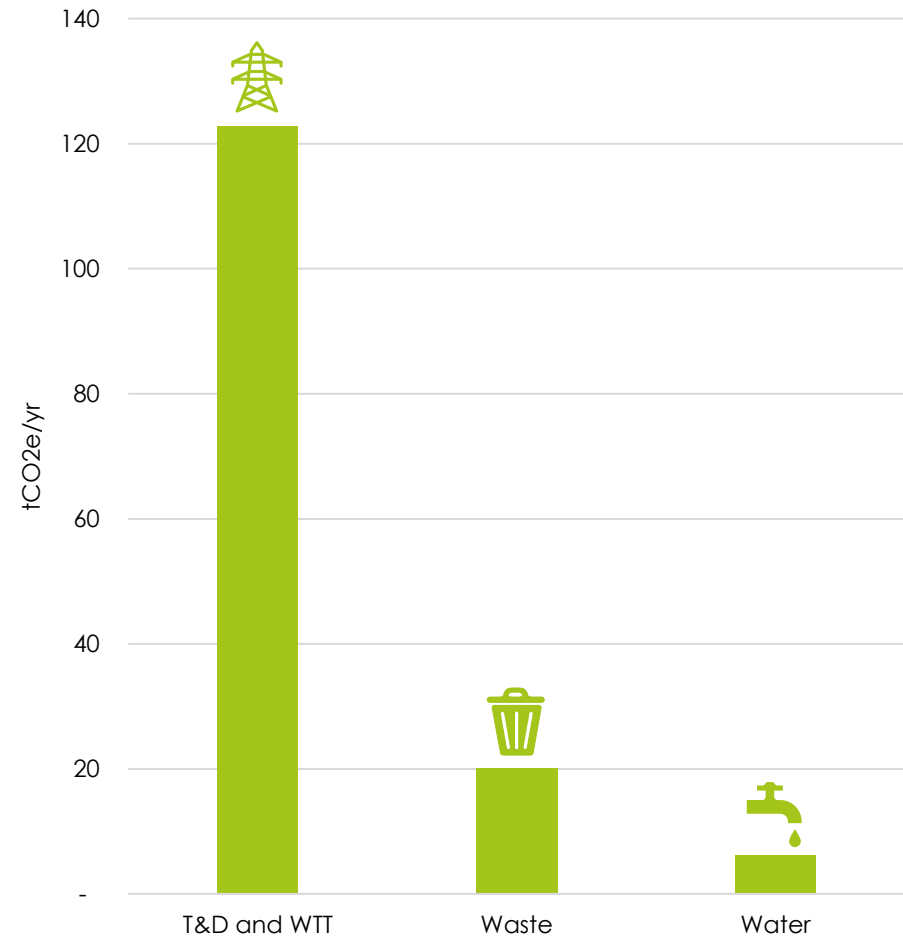
### Waste

Waste emissions are determined by both the quantity of waste generation and the relevant disposal methods. They do not reflect the 'embodied carbon' disposed of in the products as this is accounted for in the 'purchases' category.

Waste data came from the Victoria Art Gallery, Guildhall Records Office, Assembly Rooms, Roman Baths/Pump Rooms, and Brassmill. From the data received it was assumed that there was a 65 : 35 split of waste going to landfill : recycled.

Emission rates for landfill are 30 times higher than those associated with recycling because of decomposition and methane generation. Whilst efficient use of materials (e.g. re-use and repurposing) will reduce these emissions slightly through waste reduction, their carbon impact will be more significant through the reduction in purchasing.

Utilities emissions



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT



### PURCHASES

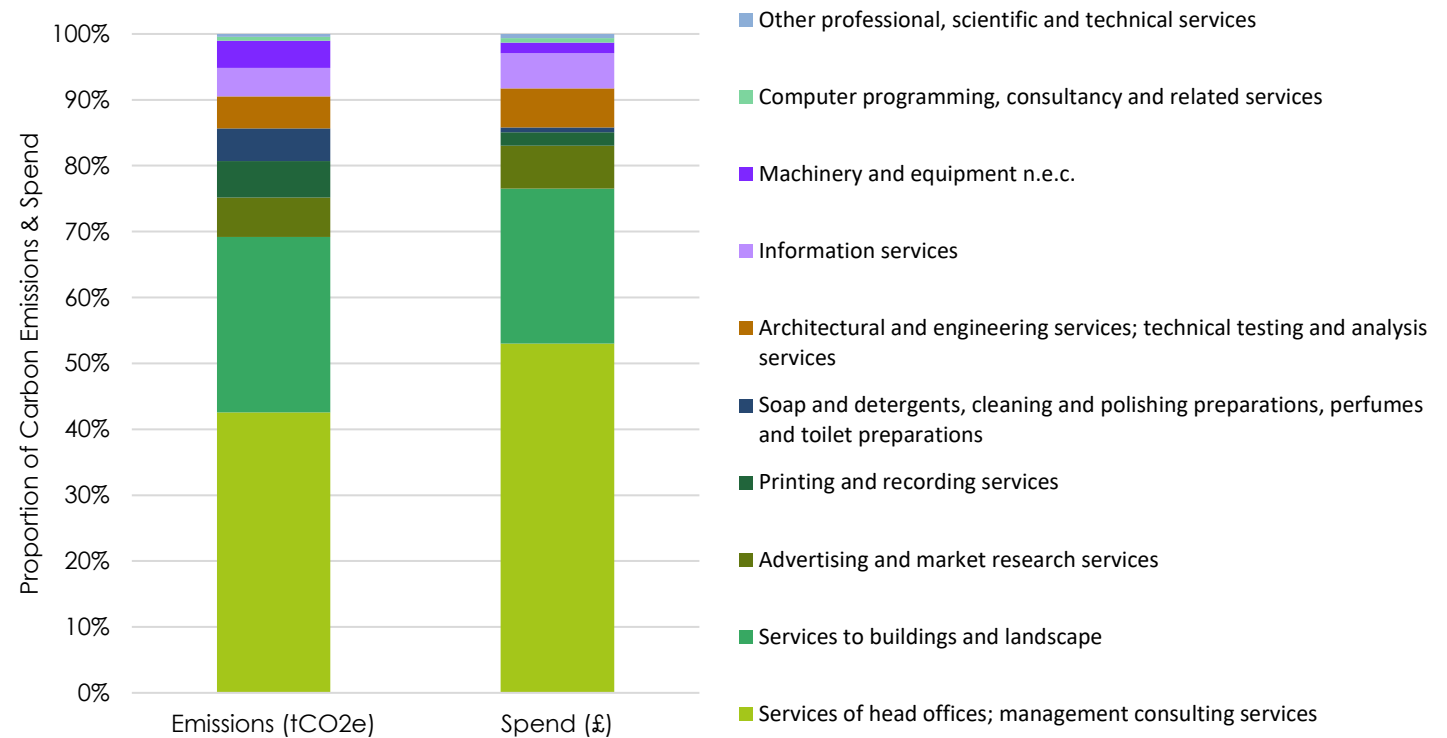
In order to assess the emissions associated with purchases, carbon emissions factors need to be assigned to the different goods/services purchased as accurately as possible. In the absence of comprehensive emissions data from every supplier, high-level conversion factors are utilised as the best available alternative. These factors consider the carbon emission intensity of a wide-range of industrial sectors and provide a kgCO<sub>2</sub>e/£ spent metric to estimate emissions. For our analysis we have used a UK-focussed data set from DEFRA. These factors were published over 10 years ago (2011) therefore spend values have been appropriately adjusted for inflation within our assessment.

Unfortunately this methodology has low accuracy as it utilises out of date, and highly generalised emissions factors, but it does help to quantify the magnitude of these emissions relative to the overall footprint. Emissions associated with purchases account for the majority of scope 3 emissions, 71% of the total scope 3 and 51% of the entire footprint (excluding visitor travel).

The graph adjacent highlights the different carbon intensities of spend categories from the analysis. For example, whilst 'Services of head offices; management consulting services' represents 42% of the spend shown, it accounts for 30% of carbon as these are mostly driven by business operations that are typically less carbon intense.

Conversely categories such as 'Printing and recording services' show the opposite as emissions are typically more carbon intensive.

Top 10 'purchases' categories





## 4. CARBON FOOTPRINT

### RETAIL AND CATERING

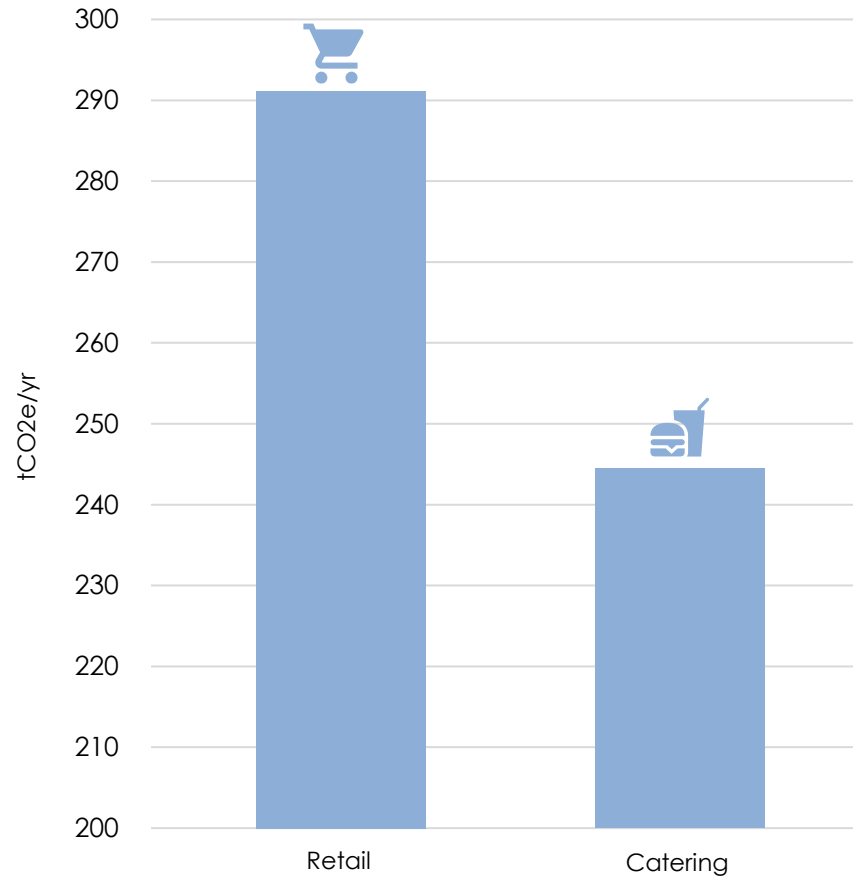
Retail and catering emissions relate to the production and distribution of sold items on-site, from the shops at the Roman Baths, Fashion Museum, and Victoria Art Gallery, and The Pump Room Restaurant, respectively.

Emissions from these sources have been calculated in the same way as purchases. Cost of sales data was provided for both retail and catering activities which was converted to carbon emissions using DEFRA emissions factors.

Whilst the cost of sales associated with catering is ~27% that of retail, it is typically a more carbon-intensive operation mostly due to the large impact of farming and agriculture on greenhouse gas emissions. Catering emitted an equivalent of ~84% of retail's greenhouse gas emissions.

A more accurate calculation method would be to understand the carbon emissions associated with the individual sold items either by considering the raw ingredients for catering or supplier specific product data in the case of retail. Supply chain engagement around this issue could provide greater clarity on this, as some suppliers may already have emissions estimates for their products.

*Retail & Catering Emissions*



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT



### TRAVEL

Travel (when excluding Visitor Travel) represents the smallest scope 3 emissions area comprised of multiple different activities. However, Visitor Travel alone represented the biggest source of emissions for the Heritage Services.

#### Business Travel

Business Travel made by employees of the Heritage Services mostly consisted of rail travel, which accounted for 54% of business travel emissions. Hotel stays were also included within the baseline of Business Travel.

#### Object Travel

Object Travel made up the largest travel category (excluding Visitor Travel).

These emissions are associated with the transport of objects loaned between the Fashion Museum and Victoria Art Gallery (the Roman Baths had no objects loaned within this baseline year), and other, often international, museums. In addition to the transport of these objects, often very heavy and highly packaged further increasing weight, it is common practice for museum staff to sometimes courier these objects and observe installation.

During 2019/20, the Heritage Services dealt with over 1000 individual objects (incoming and outgoing) within under 40 courier trips.

Assumptions made in Object Travel include:

1. Apportionment of emissions, whereby the purpose of the travel was identified, whether the trip was made for the sole purpose of transporting the object, or whether the trip was shared with another museum, as part of their consignment.
2. No weight/tonnage information was available, therefore objects were treated as people, e.g., CO<sub>2</sub>e/passenger.km was used. Use of couriers were also included.

#### Employee Commuting

From a survey performed in March 2023, data for employee commuting was collected. This data is being used as the baseline, with assumptions of the increase of home working being considered. It was found that 16% of hours per year, for part-time and full-time employees, was spent on home working. It is known there was practically no home working in 2019/20 due to the absence of necessary IT infrastructure to support this, therefore a valid assumption was made that employee commuting has been reduced since the 2019/20 baseline, which has been counteracted in the baseline calculation.

61.7% of commuting emissions were completed by public transport, walking or cycling.

#### Visitor Travel

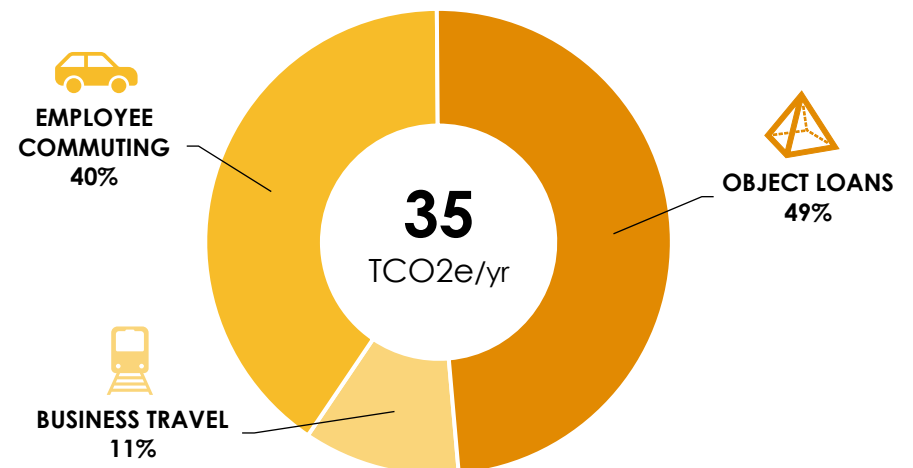
Visitor travel emissions were developed using 2019/20 billing data and the 2019/20 ticket data for the Roman Baths. For the purposes of this study, many assumptions were made:

1. Every visitor to Heritage Services visited the Roman Baths, therefore the total number of Roman Baths tickets can be assumed to represent all the Heritage Services visitors (1,163,129).
2. For international visitors, it was assumed they travelled from their respective capital cities to London Heathrow.
3. Assumptions on modal split was made for both UK and International visitors.

3. All group tickets arrived by coach.
4. Assumed distances for B&NES Resident and National visitors were made.
5. Additionally, visitors are likely to visit multiple attractions in the UK per journey, therefore an apportionment factor for the emissions to different destinations was used.

Many organisations choose to exclude visitor travel from their assessment boundary or report on it as a separate item. This is due to the limited influence and complexity in accurately isolating the emissions relevant to the organisation. We have included it within this report, but suggest this issue is discussed further within the Heritage Services.

**B&NES heritage services' travel emission distribution (excluding visitor travel)**



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 4. CARBON FOOTPRINT



### IMPACTS OF HOME WORKING

Following the COVID-19 pandemic, hybrid working arrangements have dramatically risen in popularity. Increased home working results in a direct reduction of employee commuting emissions. To complete a thorough assessment of these benefits however, the additional emissions resulting from greater heating and power demands at staff homes needs to also be accounted for.

Assessing the impact of home working is a relatively new subject due to limited demand for such analysis prior to the pandemic. EcoAct in partnership with Lloyds and Natwest have developed an [approach](#) which we have considered for the Heritage Services.

#### Methodology

The methodology consists of assessing the carbon emissions associated with 2 key sources:

- Office equipment (e.g., electricity use of laptops and additional lighting).
- Heating demand (increased heating use due to being at home during working hours).

For both sources a 'Base Case' approach has been used as outlined on page 8 of the methodology paper, which relies on assumptions and benchmark data. An 'Enhanced case' methodology is also available but requires significant additional information.

#### Office equipment

To estimate equipment emissions, the survey asked Heritage Services' employees what type of devices they use at home (laptop, monitor screen, second monitor screen, and docking station).

Calculated based on a survey that was conducted in March 2023, it was assumed that the Heritage Services have 72 staff that work from home.

Assumptions on the average power loads of the respective types of devices were applied across the applicable home working hours across a year, accompanied with an assumption on the per desk. This calculated energy value is then converted to carbon using the relevant grid electricity emissions factor.

#### Heating demand

Unlike office equipment which is generally likely to be similar across all staff, the additional heating demands of home working can vary significantly based on the type of property, type of heating fuel, and occupancy levels in the house etc. The 'Enhanced case' tries to take account of these variables, where the 'Base case' uses a simplistic approach.

The Heritage Service employees were asked how many people occupy their household during working hours and what their main source of energy is to heat their home.

This accounts for the seasonality of heating and typical heating schedules of homes. This value is then multiplied by the number of home working hours occurring during the heating season (October – March). Finally, reductions are applied to apportion heating between other household members.

#### Results

Using this methodology and the 2019 emissions factors, the impact associated with home working is estimated to be 32 tonnes CO<sub>2</sub>e per year.

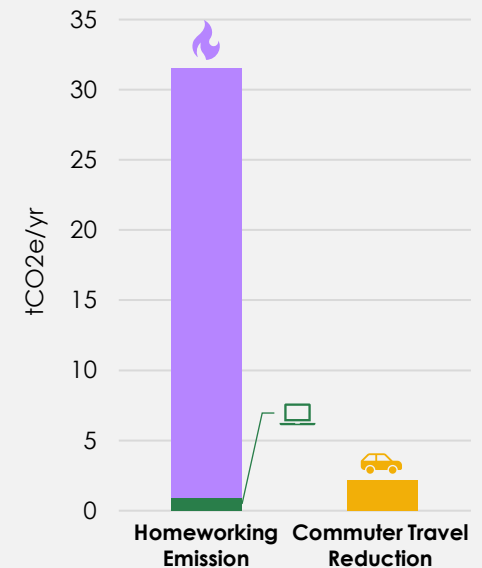
As long as the proportion of home working remains consistent this value is unlikely to change significantly in the short-term. While grid decarbonisation will have a small impact, over 97% of the emissions are associated with heating which will therefore only be impacted by energy efficiency improvements or decarbonisation of heating systems within staff homes.

Concerning the Heritage Services' carbon analysis, home working makes up less than 1% of the overall carbon emissions. It is understood that the Heritage Services employees work mostly on-site, with 15% of working hours per year calculated to be at home.

The increase of home working was used to calculate an assumed reduction of employee commuting from the baseline year to when the survey took place. The reduction in employee commuting was found to be equivalent to 2 tCO<sub>2</sub>e per year.

### Conclusions

Any increased levels of home working at the Heritage Services are likely to deliver a carbon saving from employee commuting, albeit a minor reduction. However, it was found that the emissions caused from home working is higher than the reduction in employee commuting it has caused. This could be explained through the fact that employee commuting emissions are already relatively low, calculated to be 16 tonnes CO<sub>2</sub>e per year, due to less than 16% of travel being made by car. Although this analysis has been done based on high-level assumptions and estimates, it is anticipated that a more detailed study would yield similar results.







# 5 STAKEHOLDER WORKSHOP



# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 5. STAKEHOLDER WORKSHOP

### INTRODUCTION

Following completion of the emissions footprint a short workshop was held with key stakeholders across the Heritage Services to explore the footprint in more detail, and begin to identify decarbonisation opportunities and barriers for future exploration, and the different spheres of influence they fit in: the Heritage Services; B&NES; the wider influence.

This section provides a high-level summary of the key points discussed in the workshop. It is recommended that these are explored further in the next stages of this work.

### CARBON BASELINE WORKSHOP

Attendance at this workshop included information providers and interested participants, within the Heritage Services and those who working within wider B&NES.

Following a presentation of the assessed emissions, participants shared their thoughts on possible opportunities that should be explored during the future decarbonisation phase, and the barriers that may inhibit this. This is summarised adjacent and on the next page.

### DECARBONISATION BARRIERS

#### Within the Heritage Services:

- Lack of resources to be able to improve purchase choice, coupled with a lack of understanding of emissions from suppliers. There are also supply chain constraints such as the availability of products only from certain countries.
- The Heritage Services have an economic model based on consumption.
- The Heritage Services do not influence client contracts, such as F&B, for all their venues.
- The ability to influence electricity load for Heritage Services buildings is reliant on the infrastructure of protected heritage buildings, bringing challenges to the perception of retrofit options.

#### Within B&NES:

- The Heritage Services are not involved in the Council's climate emergency strategy.
- A perceived barrier and availability of renewable technology that can be implemented on and still conserve heritage building.
- B&NES rely on retail, car parking, and the Heritage Services as a source of income. There is a perceived lack of appetite to change, as statutory requirements are

being met.

- An identified high cost for a local power network upgrade (electrification).

#### Within the wider influence:

- Heritage Services visitor demographic is 'international-heavy', providing many constraints.
- There is a lack of understanding of the carbon emergency.
- There is a lack of cycling infrastructure and promotion of low carbon travel options, that could help reduce travel emissions.

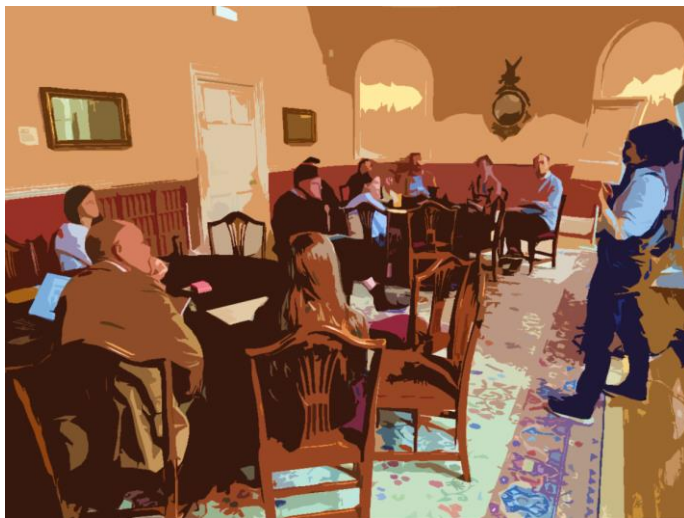


Figure: Image of baseline workshop

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 5. STAKEHOLDER WORKSHOP

### OPPORTUNITIES TO INFLUENCE

#### Within the Heritage Services:

- Influence to educate visitors on sustainability.
- Data on the origin of products being purchased is already being collected. Spend hotspots can be identified and targeted to reduce carbon. A framework for decision making can also be made to embed climate into decisions.
- Products to be sourced that have carbon Lifecycle Assessments, so that carbon labelling can be done for F&B, retail and events.
- Staff to undergo carbon literacy training.
- Marketing in the overseas market to be considered and reassessed to understand if Visitor Travel can be influenced.
- Lift sharing for employee commuting.
- Use the Fashion Museum relocation project to influence across all scopes.
- Better zoning of HVAC across assets and sub-metering.
- Use best practice case studies on retrofitting.
- Reduce electricity demand to enable more electrification in a constrained grid.

- Sector voice – collective lobbying asking for change together from suppliers.
- Efficient technology upgrades to be bought for the whole of the Heritage Services, e.g., LEDs.
- Expand heat pumps.
- Policy shift included in briefs to have more local suppliers.

#### Within B&NES:

- Model the economic impact on B&NES from the impact of transitioning to net zero.
- Combined procurement power across B&NES departments - through the economic strategy, such as creating coach contracts for better efficiency and data collection.
- Create more bike parks to improve the cycling infrastructure and introduce e-bikes.
- More messaging around sustainable travel to push for public transport such as park & ride.
- Acquire a PPA to target scope 1 and 2 emissions.
- Move local markets forward through procurement framework developments.

- Introduce renewables on site – an example of this can be seen at King's College Chapel in Cambridge.

#### Within the wider influence:

- Offer visitors offsets.
- Make Bath a longer holiday destination through marketing and encourage people to stay in Bath for longer, e.g., visit Stonehenge.
- Dialogue with manufacturers around Heritage sensitive technologies, e.g., PV.
- Diversify visitor demographic to more local tourists, reducing the number of international flights.





# 6

## NEXT STEPS

# B&NES HERITAGE SERVICES CARBON BASELINE REPORT

## 6. NEXT STEPS

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This piece of work has provided a complete assessment of the Heritage Services' scope 1, 2 and 3 carbon emissions. Having now defined this baseline footprint, the logical next step would be to explore organisational decarbonisation pathways which would typically consist of the following activities:



### 2. TARGET-SETTING

Having developed a detailed baseline carbon footprint, this future stage would include developing a set of reduction targets to drive decarbonisation across the organisation. To complete this, the following provides an illustration of the tasks that could be undertaken:

#### a. External review

The Science-Based Target initiative (SBTi) provides robust methodologies for defining carbon reduction targets aligned with limiting global warming to below 1.5°C and achieving Net Zero. An overview of what these approaches require and how it relates to the footprint will be developed for discussion.

Additionally, a short review of similar organisations will be carried out to understand what other organisations are committed to. This review aligned with the SBTi input will ensure a target is developed which responds to the latest scientific thinking as well as sector-specific trends.

#### b. Target definition

Following the external review, a meeting will be held with the Client team to explore potential targets which could be committed to. Whilst routes to achieving these targets are to be explored in the next activity, it is important to explore a possible target at this stage to structure the analysis.

As well as the technical details and requirements of the target, opportunities for clear communication will also be explored for use within external communications and strategy documents.

The chosen targets will be reviewed following completion of the decarbonisation analysis to ensure they remain appropriate and achievable.



### 3. DECARBONISATION

This future stage will focus on defining viable routes to achieve the defined decarbonisation targets, with an illustration of tasks that could be undertaken as follows:

#### a. Decarbonisation Options

A detailed review and evaluation of decarbonisation options available to B&NES Heritage Services to address Scope 1, 2 and 3 emissions will be carried out. Options will be explored in the following areas:

- **Building level:** energy efficiency measures, low-carbon heating solutions, on-site energy generation, etc.
- **Organisation level:** purchasing, vehicle fleet, business travel, insetting opportunities, etc.
- **External:** grid decarbonisation, policy impacts, carbon offsetting, etc.

The applicability of each option will also be considered against the different portfolio categories developed in the *baseline* activity.



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Where information is available, typical key intervention points, i.e. replacement periods for key plant / interventions, will also be considered. Our experience is that it is the *phasing* of the decarbonisation opportunities that must be considered to deliver achievable cost-effective scenarios.

### **b. Pathways workshops**

A facilitated workshop will be held with key stakeholders to explore the different options and collectively create a pathway for decarbonisation.

The aim of the workshop will be to discuss the longlist of options and prioritise these using multi-criteria assessment (e.g. cost, risk, benefits, scalability, level of influence). Opportunities and constraints to their implementation as well as ownership will also be explored.

The workshop may be divided into two sessions to address scope 1 and 2 emissions, and scope 3 emissions, respectively. In our experience this can be beneficial to engage the most relevant stakeholders. The scope 1 and 2 would primarily involve estate teams, and scope 3 would be more focussed on procurement and business operations teams.

Structured interviews with key stakeholders could also be carried out as an alternative to the workshop format.

### **c. Pathway analysis**

Following the workshop, a pathway data-model will then be developed to explore the contributions of the shortlisted options to the decarbonisation targets agreed in the previous activity.

For scope 1 and 2 this will be an excel-based model, however scope 3 emissions may require a more qualitative analysis due to limitations of the data availability and calculation methodologies.

Results of this exercise will be presented to the client team, in particular discussing performance against the chosen targets.

### **d. Implementation workshop**

Following completion of the data model, a final workshop will be held with the client team. The aim of this session will be to review outputs of the data model and develop an implementation plan for delivery.

This plan will include considering ownership of the key options proposed as well as recommended immediate next steps for delivery.

### **e. Net zero strategy**

A summary report will be provided covering the developed scope 1,2,3 pathway and implementation plan.

A concise and highly visual executive summary will also be provided for the purposes of broader engagement and communication around the subject.

# 3 ADAPT

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**COUNCILLOR ELEANOR JACKSON – STATEMENT TO CABINET – 7<sup>TH</sup> MARCH  
2024**

**RADSTOCK REGENERATION ACTION PLAN**

I generally welcome this scheme and the comprehensive overview of the centre of Radstock, even if a significant chunk of Westfield Ward – already the subject of policy in the Westfield adopted Neighbourhood Plan - has been included. For example, in 1890 one of the first council-built houses, a terrace built on Bournville principles, running between Mr McMurtrie's mansion, now the site of Bath College, and the site of the former United Methodist Church. There is no mention of the Roman heritage – the Fosseway – or the encampments on the hill tops.

No mention of the entry for Manor Farm in the Domesday book either, or the stockade which gives Radstock its name.

However, this Plan is about the future. Had I been given the chance to speak at Council, I was going to commend Radstock Town Council and B&NES for their actions re saving Trinity Methodist Church – Radstock Central Hall until 2011.

I hope the Plan works better than that of 2009-11, abandoned, and what then functioned as one, the 2014 planning consent for the former railway lands, coinciding as it did with the Placemaking Plan.

One sentence I will treasure: car parks in rural areas will remain free of charge where charges don't currently apply. In order to improve the economic viability of the settlement. We also need buses running through Radstock regularly and reliably.

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