

Bath & North East Somerset Area Group of the Avon Local Councils Association
Meeting held on Wednesday 5th February 2020
Corston Village Hall
Wells Road, CORSTON, BA2 9AZ

In Attendance:

Batheaston PC	Richard Maccabee	Midsomer Norton TC	John Baker
Camerton PC	Brian Edwards	Midsomer Norton TC	Richard Robertson
Camerton PC	Kathryn Manchee	Monkton Combe PC	Goeff Davis
Chew Magna PC	Rodney Andrews	Peasedown St John PC	Kathy Thomas
Compton Dando PC	Dawn Drury	Peasedown St John PC	Tanya West
Compton Martin PC	Jane Griffiths	Saltford PC	Lottie Smith Collins
Corston PC	Richard Blows	Shoscombe PC	Jean Fossaceco
Dunkerton & Tunley PC	Kathryn Manchee	South Stoke PC	Goeff Davis
East Harptree PC	Pam Carver	Timsbury PC	Josie Pownall
Englishcombe PC	Kathryn Manchee	Ubley PC	Corrina Levack
Englishcombe PC	Robert Law	West Harptree PC	Richard Ireland
High Littleton PC	Leonard Sheen		

1. Welcome and to record any **apologies** for absence

Cllr Dawn Drury welcomed all to the meeting.

Apologies were received from:

Combe Hay PC	Richard Campbell	Midsomer Norton TC	Lynda Robertson
Dunkerton & Tunley PC	David Orme	Ubley PC	Colin Moore
East Harptree PC		Whitchurch PC	
Keynsham TC	Cheryl Scott		

2. To APPROVE the notes of the meeting held on Wednesday 18th September 2019 meeting as a correct record.

The notes were approved and signed by the chair.

3. Receive nominations and appoint a B&NES ALCA Meeting Organiser and Minute Taker. There were no nominations. The role was explained by Kathy Thomas and more details may be obtained from her on request by email. The role covers 4 meetings per year - approximately 20 hours (3 hours minute taking/production & 2 hours meeting arranging) - PAY SCP 1 £9.02 per hour). Anyone interested in this role, please email B&NES Chair Dawn Drury – ddrurypc2015@gmail. This matter will be taken forward to the next meeting.

4. Receive nominations and appoint a representative to sit on the ALCA Executive. There were no nominations. The role was explained – there are approximately 3 meetings per year. Anyone interested in this role, please email B&NES Chair Dawn Drury – ddrurypc2015@gmail. This matter will be taken forward to the next meeting.

5. Receive nominations and appoint someone to the position of B&NES ALCA representative on to the Mendip Hills AONB Partnership. There were no nominations. Ubley Parish Council said that they may know of someone who would possibly be interested in this position. The role was explained. Anyone interested in this role, please email B&NES Chair Dawn Drury – ddrurypc2015@gmail. This matter will be taken forward to the next meeting.

6. Updates:

Cotswold AONB

There was no report

Mendip AONB

There was no report

JLAF

Joint Local Access Forum, Kathy Thomas is a member but does not represent the group however many of the issues that are discussed are relevant to the parishes. Discussions of the group included access to the countryside and movement arounds towns and cities. A recent topic considered was homezones (otherwise known as shared space areas) where traffic and people mingle. It was agreed that it would be extremely difficult to change some areas to be more open plan and safer for pedestrians. It is planned that officers in the 3 areas that JLAF covers will be considering homezones in all future new developments with importance put on the design of the development to allow access for walking and cycling and reduce the use of the car.

One member present at the ALCA meeting pointed out the current legislation in respect of non-motorised cyclists and the fact that they have no insurance and are not held accountable in the instance of them causing an accident. Whereas in Holland whether you are a car driver or cyclist if you cause an accident you are automatically guilty.

Bath Heritage Site Steering Group

Robert advised the meeting of the work of the steering group. He talked about the Bath World Heritage Day 2020 which will take place on Sunday 19th April. This is a community event by heritage and local organisations from across Bath to explore the theme of health and wellbeing in Bath through the ages. There will be an exhibition at Bath College. Other matters that the group had recently considered were tourist tax, Bath Rugby Club heritage matters, the 2020 Nelson Trail on 21st October (anniversary of the death of Nelson). Robert explained that there is to be an audit of all World Heritage Sites and that 75% was dependent on public funding and that currently there is only one person in post. This year, there is 5% less government heritage funding and there seems to be a lack of Government awareness.

Robert also reported on the following matters: -

preservation project of the high pavement at Sydney Buildings
pedestrianisation of Milsom Street for the Christmas Market
the National Trust taking over the Assembly Rooms
a half million-pound restoration of Clevedon Pools
climate change being added to a future agenda wherein matters such a PV cells on roofs, wind farms and other planning issues will be discussed.

B&NES Parish Charter update

There was no update on the Parish Charter

Parish Liaison

The Parish Liaison setting group, including members from B&NES ALCA group meet prior to each Parish Liaison meeting and Parishes are encouraged to submit questions for the meetings. Kathy Thomas will be attending future meetings as Vice Chair of the B&NES ALCA Group.

7. ALCA training

Forthcoming ALCA training – 12th February – Skills for Chairmen – Coalpit Heath, 28th March – Being a Good Councillor – Long Ashton. ALCA training does not need to be undertaken at a venue arranged by the organisation but can be outsourced and held at a Parish Council venue. This may enable several parishes to club together to cover the training cost. There is an opportunity for Planning Training in this format. Contact Deborah White for more information on training opportunities.

8. Low Traffic Neighbourhoods

Low Traffic Neighbourhoods have recently been high on the agenda for Bath with discussions in place regarding the ambitious ways Bath might be able to create low traffic neighbourhoods. This project which has already been undertaken in areas of North London has helped to improve people's health and wellbeing.

Low traffic neighbourhoods provide efficient use of street space, curb rat-running and help create attractive local environments for residents, visitors and businesses. In Bath, the Council is actively considering low traffic neighbourhoods alongside its parking strategy and residents parking zone area review. There is talk of rolling the programme out to rural areas of B&NES. Further information will be sought from Sara Dixon and Alison Wells.

9. Road works and highway diversions

The Chair reported that she had attended a meeting with Chris Head of WERN, Mandy Bishop (Director of Environment B&NES) and Sara Dixon (Locality Manager, Partnership and Corporate Services) to discuss the issues and problems relating to roadworks and associated diversions within the authority. Mandy reported that B&NES are aware that they need to be more upfront in respect of this matter and will in the future be discussing implications when planning diversion routes with local parishes. B&NES have acknowledged that the local Parish Councils have on the ground knowledge of problems that may arise from closing or using some lanes/roads as diversions routes. Mandy also explained that the highways team is to be increased and there will be a dedicated officer for each of the forum areas. These officers will be the key point of contact for the Parishes. B&NES are also taking more control in the planning of roadworks and the contractors (including utilities contractors) will no longer be giving B&NES a notice detailing the works to be undertaken, when they are going to start and for how long the works will take but they will submit details of the works to B&NES. The contractor will not be permitted to start works until B&NES have issued a permit detailing when, how long for and what diversions should be implemented. If your Parish needs more information on the Permit to Work scheme contact Paul Garrod B&NES Highways – Paul_Garrod@Bathnes.gov.uk

10. Responding to Climate Emergency (matter raised by Timsbury PC)

Several of the Parishes present confirmed that they had declared a Climate Emergency and others said that they were awaiting training or felt that they needed more knowledge to understand the implications before declaring.

It was reported that Parish/Town Council members have been asked by ALCA to express an interest in attending a Climate Emergency Action Day - one day workshop (10 a.m. – 4 p.m.) no date or venue yet released.

ALCA have on their website an article '20 actions that Town and Parish Councils can take on Climate and Nature Emergency' which members may find interesting.

The Chair reported that members may be interested in attending Keynsham Town Council's Environment and Climate Change Showcase event on Saturday 14th March 10.00 a.m. – 2.00 p.m. in the Space (above Keynsham Library). There are an interesting number of exhibitors booked for this event that will be giving information and advice on the matter. B&NES are also planning a Climate Emergency conference and workshops in April 2020 in the Guildhall, more details to follow.

11. Poor responses and conclusions to Fix My Street Reports (matter raised by Compton Dando Parish Council)

Several Parishes have reported poor responses and unhelpful conclusions to Fix My Street Reports. This matter has been discussed with Mandy Bishop, who reported that B&NES are aware of the problem and will be working with the team behind this service to bring about response improvements. It is suggested that Parishes report all future problems to Mandy_Bishop@Bathnes.gov.uk

12. Street Lighting Maintenance Contracts

Geoff Davis, Clerk to South Stoke and Monkton Combe Parish Councils reported that Stephen Burrell, Principal Engineer, street lighting at B&NES had given an update in respect of B&NES recently re-tendering their Street Lighting contract and awarded the new contract to Volker Highways. Stephen has made an offer to assist parishes in future tendering processes/advice on maintenance requirements etc.

Geoff is co-ordinating a piece of work to explore the opportunity for a joint tender / contracts between numerous parishes that have streetlights on their asset register and are having difficulties with SSE contracts which are up for renewal. Some Parishes have reported an increase in their renewal fee being as much as 125%. Geoff explained the new contracts with SSE will not cover the cost of upgrading existing street lighting stock from sodium lighting to LED (which will be required under new legislation) and this will result in additional costs for the Parishes.

There are several options for Parishes in respect of their street lighting contracts these include: -

- seeking their own new supplier
- joining the Parish collective to seek one supplier that will service all.
- The collective parishes pigging backing on B&NES' supplier Volker. Deborah White of ALCA has confirmed that if this option is undertaken individual parishes will not have to go through the tendering process, as this has already been undertaken by B&NES.
- parishes can choose to have their streetlights turned off but if this route is taken, it would be necessary to undertake a consultation with their parishioners.

For further information, contact Geoff Davis SouthStokeClerk@hotmail.com or Stephen Burrell Stephen_Burrell@Bathnes.gov.uk

13. New Clerk's Forum –

Lottie Smith-Collins - Clerk to Saltford Parish Council gave an update on the new Clerk's Forum explaining how useful this event had been. The information available on the day, presentation by B&NES speakers, quiz and networking opportunity were all very good. She explained the launch of Slack , the Clerk's support messaging App and the Chair added that the Clerk to Ubley had already posted a question regarding managing a parish sweeper scheme and whether any Clerk's had access to a template job description, contract and risk assessment for the role of a Parish Sweeper. Another Parish at the ALCA meeting said that they could help with this and the two parishes agreed to swop details after the meeting.

The Chair reported that feedback forms from the networking event were being reviewed and this would aid in planning future meetings.

14. B&NES new website - Planning Portal - sign up to planning application tracker

The Chair explained the new planning application tracker system attached to the planning portal. Once signed up to receive tracker notifications, a Parish will receive information on all applications that they select updates on. To sign up for tracker notifications when logging into any planning application press on the green tab 'get email updates on this application'. On pressing on the tab, you will be given the option to sign up for updates on this one application, on 50 addresses closest to this application, all applications in your Parish, applications in one particular ward or even applications in parishes on your border.

Email updates include – decisions, new added documents, variations, conditional amendments, agricultural application and more.

The Chair reported that B&NES were encouraging Parishes to use the portal system to respond to applications rather than send in application responses by email but she had tried this and the B&NES system would not accept Keynsham Town Council's address or post code. Members present said that they would be continuing to email in their responses, so that they would be included on the document section of the application on the B&NES website. They said that this route was preferential as if they just commented through the portal the Parish Council's response would disappear once the consultation period had closed.

15. Meet the B&NES Planning Officers - 5.30 p.m. before Parish Liaison on 31st March plus drop in opportunities in Bath.

The Chair reported that there would be an opportunity to meet the B&NES Planning officers at 5.30 p.m. before the next Parish Liaison meeting on 31st March 2020. For those unable to attend this there will be future drop in opportunities to meet the officers in Bath (dates to be confirmed).

16. To DECIDE on the priorities for the agenda of the next Parishes Liaison Meeting

The following matters will be taken to the agenda setting meeting for Parish Liaison

Street lighting

What is happening on planning policies and the Local Plan – request an update by Simone De Beer

Climate Emergency – What are BNES proposing to do in the rural areas – we have heard a lot about Bath

Low Traffic Neighbourhoods

Road works/Diversions update on permits in place of notices.

17. Dates for future B&NES Area Group and Parish Liaison Meetings

<u>Dates for future Area Group meetings</u>	<u>Dates for future Parish Liaison agenda setting and meetings</u>
	Parish Liaison Agenda setting meeting date 13th February 2020 Parish Liaison Tuesday 31st March 2020
ALCA Thursday 11th June 2020	Parish Liaison Agenda setting meeting date 17th June 2020 Parish Liaison Thursday 16th July 2020
ALCA Thursday 3rd September 2020	Parish Liaison setting meeting date 8th September 2020 Parish Liaison Thursday 22nd October 2020

18. To SUGGEST future speakers, workshops or training requests for Area Group meetings

There were none

19. Any other business

There was none

20. Date of Next Meeting – Thursday 11th June 2020 Avon Room, Saltford Parish Hall

DRAFT