

Bath and North East Somerset

The Process for developing our Parish Charter

The original working document between Bath & North East Somerset Council and the parishes was created in 1999 and revised in 2006 as the Parish Charter. By 2016, the Charter needed to be revised again.

On 19th July 2016 the B&NES branch of Avon Local Councils Association (ALCA) held a special meeting to which all town and parish councils and parish meetings in B&NES were invited, to discuss the process for reviewing the Parish Charter, and to identify the strengths and weaknesses of the existing charter.

From that meeting representatives of the parishes were appointed to serve on the review group (The Parish Charter Working Group). With a total of 51 local councils and meetings, with population spreads of 69 to 15,641, and precepts ranging from £0 to £501,100, it was important to ensure that the review group was representative. It therefore consisted of qualified clerks and parish councillors, from small, medium and large councils, ALCA members and from all the parished Connecting Communities Forum areas.

The review group meetings included a workshop to examine the issues in more depth, together with invited cabinet members and senior officers representing a range of B&NES Council services.

The table below sets out in detail involvement in the group:

Permanent review group Members	B&NES	Town or Parish Council	Connecting Communities Forum area
Cllr Paul Myers	Cabinet Member for Economic and Community Regeneration		
Cllr Rosemary Naish		Chair - Clutton Parish Council (<i>ALCA Member</i>)	Chew Valley
Cllr Judith Chubb-Whittle (to Spring 2017)		Chair - Stanton Drew Parish Council (<i>ALCA Member</i>)	Chew Valley
Cllr Nick Stevens (to Spring 2018)		Vice Chair - Freshford Parish Council (<i>ALCA Member</i>)	Bathavon
Cllr Tony Crouch		Keynsham Town Council (<i>ALCA Member</i>)	Keynsham Area
Lesley Welch (to Summer 2017)		Westfield Parish Council (Qualified Clerk) (<i>ALCA Member</i>)	Somer Valley
Cllr Dawn Drury		Deputy Clerk Keynsham Town Council (Qualified Clerk) Chair - Compton Dando Parish Council (<i>ALCA Member</i>)	Keynsham Area

Andrew Pate	Strategic Director – Resources		
Andy Thomas	Strategic Manager – Communities		
Alison Wells	Community Engagement Officer		

Attendees at specific meetings	
Cllr Liz Richardson	B&NES Cabinet Member for Homes and Planning
Lisa Bartlett	Divisional Director - Development, Planning and Transport Development - Development Management Team, B&NES
Cllr Anthony Clarke	B&NES Cabinet Member for Transport
Kelvin Packer	Group Manager - Highways & Traffic, B&NES
Martin Shields	Divisional Director - Environmental Services, B&NES
Carol Maclellan	Group Manager - Neighbourhood Environmental Services, B&NES
Angela Parratt	Head of Transformation, B&NES
Mark Hayward	Business Support Manager, Strategy & Performance, B&NES
Daniel Hilton	Technical Architect - Digital, B&NES
Maria Lucas	Head of Legal & Democratic Services, B&NES

Review group meetings were held as follows:

November 2016	Agree the terms of reference and working programme
December 2016	Review and compare existing B&NES charter against other Parish Charters
January 2017	Planning issues
February 2017	Environmental Services and Highways issues
March 2017	Digital Strategy and IT issues
April 2017	Legal aspects
April 2017	Drafting of Charter document
May 2017	Agreeing next steps
June 2017	Update from PDS Panel and progress on consultation
September 2017	Parish Sweeper issues, Parish Liaison Agendas and progress on consultation
January 2018	Further amendments to Charter and steps to agreement
February 2018	Preparation for adoption process
March 2018	Preparation for adoption process
April 2018	Preparation for adoption process

A consultation with parishes was held between May and November 2017. This had a response rate of 84%