



EXECUTIVE

YOU ARE REQUESTED TO ATTEND A MEETING OF THE EXECUTIVE TO BE HELD IN THE PRINCIPAL COMMITTEE ROOM, THE DEANE HOUSE, BELVEDERE ROAD, TAUNTON ON WEDNESDAY 8TH DECEMBER 2004 AT 18:15.

AGENDA

1. Apologies
2. Minutes
3. Public Question Time
4. Housing Stock Options - Report of Head of Housing (enclosed)
Presentation by DOME (Independent Tenants Advisor) on their findings on the landlord choice made by tenants.
5. Waste Contract Integration - Presentation by Joe Papineschi of Eunomia Research and Consulting who has been carrying out work on behalf of the Somerset Waste Partnership.

ALL MEMBERS OF THE COUNCIL ARE INVITED TO ATTEND THE MEETING FOR THESE IMPORTANT BRIEFINGS

6. Superannuation - Added Years
Report of Head of Corporate Services (enclosed)
7. Taunton Urban Design Framework and Design Code
Report of Forward Plan Manager and Economic Development and Regeneration Manager (enclosed)
8. Taunton Urban Extension Study
Report of Forward Plan Manager (enclosed)
9. Licensing Policy - Update on present position from Licensing Manager.
10. Fees and Charges 2005/06
Report of Financial Services Manager (enclosed)
11. Council Tax Base 2005/06
Report of Financial Services Manager (enclosed)
12. Performance Monitoring of Contracts Supervised by Deane Building Design Group
Report of Chief Architect (enclosed).

The following items are likely to be considered after the exclusion of the press and public because of the likelihood that exempt information would otherwise be disclosed relating to the Clause set out below of Schedule 12A of the Local Government Act 1972.

13. Taunton Vision - Establishment of Delivery Team, Overall Viability and Possible Joint Venture with South West Regional Development Agency
Report of Economic Development and Regeneration Manager (enclosed)
14. Restructures
Report of Strategic Director - Operations (enclosed)

PLEASE NOTE THAT AS FULL PRESENTATIONS IN RELATION TO AGENDA ITEMS 7,8 AND 13 WERE MADE AT A RECENT MEETING OF THE STRATEGIC PLANNING, TRANSPORTATION AND ECONOMIC DEVELOPMENT REVIEW PANEL, THEY WILL NOT BE REPEATED AT THIS MEETING. IF MEMBERS WERE UNABLE TO SEE THE PRESENTATIONS, PLEASE CONTACT RALPH WILLOUGHBY-FOSTER (01823 356480) WHO WILL BE HAPPY TO PROVIDE A BRIEFING.

G P DYKE
Member Services Manager

The Deane House
Belvedere Road
TAUNTON
Somerset

TA1 1HE

30 November 2004

Executive - 17 November 2004

Present: Councillor Williams (Chairman)
Councillors Mrs Bradley, Edwards, Garner, Hall, Leighton and Mrs Lewin-Harris

Officers: Mrs P James (Chief Executive), Ms J Wishlade (Strategic Director - Operations), Ms S Adam (Head of Resources), Mr C Brazier (Head of Housing), Mr N T Noall (Head of Development) and Mr G P Dyke (Member Services Manager)

Also Present: Councillors Mrs Biscoe, Guerrier, Henley, Lisgo, Slattery, Stone and Wedderkopp.

(The meeting commenced at 6.15 pm.)

64. Apologies

Councillor Bishop and Cavill.

65. Minutes

The minutes of the meetings of the Executive held on 20 October 2004 were taken as read and were signed.

66. Public Question Time

- (i) Chris Fogg of Take Art, Angela Dawson, also of Take Art and Nick Brace of Action Track asked questions regarding continuing funding for the arts, particularly for Take Art and those events that engaged young people.

They were pleased that Councillors had listened to previous representations and had acknowledged the importance of arts in the community. It was hoped that when making future decisions the arts would not be affected by cuts.

Particular reference was made to the valuable role that Take Art played in smaller, rural communities. It was of benefit to the whole community. It would adversely affect those communities if funding for Take Art was reduced in any way. Emphasis was also placed on the value of arts to young people. The arts, in a variety of forms, was used to engage young people and it was very important that this continued.

Councillor Williams replied that although the Council faced a serious budget position, the value to Taunton Deane of the arts was acknowledged. A great contribution to the cultural life of the Deane was made by the arts in general and Take Art in particular - all for a relatively small amount of money.

Although no guarantees were possible, the representations made were acknowledged and would be borne in mind during the budget setting process.

- (ii) The Chairman refused to accept a question from Daniella Robins in view of an outstanding issue that had arisen during a previous Public Question Time.
- (iii) Trinity Robins asked why the Council liked making peoples lives miserable.

Councillor Williams replied that the Council endeavoured not to. Solutions had been offered but problems were difficult to resolve when they were not taken up.

- (iv) Mr Harris asked a series of questions in relation to 47 South Street, many of which had been covered a number of times before.

Councillor Williams replied that answers had been provided in previous correspondence to Mr Robins. Solutions had been offered but not taken up. Further inspections of the property had also been offered in an effort to overcome the problems but Mr Robins had repeatedly denied Council Officers access to the property to carry out inspections. Despite repeated requests, a suitable NIECC Certificate in respect of the fire alarm system had not been provided. It was not up to the Council to design Mr Robins' safety precautions. It was his responsibility to meet with experts and resolve the issues.

Full details of the questions asked were handed in but the Chairman emphasised that it was unlikely that any further reply would be forthcoming.

- (v) Councillor Henley, as a member of the public asked the following questions:
 - (a) If the arts were so important to the Council why was it proposed to reduce the budget by £25k?
 - (b) What action was being taken regarding a disturbance caused at a recent event at the Wellsprings Centre.
 - (c) Previous questions had been asked regarding the Housing Stock Options process and the cost to the taxpayer if a "No" vote was returned and the ballot was re-run. No reply had yet been given.

The following replies were given.

- (a) Councillor Williams pointed out that this question was premature. No such decision had yet been made. There would be an opportunity to consider this matter in detail at the meeting of the Review Board on 25 November.
- (b) Councillor Mrs Bradley replied that the operation of the Wellsprings Centre was the responsibility of Tone Leisure and therefore the question would be more appropriately addressed to its Chief Executive.

Councillor Williams said that it was always sad when a very small minority ruined what was otherwise a successful evening.

- (c) Councillor Williams replied that this was a hypothetical questions. It was not possible to say what the cost would be. As he replied at the meeting on 22 September, any decision to re-run the ballot would be as directed by Government regulation and not the Council.

67. Housing Stock Options

Received a presentation from David Curtis of the Government Office for the South West and Mr Nigel Minto from the Community Housing Task Force which was part of the Office of the Deputy Prime Minister who provided an update on the Government's position as to Housing Stock Transfers and answered questions that Members submitted on this topic.

68. Taunton Transport Strategy Review and the Third Way

Reported that the Taunton Transport Strategy Review had been subject to development over the course of the past 18 months. This had involved a comprehensive public consultation exercise. The response to the consultation was one of general support although opinion was split on whether to pursue the inner relief road or to drop the proposal in favour of delivering a cultural quarter in the vicinity of Wood Street. Work had since progressed on the "Third Way" which was a compromise solution.

Jeremy Callard, Transport Studies Manager, Somerset County Council, submitted a detailed presentation on the content of the Review and the proposed Third Way compromise.

Within the Third Way option, the inner relief road had been realigned in order to reduce environmental impacts and to maximise development opportunities including the provision of a new theatre complex off Wood Street. It was intended that it would be designed as an urban street rather than a freeway.

A presentation on the Third Way option had already been made on 5 October 2004 at County Hall and the Taunton Transport Structure Review/Third Way had been considered by the County Council's Environment and Transport Review Panel on 25 October 2004 when support was provided for its content. This Council's own Strategic Planning, Transport and Economic Development Review Panel had considered the matter on 27 October 2004 and supported the content of the Review and the proposals for the Third Way in principle subject to further information being provided and consideration being given to the impact of the third way on the junction of Bridge Street and associated junctions along its route.

RESOLVED that the content of the Taunton Transport Strategy Review and the proposals for the Third Way be supported in principle subject to further information being provided and consideration being given to the impact of the Third Way on Bridge Street and associated junctions on its route.

69. Profiling and Prioritising of Taunton Deane Borough Council Services

Reported that the Council had agreed the financial strategy in April 2004. The Review Board were updated on 7 October 2004 regarding the Council's budget position and the strategy being adopted to address the budget gap.

Submitted report which set out a profile of the Council's services. The agreed Profile of Services would be used to develop targets for the 2005/06 budget setting process. Services would either see investment increased, maintained or reduced according to their relative priorities.

The recent CPA inspection had identified a need for the Council to explicitly identify and communicate its non-priority areas. This had led to a lack of consistent understanding of non-priority areas which resulted in potential loss of clarity and focus. It was therefore important to prioritise the Council's services. The Council's Corporate Strategy for 2005-2008 identified four top priorities. Priority services were those which had the most impact on achieving the Council's Corporate Priorities or had a particular local significance to the community. The priority services for 2005-2008 were:

- Economic Development and Regeneration;
- Planning (including Transportation);
- Community Safety;
- Licensing;
- Street Cleaning and associated cleansing services;
- Housing Strategy and enabling (affordable housing); and
- Homelessness.

The remainder of the Council's activities, whilst still important, could not be high priorities. Work had been undertaken to define and, where possible, quantify clear performance standards for all services. The following table established a prioritised Profile and medium term investment pattern for services:

Profile of Services and Future Investment by TDBC (2005-2008)

Service	Increase Direct Funding	Maintain Direct Funding	Reduce Direct Funding
High Priority			
Economic Development and Regeneration	✓		
Planning (including Transportation)	✓		
Community Safety	✓		
Licensing	✓		
Street Cleaning	✓		
Affordable Enabling/Housing	✓		
Homelessness	✓		

Service	Increase Direct Funding	Maintain Direct Funding	Reduce Direct Funding
Medium Priority			
Britain in Bloom		✓	
Car Parks		✓	
CCTV		✓	
Cemeteries and Crematorium		✓	
Communications		✓	
Customer Services		✓	
Democratic Services (including Members, Mayoral, Electoral Services and Parish Liaison)		✓	
Building Control		✓	
Emergency Planning		✓	
Heritage and Landscape		✓	
Land Charges		✓	
Pest Control and Dog Wardens		✓	
Policy and Performance		✓	
Sport and Leisure		✓	
Tourism		✓	
Training and Development		✓	
Waste collection and recycling		✓	
Low Priority			
Consultation activities			✓
Environmental Health (except Licensing and Dog Warden)			✓
Grants (in lower priority areas)			✓
Highways			✓
Flooding and drainage works			✓
Parks and Open Spaces			✓
Private Sector Housing (except enabling)			✓
Property (Deane Building Design Group/Valuation etc)			✓
Revenues and Benefits			✓

It would be important to keep this strategy under annual review to take account of changing local priorities and the Council's financial position. A report on the profiling of services had also been presented to the Review Board at its meeting on 4 November 2004 but the Board had found it difficult to give a response to the Profile in the absence of further information on each service. It was left for each Member to feedback their views on the Profile and details were submitted of the responses that had been received.

It was recognised that the Arts made a cross cutting contribution to many of the Councils' objectives and was not a pure service. For this reason, consideration of the Arts would be on the basis of its contribution to different aspects of the Council's

priorities. The priority impact was expected to be on economic development, regeneration and crime and disorder.

RESOLVED that the Profile of Services, as submitted, be agreed.

(The meeting ended at 9.03 pm.)

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE – 8th DECEMBER 2004

Report of Head of Housing

(This matter is the responsibility of Councillor Garner)

HOUSING STOCK OPTIONS

Executive Summary

The purpose of this report is to provide Members with an update on the work that has or is being undertaken and an overview of the progress being made on choosing a prospective new landlord; which has involved DOME the Independent Tenant Advisor (ITA).

1. Background

- 1.1 Members will recall that at July's Full Council, a decision was taken to investigate and ultimately ballot tenants on the option of a "Whole Stock Transfer Solution" to a Registered Social Landlord (RSL). Since that meeting a great deal of work has been undertaken with updates provided to Tenants, Members, Staff and our Partners. Attached for information as Appendix 1 is a Communication Log.
- 1.2 As throughout the Appraisal Process, the work undertaken has been monitored and a steer given by the Officer Working Group and the Steering Group, which have both met on average once a month.
- 1.3 After July's Full Council there were three key pieces of work required to be undertaken before embarking on a full-blown consultation exercise with tenants, which would ultimately lead up to a ballot. These are:
 - i) Obtaining "Sign Off" from the Government Office South West (GOSW) for the Stock Option Appraisal
 - ii) Choose a Prospective Landlord Type
 - iii) Apply to go on the Stock Transfer Programme
- 1.4 In regard to Point i), a formal application has been made to the GOSW to obtain "Sign Off" and it is hoped to hear shortly the outcome of that application. Initial feedback from GOSW is consistent with what officers have been previously advised of, that the work undertaken should be viewed as "Good Practice".
- 1.5 Points ii) and iii) will be addressed within the General section of this report.

2. General

2.1 *Choosing a Prospective Landlord*

2.1.1 Guidance by the Office of the Deputy Prime Minister (ODPM) laid down in the 2005 Housing Transfer Programme states:

“An authority proposing a transfer is required to consider with tenants, in liaison with the Housing Corporation, what type of new landlord should take over the housing stock. The options are as follows:

- i) an existing RSL
- ii) a newly established subsidiary of an existent RSL (either as part of an existing group structure or through the creation of a new group structure)
- iii) a newly established free-standing RSL
- iv) a number of newly established RSL's that will make up a new group”.

2.1.2 Historically there has been a presumption by local authorities that, in all except the smaller and partial transfers, the establishment of a new RSL as the new landlord is the best option. This can be the case but it should not be presumed that this will always be true. Where an authority is proposing to transfer stock to a new stand alone RSL, the ODPM will require the authority to demonstrate that it has worked with tenants to explore the scope for working with existing RSL's.

2.1.3 The ODPM does not require a competitive process for landlord selection on all transfer proposals. However, the ODPM will require an authority to demonstrate clearly in both its Large Scale Voluntary Transfer (LSVT) Programme application and in working with the Community Housing Task Force (CHTF) that tenants have been made aware of all the new landlord options, what each option offers to tenants in relation to their particular circumstances and lastly but no means least, that they have been fully involved in deciding their eventual landlord choice. It is also believed to be beneficial to involve staff in this process and recently a questionnaire was sent to all staff to gauge their understanding of the work to date and to ask for their preferred choice of landlord. A similar exercise has also been undertaken with both our Partners and Members.

2.1.4 The process of landlord selection will depend on a range of issues including:

- i) the size and nature of the stock to be transferred
- ii) organisational viability and the landlord's ability to deliver service improvements, manage the improvement programme, secure the confidence of the tenants and other stakeholders in the area, tenant empowerment and fundability
- iii) local circumstances such as community boundaries, geography and management areas, together with an understanding of the nature of the social housing market in which the authority is operating and of current choices of landlord available to tenants

- 2.1.5 All of what has been documented in the General section of this report is believed has or is being addressed, through the work of officers, DOME and PricewaterhouseCoopers (PWC).
- 2.1.6 Many of the areas that are required to be undertaken have been addressed through the work by DOME and attached to this report, as Appendix 2 is their report. Also attached as Appendix 3 are the statistics from the questionnaire undertaken by DOME. The only and arguably most important element that is missing and will be presented to Members verbally is the recommendation of the Insight Group on which landlord type they have chosen. This recommendation will be included in a updated report to be produced by DOME and will be re-presented to the Tenants Forum and Housing Review Panel on the 20th and 21st December respectively and January's Executive.
- 2.1.7 In regard to DOME's report it is believed important to put some perspective on the concerns that they have raised. The concerns raised in regard to tenants understanding are not uncommon at this stage of the process and as DOME have quite rightly recorded; this apparent lack of understanding should decrease as the process continues. Certainly the area of informing tenants about the process and countering disinformation will be a key part of the Project Team's remit when this dedicated team is formed in the new calendar year. It should also be remembered that when a second survey was undertaken to gauge tenants understanding at the end of the Appraisal process and comparison made to a similar exercise undertaken at the mid way point, an increase in awareness was recorded across all areas.
- 2.1.8 In response to their concern on losing momentum in early 2005 whilst various support consultants work is tendered, it should be remembered that this was something agreed with both the GOSW and CHTF. Both government bodies agreed and still do that this would be a good thing to undertake in order to enable the authority to take stock, recharge its batteries and enable staff to concentrate on their day job. This last element is vitally important as many housing services do record a dip in performance when undertaking a stock option appraisal and in the lead up to a ballot. Fortunately to date, this has not been the case with Taunton Deane due to the dedication and hard work of its housing staff.
- 2.1.9 In regard to DOME's last concern, I meet with the GOSW, CHTF and Housing Corporation on the 17th November to discuss the work being and still to be undertaken. All three government agencies are happy with the timescales that are being worked to and the nature of the work that has been or is planned to be undertaken.
- 2.1.10 On a related but different matter, during the evening of the 17th November both the GOSW and the CHTF clarified in a Special Executive Meeting that a "Fourth Option" did not exist and the Government had no intention of introducing a "Fourth Option".

2.2 *Application to go on the Stock Transfer Programme*

- 2.2.1 Key work that PWC are undertaking is in assisting officers to submit Taunton Deane's formal application to the ODPM to gain entry onto the Stock Transfer Programme. The application deadline is the 28th January 2005 and PWC are working with officers to ensure compliance is achieved in line with the ODPM guidance.

2.2.2 PWC will be presenting to the Tenants Forum and Housing Review Panel on the 20th and 21st December respectively and January's Executive the work they have undertaken. An element of this presentation will be on the financial differences between a Group Structure and a Stand Alone Stock Transfer, which is something PWC are scheduled to be discussing with the Insight Group on the 4th December. In addition to this, PWC will also update the Tenants Forum and Members on Taunton Deane's position in relation to Prudential Borrowing.

3. **Summary**

3.1 It is believed this report and the attached appendices provide Members with a good overview of the current position. A final report will be presented to January's Executive, when Members will be asked to select the type of landlord they would wish to manage the housing stock if tenants ultimately voted in favour of a transfer.

4. **Recommendation**

4.1 Members are asked to note and make comment on the contents of this report and appendices.

Contact: Carl Brazier, Head of Housing
E-mail: c.brazier@tauntondeane.gov.uk
DDI: 01823 356312

OPTIONS APPRAISAL COMMUNICATIONS LOG

ACTION	DATE	STAKEHOLDER DETAIL	FOLLOW-ON ACTION	OFFICER	LOGGED DATE & INITIALS
CHTF Stock Options & ITA advice	28.05.03	Tenants Forum	Training with TF and other LA's	Jayne Hares Sarah Johnston	JS 15.10.03
CHTF ITA recruitment training/advice	08.07.03	Tenants Forum		Jayne Hares Sarah Johnston	JS 15.10.03
Estate management team briefing	24.7.03	Staff briefing		Carl Brazier	AT 10.9.03
Repairs team briefing	25.7.03	Staff briefing		Carl Brazier	AT 10.9.03
ITA Recruitment training & discussion	1.08.03	Tenants Forum		Jayne Hares Iolanda Tocco	JS 15.10.03
Housing Review Panel Report	5.8.02	Tenants Forum		Penny James	JS 15.10.03
DLO team briefing	5.8.03	Staff briefing		Carl Brazier	AT 10.9.03
Full Council	6.08.03	Members		Carl Brazier	JM 22.08.03
Allocations team briefing	8.8.03	Staff briefing		Carl Brazier	AT 10.9.03
Core Brief to SMT	14.08.03	Staff - Summary of options appraisal explained in brief	All Managers to cascade through team meetings	David Woolnough	22.08.03 AT
Accountancy team briefing	17.8.03	Support staff briefing		David Woolnough	AT 18.9.03
Helpline Control centre team briefing	18.8.03	Staff briefing		Carl Brazier	AT 10.9.03
Interview skills training	19.8.03	Tenants Forum		Jayne Hares Richard Parsons	JS 15.10.03
Scheme managers' team briefing	27.8.03	Staff briefing		Carl Brazier	AT 10.9.03
Shortlisting for ITA	02.09.03	Tenants Forum		Jayne Hares	JS 15.10.03
Interviews for ITA	08.09.03	Tenants Forum		Jayne Hares	JS 15.10.03
LSP briefing	23.9.03	Briefing to strategic partners		Carl Brazier	AT 29.9.03
Individual briefing with Mark Beard (Supporting People)	24.9.03	Partner briefing		Carl Brazier	AT 29.9.03
Initial Meetings with Dome Consultants (ITA)	30.09.03	Tenants Forum		Jayne Hares	JS 15.10.03
Tenants Forum	08.10.03	Tenants Forum		Jayne Hares	JM 24.06.04
Housing Review Panel	08.10.03	Members		Carl Brazier	JM 25.03.04
Planning Meeting with DOME	13.10.03	Tenants Forum		Jayne Hares	JM 27.11.03

OPTIONS APPRASIAL COMMUNICATIONS LOG

Stock Options Appraisal Briefings to Housing Team	17-24.10.03	Staff briefing		Carl Brazier	JM 17.10.03
Website Going Live inc. Email Address	17.10.03	All		Alison Templeton	JM 21.10.03
Grapevine Message informing of Website	20.10.03	Staff		Alison Templeton	JM 21.10.03
Email to Directors and SUMS about website	20.10.03	Partners and Members		Alison Templeton	JM 21.10.03
Email to Directors and SUMS about Training	23.10.03	Partners and Members		Cathy Osborn of PWC	JM 23.10.03
Dome Monitoring	28.10.03	Tenants Forum		Jayne Hares	JM 10.11.03
Monitoring Meeting with DOME	28.10.03	Tenants Forum and ITA Monitoring Group		Jayne Hares	JM 27.11.03
Stock Options Packs Sent Out to Members	29.10.03	Members		Carl Brazier	JM 29.10.03
DOME Sheltered Housing Forum Meeting	30.10.03	Sheltered Housing Forum Reps		Jayne Hares	JM 10.11.03
Member Briefing Sheet	31.10.03	Members		Carl Brazier	JM 19.04.04
Deane Housing News	1/2.11.03	Tenants and Leaseholders		Jayne Hares	JM 10.11.03
TACT@DOME Newsletter	3/4.11.03	Tenants and Leaseholders		Jayne Hares	JM 10.11.03
Planning Meeting with DOME	11.11.03	Tenants Forum		Jayne Hares	JM 27.11.03
Volce 24-7 Article	12.11.03	Tenants 14-18 years old		Kirsty Grinter	JM 12.11.03
Core Brief to SMT	14.11.03	Staff - Update of Stock Options	All Managers to cascade through team meetings	Nan Heal	JM 14.11.03
Healthy Working Place Briefing Note	14.11.03	Staff		Nan Heal	JM 14.11.03
Weekly Bulletin	17.11.03	All		Alison Templeton	JM 19.04.04
Roadshows - DOME	17/22.11.03	Tenants and Leaseholders		TACT@DOME	JM 14.11.03
Halcon TRA - DOME	18.11.03	Halcon Residents		Carl Brazier	JM 14.11.03
Leaflet Sent Out in Pay Slips	22.11.03	Staff and Members		Lisa Wyatt	JM 24.11.03
Press Release	24.11.03	All		Nan Heal	JM 19.04.04
CHTF/TPAS Options Appraisal Roadshow	25.11.03	Tenants Forum (5 Members)		Jayne Hares	JM 27.11.03
Briefings to Service Support Team and including Housing staff who did not attend housing briefings	25.11.03 04.12.03 05.12.03	Staff Briefings		Carl Brazier	JM 03.11.03
Member Training with PWC	27.11.03	Members		PWC	JM 26.03.04

OPTIONS APPRAISAL COMMUNICATIONS LOG

Deane Despatch Article	01.12.03	All		Carl Brazier	JM 19.04.04
Briefing To Community Initiatives Team	01.12.03	Staff Briefing		Carl Brazier	JM 29.10.03
Housing Stock Press Release	02.12.03	General Public		Nan Heal	JM 02.12.03
Link Newsletter	03.12.03	Halcon Residents		Kirsty Grinter	JM 14.11.03
Monitoring Meeting with TACT@DOME	09.12.03	Tenants Forum		Jayne Hares	JM 16.12.03
Housing Review Panel	09.12.03	Members		Carl Brazier	JM 25.03.04
Tenants Forum Meeting TACT@DOME and PWC	09.12.03	Tenants Forum		Jayne Hares	JM 16.12.03
Executive Meeting inc. briefing on Stock Options	10.12.03	Members		Carl Brazier	JM 26.03.04
Core Brief to SMT	11.12.03	Staff		Nan Heal	JM 11.12.03
Briefing to Environmental Health, Planning Management, Forward Planning and Recovery Team Leaders and Managers	11.12.03	Staff Briefing		Carl Brazier	JM 05.11.03
Briefing To Accountancy Team	12.12.03	Staff Briefing		Carl Brazier	JM 29.10.03
Communication Questionnaire	15.12.03	Staff		Lisa Wyatt	JM 05.01.04
Briefing To Personnel Team	16.12.03	Staff Briefing		Carl Brazier	JM 29.10.03
Briefing to Procurement Team	16.12.03	Staff Briefing		Carl Brazier	JM 17.12.03
Briefing to Benefits Team	17.12.03	Staff Briefing		Carl Brazier	JM 17.12.03
Stock Options Appraisal Release - Notification of Completion of Phase A	19.12.03	All		Carl Brazier	JM 19.12.03
Communication Questionnaire	22.12.03	Members		Lisa Wyatt	JM 05.01.04
Memo to all housing managers informing of next phase of briefings	22.12.03	Housing Managers	Cascade to all staff	Carl Brazier	JM 22.12.03
North Taunton News Article	09.01.04	Tenants		Carl Brazier	JM 19.04.04

OPTIONS APPRASIAL COMMUNICATIONS LOG

Deane Housing News	10.01.04	Tenants		Jayne Hares	JM 19.04.04
Update Briefing Sheet with TF newsletter	10.01.04	Tenants		Jayne Hares	JM 19.04.04
Insight Group Meeting (DOME)	13.01.04	Tenants		Jayne Hares	JM 17.12.03
Wellington East TRA Open Meeting	14.01.04	Members of WETRA		Carl Brazier	JM 15.01.04
TF Monitoring Group with TACT@DOME	19.01.04	Tenants' Forum		Jayne Hares	JM 15.01.04
Housing Services Partners Day	21.01.04	Presentation to Partners		Carl Brazier	JM 21.01.04
Next Phase Housing Briefings	27-31.01.04 01-06.02.04	Staff		Carl Brazier	JM 22.12.03
Housing Needs Insight Group Presentation by MJW (DOME)	31.01.04	Insight Group Tenants		Jayne Hares	JM 09.02.04
Member Questionnaire (2nd Attempt)	01.02.04	Members		Lisa Wyatt	JM 04.02.03
Weekly Bulletin	05.02.04	All		Claire Tough	JM 19.04.04
Member Briefing Sheet	09.02.04	Members		Carl Brazier	JM 19.04.04
Core Brief	09.02.04	Staff		Claire Tough	JM 19.04.04
Press Release	09.02.04	All		Nan Heal	JM 19.04.04
Insight Group Meeting - Stock Condition by JPS (DOME)	21.02.04	Insight Group Tenants		Jayne Hares	JM 26.03.04
Tenants Forum	24.02.04	Tenants Forum		Jayne Hares	JM 24.06.04
Housing Review Panel	25.02.04	Members		Carl Brazier	JM 25.03.04
Insight Group - Stock Condition & Service Delivery by JPS & JW (DOME)	06.03.04	Insight Group Tenants		Jayne Hares	JM 26.03.04
Member Questionnaire (3rd Attempt)	08.03.04	Members		Pete Weaver	JM 22.03.04
Insight Group - HRA Forecast by CO (DOME)	20.03.04	Insight Group Tenants		Jayne Hares	JM 26.03.04
Briefing with County/Parish Councillors	24.03.04	Stakeholders		Carl Brazier	JM 29.01.04
Dome Tenant Newsletter	29.03.04	Tenants		Jayne hares	JM 19.04.04
Insight Group - Criteria Setting (DOME)	03.04.04	Insight Group Tenants		Jayne Hares	JM 26.03.04

OPTIONS APPRASIAL COMMUNICATIONS LOG

Link Centre News Article	05.04.04	Tenants		Jayne Hares	JM 19.04.04
Tenants Forum	13.04.04	Tenants Forum		Jayne Hares	JM 24.06.04
Housing Review Panel	14.04.04	Members		Carl Brazier	JM 25.03.04
Informal Unison Meeting	14.04.04	Staff		Carl Brazier	JM 28.05.04
Next Phase Non Housing Brifings	7-16.04.04	Staff		Carl Brazier	JM 22.03.04
Insight Group - Decision Making - CB (DOME)	17.04.04	Insight Group Tenants		Jayne Hares	JM 26.03.04
Member Briefing	27.04.04	Members		Carl Brazier	JM 22.03.04
Sheltered Housing Forum Briefing - DOME	29.04.04	Tenants		Jayne Hares	JM 04.06.04
Presentation to SMT	13.05.04	Staff		Carl Brazier	JM 26.05.04
Core Brief	13.05.04	Staff		Carl Brazier	JM 28.05.04
Press Release (did not reach press)	14.05.04	Tenants		Carl Brazier	JM 28.05.04
Insight Group Decision Making - DOME	15.05.04	Tenants		Jayne Hares	JM 04.06.04
Press Release	24.05.04	All		DOME	JM 28.05.04
6 Information Briefings	27.05.04 to 2.06.04	Tenants		DOME	JM 28.05.04
Tenants Forum	01.06.04	Tenants Forum		Jayne Hares	JM 24.06.04
Housing Review Panel	02.06.04	Members		Carl Brazier	JM 25.03.04
Weekly Bulletin	04.06.04	All		Claire Tough	JM 19.04.04
2nd Phone Survey - MRUK	07.06.04	Tenants		Jayne Hares	JM 04.06.04
Presentation to North Deane Residents Association	08.06.04	Tenants		Carl Brazier	JM 08.06.04
Presentation to Lyngford and Wedlands Residents Association	09.06.04	Tenants		Carl Brazier	JM 08.06.04
Core Brief	31.06.04	Staff		Claire Tough	JM 19.04.04
Update Email	01.07.04	Staff		Lisa Wyatt	TM 19.07.04
Update Email	06.07.04	Members		Pete Weaver	TM 19.07.04
Tenants Forum	06.07.04	Tenants Forum		Jayne Hares	JM 24.06.04

OPTIONS APPRASIAL COMMUNICATIONS LOG

Housing Review Panel	06.07.04	Members		Carl Brazier	JM 25.03.04
Executive Meeting	13.07.04	Members		Carl Brazier	TM 19.07.04
Full Council	20.07.04	Members		Cllr Greg Garner	TM 20.07.04
Decision Letter	22.07.04	All Tenants and Leaseholders		Cllr Greg Garner	TM 28.07.04
Decision Letter	22.07.04	Parish Councillors		Cllr Greg Garner	TM 28.07.04
Decision Email	22.07.04	All Staff		Jeremy Thornberry	TM 28.07.04
Decision Letter	23.07.04	Stakeholders		Cllr Greg Garner	TM 28.07.04
Payslip Info letter	22.08.04	All staff and Members		Lisa Wyatt- Jones	TM 24.08.04
Update Email to staff and Landlord Choice	13.09.04	All Staff		Carl Brazier	TM 14.10.04
Staff Briefing Session	28.09.04	All Staff		Carl Brazier	TM 07.10.04
Drop-in Sessions	30.09.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Drop-in Sessions	30.09.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Drop-in Sessions	01.10.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Drop-in Sessions	01.10.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Drop-in Sessions	02.10.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Tenants Forum	06.10.04	Tenants		Carl Brazier	TM 30.11.04
Housing Review Panel	06.10.04	Members		Carl Brazier	TM 30.11.04
Housing Staff Briefing	08.10.04	All Housing Staff		Carl Brazier	TM 16.11.04
Insight Group Meeting	09.10.04	All Tenants and Leaseholders		Jayne Hares	TM 07.10.04
Full Council	12.10.04	Members		Cllr Garner	TM 30.11.04
Housing Staff Briefing	15.10.04	All Housing Staff		Carl Brazier	TM 16.11.04
Insight Group Meeting	16.10.04	All Tenants and Leaseholders		Jayne Hares	TM 16.11.04
Housing Staff Briefing	19.10.04	All Housing Staff		Carl Brazier	TM 16.11.04
Housing Staff Briefing	22.10.04	All Housing Staff		Carl Brazier	TM 16.11.04
Insight Group Visit	2.11.04	All Tenants and Leaseholders		Jayne Hares	TM 30.11.04
Partners Event	05.11.04	All Partners		Carl Brazier	TM 16.11.04
Insight Group Visit	09.11.04	All Tenants and Leaseholders		Jayne Hares	TM 30.11.04
Insight Group Meeting	13.11.04	All Tenants and Leaseholders		Jayne Hares	TM 16.11.04
Special Executive	17.11.04	All Members		GOSW, CHTF Carl Brazier	TM 30.11.04

OPTIONS APPRASIAL COMMUNICATIONS LOG

Email to Staff	22.11.04	All Staff		Lisa Wyatt-Jones	TM 30.11.04
Memo to Members	22.11.04	All Members		Lisa Wyatt-Jones	TM 30.11.04
Insight Group Visit	26.11.04	All Tenants and Leaseholders		Jayne Hares	TM 30.11.04

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

OBJECTIVE

- 1 This report summarises the work undertaken by the Insight Group, and all tenants, during September, October and November to provide the Council with a recommendation on whether tenants would prefer a stand alone landlord or one which would be a member of a Group.
- 2 One further Insight Group meeting remains to be held (it has been delayed to allow a last visit by tenants to an example of a housing association that has transferred direct to a group). It is at this meeting that the Group will make a recommendation (if they choose to do so).
- 3 Throughout the period tenants have been supported by TACT@DOME, their Independent Tenants Adviser, whose contract was extended to allow the work to happen.
- 4 Throughout this period the local press and a local “Defend Council Housing” campaign have combined to raise the profile of the development of the transfer proposal. This has undoubtedly helped to make residents aware (see survey response rate below), and has resulted in a larger Insight Group attendance, but it has also led to many residents receiving inaccurate and misleading information about national housing policy.
- 5 Much of the ITA’s informal contact (e.g. 100 Freephone calls) has been spent in providing reassurance to worried and anxious tenants (especially older ones).

INITIAL CONTACT AND DROP INS

- 6 All tenants were contacted by Newsletter, to advise them of the purpose of this stage of the consultation, and to invite them along to a series of five drop in sessions. These were held in locations in Taunton, Wellington and the rural areas at varying times of day, including a Saturday session in central Taunton. A total of 105 people attended.
- 7 While these sessions were aimed at providing residents with information about landlord type, in practice they were predominantly used by those who came to get information and to update on the Council’s decision to look at a transfer, and why this had been made.

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

- 8 The vast majority of those who came were added to the Insight Group mailing list, which now totals 324. Attendance at Insight Group has increased – 40 at the last meeting – compared to an average attendance of 25 in the earlier consultation.

INSIGHT GROUP MEETINGS

- 9 Initially it was intended to hold four Insight sessions. In the event, five have been necessary, plus an Introductory session for new joiners. In part this has been caused by the need to allow time to deal with a very few individuals whose main objective has been to prevent the debate taking place since they believe that Government is about to release new money to Councils for use in bringing their homes up to a Decent standard.
- 10 After pressure from the Group these individuals have either stopped coming, and those who are still attending seem to be less obstructive than previously.
- 11 Numbers attending have increased – there were 40 at the last meeting (this is double the number at the last meeting of the previous phase). The mailing list for meetings has also increased to 324 – up by over 100.
- 12 The Group has informed itself about the options, and worked through the pros and cons of the alternative arrangements. This has included a session with Steve Fox, the Housing Corporation official responsible for registering transfer landlords. Steve gave a very clear picture of the process, registration and regulatory requirements, and the Corporation's powers in relation to Observation and Supervision. The Group's final debate will be informed by the visits and the all tenant survey, as well as its own more detailed knowledge.

Concerns

- 13 A number of concerns (other than the issues raised above) were expressed at the last Insight Group session. These will need to be used as learning points and addressed in the next phase of the consultation in order to build understanding of the issues and process:
- There is a degree of confusion “out there” about what is going on, and what stage the proposal is at. Press coverage has served to

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

cause concern rather than to clarify. As the proposals are developed, and an increasing number of tenants are engaged in the process, this should decrease to the point where at least 70% feel well informed enough to vote.

- Tenants felt that the Council's communications strategy did not serve to counter the disinformation that has been published.
- Potential loss of momentum if there is a moratorium on activity in early 2005 while the various support consultants' work is tendered; and concern over the extended period allowed for consultation (The Corporation indicated a 6 – 9 month period).
- Concern about the selection process for an ITA – in part caused by the fact that some Forum members (who appointed TACT@DOME) had not attended the Insight Groups and so could not be aware of the work that had been done in the past three months. The Insight Group felt that it should have a role in deciding on the process, and the need to re-tender – it sees itself as taking the lead in the development of the transfer proposal, while the Forum maintains its wider role with the Council landlord. The roles and relationships between the Insight Group and Forum will need to be clarified in the next phase of the consultation.

VISITS

- 14 Insight Group members visited three examples of different types of transfer within the South West, meeting tenants, Board members and staff. They prepared for their visits, agreeing the questions and areas of interest that they wanted to cover.
- 15 All the visits were to transfer landlords whose stock is considerably smaller than Taunton Deane's, and as such are more vulnerable. The Group identified that there are, in fact, four potential options, if there was a transfer:
 - Stand alone
 - Stand alone, with a view to keeping the option of joining a group under review
 - Transfer to a new landlord which would be part of a group
 - Transfer direct to an existing landlord
- 16 Tor Homes transferred as a stand alone and remained so for 5 years before joining the William Sutton Group, which operates across

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

Southern England. The key issue the Group noted here was that because Tor had gained experience on its own it was able to place itself with the William Sutton Group as leading Group in the South West.

- 17 West Devon transferred as a stand alone (albeit a very small one). A key achievement for them was that they had developed sufficient homes to more than replace the numbers lost through the Right to Buy.
- 18 In neither case did tenants find concerns about delivering on the promises made at transfer. In both cases tenants they met said that they felt that, while nothing was perfect, on balance they were glad that their transfers had gone ahead.
- 19 The third visit is to Purbeck Homes, which transferred direct to East Dorset. A subsidiary report will be provided to record that visit.

SURVEY

- 20 This part of the report sets out the results of the postal survey of all tenants, carried out in late October/early November 2004, seeking their views about the type of landlord – stand alone or group – that they would prefer, if they were offered a transfer proposal. All tenants were sent information sheets, and a questionnaire. The survey was carried out by TACT@DOME.
- 21 It is structured as follows:
 - Who responded
 - Results
 - Conclusions

Who responded

- 22 Questionnaires were sent to all 6,503 tenants. 1,616 responded – 24.8%. This is a high response rate for a postal survey, and reflects the profile which the future of tenant's homes is acquiring in the TDBC area.
- 23 One hundred tenants used our Freephone service to clarify the current position, which has been very significantly confused by the mis-information that has been published locally in the past couple of months.

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

- 24 52% of respondents were aged over 65, and 15% were aged between 56 and 65. Only 1% were under 25. The remainder were evenly spread between 25 and 56. 2% did not respond to this question. This is a fairly typical spread of responses, given the age profile of Council tenants generally.
- 25 The vast majority of respondents were white British (96%) and a further 2% were either white Irish or white – other. Less than 2% failed to respond to this question.
- 26 21% lived in sheltered accommodation, 42% in a family homes, 25% in a flat, and 3% were leaseholders. Compared to the age profile, this implies what we hear frequently on the Freephone – that there is under occupation in the stock. Callers voice concerns about this because they fear that a new landlord would be able to force them to move.

Opinions about stand alone or group – services and new homes

Responsibilities for homes and services outside Taunton Deane area

- 27 A clear majority – 56% - see this as a “bad thing”. 16% say it doesn’t matter, 20% were uncertain, and 3% failed to respond. Only 6% see this as a “good thing”.

Headquarters outside Taunton Deane

- 28 69% say that this would matter to them. 10% were either unsure, or didn’t respond. 21% say it doesn’t matter to them.
- 29 Taken together these two sets of answers show a clear majority expressing a view; and a clear majority favouring a Taunton focus.

Development of new homes

- 30 53% want to see a new landlord that can develop new homes. 17% disagree that this is important, and the same percentage say it doesn’t matter. 13% failed to respond or were unsure.

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

Service standards

- 31 12% say that, compared with the current service, a stand alone would do better, and 24% think that it would be the same. The respective returns for a Group are 6% and 14%. This means around a third think that services with a stand alone would be no worse than with the Council.
- 32 22% think that services would be worse with a stand alone; and 30% with a group.
- 33 32% said that they were unsure about this for a stand alone; and 39% were unsure about how a group would perform.
- 34 11% were unable to reply. This means that 42% were not in a position to take a view about a stand alone and services.

Preference between stand alone or group

- 35 38% favour a stand alone, but over half – 51% - said they needed more information (32%) or didn't reply (19%).

Concerns

- 36 The survey provided the opportunity for tenants to raise their concerns in their own words. 42% (660) of the respondents opted to do so - We have grouped these comments together into themes:

Concerns	number of mentions
Rights, tenancy, security	53
Rents and costs to tenants	139
Repairs and improvements	41
Representation	2
Services	24
Regeneration	4
Would like more information (but see above)	45
Critical of process	52
Would like to stay with TDBC	327

REPORT OF ACTIVITIES IN RELATION TO SELECTION OF LANDLORD TYPE

Involvement

- 37 Respondents were asked if they wanted more involvement with the transfer proposal or wanted to join a tenants' group. 94% said that they did not.

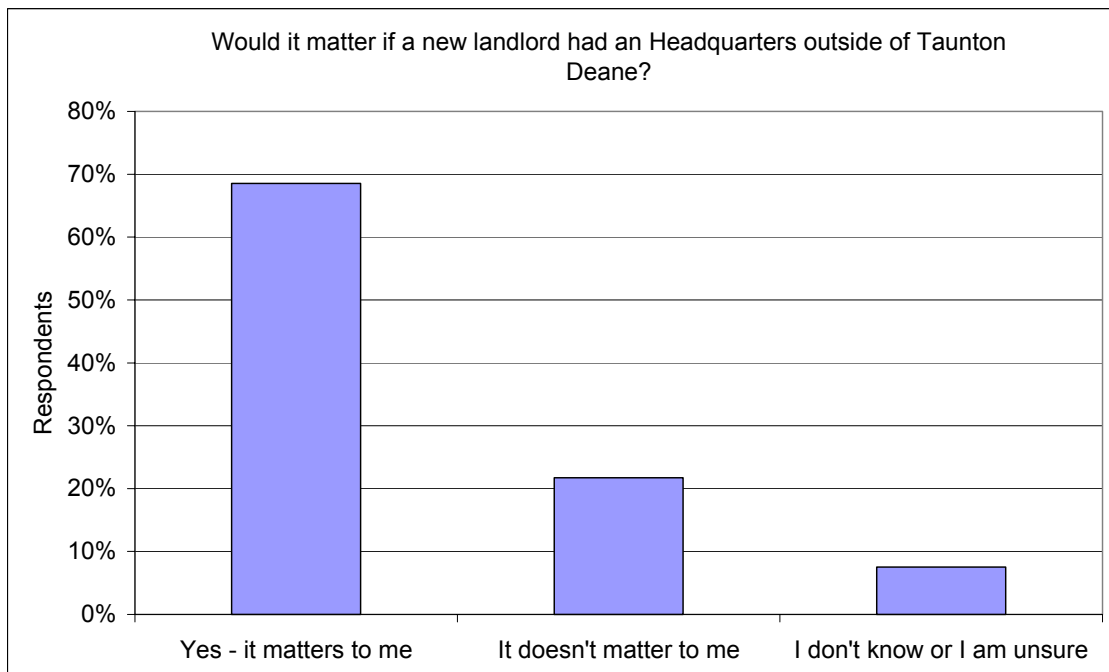
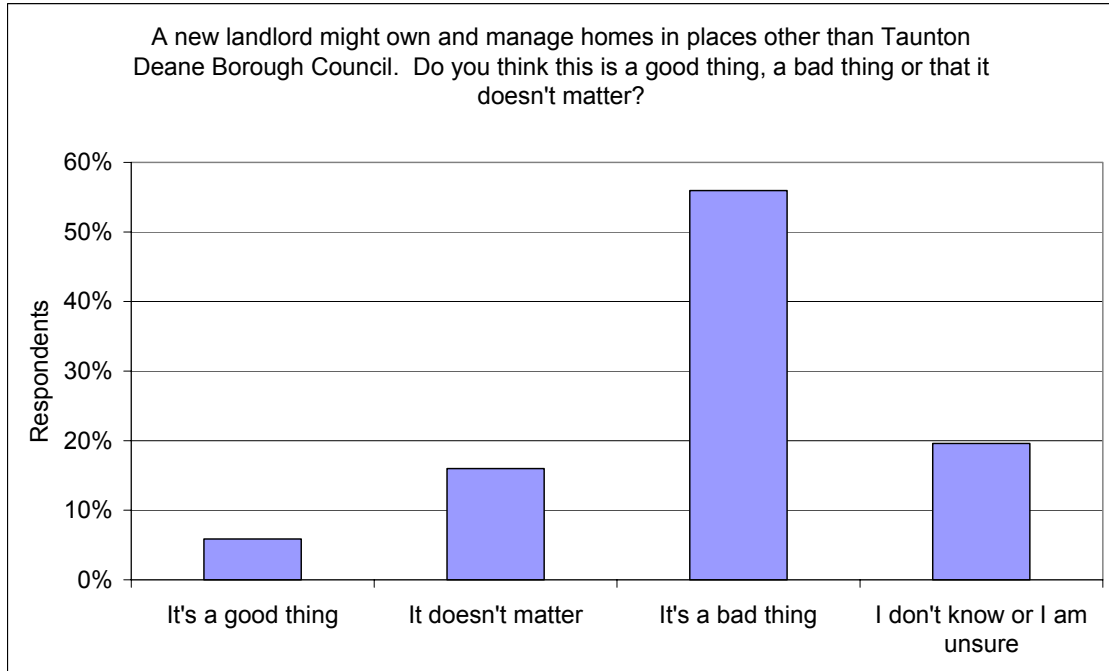
Conclusions

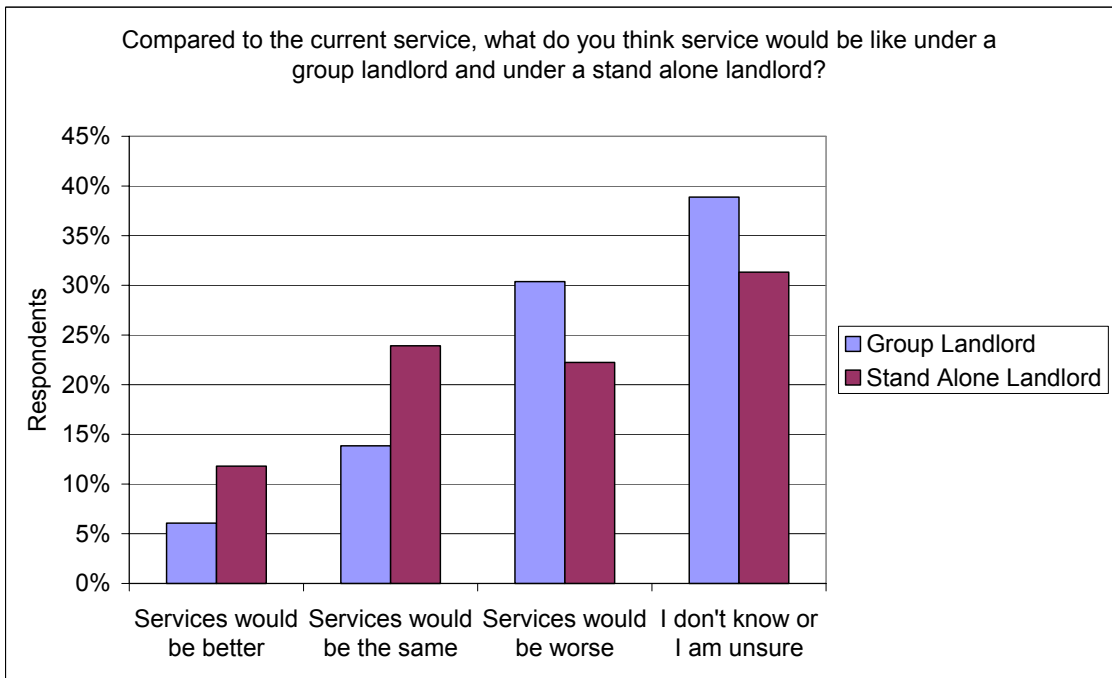
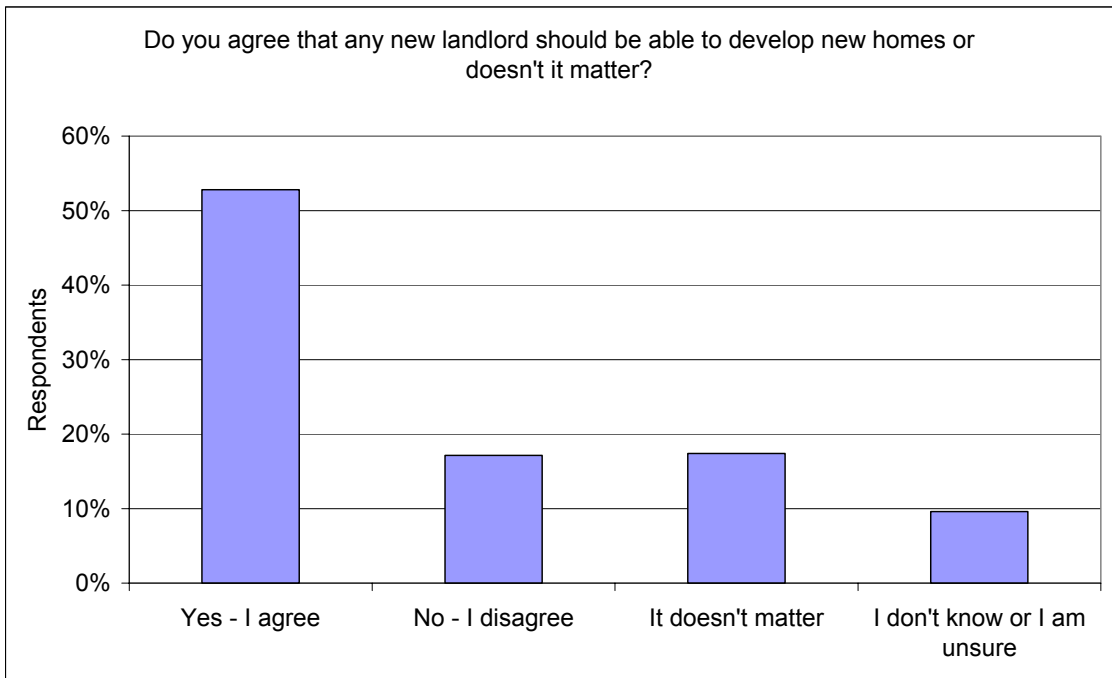
- 38 In terms of a transfer landlord, it is clear that tenants would prefer a stand alone. The hardening of replies about where the headquarters is emphasises this, because headquarters represents control, whereas being responsible for homes and services outside the area doesn't.
- 39 More than half see the provision of new homes by the transfer landlord as important. This underscores the profile of this issue in terms of the consultation. The linking of new homes to a new landlord as the provider, as opposed to linking a transfer to generate funding for the provision of new homes may well have had an influence on the replies.
- 40 It is not surprising that 42% were either unsure or unable to reply on the services questions for a stand alone (the figure was 50% for a group). This implies that the pre-ballot period needs to have a focus on services and standards.
- 41 Of the 49% who expressed a view, the stand alone is clearly favoured. (38% compared to 11% in favour of a group). Only 19% chose not to reply to this question, whereas 32% needed more information in order to take a view.
- 42 20% of the total of respondents specifically said, in the freeform section, that they wanted to stay with TDBC – very similar to the percentage who declined to express a view. From the comments, rents and costs are easily the biggest issue, followed by rights, repairs and services.
- 43 The final Insight Group will take these views into account in making its recommendation to the Council.

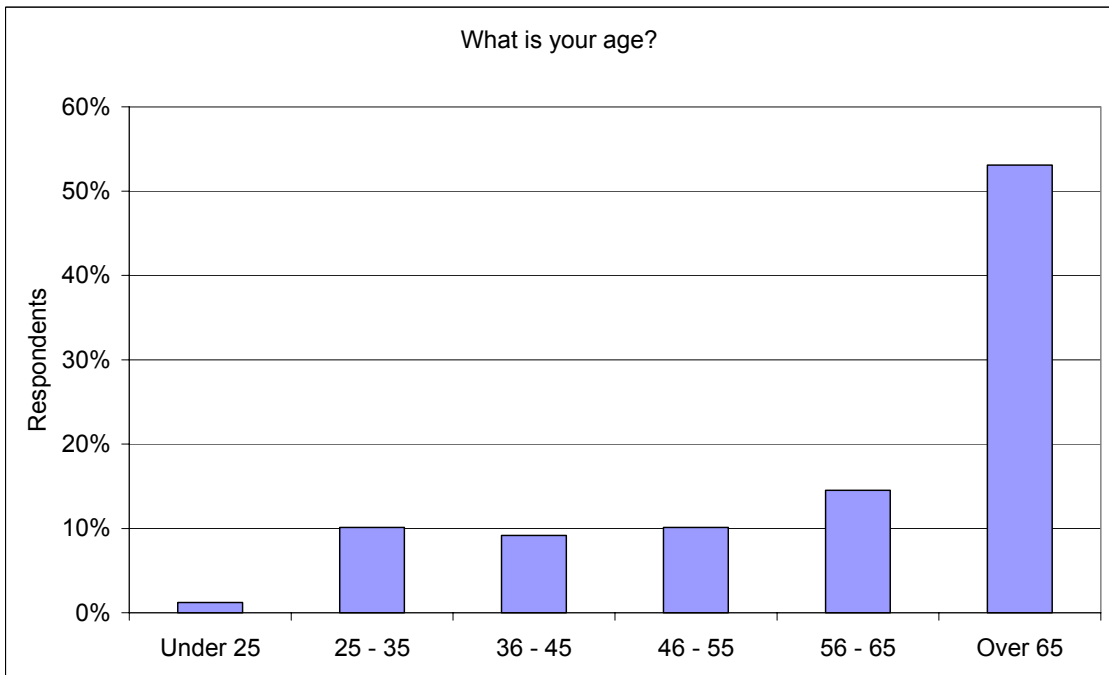
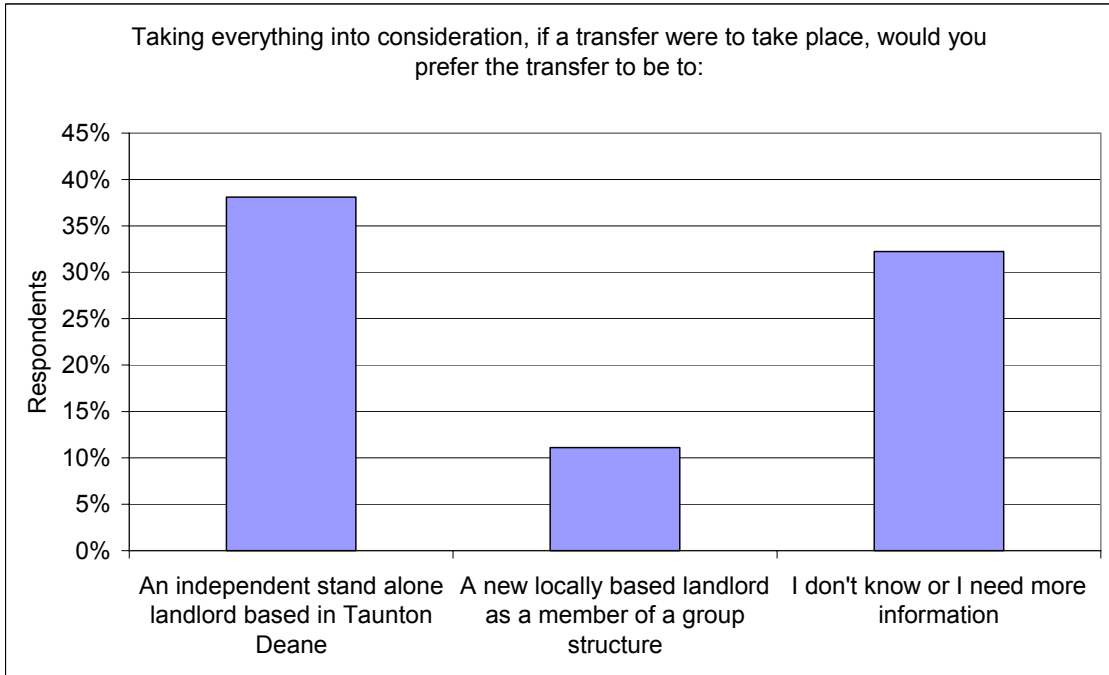
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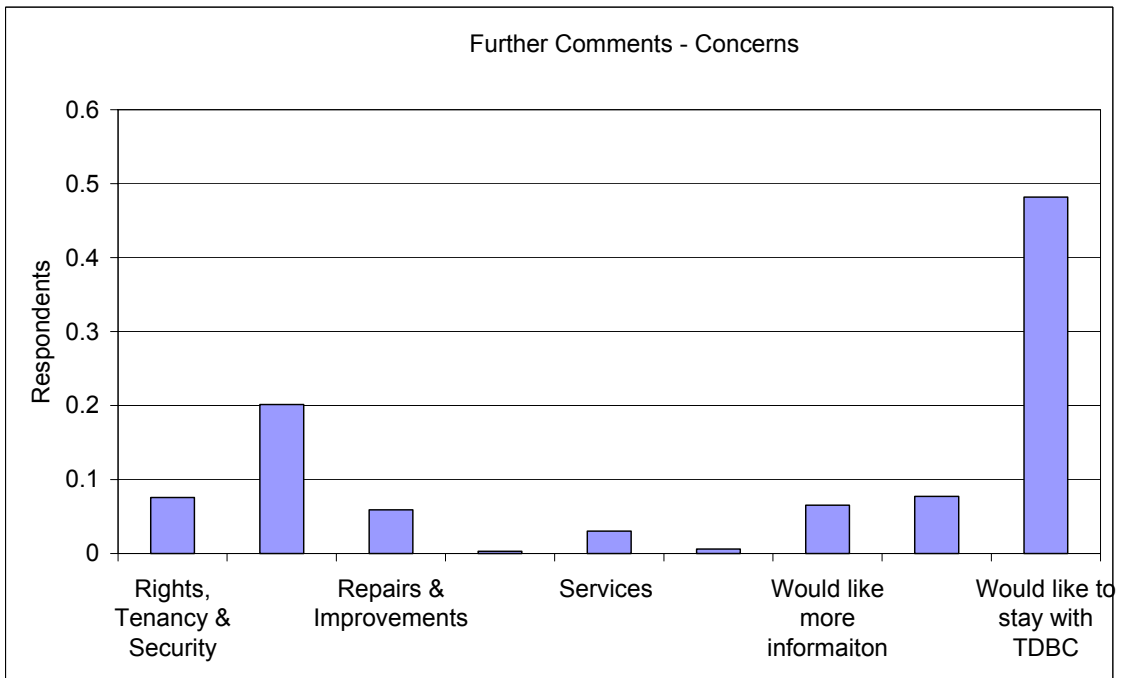
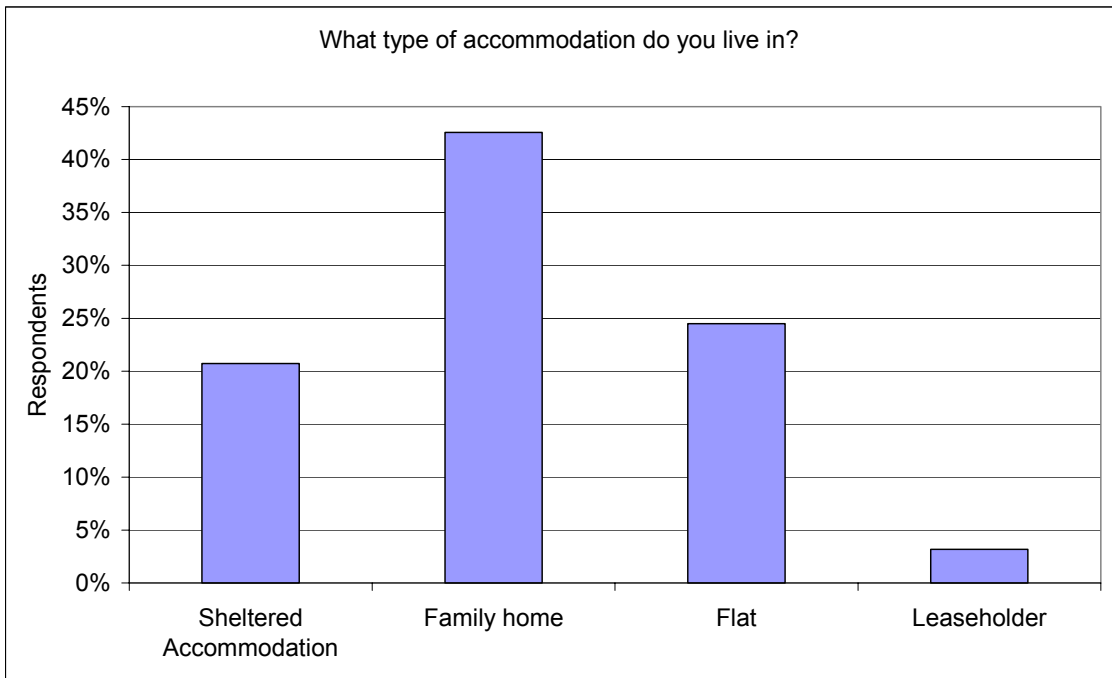
TACT@DOME

Results of the Tenants Opinions Questionnaire

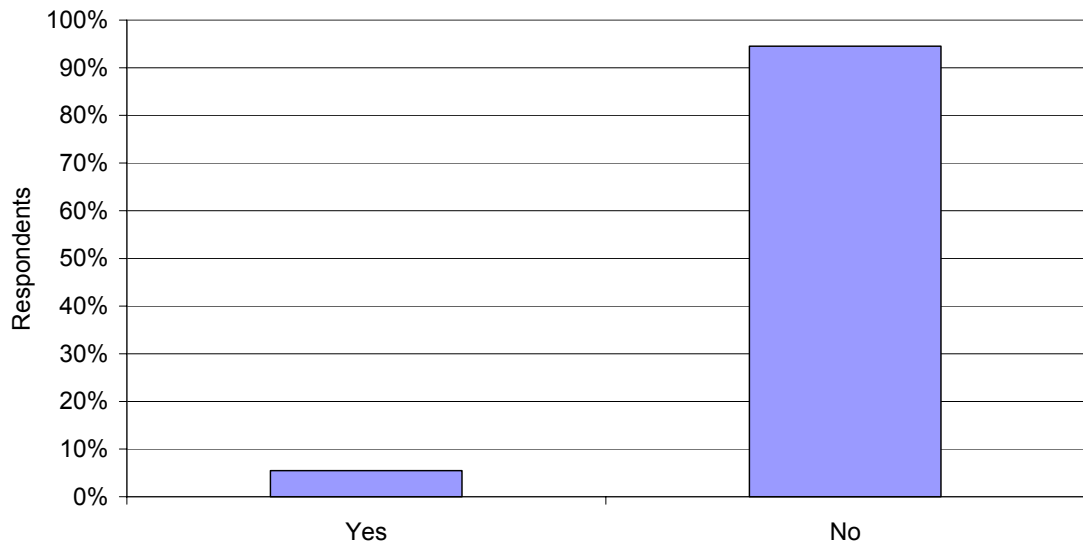








Would you like to get more involved with the transfer proposals or join a tenant group?



TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE – 8th December 2004

SUPERANNUATION – ADDED YEARS REPORT OF THE HEAD OF CORPORATE SERVICES This matter is the responsibility of Executive Councillor T Hall

1.0 Purpose

- 1.1 The purpose of this report is to review the Council's normal position in respect of superannuation added years when considering early retirement through redundancy or "interest of efficiency" retirements.

2.0 Background

- 2.1 Members will be aware that the Council's contribution to the Local Government Superannuation Scheme is regularly reviewed. Recent reviews have seen a trend of significantly increasing costs falling on the Council. The Council has limited control over these costs other than:
 - Deciding whether or not to retire an employee early;
 - Deciding whether to give "added years" to the employee's pension.
- 2.2 "Added years" is a discretionary amount of superannuable service by which an employee's actual service is enhanced. There are limits within the pension regulations to the amount of added years that can be used. The result is a larger pension in compensation for retiring early to the Council's advantage, but additional cost to the Council.
- 2.3 An "interests of efficiency retirement" is one where an employee, aged 50 or over (55 from 1st April 2005), volunteers to retire early, but their post is retained and so there is no redundancy situation.
- 2.4 The current situation is that the Council has a policy of using its discretion to award up to 6 and 2/3rds years in each case. This gives employees the maximum added years available to them.

3.0 Options

- 3.1 All of the authorities in Somerset currently operate a sliding scale of awards, though all are different. A common point is that none award any added years to employees with less than 5 years pensionable service.

- 3.2 A further option is to clarify the use of discretion, along the lines of “the Council will consider the awarding of added years to pensionable service as compensation for premature retirement for staff with over 5 years pensionable service, provided this is affordable and reasonable in terms of foreseeable costs”.
- 3.3 The Council could create a sliding scale which would reduce the added years available to employees with limited pensionable service - as an example:

Pensionable Service (complete years)	Added Years Awarded
0 – 4 years	0
5 – 12years	1
13 – 18 years	2
19 – 24 years	3
25+	6 2/3rds

The above figures would remain subject to the maximum levels established by the regulations.

Whilst many Council’s have developed this sliding scale approach there is a view that these could be considered as discriminatory. This is because it is possible that less women than men would qualify for the higher levels of added years.

4.0 **Unison View**

- 4.1 Unison and Staff Representatives have been consulted on this issue.

5.0 **Recommendation**

- 5.1 The Executive are recommended to adopt a new policy on “added years” from 1st April 2005 as follows:

“The Council will consider the awarding of added years to pensionable service as compensation for premature retirement for staff with over 5 years pensionable service with TDBC, provided this is affordable and reasonable in terms of foreseeable costs. The sliding scale in paragraph 3.3 above will be used as a guide where added years are to be awarded, though each case will be considered on its own merits.”

Contact Officer: Kevin Toller, Head of Corporate Resources
k.toller@tauntondeane.gov.uk
 01823 356450

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE – 8TH DECEMBER 2004

REPORT OF THE FORWARD PLAN MANAGER AND ECONOMIC DEVELOPMENT AND REGENERATION MANAGER

TAUNTON URBAN DESIGN FRAMEWORK AND DESIGN CODE

(This matter is the responsibility of Executive Councillors Bishop and Cavill)

1.0 PURPOSE OF REPORT

- 1.1 To consider the Taunton Urban Design Framework (UDF) and associated Design Code, following the receipt of the final reports from consultants Terence O'Rourke.
- 1.2 To consider the proposed structure for partnership working in delivering the Taunton Urban Design Framework (Appendix A).
- 1.3 To approve the attached Memorandum of Understanding as a basis for informal partnership working over the next three years in delivering the Vision for Taunton (Appendix B).

2.0 SUMMARY

- 2.1 The objectives of the Vision for Taunton have steered the proposals of the UDF and the Design Code. Together these reports provide a key step in the process of implementing the Vision. Ongoing work has identified the need for a number of further studies, Taunton Town Centre Action Area Plan and the establishment of a Delivery Team to implement the Vision.
- 2.2 It is proposed that a three tier delivery structure be set up for partnership working in delivering The Vision for Taunton, including the appointment of a dedicated Delivery Team (Appendix A). The Executive is also asked to approve a Memorandum of Understanding which sets out the principles of partnership working over a three year period, and to agree to the setting up of a dedicated Steering Group of Borough Council Members and officers to oversee and co-ordinate the implementation of the Vision from the Council's perspective.

3.0 BACKGROUND

- 3.1 In September 2001 the Regional Planning Guidance for the South West (RPG10) designated Taunton as a Principal Urban Area (PUA), one of eleven in the region. Policy SS14: Taunton states:
Local authorities, developers, infrastructure providers and other agencies should work together to achieve the following for Taunton:

- *An enhanced role as a focal point for increasingly diversified economic activity and as a commercial, cultural and service centre for the central part of the region;*
- *Balanced housing and economic development, facilities and services consistent with the town's enhanced role;*
- *Investment in transport and other infrastructure and facilities to support this strategy, including measures to address capacity problems at M5 junction 25.*

3.2 In response to its PUA status the Vision for Taunton was produced in October 2002 in partnership by TDBC, SCC and the South West of England Regional Development Agency (SWERDA). In March 2003 the partners then commissioned consultants to carry out three studies: an Urban Design Framework (UDF) for the town centre; an Urban Extension Study (UES) for Taunton; and Taunton Transport Strategy Review (TTSR).

3.3 The underlying strategy to the commission is founded on that of the Local Plan and the objectives of the Vision for Taunton. That is to give top priority to the regeneration of previously developed land in the urban area, putting the river at the heart of the town and thereby minimising the need for greenfield development. The studies are informed by an assessment of the economic potential of Taunton, rather than by housing trends. An integrated approach to economic development, land use planning and transport is essential.

3.4 The UDF study area was initially focused on Firepool, the Cricket Club / Coal Orchard and Tangier / Castle Green. In August 2003 the study was widened to include the areas with potential for retail redevelopment either side of High Street.

3.5 In November and December 2003 there was public consultation on the emerging UDF and UES work and in March 2004 there was public consultation on the TTSR. Consultation response showed that public opinion was equally divided between the Inner Relief Road option for Tangier and the Terence O'Rourke proposals. As a result work on a compromise "Third Way" option was commissioned.

3.6 In June 2004 the Somerset Joint Structure Plan Alteration 1996-2016 Deposit Draft included in Policy STR3 Taunton:

The primary aim for new development in Taunton will be to achieve the restructuring and expansion of the town centre through major investment and the redevelopment of several brownfield sites. The Local Planning Authority and other agencies should prepare a strategy for the town centre to enhance its role and deliver the following objectives:

- *As a minimum, approximately 28,000 sqm of new retail floorspace;*
- *Approximately 56,000 sqm of office floorspace;*
- *A major increase in opportunities for town centre living, with approximately 2,000 net additional homes;*

- *New cultural, leisure and sporting facilities to support this enhanced role;*
- *Improved accessibility to and within the town centre making provision for a variety of forms of transport, including walking, cycling and public transport, with increased pedestrian connections to the rail and bus stations and a new public transport interchange;*
- *Improve the quality and permeability of the public realm, creating new public spaces as a focus for public life, with emphasis on the river frontage.*

3.7 The UDF, UES and TTSR will inform important emerging strategies such as the Regional Spatial Strategy, the Taunton Sub Area Study, LTP2 and the Taunton Deane Local Development Framework (LDF). The priority components of the LDF are the Core Strategy and the Taunton Town Centre Area Action Plan that will assist delivery of the Vision for Taunton.

3.8 This report was considered and endorsed by the Council's Strategic Planning, Transportation and Economic Development Review Panel at its Meeting on 23rd November 2004.

4.0 **TAUNTON URBAN DESIGN FRAMEWORK**

4.1 Members will be sent CDROMs of the UDF and Design Code. These reports take forward the work of the Vision Commission which envisaged "a continually rejuvenating Taunton, acknowledged nationally as a leading exemplar of a 21st century market town". The UDF will inform the planning policies of the Taunton Town Centre Action Area Plan and the Design Code will form the basis of a Supplementary Planning Document to guide development.

4.2 The UDF has identified over 40 ha of under-used land in the town centre, much of it fronting the river Tone. Proposals for the four areas of major change will deliver:

- Approximately 2,200 townhouses and apartments
- 80,000 sqm of employment
- 50,000 sqm of retail and leisure facilities
- 150 bed hotel
- international cricket ground
- new theatre
- new library and cultural centre of excellence
- new bus station
- enhanced rail station and bus interchange
- new healthcare facilities
- 2,200 public parking spaces
- 2 new road links crossing the river
- 4 new pedestrian and cycle bridges
- a network of cycle routes

- over 2 km of enhanced riverfront
- a series of public spaces

In effect the strategy will expand the town centre to put the river at the heart of the town.

- 4.3 The four areas of change which will deliver the key elements of the Vision are:
- Firepool
 - Cricket & Safeway
 - Tangier & Cultural Core
 - High Street

Firepool

- 4.4 Firepool is the largest and most complex area of change and will deliver an employment site of strategic importance for Taunton. It can deliver:
- 45,00 sqm of offices
 - light industrial units and live/work units
 - 8,000 sqm of retail and leisure
 - 6,500 sqm of healthcare facilities
 - 9,500 sqm hotel (150 beds)
 - 1,000 residential units
 - 920 public car parking spaces
 - new rail station foyer and bus interchange
 - improvements to the public realm and riverfront
 - improvements to flood defences, including a new weir and marina
 - a Northern Inner Distributor Road (Upper Canal Street) providing strategic vehicular access to Firepool

It will be a vibrant mixed use area and the key factor in changing market perceptions of Taunton as a place to live and work.

Cricket & Safeway

- 4.5 The Coal Orchard and Cricket Club area can deliver:
- International Cricket Ground and stands
 - 5,000 sqm of retail and leisure floorspace
 - 220 residential units
 - 2,000 sqm of offices
 - improvements to the public realm
 - improved riverside access

The Cricket Club is seen as one of Taunton's key brands and the proposals enable it to redevelop to provide international facilities in heart of the town centre.

- 4.6 The possible longer term redevelopment of the Safeway site provides an opportunity for:
- 3,500 sqm of retail
 - 200 residential units

- 22,500 sqm of offices

Development in this area is not envisaged until after 2016.

Tangier & Cultural Core

- 4.7 The Tangier Area provides a mixed residential, business, cultural and “learning” environment and can deliver:
- 10,500 sqm of office/workshop floorspace
 - 5,500 sqm of retail and leisure floorspace
 - 550 residential units
 - new theatre (550 seat auditorium)
 - cultural centre of excellence
 - new (relocated) library
 - enhanced riverfront
 - enhancements to Castle Green and Goodland Gardens
 - 2 new pedestrian/cycle bridges
 - new vehicular river crossing linking Castle Street to Wood Street
 - 300 public car parking spaces

The retail proposals include the expansion of Debenhams to front the river and Goodland Gardens.

High Street

- 4.8 The opportunity exists east and west of High Street to provide a department store and large new units which will meet the requirements of major national retailers in a “pedestrian friendly” environment. These sites can potentially be delivered independently but must be considered as a single comprehensive scheme which can deliver:
- 30,000 sqm of retail
 - 200 residential units
 - new (relocated) bus station
 - 1,000 public car parking spaces
 - new pedestrian links and squares
- 4.9 The proposals for 24,000 sqm of retail east of High Street would link to the Old Market Centre and provide large new units and a department store close to the core shopping area around the Parade and East Street. Excavation will be necessary to provide a level pedestrian route through the scheme linking to the Old Market Centre and to High Street. Multi-storey car parking and apartments will be provided above the department store.
- 4.10 West of High Street retail provision is concentrated on the northern part of the site, functioning as an extension of a redeveloped Crown Walk. It will create a continuous shopping frontage linking High Street to Bath Place. On the southern part a multi-storey car park will extend under the new bus station serving the shopping area.

- 4.11 The Design Code will guide the nature, scale and form of new development within the areas of change identified by the UDF. The key objective is to retain the fundamental “market town character” of Taunton as the town grows. The Code sets out the urban design principles that should be followed to achieve this.
- 4.12 Important principles include a mix of uses in the town centre to increase the viability of facilities and provide support for small businesses. It creates a greater opportunity for social interaction and developing communities. A range of facilities is important to accommodate the needs of a variety of people from the elderly and disabled to the families and youth. It is also important to encourage a mix of uses that support activity day and night. This helps to create busy places, resulting in more surveillance and increased feeling of safety.
- 4.13 It is important to ensure there are active ground floor uses. For example retail units, cafes, bars and similar activities which will encourage movement through the street and add to the vitality and viability of the area. Innovative approaches may be needed to address blank side and rear elevations of large scale buildings.
- 4.14 The Design Code addresses the need for different types of street in different locations to reflect whether it is a strategic route or a local route. New buildings should provide an appropriate sense of enclosure to streets and spaces. New development should reflect the character of the area and respond to the scale of the streets and spaces being created.
- 4.15 Perimeter blocks should be used wherever possible as they can accommodate the greatest variety of use, will increase connectivity and maximise active frontages, whilst offering flexibility for reuse or redevelopment in the future. The Code addresses a number of other issues including microclimate, building types, boundary treatment, materials, urban grain and building heights.
- 4.16 The Code sets out the key urban design principles for each of the areas of change in turn. It includes a large number of cross sections to accompany the plans. These show how the proposals utilise changes in levels to ensure that active frontages are presented to roads, undercroft parking is provided and what building heights are appropriate.

5.0 **DELIVERY**

Delivery Structure

- 5.1 A three tier delivery structure is proposed incorporating:-

Taunton Advisory Board (TAB)

5.2 This is a non-executive board comprising high level and political representation from the key partners (TDBC, SWERDA, SCC and the Environment Agency), together with other key stakeholders. Its principal role is to:-

- Champion the Vision
- Address strategic issues
- Disseminate information and co-ordinate policy
- Ensure communication between stakeholders

Taunton Vision Executive Group

5.3 This comprises the Chief Executives and Senior Officers of the key partners and its principal role is to:-

- Provide essential liaison between the organisations responsible for delivery of the Vision
- Ensure a coordinated use of resources in order to deliver the Taunton Vision.
- Ensure appropriate staff resources and accommodation are in place for the Delivery Team.
- Raise the profile of the regeneration projects and partnership at Executive level.
- Provide regular progress reports to the TAB.
- Communicate key strategic issues from the TAB to the Delivery Team for action.
- Set priorities for and monitor performance of the Delivery Team.

Taunton Vision Delivery Team

5.4 This is likely to comprise a dedicated team funded primarily by the key partners and comprising four staff in the first instance whose responsibilities would be to:-

- Support the operation of the TAB and Executive Group in all their functions.
- Lead the preparation and updating of the phased Delivery Plan and all associated regeneration programmes.
- Develop a Business Plan for the day to day direction and management of the Delivery Team.
- Develop and maintain a marketing/PR strategy for the Vision.
- Promote the Vision to the local community and other professionals.
- Act as a non-statutory consultee for planning applications concerned with the project area and liaise with all the statutory authorities on pre-application negotiations.

- Prepare and submit planning applications for priority development areas where appropriate.
- Develop and manage associated sub-projects to ensure a holistic approach to the Taunton Vision and embed skills/business development/environmental/social issues into the Delivery Plan.
- Ensure delivery of the Vision reflects best practice in regeneration.
- Act as first point of contact for developers and businesses interested in the regeneration of Taunton.
- Provide advice to partner organisations on appropriate land disposal arrangements.
- Secure appropriate funding resources to enable the Vision.
- Establish key performance indicators and appraise, monitor and review projects and their delivery against the aims of the Vision.

The delivery structure is summarised in Appendix A to this report.

- 5.5 The Taunton Advisory Board was established late last year and currently meets quarterly. The Executive Group has only recently been established and met for the third time on 17th November. The Delivery Team has not yet been formally established although a Core Officer Group comprising key staff from the four main delivery partners has been meeting regularly for the last 12 months in order to progress the Urban Design Framework and all of the various issues associated with planning its delivery.
- 5.6 Progressing the establishment of a dedicated delivery team will become a key issue over the next few months as the Vision process moves progressively from the planning phase towards implementation. The amount of work likely to be involved with delivering the Vision is considerable and a stand-alone and dedicated delivery team is, therefore, felt to be essential. The costs associated with and the funding of that delivery team will need to be the subject of a separate report to the Executive in due course. It is intended that the delivery team should be established by the summer of 2005.
- 5.7 The delivery structure summarised in Appendix A to this report also indicates a number of themed groups feeding into the delivery process. These groups have not yet been established although the Cultural Consortium has been meeting regularly to discuss issues concerning Arts and Culture in Taunton.
- 5.8 Other groups may need to be specifically established for the purpose although more work needs to be done to map those groups already meeting and to determine how they might usefully assist in the delivery process.
- 5.9 Because delivering the Vision comprehensively will involve a very wide range of issues over and above the physical delivery of the key master-planned sites, the input of a wide range of partners in addition to those currently represented on the Advisory Board will be essential at various key stages or in the delivery of various specific projects. It may well be that the Local Strategic Partnership will have an important role to play in this respect.

- 5.10 In addition to the delivery structure referred to above, it is proposed that a dedicated steering group of Borough Council members and officers should be established to oversee and co-ordinate the implementation of the Vision from this Council's perspective and to advise the appropriate Review Panels and the Executive on key issues.
- 5.11 The Core Officer Group has considered a variety of models for delivering the Vision, including more formal arrangements such as Urban Regeneration Companies, etc. The preferred way forward – in the short term at least – is to establish an informal partnership of the key delivery partners with the work of that partnership set out in a so-called Memorandum of Understanding. That Memorandum has been the subject of considerable work to date and will be considered in detail at the next meeting of the TAB.
- 5.12 It is possible that, in due course, the partnership will evolve into a more formal organisation; possibly one with its own separate legal identity. At the present time, however, this is not felt to be the most appropriate way forward and is not a direction in which at least one of the partners (the Environment Agency) would be able to move. A copy of the draft Memorandum of Understanding is attached as Appendix B to this report.

Key Development Sites

Firepool / Cattle Market Relocation

- 5.13 Planning permission has now been granted to Abbey Manor Developments Ltd for the development of their land at East Yard. Their intention is to progress the development of the site at the earliest date possible and there have already been positive discussions about layout, design, infrastructure, timing, etc.
- 5.14 Progress with the relocation of the livestock market from the existing market site has been slower than anticipated primarily as a result of delays with the submission of information in support of the planning application submitted by Taunton Market Auctioneers in respect of the proposed new site at Junction 26. The application is, however, now being progressed.
- 5.15 The RDA have indicated their desire to enter into a joint venture with the Borough Council in respect of the marketing, disposal and development of the existing cattle market site and a preliminary meeting to discuss the potential arrangements was held on 15th September.
- 5.16 Key issues still to be fully resolved in respect of the Firepool site include:-
- The amount of development which can be brought forward accessed solely from Priory Bridge Road, ie is the development

of any part of the site dependent on the NIDR being first constructed?

- The flood alleviation works which may be required – either on site or off site – before the site can be developed.

5.17 Work is currently in hand to provide answers to both of these issues. The latter issue will require the input of some funding from the Borough Council in order to bring forward the necessary flood alleviation studies on an accelerated timescale. The Environment Agency have also asked both the RDA and the County Council for a contribution to the overall cost of about £330,000.

The High Street Shopping Redevelopment

5.18 Terence O'Rourke have now finalised their proposals for the area either side of High Street. Strong interest has already been shown in these proposals by existing owners of adjoining developments.

5.19 One in particular has commissioned agents to provide them with further information on the demand for and viability of the proposals. That work is on-going and there is a regular but informal dialogue with the Borough Council to ensure that both parties are kept fully up-to-date with current issues. The involvement and co-operation of existing landowners will be essential to the comprehensive delivery of the High Street proposals and it may be that some more formal arrangement with the Council would be beneficial at some stage. A dialogue is also being maintained with other key landowners and potential occupiers.

Tangier and The Cultural Quarter

5.20 Second Site continue to pursue their planning application for residential development on land which they own at Tangier. Having awaited the outcome of the Third Way study they now wish to see an early determination of their plans for this area and have recently submitted a second application.

5.21 Discussions are on-going with the owners of the Mecca building about its potential for re-use and the Cultural Consortium continue to develop proposals for the area more generally.

The Cricket Club

5.21 The Cricket Club continue to develop their proposals for the redevelopment of the cricket ground and there have been various discussions about this – principally with the RDA. The Borough Council is currently attempting to arrange a further meeting with the Cricket Club in order to progress discussions about an area of Council-owned land required for the proposals to be implemented.

- 5.22 The proposals do NOT require the demolition/relocation of the Brewhouse Theatre. Although there was initially some confusion about this issue, hopefully all parties are now correctly informed.

Funding Issues, etc

- 5.23 Terence O'Rourke and their advisers have now completed viability appraisals for all of the master-planned areas and these show a significant overall funding shortfall. They have, however, emphasised that they have been conservative in their opinions of value and full in their estimates of cost in order to present what they believe to be a worst-case scenario. A significant proportion of the funding shortfall relates to the proposals for the Cricket Club.
- 5.24 The viability work assumes that the Borough Council receives full open market value for all of its land contained within the various master-planned areas. The Council is the single largest owner of land within the key development sites; largely comprising the Cattle Market and existing surface level car parks.
- 5.25 The Council has already indicated that, in principle, it is prepared to reinvest the proceeds of the sale from its land in order to secure the delivery of the Vision and, moreover, a proportion of this year's Planning Delivery Grant has also been allocated to the delivery of the Vision.
- 5.26 An in-principle indication that additional monies received from the Local Authorities Business Growth Incentive Scheme can be put towards the delivery of the Vision has also been given.
- 5.27 The viability reports forming a confidential technical appendix to the UDF report include indicative land values for each of the master-planned areas. However, these values are not broken down between individual landowners and it is, therefore, very difficult to give an accurate indication at this stage as to the total value of the Borough Council's affected land.
- 5.28 The Council has previously given an indication that it might be prepared to invest some monies in the relocation of the livestock market from the existing town centre site to the proposed site at Junction 26. Any investment would be on the basis that the Council received a fair, open market return for that investment and in proportion to the total cost of the new market. It would also be on the basis that the Council receive a fair share of any future uplift in value of the land or buildings.
- 5.29 The RDA have indicated their interest in entering into a joint venture with the Council in respect of the existing cattle market site and this would be on the basis that they would buy an initial equity share in the site amounting to 50% of an agreed value. No detailed valuation work has yet been carried out which takes into account all of the various costs associated with this site and it is, therefore, premature to speculate as to the financial details of any such joint venture arrangement.

5.30 The RDA have not yet indicated a particular level of financial commitment to the delivery of the Vision and it is unlikely that any such commitment will be finalised until next spring. It is, however, clear that the RDA will expect all of the key delivery partners to demonstrate their financial commitment to the Vision as a pre-requisite of their involvement.

5.31 A significant number of additional studies will be required in order to progress the delivery of the Vision, including:-

- Housing Needs Survey.
- Urban Capacity Study.
- Retail Capacity Study.
- Car Parking Study.
- Flooding Study.
- Highway Capacity Study – Firepool Area.

It is intended that, wherever possible, the studies will be jointly funded by the key partners with the Borough Council's contribution likely to be met primarily from the Planning Delivery Grant.

5.32 The costs associated with the establishment of the delivery team will also be shared between the key partners and these costs will be the subject of a detailed report to the Executive in due course.

6.0 CONCLUSIONS

6.1 The objectives of the Vision for Taunton have steered the proposals of the UDF and the Design Code. Together these reports provide a key step in the process of implementing the Vision. Ongoing work has identified the need for a number of further studies, Taunton Town Centre Action Area Plan and the establishment of a Delivery Team to implement the Vision.

7.0 CORPORATE PRIORITIES

7.1 The Taunton UDF and Design Code have been prepared as a result of the PUA role of Taunton and will inform the emerging Regional Spatial Strategy and Taunton Town Centre Action Area Plan. The UDF is a key step towards delivering the Vision for Taunton, the Borough Council's top corporate priority. It guides longer-term economic investment, land use planning and the development of the transport network. It takes account of environmental conservation, contributes towards developing safer and stronger communities, and facilitates the development of healthier lifestyles and therefore contributes towards all the council's priorities.

8.0 RECOMMENDATION

- 8.1 Members are requested to support the content of the Taunton Urban Design Framework and Taunton Design Code.
- 8.2 Members are requested to endorse the Taunton Vision Delivery Structure as set out in this report and agree to the setting up of a Steering Group of Borough Council Members and Officers to oversee and co-ordinate the implementation of the Vision from the Council's perspective.
- 8.3 Members are requested to approve the Memorandum of Understanding as a basis for partnership working over the initial three year period.

Background Papers

The following documents have informed the content of this report:

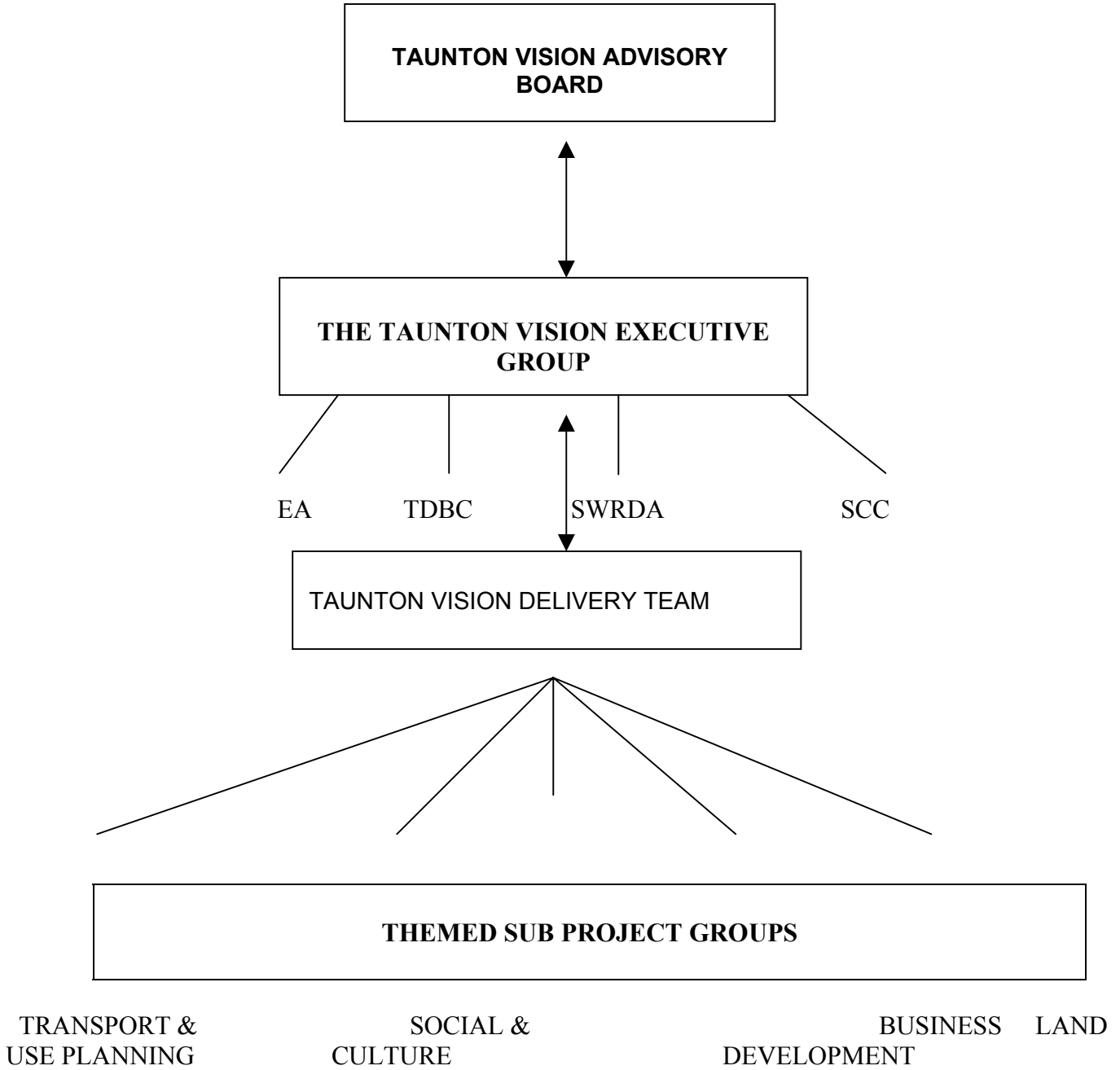
- Taunton Urban Design Framework November 2004
- Taunton Urban Design Code November 2004
- Stakeholder Involvement Report
- Baseline Report
- Delivery Report
- Economic Assessment
- River Corridor Study
- Taunton Deane Local Plan
- Somerset and Exmoor National Park Joint Structure Plan Alteration 1996-2011 Deposit Draft - June 2004
- Regional Planning Guidance for the South West (RPG10) September 2001

CONTACT OFFICERS:

Ralph Willoughby-Foster, tel 01823 356480, e-mail r.willoughby-foster@tauntondeane.gov.uk

Mark Green, tel. 01823 356534, e-mail m.green@tauntondeane.gov.uk

FLOW CHART OF GROUPS



APPENDIX B

Memorandum of Understanding for Taunton Vision

Relevant Parties:

Somerset County Council

County Hall
Taunton

Taunton Deane Borough Council

Deane House
Taunton

South West of England Regional Development Agency Environment Agency

Sterling House
Dix's Field
Exeter

Rivers House
Bridgwater

Glossary

SWRDA	South West of England Regional Development Agency
SCC	Somerset County Council
TDBC	Taunton Deane Borough Council
EA	Environment Agency
UDF	Urban Design Framework
UES	Urban Extension Study
TTSR	Taunton Transport Strategic Review
MOU	Memorandum of Understanding

1.0 Purpose of Memorandum of Understanding (MOU)

1.1 To provide a framework within which SWRDA, TDBC, SCC and EA can work together to progress the Taunton Vision. That Vision being the regeneration and redevelopment of Taunton and any other relevant areas as may be agreed at any time.

1.2 To undertake to develop, support and implement a delivery mechanism to bring forward the masterplans for the town centre.

1.3 To acknowledge and accept the principles of development set out in the Taunton UDF and UES report produced by Terence O'Rourke in 2004 and the TTSR report produced by Halcrows/Atkins in 2004.

1.4 It is not intended that this document shall create contractual relations or commitments between the partners.

2.0 Delivery Mechanism

2.1 The partners, through this MOU accept that the following documents will form the basis upon which further work can be based to develop a detailed delivery strategy for the whole and for individual elements of the vision:

- 1) UDF
- 2) UES
- 3) TTSR
- 4) UDF Design Codes
- 5) UDF Appendices: Retail Capacity Study
Retail Viability Report
UDF Viability Report
UDF Delivery Report
Baseline Report
Stakeholder Involvement Report
River Corridor Survey
- 6) Draft Delivery Plan

2.2 Based upon the contents of the above reports the partners agree to create a “team of professionals” with the requisite skills to be tasked with the delivery of the vision (the Delivery Team).

2.3 The partners agree to establish this Delivery Team for the duration of an agreed term of 3 years in the first instance and that the team will be operational by 1st April 2005.

2.4 Partners will work together to bring forward individual phases of development in accordance with an agreed Delivery Plan..

3.0 Financial Agreements

3.1 The partners agree to work collaboratively to identify and deliver the resources required to deliver the UDF. These resources could come from the organisations budgets, S106 contributions and other third party agency contributions.

3.2 The partners agree to work towards the creation of a comprehensive s106 strategy for the delivery of the vision.

4.0 Land Ownership / Acquisition

4.1 The partners agree to work towards the creation of a comprehensive land assembly strategy for the delivery of the vision.

4.2 The partners agree to work together where necessary to acquire and release land parcels critical to the delivery of the vision, whether by negotiation or by CPO.

5.0 Communications Protocol

5.1 The partners agree to consider and give appropriate weight to the objectives of the vision when making corporate decisions.

5.2 The partners agree to adopt a co-ordinated approach to discussions/involvement with external organisations to elicit their support and further the aims of the vision.

5.3 The partners commit to transparency and to a spirit of open communications in respect of this agreement where that does not breach confidentiality protocols.

5.4 The partners agree to work together in good faith to achieve the delivery of the vision. It is recognised that issues will arise for decisions during the term of this MOU not necessarily provided for by its terms.

5.5 The partners agree where necessary to a coordinated and consistent approach to marketing of the vision, PR and media relations.

6.0 Terms

6.1 No partner shall be liable to pay any contribution or commit any resources without the prior written agreement of the duly authorised representative specifying the extent of such contribution or resources.

6.2 Nothing in this MOU fetters the statutory liabilities, duties, responsibilities or roles of the undersigned parties.

6.3 The MOU will be for a term of three years from date of signing.

Signed by:

Colin Molton
Director of Development
South West Regional Development Agency

Date:

Penny James
Chief Executive
Taunton Deane Borough Council

Date:

Alan Jones
Chief Executive
Somerset County Council

Date:

Tony Owen
Area Manager

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE – 8TH DECEMBER 2004

REPORT OF THE FORWARD PLAN MANAGER

TAUNTON URBAN EXTENSION STUDY

(This matter is the responsibility of Executive Councillor Bishop)

1.0 PURPOSE OF REPORT

- 1.1 To consider the Taunton Urban Extension Study (UES), following the receipt of the final report from consultants Terence O'Rourke.

2.0 SUMMARY

- 2.1 The two options for an urban extension are at Monkton Heathfield and at Comeytrowe. Consultants have assessed the options against environmental, sustainability and delivery criteria. They conclude that the preferred location for a sustainable urban extension to Taunton is at Monkton Heathfield. This area has potential for 3,000 dwellings and 15 ha employment in addition to the 1,000 dwellings and 16 ha employment allocated in the Local Plan. It supports the economic objectives of the PUA and has transport, sustainability and community benefits that outweigh the loss of higher grade agricultural land.

3.0 BACKGROUND

- 3.1 In September 2001 the Regional Planning Guidance for the South West (RPG10) designated Taunton as a Principal Urban Area (PUA), one of eleven in the region. Policy SS5 requires urban extension studies for seven of the PUAs including Taunton. Such studies to produce long-term sustainable development strategies are to include transport and infrastructure needs.
- 3.2 In response to its PUA status the Vision for Taunton was produced in October 2002 in partnership by TDBC, SCC and the South West of England Regional Development Agency (SWERDA). In March 2003 the partners then commissioned consultants to carry out three studies: an Urban Design Framework (UDF) for the town centre; an Urban Extension Study (UES) for Taunton; and Taunton Transport Strategy Review (TTSR).
- 3.3 The underlying strategy to the commission is founded on that of the Local Plan and the objectives of the Vision for Taunton. That is to give top priority to the regeneration of previously developed land in the urban area, putting the river at the heart of the town and thereby minimising the need for greenfield development. Rather than a scatter of sites too small to deliver community facilities, greenfield development is based on large community expansions that provide homes, jobs and all the necessary community facilities, transport

and infrastructure. We wanted the studies to be informed by an assessment of the economic potential of Taunton, rather than by housing trends. An integrated approach to economic development, land use planning and transport is required.

3.4 In November and December 2003 there was public consultation on the emerging UDF and UES work and in March 2004 there was public consultation on the TTSR.

3.5 In June 2004 the Somerset Joint Structure Plan Alteration 1996-2016 Deposit Draft included in Policy STR3 Taunton:

“Within and beyond the plan period, expansion of the urban area will be required in order to fulfil Taunton’s potential as a Principal Urban Area. This should be made to the north east side of the town.”

The proposal was illustrated on the Key Diagram Taunton Inset.

3.6 The UDF, UES and TTSR will inform important emerging strategies such as the Regional Spatial Strategy, the Taunton Sub Area Study, LTP2 and the Taunton Deane Local Development Framework (LDF). The priority components of the LDF are the Core Strategy and the Taunton Town Centre Area Action Plan that will facilitate delivering the Vision for Taunton. After these key elements are in place it will be necessary to focus on an Urban Extension Action Area Plan and the development document dealing with other allocations, which will identify sites for development after 2011.

4.0 TAUNTON URBAN EXTENSION STUDY

4.1 The consultant’s report will be sent to all members on a CD Rom. The study approach has four stages:

Stage 1- Identifying housing requirements

- Economic forecasts
- Population growth
- Urban capacity
- Need for an urban extension
- Land requirements

Stage 2- Options for Urban Extension

- Overview of environmental constraints
- Defining appraisal criteria
- Strategic sieving exercise
- Local environmental appraisal

Stage 3- Detail option appraisal

- Defining the options
- The appraisal process
- Comparison of options

Stage 4- The preferred option

- Priority issues for Taunton
- The preferred option

- Implementation
- 4.2 Stage 1 identified scope for about 80,000 sqm of office floorspace, about 50,000 sqm of retail and leisure floorspace and 2,200 dwellings in the town centre. Scope for an urban extension of around 3,000-4,000 dwellings and the need for 10-15 ha of employment land with access to the strategic highway network was identified giving rise to a broad land requirement of 150-200 ha.
- 4.3 Stage 2 assessed the areas around Taunton against the following environmental, sustainability and delivery considerations:
- Floodplain
 - Agricultural land quality
 - Landscape quality
 - Natural heritage
 - Cultural Heritage
 - Land use effects
 - Infrastructure and services
 - Transport / accessibility
 - Socio-economic factors
 - Commercial / market delivery
- A number of appraisal criteria were established under these headings and assessed as to their strategic or local importance. On the basis of this strategic consideration only the areas of floodplain to the east and west of the town were ruled out for an urban extension
- 4.4 A more detailed local environmental appraisal was then carried out. This showed two areas sufficiently free from environmental constraints:
- Land to the north-east of Taunton at Monkton Heathfield, and
 - Land to the south-west of Taunton at Comeytrowe.
- 4.5 Stage 3 involved a more detailed comparison of these options, using the appraisal criteria set out above, with the exception of flooding, since all floodplain areas had been removed from consideration at the earlier stage. Each criterion is considered in turn.
- 4.6 Agricultural land is of a lower quality at Comeytrowe (grades 3a, 3b and 4) than at Monkton Heathfield (grades 2 and 3a), a clear benefit for development at Comeytrowe.
- 4.7 In landscape terms both options would involve the loss of open countryside visible from the hills and it is considered that Monkton Heathfield would have more landscape impact, though the difference between them is finely balanced.
- 4.8 On natural heritage and cultural heritage there is no basis for differentiating between the two options.

- 4.9 On land use issues an extension at Monkton Heathfield provides opportunities for comprehensive planning alongside the existing housing/employment commitment, and the existing communities, including schools and other facilities. This gives greater flexibility in terms of housing numbers required to support community facilities, local centres and bus services, and means that the viability of existing facilities should be enhanced. By comparison an urban extension at Comeytrove will need to be more self-contained. There is therefore more potential for effective land use at Monkton Heathfield.
- 4.10 In terms of transportation Monkton Heathfield possesses significant advantages in terms of:
- Access to the strategic highway network
 - Its location in an existing public transport corridor with frequent bus services
 - Proximity to an existing cycle / public footpath network that has direct links to the town centre
 - Its accessibility to the town centre and major employment sites
 - Its ability to support new park & ride facilities
- As a result an urban extension at Monkton Heathfield is more able to deliver the infrastructure needed to support the growth in housing and employment and is more likely to promote the use of non-car modes of transport.
- 4.11 On infrastructure no problems are anticipated in supplying either of the areas. An extension at Comeytrove would require the upgrading of the existing medium gas pressure network and an extension at Monkton Heathfield would require a significant upgrading of the existing sewerage network. It is not considered that these issues provide a basis for differentiating between the two options.
- 4.12 On socio-economic issues Monkton Heathfield provides the opportunity to plan comprehensively for community facilities including education and health, giving community benefits and economies of scale. Its strategic location also makes it more likely to attract a wider range of employment opportunities than Comeytrove.
- 4.13 Monkton Heathfield is better located to establish links with residents in the most deprived wards in the town, Halcon and Lyngford. The promotion of bus priority measures to the town centre and new employment opportunities could also benefit residents in these areas. There are therefore socio-economic benefits associated with Monkton Heathfield.
- 4.14 On market delivery the substantial demand for housing in the Taunton area provides no basis for distinguishing between the options. However, in relation to employment Monkton Heathfield is a more attractive location with access to the strategic road network. It is therefore more likely to support a range of employment opportunities than Comeytrove, and to provide a more sustainable mixed use extension.

- 4.15 The consultants conclude that the main advantage of Comeytrowe is on agricultural land. It also has some advantages in relation to landscape and visual impact, but these are finely balanced. Against this Monkton Heathfield has significant advantages in terms of accessibility to employment and services, promotion of non-car modes of transport, attracting new employment and making the most effective use of land by comprehensive planning for infrastructure provision.
- 4.16 It is considered that the ability to support the economic objectives of PUA status, the transportation opportunities and other potential benefits associated with Monkton Heathfield are significant enough to outweigh the loss of higher quality land at the site. It is considered to provide the most appropriate location for a major urban extension to Taunton.

- 4.17 Stage 4 assesses the specific land use requirements for an urban extension at Monkton Heathfield as follows:

Housing (3,000 –4,000 dwellings)	75-100 ha
Employment	10-15 ha
Education (primary and secondary)	4-10 ha
Open space	16-20 ha
Community / local centre	10 ha
Total	115-155 ha

This does not include land that is currently allocated in the Local Plan. Highway and public transport infrastructure is also identified. If land in the Green Wedge is not considered suitable for recreation, then a further 20 ha of open space would need to be provided within the development area. In this scenario it is more likely that about 3,000 additional dwellings would be provided.

- 4.18 The urban extension can be implemented without requiring or prejudicing the provision of a new motorway junction (24a) at Walford Cross and/or a 20 ha strategic employment site adjacent to it, if the demand for either can be demonstrated. Neither facility forms part of the proposed urban extension, nor does it prejudice proposals for a Northern Outer Distributor Road which would facilitate better vehicular access between the M5 and West Somerset. It is important that the current Local Plan proposals for Monkton Heathfield have due regard to the longer term potential for the urban extension and enable subsequent phases to developed in a sustainable manner.

5.0 CONCLUSIONS

- 5.1 The two options for an urban extension are at Monkton Heathfield and at Comeytrowe. Consultants have assessed the options against environmental, sustainability and delivery criteria. They conclude that the preferred location for a sustainable urban extension to Taunton is at Monkton Heathfield. This area has potential for 3,000 dwellings and 15 ha employment in addition to the 1,000 dwellings and 16 ha employment allocated in the Local Plan. It supports

the economic objectives of the PUA and has transport, sustainability and community benefits that outweigh the loss of higher grade agricultural land.

6.0 CORPORATE PRIORITIES

6.1 The UES has been prepared as a result of the PUA role of Taunton and it will inform the emerging Regional Spatial Strategy and Taunton Deane Local Development Framework. As such it assists with delivering the Vision for Taunton, the Borough Council's top corporate priority. It guides longer term economic investment, land use planning and the development of the transport network. It takes account of environmental conservation, contributes towards developing safer and stronger communities, and facilitates the development of healthier lifestyles.

7.0 RECOMMENDATION

7.1 Members are recommended to resolve that the Taunton Urban Extension Study be subject to public consultation in order to inform the decision-making process.

Background Papers

The following documents have informed the content of this report:

- Taunton Urban Extension Study November 2004
- Taunton Deane Local Plan
- Somerset and Exmoor National Park Joint Structure Plan Alteration 1996-2011 Deposit Draft - June 2004
- Regional Planning Guidance for the South West (RPG10) September 2001

CONTACT OFFICER:

Ralph Willoughby-Foster, tel 01823 356480, e-mail r.willoughby-foster@tauntondeane.gov.uk

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE 8 DECEMBER 2004

REPORT OF THE FINANCIAL SERVICES MANAGER

FEES & CHARGES 2005/06

This matter is the joint responsibility of Executive Councillors Hall and Edwards

1 EXECUTIVE SUMMARY

1.1 The proposed fees and charges for 2005/06 for the Land Charges, Licensing and Cemeteries/Crematorium services are laid out in this report. The Executive are requested to recommend these charges to Full Council.
--

2 INTRODUCTION

2.1 The purpose of this report is for the Executive to consider the proposed fees and charges for 2005/06 for the following services:

- Land Charges,
- Licensing,
- Cemeteries & Crematorium.

2.2 In previous years the proposed fees and charges for the forthcoming financial year were considered by the Executive as part of the budget setting report. In many ways this approach did not allow sufficient debate of the proposed fee increases as the focus of discussion lent towards the budget itself.

2.3 This year in order to allow a greater degree of debate the fees and charges for 2005/06 are being presented to the Executive in this separate report.

3 PROPOSED INCREASES FOR 2005/06

3.1 Appended to this report are the detailed proposed charges for each service as outlined in paragraph 2.1 above.

3.2 For the Land Charges service no increase is proposed. For the Licensing service the proposed changes will result in no substantial increase in income. It should be noted that the licensing fees attached do not include fees which the Council will collect under the requirements of the Licensing Act, (ie licensing of pubs etc) as these are currently out for consultation. In addition if the second appointed day in accordance with the Licensing Act 2003 is delayed from November 2005 it is likely that the Public Entertainment and Theatre licence fees will revert to the 2004/05 charges.

3.3 For the Cemeteries & Crematorium service an estimated additional £72,600 will be generated by the proposed charges and a brief narrative accompanying these increases is attached at Appendix C.

3.4 The Review Board at their meeting of 25 November considered the proposed fees and charges, and a verbal update on their comments will be given to the Executive on the night. Following consideration by the Executive, Full Council will be asked to approve the proposed charges on 14 December.

3.5 Due to the formation of the Leisure Trust this Authority is no longer responsible for the setting of the fees and charges for the Council's Leisure Centres. In addition the fees and charges relating to the Car Parks service have already been discussed by the recent Traffic Regulations Orders Panel and are also due to be considered by Full Council on 14 December.

4 **RECOMMENDATIONS**

4.1 The Executive are requested to recommend the fees and charges for 2005/06 to Full Council as set out in this report.

BACKGROUND PAPERS: Traffic Regulations Orders Panel, 21 October 2004,
Parking Charges Increases.

Contact Officer: Paul Carter
Financial Services Manager
01823 356418
p.carter@tauntondeane.gov.uk

Appendix A

1 LAND CHARGES SEARCH FEES

- 1.1 It is the Council's usual practice to review the Local Land Charges Search fees annually. Normally this review results in an increase which reflects the additional costs of operating the service. The current fee charged for an ordinary search is £135 and we have gone from being the lowest in Somerset to one of the highest.
- 1.2 The service has a target of being delivered electronically by 2005 but this may not be met. Somerset County Council levy a fee for the element of the search carried out by them and this fee is included in the sum charged by the Council. The County Council's fee is due for review with effect from the 1st April 2006. In addition to the search fee, property purchasers would normally make drainage enquiries of the relevant Water Company for which another fee is payable.
- 1.3 There has been a reduction in the number of searches processed this year though the number of personal searches has continued to rise. This has resulted in a projected loss of income against budget of some £130,000. Given the continuing increase in the number of personal searches and the anticipated loss of income any further increase in the search fee is likely to exacerbate this situation.
- 1.4 In the circumstances it is recommended that the fee for a standard search be maintained at £135 for the year commencing 1st April 2005.

Contact Officer: Ian Taylor, Chief Solicitor
Tel: 01823 356408.

Appendix B - Licence Fees 2004/5 – Proposed 2005/6

Public Entertainment Licence Section 79 Certificates (Registered Clubs) Sports Exhibitions Theatre Licence Annual Licence Category Charge

£1.20 per person based on the maximum capacity of the venue. Minimum fee £100 **£100**.

April Renewal/Grant £1.00 per person.

July Renewal/Grant £0.80 per person.

October Renewal/Grant £0.60 per person.

Premises wishing to remain open after Midnight add £185 **£200** to above fee for annual licence.

Premises wishing to remain open after 1am add £370 **£400** to above fee for annual licence.

Transfer £55 **£60**

Standard Variation £85 **£95**

Variation to extend hours until 1am £185 **£200**

Variation to extend hours after 1am £370 **£400**

Provisional Licence full fee

Confirm Provisional Licence £85 **£95**

Additional Fees if the matter is to be determined by a Licensing Board

Grant of a PEL for a Premises wishing to remain open after 11.30pm £570 **£600**

Grant, Variation Or Renewal of PEL £200 **£250**

These fees are payable in advance and are in addition to the Standard fee(s). All fees are for the application process and are non refundable.

Community Premises (Village Halls etc.) are exempt from Entertainment Licensing Fees

Where Community Premises Licences include authority for theatrical production a £32 **£32** fee will be levied for the theatre section of the licence.

Transfers - No Charge

Variations - £32 **£32**

Miscellaneous

Gaming Machines **£250**

(Fixed by Statute)

Gaming Machines

Cinemas

Cinemas [per screen] £140 **£140**
[Maximum fee fixed by statute at £600 per Licence]

Restricted Video Licence £285 **£285**

Transfer £55 **£55**

Variation £85 **£85**

Occasional PEL, Occasional Theatre and Temporary Theatre Licences

All Buildings/Marquees/Open Air Category	Charge	Each Extra Day
--	--------	----------------

Up to 500	£ 145 £150	£ 60 £60
-----------	-------------------	-----------------

501-750	£ 230 £250	£ 60 £60
---------	-------------------	-----------------

751-1000	£ 315 £350	£ 60 £60
----------	-------------------	-----------------

1001 and above	£ 570 £650	£115 £115
----------------	-------------------	------------------

Plus any additional costs/fees incurred by the Council

Theatre Licence

Where a premises has a PEL & Theatre licence the fee will be charged at £1.20 per person **The same as PEL fees** for the highest max capacity plus £100 **£100** for the other licence.

Street Trading.

Market House £1500 **£1680**

High St, Castle Bow, North St £1200 **£1320**

Paul Street, Billet St £925 **£925**

Lay Bys up to £2200 **£2200**

Mobile Traders £250 **£250**

Permanent site private land £250 **£250**

Daily Rate £10 £50 per day.

Promotional Events £100.

Pavement Cafes – No Change

Less than 10m² £150

Less than 20m² £200

Less than 30m² £300

Less than 40m² £350

New grants in excess of 40m² £500

Buskers

£10

Hackney Carriage/Private Hire

Hackney Carriage £135 **£140**

Vehicle Licence

(Section 34)

(Fixed by Statute) £32

Late Night Refreshment

House Licence £140 **£140**

Lotteries (Fixed by Statute)

New £35

Renewal £17.50

Sex Establishment

Licence Grant (Shop) £10000 **£11000**

Licence renewal £5500 **£6000**

Skin Piercing Registration**

Acupuncture/Tattooing/Ear-piercing & Electrolysis

Premises £50 **£50**

Individual at premises £50 **£50**

Administration

Uncleared cheques £25

Admin charge - requests for information
[Lists etc] £25

Duplicate Licence £10

All fees relate to the Licence application, not for the Licence itself. Once an application has been received irrespective of whether a Licence is issued or not no refund will be made.

All cheques should be made payable to 'Taunton Deane Borough Council'.

Private Hire Vehicle Licence £135 **£140**

Hackney Carriage & Private Hire Certificate of Compliance as specified **by the Department of Transport**

Owner Transfer £25

Meter Test £12 **£14**

Replacement Plate £12 **£14**

Internal Identification Sticker £3 **£3**

Photo fee £2 **£2**

Private Hire Operator £ 70 **£75**

Application for New Drivers Licence **££95**

[includes 1st knowledge test, badge fee of £8 and police check fee £29]

[Police check fee is subject to change by the CRB]

Additional knowledge test £17.50 **£17.50**

Driver Renewal 1 year **£75 £75**

Driver Renewal 3 year **£200 £200**

[includes badge fee of £8 and police check fee of £29]

[Police check fee is subject to change by the CRB]

Replacement Badge £8 **£8**

Animal Welfare

Pet Shop Licence* £95 **£100**

Animal Boarding* £95 **£100**

Dog Breeding* £95 **£100**

Dangerous Wild Animals* £130 **£135**

Riding Establishments* £130 **£135**

Zoos* £500 **£500**

Key

* Plus vet fee where appropriate

** One off registration fee no annual charge

Contact: Jim Hunter, Licensing Manager, Tel 01823 356343

Appendix C

CEMETERY AND CREMATORIUM FEES AND CHARGES 2005/2006

INTRODUCTION

The charges detailed below will, if adopted, raise an additional £72,600. Of this £33,000 will fund the installation of a proposed capital scheme for the crematorium car park lighting (identified as being required through a risk assessment) and necessary cremator brickwork repairs.

PROPOSED CHARGES

The proposed charges are set out below.

Corresponding fees with neighbouring authorities are not yet available. However, a flavour of the current year's cremation charges nationally is shown below. Comparison has been made with crematoria that carry out similar cremation numbers to ourselves but does not indicate the services provided within that fee or whether the authority maintains cemeteries.

During the financial year 2003/04, the crematorium subsidised the cemetery service to the tune of nearly £170,000. Clearly cemetery fees need to be increased to a more realistic level. With this in mind, an increase of 15% has been applied with the exception of Part 3 – Memorials and Inscriptions, which has been increased by 10%..

RECOMMENDATIONS

The Executive is requested to recommend to Full Council the proposed charges from 1 April 2005 as laid out below.

CONTACT: Paul Rayson
TELEPHONE: 01823 284811
E-MAIL: p.rayson@tauntondeane.gov.uk

CREMATORIA	NO. OF CREMATIONS	TOTAL CREMATORIUM CHARGES (£)
Edinburgh	2,233	380.00
Aberdeen	2,490	372.00
Leeds	2,184	352.00
York	2,142	440.00
Wolverhampton	2,622	320.00
Solihull	2,118	340.00
Birmingham (Sutton Coldfield)	2,155	358.00
Ipswich	2,459	344.00
Nottingham	2,582	230.00
Kettering	2,445	320.00
Liverpool (Springwood)	2,290	342.00
Stockport	2,313	297.00
Manchester (Chorlton-cum-Hardy)	2,361	315.00
Dunkinfield	2,076	295.00
Mortlake	2,455	225.00
Blackpool	2,111	287.00
Tunbridge Wells	2,202	315.00
Barnham	2,355	295.00
Hull	2,260	310.00
Cheltenham	2,180	330.00
Durham	2,240	249.00
Poole	2,402	300.50
Chesterfield	2,326	295.00
Peterborough	2,409	300.00

***TAUNTON DEANE
CEMETERIES AND
CREMATORIUM
TABLE OF FEES
AND CHARGES***

Proposed from 1st April 2005



TAUNTON DEANE CREMATORIUM

TABLE OF FEES AND CHARGES

EFFECTIVE FROM 1ST APRIL 2005

Table of fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

Part 1 - Cremation

For the Cremation:-

	'2004/05	'2005/06
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	14.00	15.00
(ii) of the body of a child whose age at the time of death exceeded one month but did not exceed sixteen years;	76.00	80.00
(iii) of the body of a person whose age at the time of death exceeded sixteen years;	355.00	388.00
(iv) a surcharge will be made when the service does not take place between the hours of 9.00 am and 4.00 pm Monday to Friday;	46.00	48.00
(v) use of Chapel for additional service time.	108.00	113.00
(vi) Chapel Attendant pall-bearing fee.	12.00	13.00

NOTE:- The Cremation fee includes:-

Use of Chapel, waiting room etc.
Services of organist and use of organ
Services of chapel attendant, which includes playing CDs, tapes, etc.
Medical referee's fee
Disposal of cremated remains in Garden of Rest
Certificate for burial of cremated remains
Provision of Polytainer when required

Part 2 - Urns

Supply of Urn or Casket:-

Stratford	23.00	25.00
Avon	24.00	26.00
Malvern	30.00	32.00
Metal Postal	26.00	28.00

Part 3 - Cremated Remains

(i) Temporary deposit of cremated remains:-

First month	14.00	15.00
Each subsequent month	17.00	18.00

(ii) Forwarding cremated remains excluding carriage 18.00 19.00

(iii) Collection of cremated remains on a Saturday (when available) 42.00 45.00

Part 4 - Memorials

(i) Entries in Book of Memory:-

Two line inscription	41.00	44.00
Five line inscription	58.00	62.00
Eight line inscription	79.00	85.00
Flower) with five or eight	36.00	39.00
Badge or Coat of Arms) line inscription only	46.00	49.00

(ii) Memorial Cards:-

Two line inscription	20.00	21.00
Five line inscription	25.00	27.00
Eight line inscription	28.00	30.00
Flower) with five or eight	39.00	42.00
Badge or Coat of Arms) line inscription only	51.00	55.00

(iii) Miniature Books:-

Two line inscription	41.00	44.00
Five line inscription	51.00	55.00
Eight line inscription	54.00	58.00
Flower	39.00	42.00
Badge or Coat of Arms	51.00	55.00

Subsequent inscriptions		
Per line	13.00	14.00
Flower	34.00	36.00
Badge or Coat of Arms	44.00	47.00
(iv) Cornish Granite tablet for a ten year period		
Standard memorial tablet	242.00	260.00
Memorial tablet with vase	279.00	300.00
Provision of flower container in existing tablet	38.00	41.00
Cost of renewal 50% of current fee	121.00	130.00
(v) Memorial plaque for a five year period	171.00	183.00
Cost of renewal 50% of current fee	85.00	91.00
(vi) Baby memorial plaques for a ten year period	55.00	59.00
Part 5 - Other Fees and Charges		
(i) Certified extract from Register of Cremations	12.00	13.00
(ii) Floral Arrangements:-		
Small arrangement	26.00	28.00
Large arrangement	31.00	33.00

NOTE:- The charges in Part 4 and 5 (ii) include VAT.

CEMETERIES

TABLE OF FEES AND CHARGES

EFFECTIVE FROM 1ST APRIL 2005

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane St. Mary's, St. James and Wellington Cemeteries.

The fees indicated for the various parts set out below apply where the persons to be interred or in respect of who the right is granted is, or immediately before this death, was an inhabitant of Taunton Deane District, or in the case of a stillborn child where one of the parents is or at the time of the interment was such an inhabitant or parishioner. In all other cases the fees, payments and sums will be doubled with the exception that those set out in Parts 3 and 4 will not be so doubled.

Interment fees out of normal hours will be doubled.

Part 1 - Interments

The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.

1. For the interment in a grave in respect of which an exclusive right of burial has not been granted:-
 - (i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year; 81.00 93.00
 - (ii) of the body of a child or person whose age at the time of death exceeded one year. 204.00 235.00
2. For any interment in a grave in respect of which an exclusive right of burial has been granted:-
 - (i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year:-

at SINGLE depth	89.00	102.00
at DOUBLE depth	106.00	122.00
at TREBLE depth	118.00	136.00

(ii)	of the body of a child or person whose age at the time of death exceeded one year but did not exceed ten:-		
	at SINGLE depth	172.00	198.00
	at DOUBLE depth	204.00	234.00
	at TREBLE depth	233.00	268.00
(iii)	for the body of a person whose age exceeds ten years:-		
	at SINGLE depth	254.00	292.00
	at DOUBLE depth	299.00	344.00
	at TREBLE depth	338.00	389.00
3.	For the interment of cremated remains:-		
(i)	in Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium)	34.00	39.00
(ii)	in any grave in respect of which an exclusive right of burial has been granted	58.00	74.00
(iii)	Saturday interment (when available)	62.00	71.00
(iv)	To witness interment in Garden of Rest when cremation has taken place at Taunton.	13.00	15.00

Part 2 - Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery:-

For the exclusive right of burial for a period of 75 years in an earthen grave 7' 6" by 4' 0"

(i)	in Division L	300.00	345.00
(ii)	in Division A	344.00	396.00
(iii)	in Division B	323.00	371.00
(iv)	Cremated remains grave 78 cm by 76 cm	220.00	253.00

2. St. Mary's and St. James Cemeteries:-

For the exclusive right of burial for a period of 75

years in an earthen grave 8' 6" by 4' 0"	323.00	371.00
3. Wellington Cemetery:-		,

For the exclusive right of burial for a period of 75 years in an earthen grave

(i) 2.7 m by 1.2 m	323.00	371.00
(ii) 1.2 m by 0.6 m	220.00	253.00

For the exclusive right of burial for a period of 75 years in an earthen grave 2.7 m by 1.2 m

The fees indicated in Part 2 include the Deed of Grant and all expenses thereof.

Part 3 - Memorials and Inscriptions

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted.

1. In any "Traditional Section":-		
(i) a flat stone, kerbstone or any other form of memorial;	123.00	135.00
(ii) a headstone or cross with base, bases or tablet;	109.00	120.00
(iii) an inscribed stone vase.	41.00	45.00
2. In any "Lawn Section":-		
(i) a headstone;	109.00	120.00
(ii) an inscribed vase.	41.00	45.00
3. Cremated remains flat tablet	109.00	120.00
4. Each removal of memorial for additional inscriptions.	41.00	45.00

Part 4 - Other Fees and Charges

1. Certified extract from the Register of Burials.	13.00	15.00
2. Burial service in Crematorium Chapel (fee includes the use of Chapel, organ and the organist's fee);	99.00	114.00
3. Register search.	13.00	15.00

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE 8 DECEMBER 2004 REPORT OF THE FINANCIAL SERVICES MANAGER

COUNCIL TAX BASE 2005/06

This matter is the responsibility of Executive Councillor Williams, Leader of the Council

EXECUTIVE SUMMARY

To approve the Local Council Tax Base for 2005/06, which is calculated at 39,010.22, an increase of 334.53 (0.86%) on the 2004/05 Tax Base.

1 Purpose

- 1.1 To request approval by the Executive of the Council Tax base for the Borough and for each parish for 2005/06.

2 Introduction

- 2.1 The Council Tax Base, which is calculated annually, has to be set between 1 December and 31 January each year. Recent changes to legislation mean that there is now no requirement for Full Council to approve the tax base, it can therefore be approved by the Executive.
- 2.2 The Council tax base is the “Band D” equivalent of the properties included in the Valuation Officer’s banding list as at 11 October 2004, as adjusted for voids, appeals, new properties etc., and the provision for non-collection.
- 2.3 The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D, and aggregating the total. This is shown in Appendix A.
- 2.4 The approved base has to be notified to the County Council, the Police Authority and to each of the parishes.

3 Other adjustments and rate of collection

- 3.1 Adjustments have also been included for new dwellings and for initial void exemptions for empty properties.
- 3.2 The Council Tax base also has to reflect the provision for losses on collection. In the current year a collection rate of 99% was agreed, and this rate continues to be prudent for 2005/06.
- 3.3 Appendix A sets out in summary form the totals for each band. The adjustments for appeals and property movements is then shown and the total for each Band expressed as “Band D equivalents”.

- 3.4 Appendix B sets out the same information but analysed over each parish and the unparished area and the further reduction for the non-collection provision is shown.
- 3.5 Appendix C sets out the Band D equivalent for each parish with the parish reduction for non-collection provision and the resultant Local Tax Base.
- 3.6 The Council Tax base for 2004/05 is 38,675.69 and the recommended base for 2005/06 of 39,010.22 represents an increase of 334.53 or 0.86%.

4 **Effect on Corporate Priorities**

- 4.1 With the exception of Government Grant the Council Tax is the major source of income available to the Council to finance the provision of its services. The Council Tax Base determines the amount of Council Tax payable and can also influence the total amount raised through local taxation, it is therefore fundamental to the achievement of all the Corporate Priorities.

5 **Recommendations**

- 5.1 The Executive is recommended to approve the following:-
- a) That the report of the Financial Services Manager for the calculation of the Council Tax base for the whole and parts of the area for 2005/06 be approved.
- b) That, pursuant to the Financial Services Manager's report, and in accordance with the Local Authority (Calculation of Tax Base) Regulations 1992, the amount calculated by Taunton Deane Borough Council as its Tax Base for the whole area for the year 2005/06 shall be 39,010.22 and for the parts of the area listed below shall, for 2005/06 be:-

Ash Priors	65.53
Ashbrittle	89.95
Bathealton	80.69
Bishops Hull	1,068.26
Bishops Lydeard/Cothelstone	1,892.53
Bradford on Tone	277.41
Burrowbridge	200.90
Cheddon Fitzpaine	629.82
Chipstable	115.32
Churchstanton	310.49
Combe Florey	111.69
Comeytrowe	2,058.96
Corfe	130.01
Creech St Michael	922.30
Durston	56.60
Fitzhead	120.37
Halse	143.65
Hatch Beauchamp	243.63
Kingston St Mary	434.64

Langford Budville	213.60
Lydeard St Lawrence/Tolland	193.83
Milverton	574.78
Neroche	238.16
North Curry	693.17
Norton Fitzwarren	722.27
Nynehead	149.33
Oake	322.79
Otterford	163.37
Pitminster	436.97
Ruishton/Thornfalcon	611.24
Sampfard Arundel	128.32
Staplegrove	711.03
Stawley	113.37
Stoke St Gregory	372.42
Stoke St Mary	197.37
Taunton	15,563.51
Trull	982.09
Wellington	4,536.05
Wellington (Without)	287.37
West Bagborough	152.37
West Buckland	403.34
West Hatch	137.62
West Monkton	1,070.90
Wiveliscombe	1,082.21
Total	39,010.22

Contact Officer: Paul Carter
Financial Services Manager
Tel: 01823 356418
Email: p.carter@tauntondeane.gov.uk

Council Tax 'T' Figure Calculation for 2005/2006 Charge

TOTALS - ALL PARISHES

Description of information	Band A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	(disabled)								
Total no of banded dwellings		6,426.00	14,608.00	8,946.00	6,664.00	5,111.00	3,063.00	1,345.00	85.00
Additions		98.00	232.00	132.00	90.00	56.00	35.00	16.00	1.00
Exempt dwellings		300.00	323.00	211.00	128.00	71.00	41.00	20.00	6.00
Demolished dwellings		0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Disabled relief aggregate	7.00	53.00	-1.00	-4.00	-17.00	-8.00	-11.00	3.00	-22.00
Total no of banded dwellings	7.00	6,277.00	14,516.00	8,863.00	6,608.00	5,087.00	3,046.00	1,344.00	58.00
25% discounts	1.00	3,911.00	5,780.00	2,825.00	1,766.00	978.00	478.00	167.00	6.00
50% discounts	0.00	65.00	94.00	83.00	62.00	45.00	37.00	40.00	5.00
10% discounts	0.00	84.00	91.00	47.00	32.00	17.00	13.00	6.00	2.00
Discounts deduction	0.25	1,018.65	1,501.10	752.45	475.70	268.70	139.30	62.35	4.20
MOD properties (exemption class O)	0.00	0.00	52.00	13.00	11.00	16.00	7.00	2.00	2.00
Net dwellings	6.75	5,258.35	13,066.90	8,123.55	6,143.30	4,834.30	2,913.70	1,283.65	55.80
Band D equivalents	3.75	3,505.57	10,163.14	7,220.93	6,143.30	5,908.59	4,208.68	2,139.41	111.60

Appendix A

Totals

46,248.00
660.00
1,100.00
2.00
0.00

45,806.00

15,912.00
431.00
292.00
4,222.70

103.00

41,686.30

39,404.98

TAX BASE - BAND D EQUIVALENTS

Band	A (disabled)	A	B	C	D	E	F	G	H	Totals
Taunton Deane Borough	3.76	3,505.53	10,162.35	7,221.84	6,143.30	5,909.83	4,208.67	2,139.39	109.60	39,404.26
Ash Priors	0.00	2.10	0.78	3.11	7.25	15.89	24.56	12.50	0.00	66.19
Ashbrittle	0.00	3.50	7.39	13.33	13.00	16.50	25.64	10.00	1.50	90.86
Bathealton	0.00	2.17	1.56	9.69	5.50	25.67	30.33	4.58	2.00	81.50
Bishops Hull	0.56	71.87	274.09	200.67	232.25	164.88	73.31	59.42	2.00	1,079.05
Bishops Lydeard/Cothelstone	0.00	77.44	317.81	455.07	353.30	321.02	244.10	135.41	7.50	1,911.65
Bradford on Tone	0.00	9.60	7.89	29.33	51.00	64.78	71.86	43.75	2.00	280.21
Burrowbridge	0.00	7.60	17.50	27.24	45.90	49.19	45.50	10.00	0.00	202.93
Cheddon Fitzpaine	0.00	16.83	88.08	183.33	103.50	120.39	91.22	30.83	2.00	636.18
Chipstable	0.00	1.33	8.56	15.78	17.25	33.31	32.50	6.25	1.50	116.48
Churchstanton	0.00	11.50	31.31	36.45	73.50	76.26	55.10	27.50	2.00	313.62
Combe Florey	0.00	1.00	4.86	13.69	16.50	25.36	33.58	15.83	2.00	112.82
Comeytrove	0.00	43.00	355.99	657.24	392.75	428.76	150.94	51.08	0.00	2,079.76
Corfe	0.00	3.17	7.58	14.22	11.75	16.07	32.86	44.17	1.50	131.32
Creech St Michael	0.00	11.37	87.69	253.91	221.90	237.29	87.46	30.00	2.00	931.62
Durston	0.00	0.83	5.83	14.22	4.00	14.06	11.56	6.67	0.00	57.17
Fitzhead	0.00	0.00	8.75	14.67	23.00	28.42	23.83	22.92	0.00	121.59
Halse	0.00	2.33	3.11	8.44	19.75	48.28	32.86	28.33	2.00	145.10
Hatch Beauchamp	0.00	4.83	28.89	37.02	31.25	57.75	57.27	27.08	2.00	246.09
Kingston St Mary	0.00	15.43	48.73	36.00	36.25	74.43	81.61	139.58	7.00	439.03
Langford Budville	0.00	2.50	20.22	28.44	41.15	34.22	57.06	28.17	4.00	215.76
Lydeard St Lawrence/Tolland	0.00	4.83	25.47	15.92	25.50	49.80	53.44	20.83	0.00	195.79
Milverton	0.00	25.93	97.34	74.36	80.40	95.33	144.81	60.42	2.00	580.59
Neroche	0.00	0.00	15.75	34.23	36.75	39.42	76.92	32.50	5.00	240.57
North Curry	0.00	43.00	60.12	54.93	115.40	210.83	128.56	83.33	4.00	700.17
Norton Fitzwarren	0.00	118.03	155.48	179.56	124.70	78.83	37.56	25.41	10.00	729.57
Nynehead	0.00	6.93	9.14	22.80	21.50	37.89	32.50	17.08	3.00	150.84
Oake	0.00	24.83	19.17	38.58	61.25	70.89	81.25	24.58	5.50	326.05
Otterford	0.00	12.27	5.25	10.67	21.75	57.75	42.61	12.92	1.80	165.02
Pitminster	0.00	6.50	17.50	30.00	44.40	104.07	118.08	115.83	5.00	441.38
Ruishton/Thornfalcon	0.56	71.00	48.81	115.78	156.45	149.42	51.64	23.75	0.00	617.41
Sampford Arundel	0.00	3.17	7.19	17.33	20.90	45.53	19.50	14.00	2.00	129.62
Staplegrave	0.00	42.33	148.28	116.36	99.00	162.86	98.80	48.58	2.00	718.21
Stawley	0.00	1.00	7.58	9.56	12.00	26.58	31.63	19.17	7.00	114.52
Stoke St Gregory	0.00	10.83	70.70	38.67	76.65	91.85	57.06	30.42	0.00	376.18
Stoke St Mary	0.00	17.83	17.11	15.33	18.00	27.81	65.36	37.92	0.00	199.36
Taunton	2.08	2,100.70	5,997.06	2,941.33	2,179.55	1,245.51	918.52	328.17	7.80	15,720.71
Trull	0.00	18.17	50.47	100.66	148.40	230.27	232.63	207.91	3.50	992.01
Wellington	0.56	539.16	1,642.86	876.36	708.50	577.99	191.10	43.33	2.00	4,581.86
Wellington (Without)	0.00	3.50	8.75	20.58	48.50	85.25	97.86	25.83	0.00	290.27
West Bagborough	0.00	1.83	27.22	19.69	23.25	22.61	31.06	26.25	2.00	153.91
West Buckland	0.00	9.33	74.08	63.11	52.90	91.97	73.52	42.50	0.00	407.41
West Hatch	0.00	5.67	3.50	7.56	24.25	33.92	43.69	20.42	0.00	139.01
West Monkton	0.00	88.33	98.31	125.07	151.90	337.64	204.39	72.08	4.00	1,081.72
Wiveliscombe	0.00	61.96	228.59	241.55	190.65	183.27	113.02	72.09	2.00	1,093.14
	3.76	3,505.53	10,162.35	7,221.84	6,143.30	5,909.83	4,208.67	2,139.39	109.60	39,404.26
Non Collection Provision	0.04	35.06	101.62	72.22	61.43	59.10	42.09	21.39	1.10	394.04
COUNCIL TAX BASE	3.72	3,470.48	10,060.72	7,149.62	6,081.87	5,850.73	4,166.58	2,117.99	108.50	39,010.22

TAX BASE
LOCAL TAX BASE (WHOLE/PART AREAS)

	Band D Equivalents	Provision for Non Collection	Local Tax Base
Taunton Deane Borough Council - whole area	39,404.26	394.04	39,010.22
Ash Priors	66.19	0.66	65.53
Ashbrittle	90.86	0.91	89.95
Bathealton	81.50	0.82	80.69
Bishops Hull	1,079.05	10.79	1,068.26
Bishops Lydeard/Cothelstone	1,911.65	19.12	1,892.53
Bradford on Tone	280.21	2.80	277.41
Burrowbridge	202.93	2.03	200.90
Cheddon Fitzpaine	636.18	6.36	629.82
Chipstable	116.48	1.16	115.32
Churchstanton	313.62	3.14	310.49
Combe Florey	112.82	1.13	111.69
Comeytrowe	2,079.76	20.80	2,058.96
Corfe	131.32	1.31	130.01
Creech St Michael	931.62	9.32	922.30
Durston	57.17	0.57	56.60
Fitzhead	121.59	1.22	120.37
Halse	145.10	1.45	143.65
Hatch Beauchamp	246.09	2.46	243.63
Kingston St Mary	439.03	4.39	434.64
Langford Budville	215.76	2.16	213.60
Lydeard St Lawrence/Tolland	195.79	1.96	193.83
Milverton	580.59	5.81	574.78
Neroche	240.57	2.41	238.16
North Curry	700.17	7.00	693.17
Norton Fitzwarren	729.57	7.30	722.27
Nynehead	150.84	1.51	149.33
Oake	326.05	3.26	322.79
Otterford	165.02	1.65	163.37
Pitminster	441.38	4.41	436.97
Ruishton/Thornfalcon	617.41	6.17	611.24
Sampford Arundel	129.62	1.30	128.32
Staplegrove	718.21	7.18	711.03
Stawley	114.52	1.15	113.37
Stoke St Gregory	376.18	3.76	372.42
Stoke St Mary	199.36	1.99	197.37
Taunton	15,720.71	157.21	15,563.51
Trull	992.01	9.92	982.09
Wellington	4,581.86	45.82	4,536.05
Wellington (Without)	290.27	2.90	287.37
West Bagborough	153.91	1.54	152.37
West Buckland	407.41	4.07	403.34
West Hatch	139.01	1.39	137.62
West Monkton	1,081.72	10.82	1,070.90
Wiveliscombe	1,093.14	10.93	1,082.21
	<u>39,404.26</u>	<u>394.04</u>	<u>39,010.22</u>

TAUNTON DEANE BOROUGH COUNCIL

CORPORATE MANAGEMENT TEAM

REPORT TO THE EXECUTIVE 8TH December 2004

REPORT OF THE CHIEF ARCHITECT

This matter is the responsibility of Executive Councillor Garner

PERFORMANCE MONITORING OF CONTRACTS SUPERVISED BY DEANE BUILDING DESIGN GROUP

EXECUTIVE SUMMARY.

Standing order No 38 requires details to be published to CMT and the Executive as to the progress of all works contracts in excess of threshold 2 (£50,000) on a quarterly basis for all those contracts supervised by Deane Building Design Group.

1) INTRODUCTION

- 1.1) This is the second report to CMT and the Executive on the current performance of all Deane Building Design contracts. The first report was submitted in May 2004.
- 1.2) As in the last report this report shows whether individual projects are on programme and their financial position at the time of reporting. Reports are based on the relevant last Financial Statement(s) and most recent Valuation(s).
- 1.3) Only those projects “on site” are reported. Any financial alterations that take place after Practical Completion will be reported in the Completion Statement as required under the “General Contract Conditions”. This is reported to the Executive on a yearly basis.

2) PERFORMANCE REPORTS

- 2.1) Contract :- Kitchen Refurbishment Phase 1, Ref 7/3/149 (Housing-Decent Homes)
Contractor :- C.W.Duke & Sons Ltd.
Contract Start :- 24/11/03
Contract Completion :- 02/05/04. To be extended
Contract Sum :- £284,522 Likely to increase by £493,278 due to inclusion of additional 68 properties with kitchens, bathrooms, heating and other works.
Partnership contracts have been established albeit contracts have yet to be signed. This contract will run until March 2007 with a possible extension of up to three years, renewable annually. The necessary approvals have been obtained from Cllr G.Garner (Executive Councillor). Finance is available from within the existing Housing Capital Budget since this is part of the Decent Homes Strategy.

- 2.2) Contract :- Kitchen Refurbishment Phase 2, Ref 7/3/150 (Housing-Decent Homes)
Contractor :- Midas Property Services
Contract Start :- 05/01/04
Contract Completion :- 13/06/04. To be extended
Contract Sum :- £374,473 Likely to increase by £281,599 due to inclusion of additional 72 properties). The explanation given above for Phase One also applies.
- 2.3) Contract :- Kitchen Refurbishment Phase 3, Ref 7/3/151 (Housing-Decent Homes)
Contractor :- Mowlem
Contract Start :- 01/03/04
Contract Completion :- 25/07/04. To be extended
Contract Sum :- £298,975 Likely to increase by £305,020 due to inclusion of additional 39 properties. Cllr G Garner has approved the additional work and the matter reported in the Weekly Bulletin. Finance is available from within the Housing Capital Budget.
- 2.4) Contract :- Kitchen Refurbishment Phase 4, Ref 7/3/158 (Housing-Decent Homes)
Contractor :- CLC Contractors Ltd.
Contract Start :- 02/02/04
Contract Completion :- 08/08/04. To be extended
Contract Sum :- £322,037 Likely to increase by £25,000 due to inclusion of additional 13 properties.. Cllr G.Garner has approved the additional work and the matter reported in the Weekly Bulletin. Finance is available from within the Housing Capital Budget.
- 2.5) Contract :- Refurbishment of 24 Dwellings at Wellington and Rockwell Green,
Ref 7/3/152
Contractor :- Peake (GB) Ltd.
Contract Start :- 20/10/03
Contract Completion :- 16/05/04. Overrunning
Contract Sum :- £505,383 Likely to increase by £23,157 due to inclusion of one additional property since the last report.
- 2.6) Contract :- Pre-Painting Repairs and External Redecoration (2004/05 Series)
Contract 41PMA, Ref 7/6/185A
Contractor :- Deane DLO
Contract Start :- 04/05/04
Contract Completion :- 15/11/04
Contract Budget Amount :- £201,000. Currently £46,502 under. All five Pre – painting Repairs contracts are balanced to suit a budget of £750,000 plus additional funding for items such as PVC doors and windows. This is particularly relevant to achieving the Decent Homes Standard.
- 2.7) Contract :- Pre-Painting Repairs and External Redecoration (2004/05 Series)
Contract 41PMB, Ref 7/6/185B

Contractor :- Deane DLO
Contract Start :- 10/05/04
Contract Completion :- 01/08/04. Overrunning
Contract Budget Amount :- £75,000. Currently £4,129 over. See 41 PMA(2.6) above.

2.8) Contract :- Pre-Painting Repairs and External Redecoration (2004/05 Series)
Contract 41PMC, Ref 7/6/185C
Contractor :- C.W.Duke & Sons Ltd.
Contract Start :- 17/05/04
Contract Completion :- 28/11/04
Contract Budget Amount :- £200,000. Currently £32,778 over. See 41 PMA(2.6) above.

2.9) Contract :- Pre-Painting Repairs and External Redecoration (2004/05 Series)
Contract 41PMD, Ref 7/6/185D
Contractor :- Deane DLO
Contract Start :- 17/05/04
Contract Completion :- 21/11/04
Contract Budget Amount :- £196,000. Currently £30,418 under. See 41 PMA(2.6) above.

2.10) Contract :- Pre-Painting Repairs and External Redecoration (2004/05 Series)
Contract 41PME, Ref 7/6/185E
Contractor :- Hodgson Decorating
Contract Start :- 28/06/04
Contract Completion :- 26/09/04
Contract Sum :- £79,784. Currently £1,967 over . See 41 PMA (2.6)above.

2.11) Contract :- Replacement Composite Doors (2004/05 Series) Contract CD1,
Ref 7/6/190
Contractor :- Homesafe Doors (Intron Ltd.)
Contract Start :- 26/07/04
Contract Completion :- 31/10/04
Contract Sum :- £89,332. Currently within budget

3) **RECOMMENDATION**

3.1) Members of the Corporate Management Team and the Executive are recommended to note the contents of the report.

Contact Officer
Stewart Rutledge, Deane Building Design Group Manager (01823 356509)
E.Mail: s.Rutledge@tauntondeane.gov.uk