



To: All Councillors

Our Ref DS/KK
Your Ref
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Extension 01984 635307
Date 2 May 2017

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING.
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Dear Councillor

I hereby give you notice to attend the following meeting:

ANNUAL COUNCIL

Date: Wednesday 10 May 2017
Time: 2.30 pm
Venue: Council Chamber, Council Offices, Williton

Please note that this meeting may be recorded. At the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during the recording will be retained in accordance with the Council's policy.

Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation, you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this, please contact Committee Services on 01984 635307.

Yours sincerely

A handwritten signature in black ink, appearing to read "Bruce Lang".

BRUCE LANG
Proper Officer

WEST SOMERSET DISTRICT COUNCIL

ANNUAL MEETING OF COUNCIL

AGENDA

Wednesday 10 May 2017 at 2.30 pm

A prayer will be read before the meeting commences.

1. Election of Chairman

It is a legal requirement that the first formal business at the Annual Meeting of Council shall be the election of a Councillor to be the Chairman of the Council.

Once the new Chairman is elected he/she will make and sign the Declaration of Acceptance of Office and receive the Chain of Office from the former Chairman.

The newly elected Chairman will preside from this point in the proceedings.

2. Appointment of Vice Chairman

Following the election of the Chairman and Vice Chairman, there will be a short break for formal photographs of the incoming and outgoing Chairmen.

3. Apologies for Absence

4. Declarations of Interest

To receive and record any declarations of interest in respect of any matters included on the agenda for consideration at this meeting.

5. Minutes

Minutes of the Meeting of Council held on 22 March 2017 to be approved and signed as a correct record – **SEE ATTACHED.**

6. Public Participation

The Chairman to advise the Meeting of any items on which members of the public have requested to speak.

7. Appointment of Leader

8. Cabinet

8.1 The Leader to announce the Cabinet Lead Members and their allocated portfolios (including the role of Deputy Leader).

8.2 The Leader of the opposition to announce the Shadow Lead Members.

9. Allocation of Seats to Committees

To agree the list of Committee members nominated by Group Leaders to enable the following Committees to appoint Chairmen and Vice Chairmen of –

Scrutiny Committee

Planning Committee

Licensing Committee

Audit Committee

Local Development Panel

Standards Advisory Committee (Chairman and Vice-Chairman to be appointed at the first committee meeting of the municipal year)

10. Appointment of Representatives on Outside Bodies

To appoint representatives to serve on outside bodies for the period to Annual Meeting in 2018 (except where specific periods are stated) – **SEE ATTACHED.**

11. Appointment of Representatives on the Planning Obligations Board for Hinkley Point

To appoint Member and Officer representatives and deputies to serve on the Planning Obligations Board for Hinkley Point.

12. Replacement of Designated Public Place Orders with Public Spaces Protection Order in respect of Minehead, Watchet and Williton

To consider Report No. WSC 50/17, to be presented by Councillor D Westcott, Lead Member for Community and Customer – **SEE ATTACHED.**

The purpose of this report is to provide members with an update of work in preparation for the introduction of Public Spaces Protection Orders to replace existing Designated Public Place Orders (DPPO) that address anti-social behaviour issues in Minehead, Watchet and Williton. Further to request that members agree to the introduction of such an order to come into effect on 1st June 2017. The replacement of the existing DPPO's is a requirement under the Anti-Social Behaviour Crime and Policing Act, 2014.

13. West Somerset Council 2017-2020 Asset Strategy

To consider Report No. WSC 51/17, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of the report is to seek approval to adopt the West Somerset Council 2017-2020 Asset Strategy and Action Plan; and to set out a revised governance process as informed by the discussions at the Corporate PAG held on 29 March 2017 and presented to Cabinet Agenda Setting 19 April 2017.

14. HPC Planning Obligations Board – Allocation of CIM Funding

To consider Report No. WSC 52/17, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of this report is to present the recommendations of the Hinkley Point C Planning Obligations Board for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAY

WEST SOMERSET COUNCIL**Minutes of Council held on 22 March 2017 at 4.30 pm****in the Council Chamber, Williton****Present:**

Councillor B Heywood Chairman
Councillor R Woods Vice-Chairman

Councillor I Aldridge	Councillor M J Chilcott
Councillor R Clifford	Councillor M O Dewdney
Councillor S Dowding	Councillor S Goss
Councillor A Hadley	Councillor I Jones
Councillor R Lillis	Councillor B Maitland-Walker
Councillor C Morgan	Councillor P H Murphy
Councillor J Parbrook	Councillor S J Pugsley
Councillor R Thomas	Councillor N Thwaites
Councillor A H Trollope-Bellew	Councillor K H Turner
Councillor T Venner	Councillor D J Westcott

Officers in Attendance:

Assistant Chief Executive (B Lang)
Assistant Director – Resources (P Fitzgerald)
Assistant Director Energy Infrastructure (A Goodchild)
Assistant Director Business Development (I Timms) – Item 7
Car Park Operations Manager (T Biss) – Item 7
Community and Housing Lead HPC (L Redston) – Item 8
Steam Coastal Trail Project Officer (B Turner) – Item 8
Housing Enabling Lead (H Crockford) – Item 9
Media and Communications Officer (D Rundle)
Meeting Administrator (K Kowalewska)

At the start of the meeting the Chairman reported on a terrorist incident that had just occurred in Westminster, London and requested a minute's silence as a mark of respect.

C85 Apologies for Absence

Apologies for absence were received from Councillors A Behan, H J W Davies, T Hall and K Mills.

C86 Minutes

(Minutes of the meeting of Council held on 22 February 2017, circulated with the Agenda.)

RESOLVED that the Minutes of the meeting of Council held on 22 February 2017 be confirmed as a correct record.

C87 **Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Member of	Action Taken
Cllr I Aldridge	All	Williton	Spoke and voted
Cllr S Goss	All	Stogursey	Spoke and voted
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr C Morgan	All	Stogursey	Spoke and voted
Cllr P Murphy	All	Watchet	Spoke and voted
Cllr J Parbrook	All	Minehead	Spoke and voted
Cllr R Thomas	All	Minehead	Spoke and voted
Cllr N Thwaites	All	Dulverton	Spoke and voted
Cllr A H Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr K H Turner	All	Brompton Ralph	Spoke and voted
Cllr T Venner	All	Minehead & SCC	Spoke and voted
Cllr D J Westcott	All	Watchet	Spoke and voted

C88 **Public Participation**

Agenda Item 7 – New Traffic Regulation Order (Off-Street Parking)

Gerry Lewis, Dulverton Town Councillor, stated that, in his opinion, West Somerset Council had disregarded paragraph 19 of the Parish and Town Charter relating to ‘Delegated Responsibility for Service Provision’ and he advised that Dulverton Town Council’s response to the consultation on the proposals, particularly on whether the Town Council wished all permits to be accepted in the Lion Stables car park, had been ignored. He quoted sections of the Traffic Management Act relating to car park charges and off street parking and felt that raising the charges of annual permits did not fulfil any of the Act’s requirements.

Christine Dubery, resident and Dulverton Town Councillor spoke on the issue of permit usage and raised concerns on the proposed removal of named permits from the Lion Stables short stay car park. She stated that there were currently three short stay car parks in West Somerset, two of which currently allowed permits. She also drew attention to the fact that Dulverton Town Council’s opinion had been disregarded. She believed increasing the cost of the permit would reduce the take-up and generate more on-street parking.

Louise Parrish, Dulverton Town Councillor spoke of her concerns relating to the increase in car park permit costs. The volume of permit sales in Dulverton demonstrated the popularity of the current permits and did not affect the availability of parking spaces for visitors, and she questioned what would be the benefit of the changes proposed.

Judy Ernest, Deputy Chair of Dulverton Town Council remarked that the views of the electorate and Dulverton Town Council members had not been taken into account. Increased charges appeared to be used to generate income, however this contravened the legal requirement of the Traffic Management Act, and parking charges should be set at levels to discourage on-street parking and to alleviate congestion. Reference was made to the figures quoted in the car park account report 2015/16.

Ivan Gunn, resident of Dulverton, spoke of his concerns at the lack of support shown towards the Town Council and drew attention to the number of letters that had been submitted against the proposals for Dulverton as these highlighted the depth of feeling on the subject, and he urged Members to take note of the views contained within.

C89 Questions with Notice

Questions from Councillor P Murphy, Chairman of Scrutiny Committee were received in relation to the proposed cessation of funding for public conveniences in the West Somerset District.

Question (i) Which toilets are passing to parishes / other bodies?

Answer:

Porlock Doverhay – Porlock Town Council – long lease

Dulverton – Dulverton Town Council – freehold

Minehead Blenheim Gardens – freehold

Minehead Summerland – freehold with option to purchase 4 car parking spaces

Minehead Quay Street - leasehold

Dunster – Parish Council - freehold

Blue Anchor – Community Group initial 1 yr lease to enable confidence to run, then freehold transfer later in 2017

Watchet Harbour Road – Town Council - freehold

Wheddon Cross – freehold

Question (ii) What progress is being made with upgrade works for which sustainability funding has been awarded?

Answer:

Dunster – works commenced

Watchet – works commenced

Blue Anchor – to be commenced on freehold transfer when funding will be passed

Porlock – start on 27th March 2017

Dulverton – commence once freehold transfer takes place

Minehead – start once freehold transfer takes place later in 2017

Question (iii) Which toilets are not passing to parishes / other bodies on 1 April 2017?

Answer:

Williton – set to close

Warren Road Minehead (seafront)

Minehead carousel – set to close

Market Street Watchet – set to close

*Porlock Central Car Park– set to close at end of the notice period (August)
Selworthy – set to close*

Question (iv) What will happen to those premises from that date, in particular, will Business Rates continue to be payable and if so what is the cost of this on an annual basis?

Answer:

Rates relief can be established for 6 months from notification to local authority that the premises are vacant, thereafter full rates payable.

*Williton – set to close, decommission and use for WSC storage or let
Warren Road Minehead (seafront) – set to close Negotiate with Butlins for alternative use*

Minehead carousel – set to close decommission, seek alternative planning use and market for rent on open market

Market Street Watchet – set to close Decommission seek alternative use planning consent (i.e. storage) and market for rent on open market

Porlock Central Car Park– set to close decommission, seek planning consent for alternative use and market on open market. Current adjoin tenant may be interested

Selworthy – set to close, negotiate future with National Trust

Question (v) Previous reports have identified that where the rateable value of such premises is below £50,000, decisions as to their future will be taken by the Portfolio Holder. Please confirm which premises this refers to and what consultation there will be with Ward Members, parish councils and other stakeholders before any decision is taken? Also, what opportunity will there be for proper democratic scrutiny of such decisions?

Answer:

We think this comment relates to the point at which a disposal becomes a key decision rather than any link to the rateable value. Decisions involving a revenue saving or spend of £25K or less, or capital saving or spend of £50K or less is a non-key decision and therefore Lead Member decision is advertised in the usual manner and subject to call-in. A Ward Councillor will be informed before any decision is made. It is expected that all facilities let or sold would fall into this category.

Question (vi) Concerning upgrade works being carried out under licence granted by West Somerset Council by a parish / other body before the 31 March 2017:-

What toilet premises does this scenario refer to?

Answer: *Dunster, Porlock, Watchet*

What processes were in place to ensure that licences were issued in a timely manner to permit works to commence on time?

Answer: *There have been no delays in issue of licences for works, all licences issued in timely manner by WSC. Time was taken by the parishes to provide necessary information to permit licence issue.*

Where such works are expected to overrun due to delays including those caused by failure to deliver the licence by the due date, will the Cabinet give proper consideration to extending the provision of service to alternative nearby facilities so as to ensure users, including disabled visitors and residents, are not inconvenienced? In particular, that disabled residents and visitors are not discriminated against by there being no disabled public convenience for them to use in the locality?

Answer: As noted above there were no delays as a result of WSC. Only over runs are at Watchet Harbour where the contractor was unable to start earlier due to other commitments. The concerns raised were only considered relevant at Watchet Harbour Road, as noted above. Alternative arrangements were offered to the Town Council in the form of retaining Market street to cover the period of the alterations at Harbour Road, however the Town Council declined this.

Supplementary Questions:

In relation to Question (v) - My understanding from Scrutiny reports was that sites with a rateable value over £50K would be deemed to be a "key decision" and therefore subject to the call in procedure. Sites with a rateable value below £50K would be delegated to the Portfolio Holder. The answer seems to say that all sites remaining will be subject to Portfolio Holder decision though the AMG and that the £50K relates to revenue or capital spend rather than rateable value. Please clarify.

In relation to Question (vi) - The answer says "Time was taken by the parishes to provide necessary information to permit licence issue". In light of the fact that

- a) There was no pre or immediate post decision to save £107K assessment of the toilet sites in a systematic manner.
- b) There were considerable delays to getting information to Watchet Town Council in order to make an informed judgement as to whether they wished to take on toilets in the parish.
- c) There was a delay to allowing the option of freehold transfer being considered.
- d) The deadlines to sign the Heads of Terms and for bids to the Sustainability Fund were initially totally unreasonable.
- e) WSC wished WTC to carry out works to Harbour Road toilets to reinstate the disabled facility whilst Market Street toilets remained open, i.e. by 31 March thus imposing a very tight timescale on the Town Council.
- f) The information required to permit the licence to build required the submission of no less than 10 documents by the Town Council which was an unprecedented demand on the resources of the council.
- g) There was a delay in establishing whether the WSC wished to retain use of the store attached to the Harbour Road toilets for the use of their contractor.
- h) The Town Council had to run back and forth to Williton to collect keys to allow contractors to view the site and no key could initially be found for the store which contained the main stop cock for the toilets.
- i) There was doubt as to whether the district council car park lights were fed from the toilets and whether sub meters would be needed

Would the Cabinet reconsider the decision relayed to the Town Council that the Market Street disabled facility would not be kept open after 31 March to mitigate for the overrun of the Harbour Road works on the disabled facility? Watchet Town Council felt they could not take on the Market Street facility for the period of the overrun given the level of resources already committed to the Harbour Road project.

It was agreed that the Leader would provide a written response to the supplementary questions following the meeting.

C90 Chairman's Announcements

17 March 2017	Attended Bath and North East Somerset's Chairman's Annual Civic Reception at the Roman Baths and Pump Room, Bath
18 March 2017	Attended a coffee morning at Dulverton Town Hall in aid of the renamed TA22 Voluntary Lifts
19 March 2017	Choral Matins with the Legal Service and Presentation of the High Sheriff in Wells Cathedral

C91 New Traffic Regulation Order (Off-Street Parking)

(Report No. WSC 38/17, circulated with the Agenda.)

The purpose of the report was to seek agreement to revoke the West Somerset District Council (Off-Street Parking Places) Order 2016 and bring into operation from June 2017, The West Somerset District Council (Off-Street Parking Places) Order 2017 for the purposes of:

- bringing into line the Dulverton permit cost with those across the District and modifying the car parks covered by these permits;
- consolidating the "named" parking permits for Watchet into one permit to all car parks;
- introducing an overnight parking tariff for motorhomes in selected car parks; and
- incorporating both the Boat Trailer Parking Area, Watchet and the car park area to the north of Quay West into the Order to regularise their use.

In the absence of the Lead Member for Regeneration and Economic Growth, the Lead Member for Housing, Health and Welfare presented the item and drew attention to the key points contained within the report.

The Lead Member proposed the recommendations of the report which was duly seconded by Councillor A Hadley.

The public speakers were thanked for attending and expressing their views and concerns.

A lengthy debate ensued and the following main points were raised:

- The proposal to remove the named permits from the short stay Lion Stables car park was to support the provision of parking close to the town centre for visitors and shoppers; and clarification was provided that the short stay car park regulations stated that a maximum stay of 3 hours applied to all users of the car park regardless of which permit was displayed.
- The proposed increase to Dulverton permit costs still provided an 85% saving compared to paying at the meter.
- Any surplus income would be used solely for car park maintenance and to upgrade meters etc., as well as help pay for additional parking enforcement.
- The Lead Member for Regeneration and Economic Development and car park officers were thanked for the timely consultation in respect of the parking order proposals for Watchet, and it was reported that members of Watchet Town Council were in favour of them.
- Clarification was requested in respect of the implications of odours from outside cooking activities as a result of introducing overnight parking tariff for motorhomes, and it was advised that outside cooking was not allowed and the situation would be monitored.
- It was clear that the Dulverton proposals were highly contentious and some Members were in favour of differential car park charges across the District. They did not agree that there should be an upward alignment of permit costs as each District centre should be treated on its own to take into account the local circumstances.
- The Assistant Director for Resources confirmed that the car park income and expenditure figures were fit for purpose.
- Particular concerns were expressed regarding traffic management and local authority parking enforcement.
- It was stated that Members should take into account the opinions and needs of Dulverton residents and businesses whose comments were incorporated in the letters of protest received from those opposed to the proposals.
- It was noted that the cost to upgrade the meter machines to accept the new £1 coin would be approximately £3,000.
- The Leader advised that West Somerset Council had introduced the permit system to encourage people to use car parks and to benefit residents of West Somerset, enabling them to park more cheaply throughout the year.

It was agreed that the recommendations contained in the report should be voted on separately.

On being put to the vote recommendations 2.1, 2.2 and 2.3 were carried.

It was proposed by Councillor N Thwaites and seconded by Councillor I Aldridge that recommendation 2.4 be amended to read "Consideration of the issue to approve the removal of the Lion Stables (short stay) car park from the Dulverton named permit be deferred pending a review of the strategy relating short stay car parks in the District and associated signage of short stay car parks in the District."

On being put to the vote the amendment was lost.

On being put to the vote recommendations 2.4, 2.5, 2.6, 2.7 and 2.8 were carried.

RESOLVED (1) that the revocation of the West Somerset District Council (Off-Street Parking Places) Order 2016 and its replacement with the West Somerset District Council (Off-Street Parking Places) Order 2017 from June 2017 be approved.

RESOLVED (2) that Dulverton (6 and 12 month) permits be brought in line with the "Named" permit in two stages. Stage one to be implemented in June 2017, 6 months £105 and 12 months £150; stage two from April 2018, so both permits are fully aligned with those across the District.

RESOLVED (3) that the use of increased revenue created to support the maintenance of car parks be approved.

RESOLVED (4) that the removal of the Lion Stables (short stay) car park from the Dulverton named permit be approved.

RESOLVED (5) that the introduction of a tariff allowing Motor Homes to park overnight in designated car parks for a maximum of 48 hours with no return within 7 days be approved.

RESOLVED (6) that the Boat Trailer Park area at West Pier, Watchet be incorporated within the Order and the payment of daily slipway fees and trailer parking charges be combined.

RESOLVED (7) that the consolidation of the Watchet "Named" permit to one "Watchet" permit allowing parking in all Council car parks within Watchet be approved.

RESOLVED (8) that the incorporation of Quay West, Minehead North car park within the Order be approved.

C92 HPC Planning Obligations Board – Allocations of CIM Funding

(Report No. WSC 39/17, circulated with the Agenda.)

The purpose of the report was to present the recommendations of the Hinkley Point C Planning Obligations Board and West Somerset Council Cabinet for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

The Lead Member for Resources and Central Support outlined the details of the report and provided information on the two applications which had been considered by the HPC Planning Obligations Board. She drew attention to the comments provided by the CIM Fund Manager and the Hinkley Tourism Action Partnership in relation to the Steam Coast Trail application, and highlighted that the Parish Council had been consulted with regard to recommendation for the Stogursey Lengthsman Scheme.

The Lead proposed the recommendations which were seconded by Councillor C Morgan.

Members expressed support for both phases of the Steam Coast Trail. It was a very worthy project, providing both positive health and wellbeing and economic development benefits as well as attracting a lot of visitors. The completion date of the project would be April 2019, and Members hoped that sufficient funds had been retained to complete phase 1.

Reference was made to the fact that the Stogursey Lengthsman Scheme would provide no legacy value. An opportunity had arisen to revisit the original scheme and it was noted that Stogursey Parish Council had a small amount of money to put towards a reduced lengthsman scheme. Bearing in mind the close proximity of the hosting parish to the construction site and the considerable increase in traffic, it was hoped that some additional funding would be provided by EDF to be able to reinstate the scheme.

RESOLVED (1) that £331,710 be released to the Friends of Steam Coast Trail from the CIM Fund ring-fenced for West Somerset for Phase 2 of the Steam Coast Trail.

RESOLVED (2) that the application from Stogursey Parish Council for the Stogursey Lengthsman project is not granted funding from the CIM Fund ring-fenced for West Somerset and that it be recommended to Stogursey Parish Council that the project is more suited to receiving funding from the CIM Fund ring-fenced specifically for projects in Stogursey.

C93

Clanville Grange Purchase

(Report No. WSC 29/17, circulated with the Agenda.)

The purpose of the report was to request approval of a supplementary capital estimate for the purchase of a property at Clanville Grange, Minehead.

The Lead Member for Housing, Health and Wellbeing presented the report and provided detailed background information. He advised that under the Low Cost Home Ownership Policy the Council had no choice but to buy the property back and sell it on, however conditions had been amended which meant that once the property had been sold on the Council would be under no obligation to buy it back again.

The Lead Member went on to propose the recommendations which were seconded by Councillor B Maitland-Walker.

It was confirmed that as this was an affordable home it would be sold at a value not exceeding 75% of the open market value.

Members noted an error in paragraph 6.5 of the report and that the wording in brackets should be deleted.

RESOLVED (1) that a supplementary capital estimate for the sum of £128,000 to purchase a property at Clanville Grange to be funded from Unallocated Capital Receipts be approved.

RESOLVED (2) that it be noted the purchase will need to be funded from the existing planned capital receipts during 2017/18, with the intention of replacing this funding with the capital receipt from the onward sale of the property. In the event the onward sale is not completed during the financial year this will impact on current policy to use capital receipts to repay external debt.

C94 Appointment of Section 151 Officer

(Report No. WSC 40/17 circulated as an urgent item prior to the Meeting.)

The Assistant Director – Resources who was specifically referred to in the report left the room for this item.

In the light of a change of arrangements in relation to the roles and responsibilities of members of the Joint management Team, the Chief Executive had recommended that Paul Fitzgerald should be appointed to the Section 151 Officer role and in accordance with the Constitution, such an appointment was required to be approved by full Council.

The Lead Member for Resources proposed the recommendation of the report which was duly seconded by Councillor P Murphy.

RESOLVED that Paul Fitzgerald be appointed as Section 151 Officer for the Council, with an implementation date of no later than 21 April 2017.

NOTE: Having regard to the special circumstances pertaining in relation to this item – namely the need for the Council to confirm the appointment before the next scheduled full council meeting – the Chairman was of the opinion that, despite its non-inclusion on the agenda, this item should be considered at this meeting as a matter of urgency.

C95 Member Reporting on Membership of Outside Body for information

(Somerset Playing Fields Association from Councillor H J W Davies, circulated with the Agenda.)

RESOLVED that the report be noted.

The meeting closed at 6.35 pm.

REPRESENTATION ON OUTSIDE BODIES – 2017/2018

ORGANISATION	INFORMATION	REPS 2016/17	NOMINATIONS 2017/18
Old People's Welfare Organisations			
Management Committee of Broadlands	Prefer one District Council representative and one Minehead Town Council representative in future.	Councillor J Parbrook	
Arts			
MATA Regal Theatre Co Ltd	Meets monthly	Councillor B Leaker	
Early Years Partnership Meeting (formerly Early Childhood & Child Care Network Meetings)	Quarterly meetings in Taunton	Councillor T Venner	
Sport and Recreation			
Monitoring and Evaluation Group (formerly Strategic Partnership Group), West Somerset Sports and Leisure Centre	Meets twice a year	Councillor T Hall	
Somerset County Playing Fields Association	Usually 2 to 3 meetings per year	Councillor H J W Davies	
Administrative			
Somerset Passenger Transport Forum	Normally meet twice a year generally around March/April and October/November	Councillor M O A Dewdney	
Exmoor National Park (politically balanced)	Statutory requirement to appoint 4 Councillors.	Councillor S J Pugsley Councillor B Heywood Councillor M O A Dewdney Councillor I Jones	
Somerset Building Preservation Trust	Meets 3 times a year in February, June and October at 10.30 am	Councillor H J W Davies Deputy: Councillor G S Dowding	
The Parrett Drainage Board	4 full meetings and 5 sub-committees per year. Only 1 Member required to attend when any items relating to West Somerset are due to be discussed	Councillor B Maitland-Walker (Dunster Area) Councillor C Morgan (Stockland Area)	

REPRESENTATION ON OUTSIDE BODIES – 2017/2018

ORGANISATION	INFORMATION	REPS 2016/17	NOMINATIONS 2017/18
Wessex Water Customer Liaison Panels	Meets 2 times a year	Councillor M O A Dewdney	
West Somerset Railway Partnership Development Group		Councillor K Mills Deputy: Councillor B Leaker and Councillor R Lillis	
WSC Member Champion	To work with TDBC counterpart to promote member engagement and development	Councillor P H Murphy	
South West Audit Partnership (SWAP) Members Meeting		Chair of Audit Committee – Councillor R P Lillis	
Community Interests			
Quantock Hills Joint Advisory Committee		Councillor A Trollope-Bellew Councillor S Dowding	
West Somerset Advice Bureau	Meets 4 times a year to provide a link between funders, the WSAB and the Trustee Board	Councillor J Parbrook Deputy: Councillor R Clifford	
ENGAGE - West Somerset Voluntary Sector Development agency		Councillor R Lillis Deputy: Councillor N Thwaites	
Hinkley Point Site Stakeholder Group	Meetings held three times a year usually the last Friday in February, June and October. Two meetings per year held at Hill House Christian Centre, Otterhampton	Councillor M O A Dewdney Councillor C Morgan Councillor S Goss	
Taunton & Somerset NHS Trust – Foundation Trust Council of Governors		No rep required (shared with SDC) Appoint in 2019	
Minehead EYE Management Committee	Meets monthly normally on the second Wednesday of the month at 7pm at Minehead EYE	Councillor D J Westcott	
Somerset Armed Forces Community Covenant Partnership	Meets twice a year in June and December	Councillor S Dowding	
Somerset Local Access Forum	12	NO REP REQUIRED UNTIL 2023	

REPRESENTATION ON OUTSIDE BODIES – 2017/2018

ORGANISATION	INFORMATION	REPS 2016/17	NOMINATIONS 2017/18
Minehead Coastal Community Team	Meeting approximately every six weeks	Councillor R Thomas Councillor A Hadley Councillor K Mills (PH) Deputy: Councillor J Parbrook	
Police and Crime Panel	To scrutinise the new Police and Crime Commissioner Unless change made no need to confirm rep every year. Do not have subs so a Deputy is not needed	Councillor G S Dowding Deputy: Councillor B Leaker	
Health and Wellbeing Board	To deliver the health and wellbeing agenda (4-6 meetings per year)	Councillor K Turner	
Joint Partnership Advisory Board(JPAG)	Leader, Resources portfolio plus cross party representation; meets jointly with Taunton Deane Borough Council representatives to oversee partnership/transformation work	Councillor A H Trollope-Bellew Councillor M J Chilcott Councillor A P Hadley Councillor R P Lillis Councillor P Murphy	
Asset Project Group	Dealing with disposal of residential, leisure and ex-Aquasplash sites at Seaward Way, Minehead	Councillor K Turner Councillor A P Hadley Councillor G S Dowding Councillor P Murphy	

Report Number: WSC 50/17

West Somerset Council

Full Council – 10th May 2017

Replacement of Designated Public Place Orders with Public Spaces Protection Order in respect of Minehead, Watchet and Williton

This matter is the responsibility of Cabinet Member Dave Westcott

Report Author: Scott Weetch

1 Executive Summary / Purpose of the Report

To provide members with an update of work in preparation for the introduction of Public Spaces Protection Orders to replace existing Designated Public Place Orders (DPPO) that address anti-social behaviour issues in Minehead, Watchet and Williton. Further to request that members agree to the introduction of such an order to come into effect on 1st June 2017. The replacement of the existing DPPO's is a requirement under the Anti-Social Behaviour Crime and Policing Act, 2014.

2 Recommendations

That members note this work and agree to the introduction of a Public Spaces Protection Order to address the possession and consumption of alcohol within the geographic areas shown on the appended maps of Minehead, Watchet and Williton.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Legal challenge to the introduction of a PSPO or subsequent challenge to the issuing of a Fixed Penalty Notice for a breach of a PSPO	1	3	3

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
			Impact				

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4 Background and Full details of the Report

The Council have previously introduced Designated Public Place Orders (DPPO's) to control anti-social behaviour associated with alcohol consumption in public places in Minehead, Watchet and Williton.

In 2014, legislation (the Anti-social Behaviour, Crime and Policing Act) came into force. This provides a range of measures to control anti-social behaviour, including a new provision entitled Public Space Protection Orders (PSPO's) which are designed to stop individuals or groups committing anti-social behaviour in a public space.

If adopted in West Somerset this measure, which provides enforcement powers to Police, Police Community Support and Council Officers, will replace the existing DPPO's and could be used to enlarge upon the anti-social behaviour that is to be addressed beyond the consumption of alcohol. The legislation also includes a provision that any existing DPPO's will be nullified three years after the legislation came into force. The key date will be 30th October 2017.

Consultation has been undertaken in writing with statutory bodies and with the local communities via the WSC website as required by the legislation. There were no responses from the local community. Both the Police and the Town and Parish Councils in the three communities support the introduction of the new order and have expressed a view that the possession and consumption of alcohol is the only issue that requires control measures.

5 Links to Corporate Aims / Priorities

Section 17 of the Crime and Disorder Act 1998 states that “without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.”

6 Finance / Resource Implications

Where any such orders are made there is a legal requirement to erect signage notifying persons in the areas covered of the existence of the orders.

All of the costs of the work preparatory to this juncture together with the cost of the signage are being met from the residue of funds previously made available from the Home Office to undertake a bespoke piece of work associated with the Prevent agenda. This involved training frontline staff about the possible risks of violent extremism and the Council was able to attract £10,000 to complete this work.

7 Legal Implications (if any)

There is a very slight potential for the making of any order to be subject to a legal challenge or that any subsequent Fixed Penalty Notices could be subject to appeal. It is assessed that these risks are minimal.

There is a requirement for similar orders to be introduced replacing the current Dog Control Orders in place across the District. This work will be subject to a separate Public Spaces Protection Order which will be brought before Full Council at a future date.

8 Environmental Impact Implications (if any)

There are no environmental implications associated with making any such orders with the exception of the visual impact of the requisite signage.

9 Safeguarding and/or Community Safety Implications (if any)

The making of any orders is directly associated with the Council’s role in respect of Community Safety and will be a positive measure to address anti-social behaviour. It is

a requirement to replace the existing DPPO's by October 2017 or lose the protection that is offered by these measures. There are no safeguarding implications.

10 Equality and Diversity Implications (if any)

Enforcement of any orders are discretionary and enforcement powers will be available to Police, Police Community Support and authorised Council Officers. The legislation will apply equally to all persons within the affected areas.

11 Social Value Implications (if any)

The making of any orders will serve to enhance the areas covered by reducing anti-social behaviour.

12 Partnership Implications (if any)

Consultation has taken place with partners which include the County Council, Town and Parish Councils; Police and the Police and Crime Commissioner for the areas under consideration.

Any subsequent enforcement action could be taken by Police or Police Community Support Officers or authorised Council officers using the powers provided by any such orders.

13 Health and Wellbeing Implications (if any)

Excessive consumption of alcohol has a demonstrable negative impact upon those consuming it. Enforcement action could, potentially, reduce any such consumption.

14 Asset Management Implications (if any)

Nil.

15 Consultation Implications (if any)

As required by the legislation, prior to the introduction of an order, consultation has taken place with partners which include the County Council, Town and Parish Councils; Police and the Police and Crime Commissioner for the areas under consideration.

Consultation with the local community and any relevant community representatives was undertaken by placing a notice on the Councils website for 5 weeks inviting interested parties to provide their feedback and comments on the proposal.

16 Scrutiny Comments / Recommendation(s) (if any)

Corporate PAG endorsed the proposal.

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – No** (delete as appropriate)
- **Cabinet/Executive – No** (delete as appropriate)
- **Full Council – Yes** – to enable the Public Space Protection Order to come into force once all consultation work is completed.

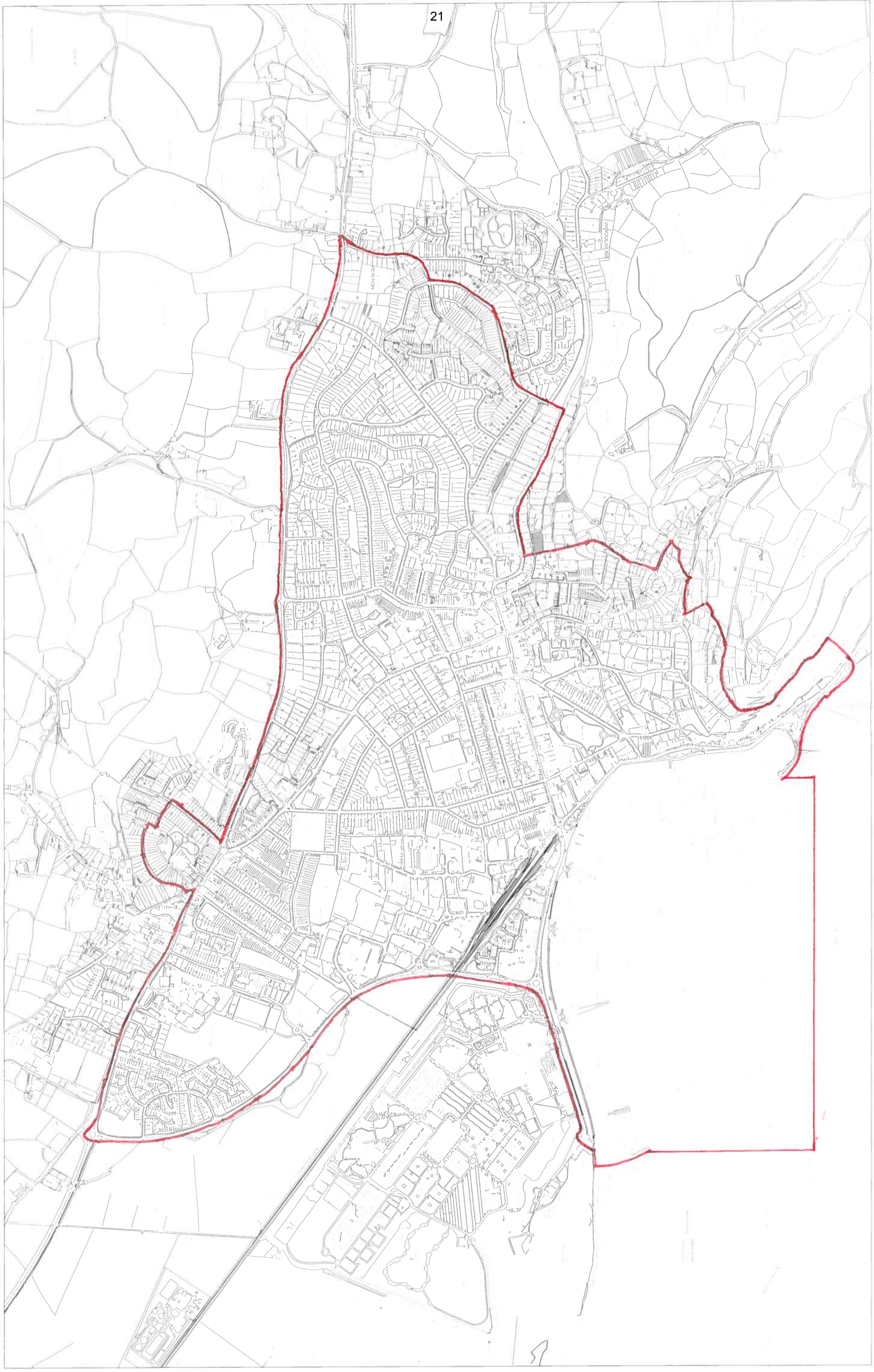
Reporting Frequency : **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

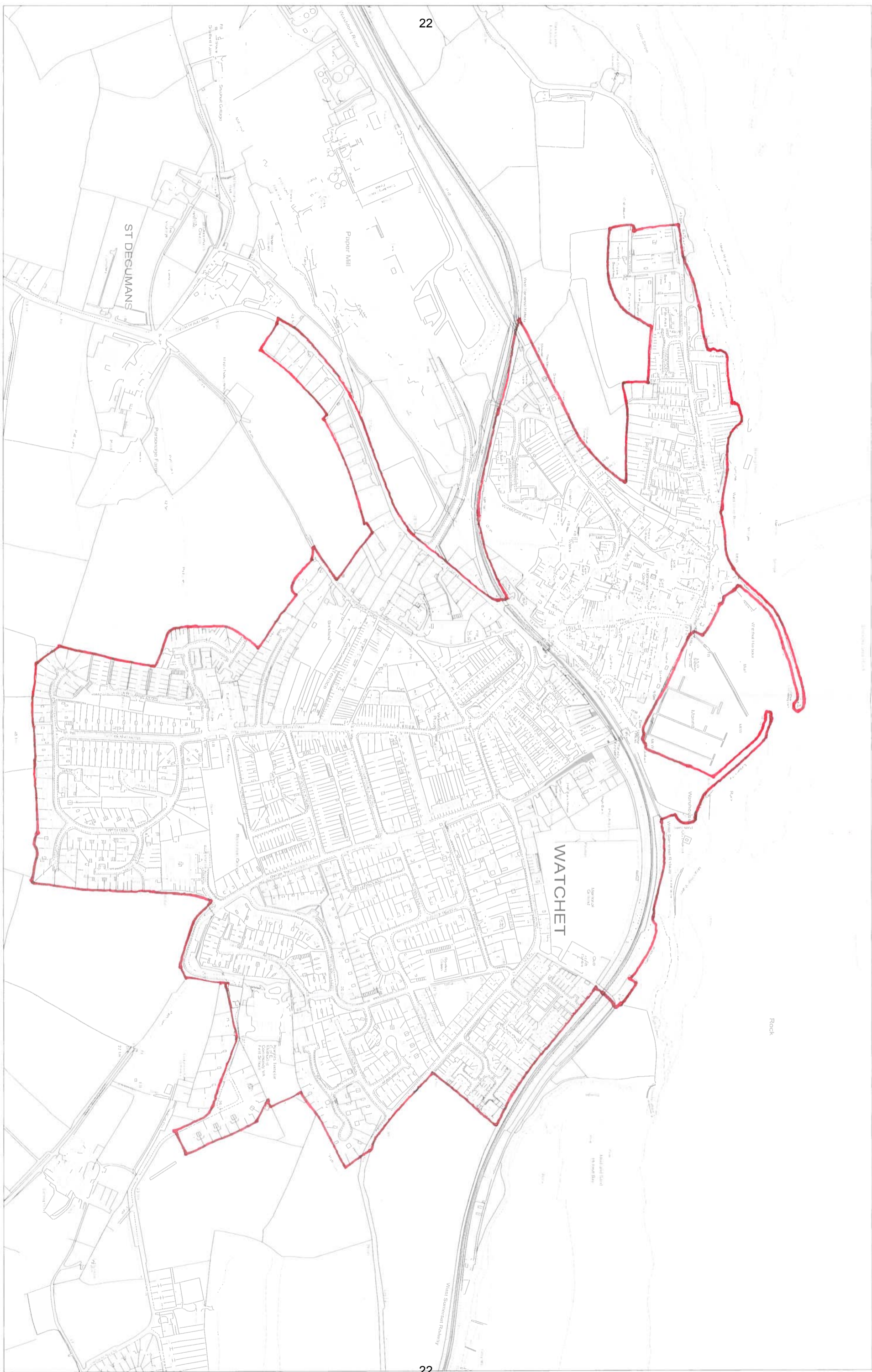
List of Appendices (delete if not applicable)

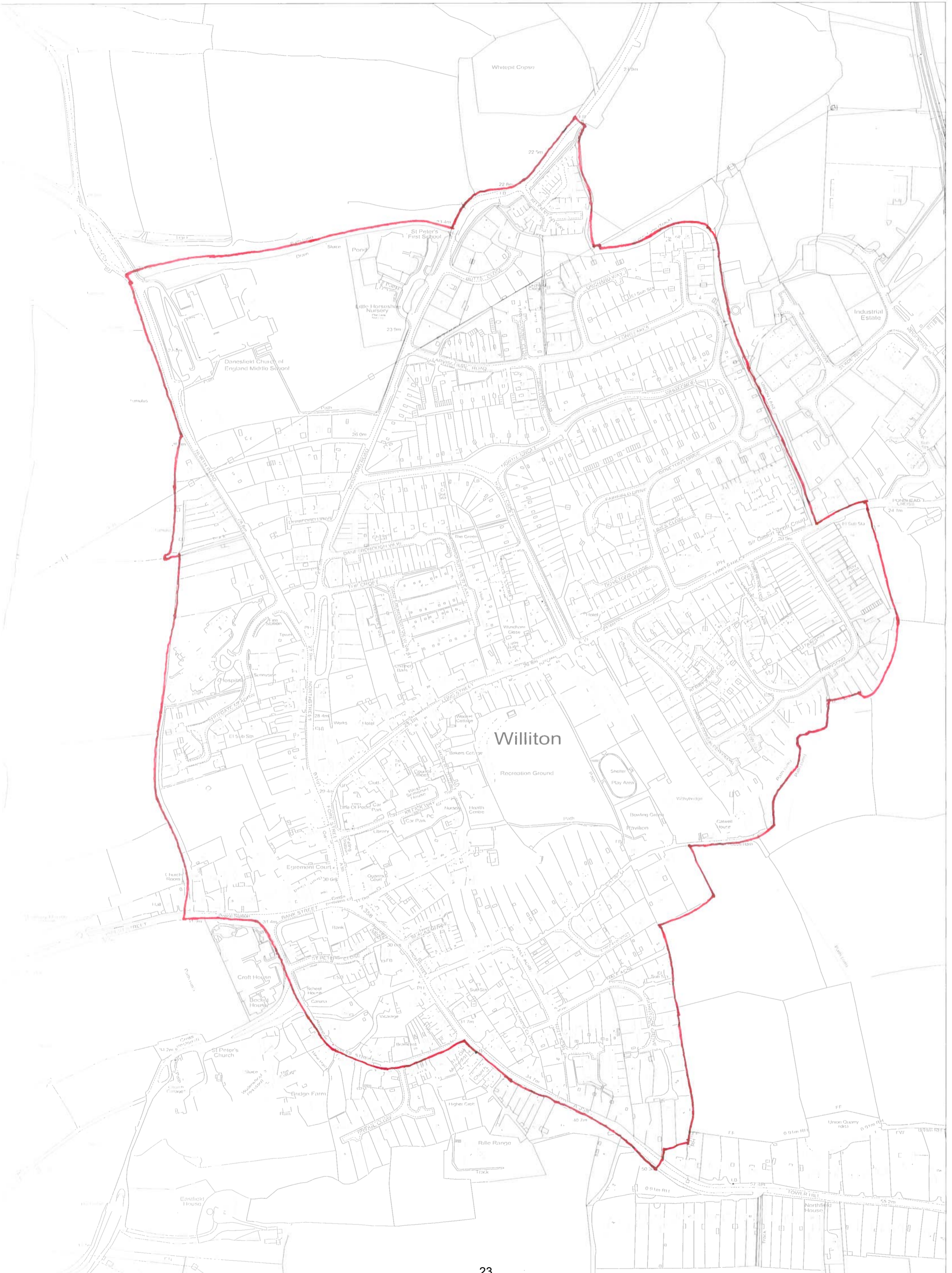
Appendix A	Maps of Minehead, Watchet and Williton showing the geographic area of the order.
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Report Number: WSC 51/17

West Somerset Council

Full Council – 10th May 2017

WSC 2017-2020 Asset Strategy

This matter is the responsibility of Cllr Mandy Chilcott, Lead Member for Resources & Central Services

Report Author: Terry May, Assistant Director Property & Development

1. Purpose of the Report

- 1.1 To seek approval from Council to adopt the West Somerset Council 2017-2020 Asset Strategy and Action Plan.
- 1.2 To set out a revised governance process as informed by the discussions at the PAG held on 29th March 2017 and presented to Cabinet Agenda Setting 19th April 2017.

2. Recommendations

- 2.1 That Council approve:
 - Adoption of the WSC 2017-2020 Asset Strategy, the principles within and the recommendations
 - Detailed asset specific disposal final protocol decisions that flow from the approved strategy to be undertaken as executive portfolio holder decisions

3. Risk Assessment (if appropriate)

- 3.1 A full risk matrix is available within the Asset Strategy document.

4. Background

- 4.1 The Asset Strategy document and Asset List Action Plan was presented to PAG 29th March 2017, where a majority of the members agreed with the approach, although there were some concerns with the proposed governance arrangements.
- 4.2 A proposal was discussed to amend the governance of asset specific decisions from being an absolute officer decision to a portfolio holder decision which has the option of invoking the Scrutiny "Call in" Procedure.

- 4.3 There were concerns from the officers and portfolio holder that this may delay asset portfolio decisions, which the strategy was addressing by streamlining the decision making process and mitigating the need to go to Cabinet and Full Council for each individual asset decision. It was agreed that officers would consider revising the governance structure, which sits alongside the Strategy, which this report sets out.
- 4.4 The portfolio holder and officers will review any impact to the delivery of the Asset Strategy and Action Plan if it is deemed that the use of Scrutiny 'Call in Procedure' negates the delivery of the strategy.
- 4.5 The original outline report was presented to Cabinet Agenda Setting 19th April 2017, where it was agreed that the report was amended to reflect being presented to the 10th May 2017 Full Council, rather than going to both Cabinet and Full Council.

4.6 Governance Process

- 4.5.1 The issues identified within the draft strategy are very significant and actions need to be taken to address them via the protocols within the strategy. It is critical that delivery of the strategy when adopted is not delayed due to lengthy decision making cycles. An action plan of an asset list with asset specific recommendations accompanies the asset strategy.
- 4.5.2 All assets identified for possible progression towards disposal within the first 12 months of the strategy have been identified and marked as such and on the adoption of the strategy the final protocol decision (either; Disposal, Investment or Commercial) as recommended by Officers is delegated to the Portfolio holder.
- 4.5.3 Ward Councillors will be consulted where assets in the Ward are being appraised and given an opportunity to discuss any concerns, with the Asset Team working with them to address any apprehensions the Ward Councillor may have, including considering alternative options or what compromise's may be possible. However, if their support on the outcome for the asset in question cannot be mutually agreed, i.e. disposal and they disagree, they can then invoke the Scrutiny Call in procedure at the point of the Lead Portfolio Holders decision is published.
- 4.5.4 Once the strategy is approved Officers and the Portfolio Holder will not then need to go back through the full committee cycle on each and every occasion as authority will have already been given. However, under the 'Constitution' such decisions are subject to the 'call in' process that can be triggered if at least five non-executive councillors make a proper request within a period of 5 days from the decision being published. A copy of an executive decision is e-mailed to all councillors once it has been made and that is when it is considered 'published'.

- 4.5.5 All decisions will be subject to a detailed options appraisal outlined in the strategy, reported to Asset Management Group to take into account views and then a decision made.
- 4.5.6 The strategy makes it clear that disposals are just one consideration and will be pursued alongside investment in assets, acquisitions and being more commercial with the let portfolio but Officers do need the ability to implement the strategy.
- 4.7 Investment plans and the results from options appraisals will be reported to the Council through the Asset Management Group (AMG) along with a dashboard updating on progress against delivery of the non-asset specific actions within the protocols.
- 4.8 The Action Plan will be reviewed quarterly by the AMG and reported to Scrutiny, Cabinet and Full Council annually.

5. Links to Corporate Aims/Priorities

- 5.1 Key Theme 4 – An Efficient and Modern Council – To make better use of our land and property assets, transferring or selling assets where it makes sense to do so.

6. Finance/Resource Implications

- 6.1 Finance and Resource inferences are set out within the Asset Strategy document.

7. Legal Implications

None

8. Environmental Impact Implications

None

9. Safeguarding and/or Community Safety Implications

None

10. Equality and Diversity Implications

None

11. Social Value Implications

None

12. Partnership Implications

None

13. Health and Wellbeing Implications

None

14. Asset Management Implications

- 14.1 The Council's Asset Portfolio will begin to be managed in a proactive manner, realising opportunities to make best use of assets that will be fully appraised via a suite of protocols within the WSC 2017-2020 Asset Strategy.

15. Consultation Implications

- 15.1 The Asset Strategy was presented to PAG on the 29th March 2017, and concerns around Asset specific decisions have been taken on board by Officers and the Portfolio Holder, with changes made within Section 4.5 Governance Process above.

16. Scrutiny Comments/Recommendation(s)

- 16.1 Not taken to Scrutiny

Democratic Path:

- **Scrutiny/Corporate Governance or Audit Committees – Yes**
- **Cabinet/Executive – Yes**
- **Full Council – Yes**

Reporting Frequency: **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

Contact Officers

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WEST SOMERSET COUNCIL ASSET STRATEGY 2017 -2020

To ensure that the Council's land and property assets are managed and maintained in a consistent, strategic manner that supports the corporate strategy

Final Draft for Full Council

Amended 27th April 2017

By: Terry May, Assistant Director Property & Development

V.1.2 2017-04-27

Contents

1.0	Executive Summary	Page 1
2.0	Introduction	Page 2
2.1	Introduction – Background	Page 2
2.2	Introduction – Purpose	Page 3
2.3	Scope	Page 4
2.4	Asset Management Objectives	Page 4
2.5	Asset Management Tools	Page 7
2.6	Risk Management	Page 8
3.0	Stock Profile, Condition and Performance	Page 10
3.1	Stock Profile	Page 10
3.2	Stock Condition	Page 12
3.3	Compliance	Page 13
3.4	Stock Performance	Page 13
4.0	Energy Performance	Page 17
5.0	Our Key Property Protocols – To Support Delivery of Strategy	Page 18
5.1	Investment / Capital Programme Protocol	Page 19
5.2	Disposal and Acquisition Protocol	Page 20
5.3	Commercialism ‘Let Property’ Protocol	Page 21
6.0	Review and Monitoring	Page 22
6.1	Governance and Reporting	Page 22
6.2	Review	Page 22
6.3	Authority and Control of Information	Page 22

1.0 Executive Summary

- 1.1 The Council's current Asset Strategy is no longer fit for purpose and is being impacted by increasing financial pressures. Thus the creation of a new Corporate Strategy with significantly improved intelligence and data of the asset portfolio is of paramount importance. Supported by a move nationally towards transferring assets to local communities, it is essential West Somerset Council (WSC) is equipped with a new comprehensive strategy with agreed asset options to drive forward new ways of managing the portfolio by proactive asset management.
- 1.2 This 2017-2020 Asset Strategy recognises existing opportunities and identifies how these can be prioritised by utilising a new suite of protocols; an Investment Capital Programme protocol, a Disposal and Acquisition protocol and a Commercialism 'let property' protocol, which include key performance indicators to enable robust monitoring.
- 1.3 The Council holds an asset portfolio consisting of 195 assets at 31st March 2017, with 120 being land and infrastructure assets, with the remaining 64 being building assets. The portfolio is very diverse and the rental income is comparatively low, but the portfolio still requires significant management and presents substantial liabilities but with exciting prospects to create capital receipts and commercial opportunities. The most significant buildings element of the portfolio comprises 43 of the 75 building assets and requires £5,170,251 of expenditure over the next 30 years for replacing key components (roofs, doors, windows etcetera) of which £1,208,420 is required within the next 5 years. This financial requirement is in addition to the necessary cyclical and responsive maintenance works and statutory compliance duties. For this part of the portfolio by accounting also for other costs and applying any income received, a Net Present Value is shown of minus £1,445,589 over the next 30 years. This general picture is likely to be reflective of the entire portfolio and the Asset Strategy addresses how this level of business intelligence must be applied across the whole portfolio.
- 1.4 This Asset Strategy recognises a number of key challenges which lie ahead and which need to be overcome to enable the asset portfolio to be viable rather than being unsustainable due to the low income in relation to forecast expenditure. Furthermore the strategy identifies new priorities and through the three protocols referenced, a clear route map for doing things differently to improve the performance of the portfolio; invest or acquire where it makes sense to do so, maximise return where possible and dispose where appropriate. The explanation and criteria on which protocol will be applied on an asset by asset basis with a priority for progressing each asset is being developed but on the adoption of this Strategy there will be a clear and agreed

programme having been agreed for those high priority assets enabling transactions to progress and deliver asset specific tangible deliverables. It is essential these new ways of codifying and managing assets are adopted to enable the challenges to be effectively managed and opportunities delivered. Furthermore it is critical that decisions can be made quickly and supported by clear business cases to enable the strategy to be delivered and the savings and receipts to materialise.

2.0 Introduction

2.1 Background - Why develop a new Asset Strategy?

The Asset Strategy sets out the Council's approach to the strategic management of its land and building assets. It has been reviewed to reflect:

- Financial pressures – Medium Term Financial Plan pressures, a general acknowledgement that spend on property assets would need to increase due to awareness of cost forecasts over next 30 years and £217,000 needed through capital receipts between 2016/2017 and 2018/2019 financial periods to support the funding for transformation.
- Localism Act 2011 and the move to empower local communities - If local groups own or manage community buildings and land it will help foster a sense of belonging and bring together people from different backgrounds. Community ownership and management of buildings can also play a part in raising local people's aspirations, in enhancing the local economy, environment and have the capacity to strengthen the community, voluntary and social enterprise sector. In 2016 the Council adopted a Community Asset Transfer policy after much consultation with the communities and this policy needs to be reinforced and delivered.
- A much more sophisticated understanding of the portfolio since a new Property & Development function was created in 2014:
 - Risks - Future cost liabilities / Public perception if not managing property assets efficiently and effectively
 - Opportunities – to do things differently including improved generation of financial and non-financial returns.
- The existing Asset Strategy is now out-of-date and does not meet the Council's key themes. Therefore, a new Asset Strategy is required to support the delivery of the current Corporate Strategy – in particular; within Key Theme 4 – An Efficient and Modern Council – To make better use of our land and property assets, transferring or selling assets where it makes sense to do so.

- Over the past year the Council’s approach to strategic asset management has been developing against the backdrop of the current economic and political climate, the need to adopt new ways of working to manage the Council’s assets and to include the wider objectives of community empowerment within the context of a wealth of guidance and instruction from central government in relation to asset management.

Implementation of the new Asset Strategy will identify opportunities to:

- Increase revenue income.
- Reduce costs – smaller but better performing asset base in terms of both financial and non-financial return.
- Invest wisely – component replacement or wider investment by being proactive and by identifying where both financial and non-financial returns can be improved. By being proactive there will be better management of future capital requirements.
- Identify assets to sell commercially and enable this to be done efficiently and effectively.
- Identify assets to transfer to local communities to help forge stronger local engagement.

2.2 Purpose - Why do we need Asset Management?

Proactive Asset Management provides a structured process to ensure best value is achieved from land and building assets which better serve the strategic needs of the organisation and this Asset Strategy sets out how this will be achieved for the period 2017 - 2020.

The definition of Asset Management adopted by this strategy is:

“Asset management is the management of our physical assets to meet the service and financial objectives of the Council”

Therefore this Strategy provides:

“The effective targeting of resources to have the greatest effect in raising performance, maximising value for money and maximising the wider potential of assets”

The strategy recognises that effective asset management includes the 3 key themes:

- Proactive Asset Management – Those activities which maximise the returns from assets and where possible, through increasing income and reducing costs, disposing of assets that have a poor return financially and/or non-financially, acquiring assets where supported by a sound business case, and ensuring that assets are held in such a way to maximise the benefits to the community.

- Investment and Capital Programme – Those activities to proactively maintain the stock to maintain or improve its condition where there is a business case to do so and to invest more widely in wider works where again a strong business case supports such a course of action. Unless this course of action is adopted, financial and non-financial returns cannot be maximised.
- Supporting wider objectives – Being clear where and how asset management is supporting wider objectives, such as benefitting the community, shaping the built landscape and supporting the Council in its service delivery.

2.3 Scope

This Asset Strategy and its stated objectives will apply to decisions across the whole of the Council's land and property asset portfolio.

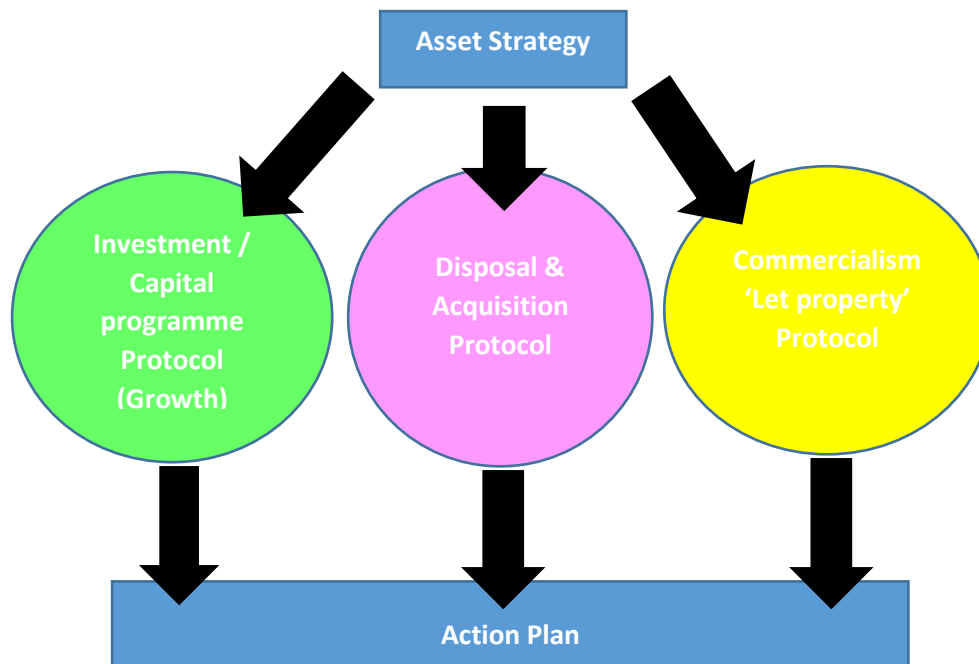
2.4 Asset Management objectives within this Asset Strategy

As a result of carrying out extensive due diligence work over the past 12 months we have revised our asset management objectives, reflecting the challenges we face, and the known risks and opportunities.

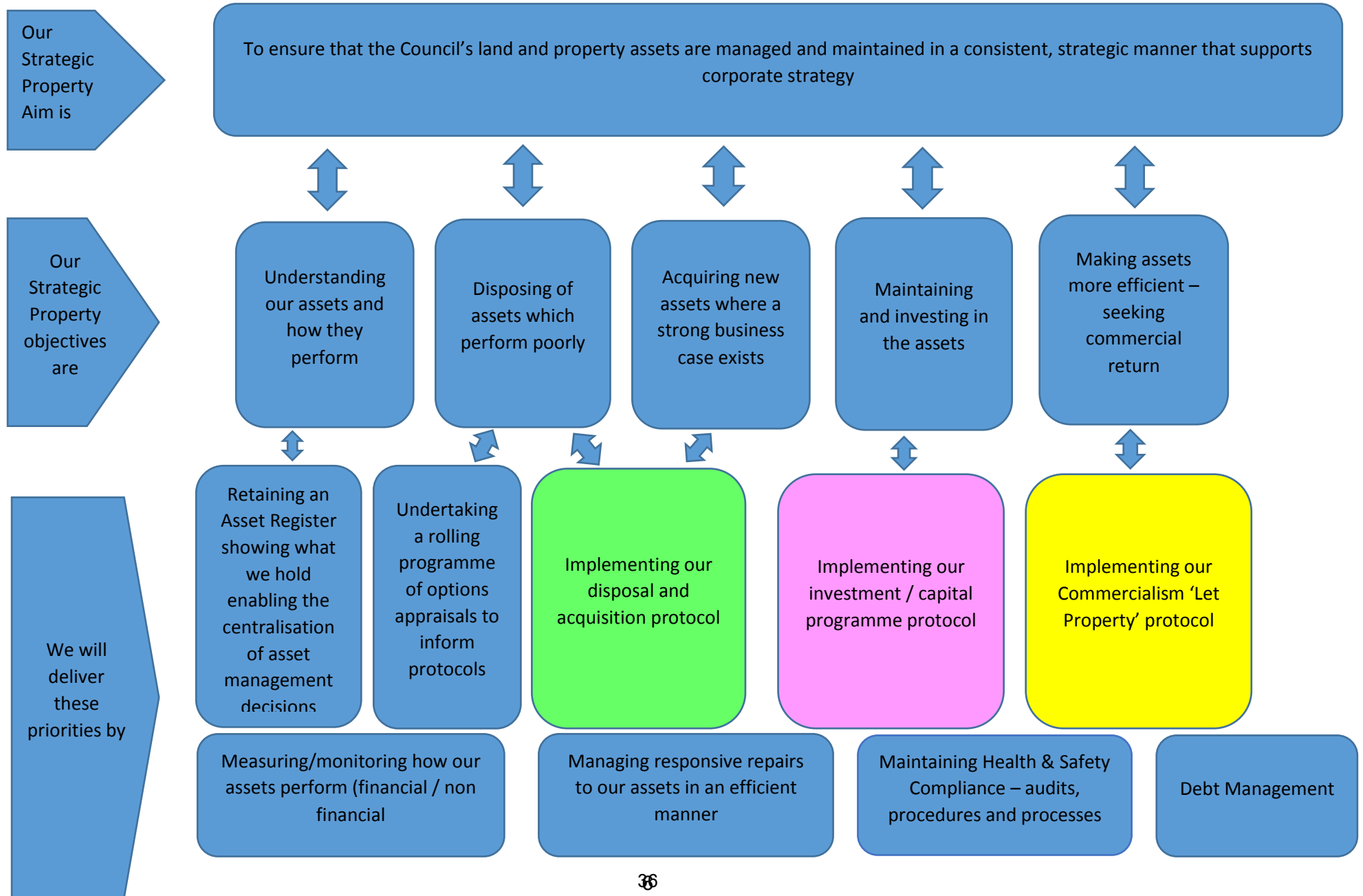
The overall objective of the Council in the management of its property portfolio is to utilise and manage its land and property assets in accordance with best practice and through doing so generate best value out of its portfolio. This is achieved by recognising and adopting the following priorities:

- Understanding our assets, how they perform and making the most of any opportunity to improve performance of that asset
- Disposing of assets which perform poorly – financially / non financially, to deliver required capital receipts and reduce outgoings
- Acquiring new assets where a strong business case exists
- Maintaining and investing in the assets where growth opportunities have been identified
- Making our assets more efficient – seeking a commercial return where appropriate and reasonable

The Asset Strategy will be delivered through three interrelated protocols which are detailed below. These protocols underpin the Asset Strategy and inform the Action Plan.



The approach to Asset Management for the period 2017 – 2020 addresses issues beyond those covered by the 3 protocols. Those aims are clearly set out on the following pages.



2.5 Asset Management Tools

The Strategy sets out the asset management tools which will support effective decision making and delivery, including:

- Robust and up to date stock condition data

Data for the strategy is based on stock condition data procured through a range of external consultants. This included estimated costs over 30 years for 43 of the most significant building assets and where the most significant liabilities are expected to arise. Data is not included at this stage for other mainly land and infrastructure assets although there is now a reasonable understanding of likely liability in these areas. A key deliverable is to complete this exercise for all assets. This data from the survey will be held electronically and kept up to date through routine periodic inspections by the Council's Asset Surveyors to inform future capital programmes and inform data on general asset performance.

- Data management to support compliance

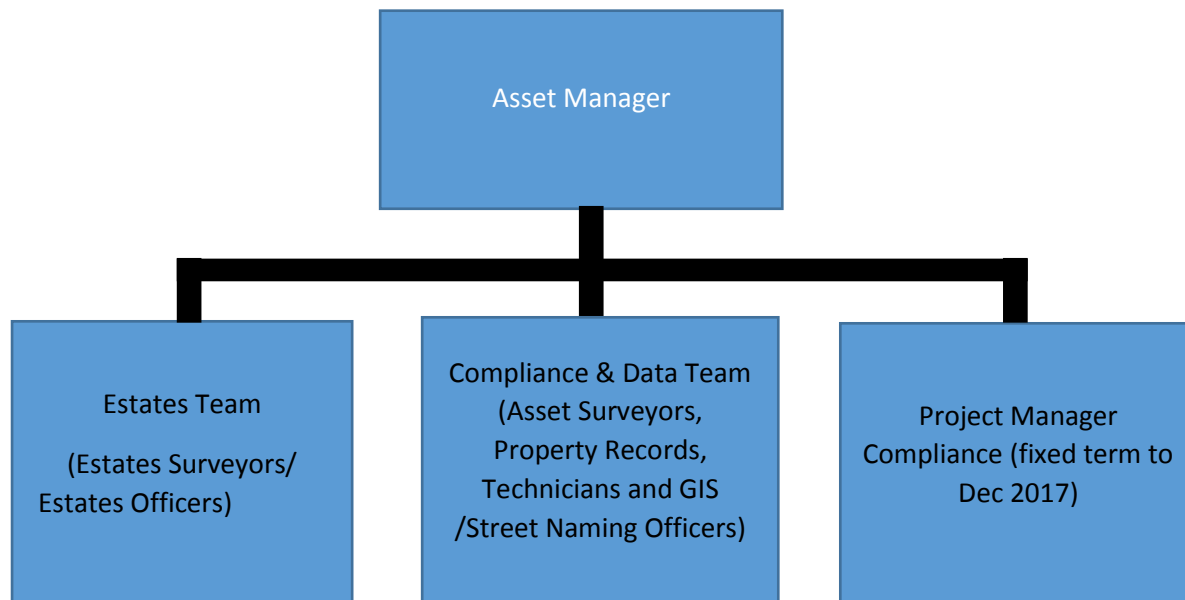
In addition to the Council's legal duties and obligations, providing a safe environment for tenants, our communities and staff is a fundamental principle. Effective compliance management is in place, beginning with complete, accurate and controlled asset data records and the development of efficient procedures for the newly appointed Asset Surveyors team to ensure compliance is maintained through a rolling programme of inspections.

- Understanding of asset performance – new Asset Performance Tool

The Council with support of external property consultants has developed an approach to understanding asset performance. A portfolio wide model is now in place to provide information on financial and non-financial performance but also for specific individual assets. This strategy sets out how this Performance Tool and the data within will be used to inform future plans. Where stock is performing poorly, on either a financial or non-financial basis, alternative options will be explored for these properties before investment decisions are made. This ensures resources are targeted where they will provide maximum value to the Council and communities. This model also shows where let property is providing a poor return and identifies what actions need to be taken to reverse a decline in asset value. This is currently in place for 43 of the most significant Council assets but is identified as a key priority to apply this model across the entire portfolio.

- Skills and expertise

A recent Directorate restructure has made adequate provision for dedicated resource to manage the portfolio.



The operational delivery of compliance and of delivery of the identified capital programme sits outside of Asset Management and within the Property Investment Team which sits within the wider Property & Development service area.

If additional resource is needed to deliver actions within the Asset Strategy then this will be considered on a case by case basis and will be subject to balancing cost against benefit.

2.6 Risk Management

The strategy recognises that assets can also become liabilities, threatening the Council’s viability.

Risk Matrix

Description	Likelihood	Impact	Overall
Failure to manage Health & Safety compliance could put tenants, staff, contractors and our wider communities at risk.	3	5	15
<i>The mitigations for this are to ensure adequate staff resource is in place to undertake necessary audits, commission work and that robust processes and procedures exist.</i>	2	4	8
Failures to meet statutory standards can carry penalties and will damage the Council’s reputation.	3	4	12

<i>The mitigations for this are to ensure adequate staff resource is in place to undertake necessary audits, commission work and that robust processes and procedures exist.</i>	2	4	8
Poor investment decisions made without understanding of an asset's performance and without a strategic view on the future use of that asset.	4	4	16
<i>The mitigation is for suitably qualified professional staff / consultants to undertake options appraisals before committing to significant capital spend.</i>	2	4	8
Failure to achieve capital receipts target.	4	5	20
<i>The mitigation is to ensure robust management arrangements are in place and ensuring decision makers remain committed and supported by officers even when decisions might be difficult.</i>	2	4	8
Failure to deliver capital programme within budget.	4	4	16
<i>The mitigation is to effectively manage programme, plan strategically, ensure budgets are set appropriately and through procurement ensure best value from contractors.</i>	2	4	8
Failure to secure necessary 'buy in' from Officers and Councillors that assets need to be managed differently to deliver the Strategy.	4	5	20
<i>The mitigation is to properly communicate the issues and the way forwards and ensuring understanding of implications if not followed..</i>	2	5	10
Lack of appropriate decision making arrangements slowing down delivery of the Strategy.	4	5	20
<i>The mitigation is to ensure that Officers furnish decision makers with a robust business case and on agreement to proceed, whilst updating the Asset Management Group, giving Portfolio Holder and Officers the ability to progress within agreed parameters.</i>	4	2	8
Staff resourcing and retention during period of corporate transformation impacting on delivery of this Asset Strategy.	4	5	16
<i>The mitigation is to utilise consultants and / or additional resource to deliver key projects where business case supports this.</i>	3	3	9

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
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	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
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Likelihood of risk occurring	Indicator	Description (chance of occurrence)
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3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

Key risks to the delivery of our asset management objectives are:

- Data management
- Affordability and cost control
- Re-investment in the wrong stock
- Lack of strategic approach to managing the asset portfolio and reluctance to adopt a more commercial approach in line with best practice.
- Lack of buy in by the wider Council.
- Lack of sufficient internal and / or external resource to deliver strategy.

Key risks will be monitored closely and actions taken to address if necessary.

3 Stock Profile, Condition and Performance

3.1 Stock Profile

The Council's asset portfolio as at 1st April 2017 consists of:

Asset Type	No. of assets	No. owned by Council	No. leased in by Council	No. leased out by Council
Building Assets: Offices, depots, public conveniences, garages, street shelters, let property etcetera	75	73	3	35
Land Assets: Car parks, land surrounding harbours, land and playing fields	101	100	1	12
Miscellaneous Assets Harbour and various infrastructure – Bridges, Leat, Slipway, Esplanade etcetera	19	18	0	1
TOTAL	195	191	4	48

The total asset value of the portfolio is £16,290,000 as at 31st March 2016 (with PC's and other asset changes removed). This is not to be mistaken with market value which is something very different.

The rental income is £285,234.47 as at 31st March 2017 and rent paid out is £63,602 per annum for 2016/2017.

For a list of the Council's assets as at November 2017 please see report in Appendix A.

To summarise, the portfolio is very diverse and whilst just over 20% (by number) is leased out the rental income is relatively modest on the vast majority of those assets.

Set out below is the reasoning behind why assets are held:

- To support the community – delivering the Council's Corporate Strategy.
- To generate an income – supporting the Council's services and supporting the delivery of objectives and principally to enable reinvestment in the portfolio.
- Legislative requirements.

Retention of assets is not purely based on the financial return, however it mustn't be assumed that the Council have to hold the asset for it to benefit the community and deliver the Council's objectives. Recent transactions and work being taken forward which demonstrate this point are the transfer of Flatner Museum in Watchet, progressing a transfer of Dulverton Leat, public conveniences transfers and the development and consultation around the recently adopted Community Asset Transfer Policy.

3.2 Stock Condition

Data on the condition of our assets is based on a 2016 stock condition survey of 43 assets commissioned through Savills property consultants. In addition, Pick Everard consultants were commissioned to prepare stock condition surveys of both Minehead Harbour and Sea Defence and Watchet Harbours.

The stock condition survey appertains to 43 of the Council's most significant assets in terms of likely capital outlay. The only assets not included relate to land, infrastructure assets and shelters. These assets will be surveyed and the relevant data captured as an action within this Strategy

The stock condition data is included within the table below setting out the capital requirements in five year bands from 2016/2017 for a period of 30 years:

Element	Year 1-5	Year 6-10	Year 11-15	Year 16-20	Year 21-25	Year 26-30	Total
Total	£1,208,420	£687,427	£753,755	£396,571	£1,351,863	£772,215	£5,170,251

No allowance has been made in this data to reflect where a tenant could reasonably be expected to fund works under the terms of their lease and where the tenant has the means to do so. For different reasons, the exceptions to this assumption are few and far between.

This data shows that this part of the portfolio (43 assets) requires circa £5,170,000 capital spend over the next 30 years in addition to the usual responsive repairs, cyclical maintenance and compliance works.

The most significant expenditure in years 1 – 5 relates to the following assets:

- Barnsclose, Dulverton - £78,000 (mainly roof works)
- Roughmoor Depot - £583,730 (mainly roof works)

It is worth noting that the transfer of the public conveniences on 1st April 2017 over 30 years will result in capital expenditure savings of approximately £610,000 attributed to public conveniences with circa £100,000 within the 1st 5 years.

These costs within the table above disregard reactive maintenance works. Current budgets provide only for reactive maintenance works and are detailed as follows and would still be required, in addition to the figures above:

MAINTENANCE BUDGETS (As per Budget Book 2017/18)	
Public Conveniences	£3,000

Brunel Way Depot	£3,690
Watchet Harbour	£3,950
Minehead Harbour	£3,950
Roughmoor Depot	£5,000
Roughmoor Enterprise Centre	£8,000
Visitor Centre	£0
Barnsclose Industrial Estate	£2,000
Estates	£68,000
West Somerset House	£10,000
Customer Centre	£1,000
TOTAL	£115,280
Seafront Maintenance (shelters, beach cleaning, seafront lighting)	£7,000

3.3 Compliance

As owner of property assets there are a number of legal and moral responsibilities the Council must abide by.

To demonstrate that the Council are meeting those obligations, a robust regime of compliance checks and routine monitoring has been introduced which includes, but is not limited to:

- Asbestos surveys and re-inspections
- Gas safety
- Electrical safety
- Fire Risk Assessments
- Water Hygiene
- Energy performance certification

A small team of Asset Surveyors are responsible for undertaking routine inspections to ensure both compliance and stock condition data is kept current. This data is monitored and reported every six weeks to the Council's Asset Management Group.

3.4 Stock Performance

Following the stock condition exercise it was considered important to build on these findings and assess the performance of the 43 most significant assets against a range of social and financial criteria. The financial modelling was undertaken by Savills property consultants and Asset Management undertook the non-financial modelling exercise in consultation with Councillors and Lead Member.

The modelling will provide a framework for future asset management decisions relating to the Investment & Capital Programme protocol, Disposal and Acquisitions protocol and Commercialism 'let property' protocol. Along with the financial modelling, Savills

have provided the Council with an Asset Performance Model which will be operated by Asset Management and kept current with periodic updates to aid decision making and assess performance of the portfolio and individual assets on an ongoing basis.

Financial Modelling

Income and expenditure has been forecast for a 30 year period from 2016. Rental income was included in the model alongside other holding costs such as stock condition data, responsive maintenance, compliance costs and management costs.

The Savills report included data in respect of the public conveniences which are now to be transferred on 1st April 2017. For the purpose of this Asset Strategy, costs relating to the public conveniences has been omitted along with costs relating to other assets disposed of within past few months / or being disposed of before end of March 2017. The data shows a Net Present Value (NPV) across the portfolio of 43 buildings of minus £1,445,589 over the 30 year period assuming inflation at 2% per annum and a discount rate of 5.5% which represents industry standard approach.

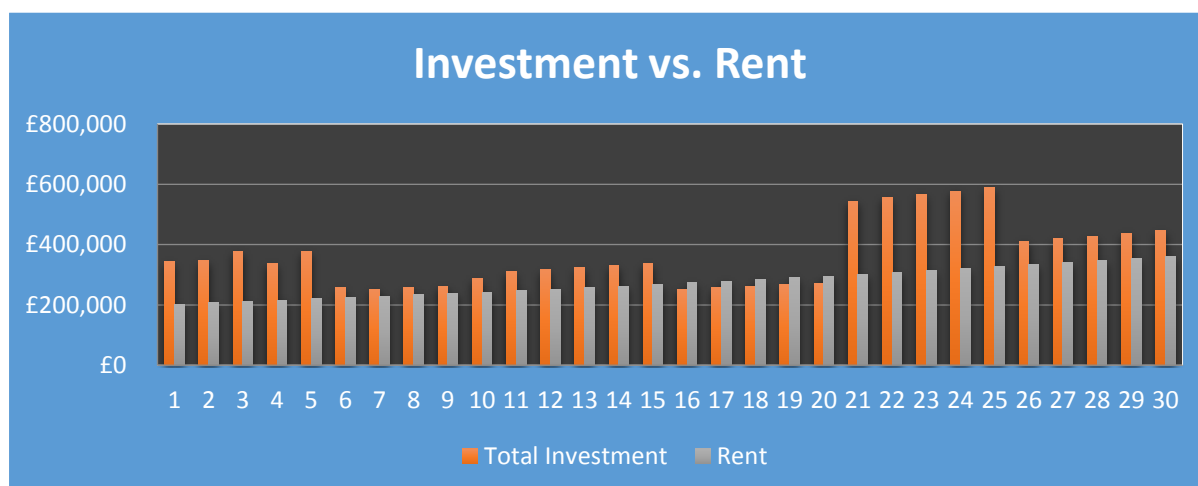
Of those 43 assets for which we have NPV data, they have been banded by way of their financial performance as:

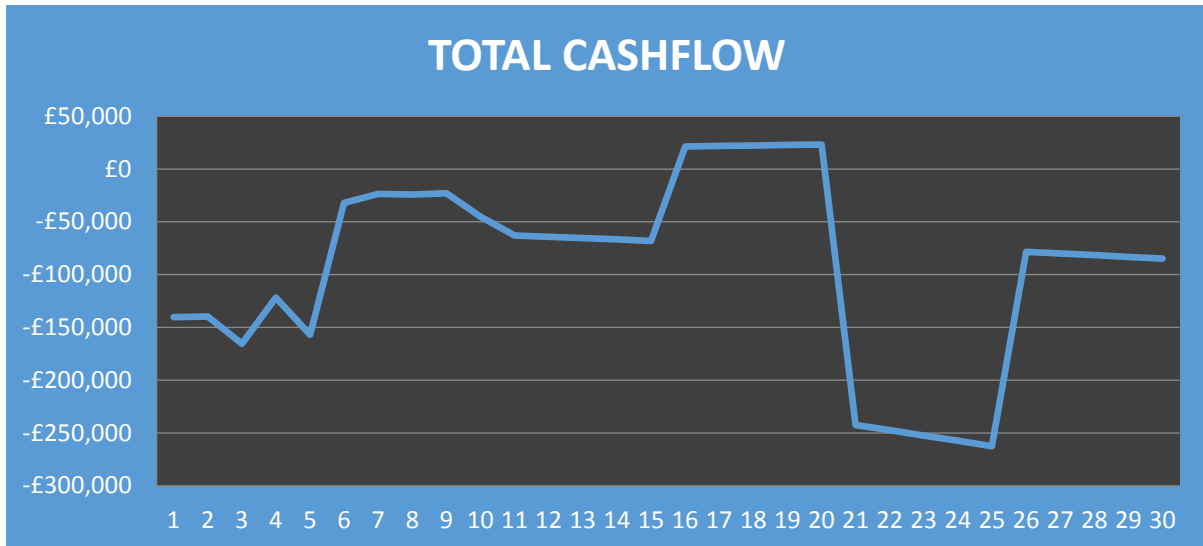
- Red ■■■■■ = NPV of more than - £50,000 = 20
- Amber ■■■■■ = NPV of less than - £50,000 = 20
- Green ■■■■■ = Positive NPV = 3

40 of the 43 assets modelled do not perform from a financial point of view.

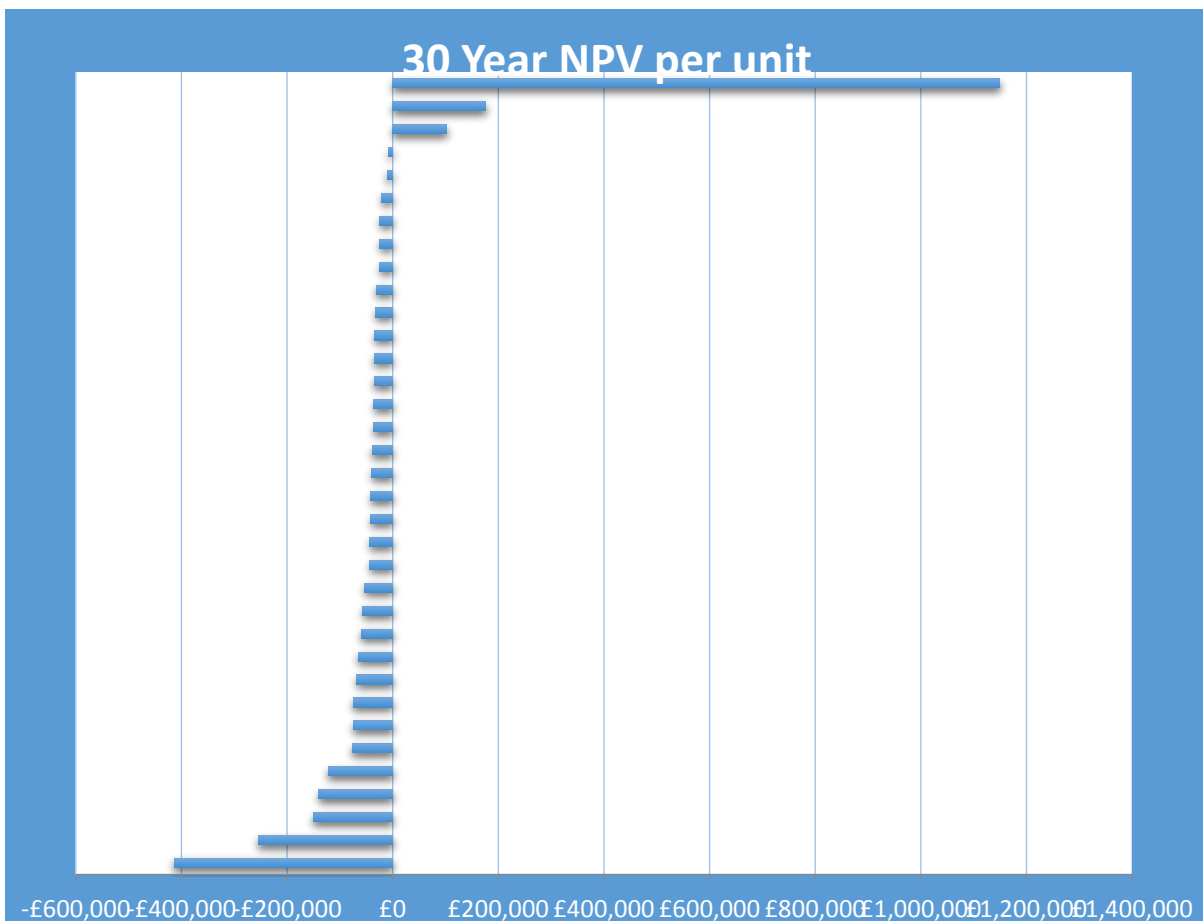
Confidential appendix C details the performance of each asset and its respective banding.

The following graphs show the cash flow analysis of those remaining assets (as at 1st April 2017) over the next 30 years:





This shows that for every year other than the period 2032-2036 the income from the portfolio will be insufficient to meet the capital requirements. Furthermore, all assets other than West Somerset House, Roughmoor Enterprise Centre in Williton and Jubilee Café in Minehead produce negative net present values. The strongest performing Council asset is Roughmoor Enterprise Centre generating a positive NPV of £1,149,703 over 30 years. This range of financial performance of individual assets is demonstrated on the graph below.



Non-Financial Modelling

In addition to the financial performance, all 184 assets have also been measured in respect of non-financial performance. This is measured by the social, economic or environmental contribution to the wellbeing of an area. Scoring has been applied as follows:

0 – Either no or marginal social, economic or environmental contribution towards the wellbeing of the area.

1 – Social, economic or environmental contribution towards the wellbeing of the area – but with covenants to protect existing use (if needed) could be transferred to a third party.

2 – Social, economic or environmental contribution towards the wellbeing of the area – even with covenants to protect existing use, unlikely to be appropriate to transfer to a third party i.e. the Council would need to retain a significant level of control over future use so a transfer is not appropriate.

The results, whilst subjective, show as follows:

- Score of 0 = 35 assets
- Score of 1 = 156 assets
- Score of 2 = 4 assets (Watchet Lighthouse, Harbour Master's Office and West Somerset House and boiler house.

Therefore there are 35 assets which from a non-financial point of view there is no benefit of retaining.

There are only 4 assets which the Council needs to absolutely retain.

For those assets subject to the Financial Performance Modelling the results are as follows:

Score of 0 = 4

Score of 1 = 35

Score of 2 = 4

Conclusions - Financial

1. Without increasing property budgets considerably, the Council cannot afford to adequately maintain its assets.
2. All properties let out, with exception of West Somerset House in Williton, Roughmoor Enterprise Centre in Williton and Jubilee Café in Minehead have negative Net Present Values and therefore anticipated expenditure is greater than income over the next 30 years, therefore as assets are performing poorly.

Conclusions – Non Financial

1. Whilst many assets contribute towards the social, economic or environmental wellbeing of the area, 18% do not materially contribute and 80% do but could continue to do so even if they are no longer under the Council's direct control.
2. In the majority of instances, a positive contribution towards social, economic and environmental wellbeing of the area should not necessarily be seen as a reason not to dispose / transfer.

This modelling is now in place and will be the main tool used for future decision making.

4. Energy Performance – Energy Performance Certificates (EPC)

The Energy Act 2011 states that from 2018, all buildings which do not meet the minimum energy performance standards cannot be let until they have been upgraded. The secondary legislation which combines with this Act, is the Energy Efficiency Regulations 2015 and made it unlawful for properties with a rating of F or G to be let without implementing cost effective, energy efficiency improvements. This comes into effect on 1st April 2018 for new leases and lease renewals /extensions where there is already an EPC and 1st April 2023 for all existing leases.

A two tier market is now starting to emerge with well -informed Tenants staying clear of buildings with a rating in the F or G danger zone. There is also concern that properties currently with an E Rating might when re-assessed achieve only an F. In order to future proof the marketability and value of the Council's asset portfolio a strategy needs to be in place, which sets the minimum rating the Council wish to achieve for each property.

It is also essential that a list of assets which currently fall short of that target rating is prepared so the potential impact on revenue can be identified, should those buildings not reach the EPC safe zone by 2018. Each qualifying asset needs to be assessed and a report prepared on what works are required to meet the target rating, as well as an estimated cost for carrying out those works.

The wider implications of this legislation need to be considered as it will be important to consider the approach the Council wishes to take in respect of new lettings, the existing form of lease /similar agreements, enforcement of repairing obligations and other such lease covenants. For new leases granted the Council should seek to ensure:

1. The new lease oblige the occupier to carry out EPC upgrade works which ensure the property meets the minimum standards imposed by this legislation, during the term and also at expiry, whenever that may be
2. The new lease clearly states that the Tenant must not make any changes to the building which would impact on the EPC rating of the unit.

An EPC is not required if any of the following conditions are met:

- listed or officially protected and the minimum energy performance requirements would unacceptably alter it
- a temporary building only going to be used for 2 years or less
- used as a place of worship or for other religious activities
- an industrial site, workshop or non-residential agricultural building that doesn't use much energy
- a detached building with a total floor space under 50 square metres
- due to be demolished by the seller or landlord and they have all the relevant planning and conservation consents

The Council currently holds an EPC for the majority its portfolio but there is as yet no plan in place which addresses the requirements of this legislation so this is considered to be a significant and imminent financial risk to the Council. Work has started but exposure has yet to be quantified.

5. Our Key Property Protocols – To Support Delivery of Strategy

This Section deals with all assets, whether buildings (included in the Asset Performance Analysis), other buildings, land or infrastructure.

For all assets one or more of the following Protocols will be applied with a decision made following the undertaking of option appraisals as per the option appraisal suite included in attached appendix B. An options appraisal will be triggered through the delivery of a prioritised programme of option appraisals starting with those assets with a NPV of below -£50,000, identified spend of £5,000 in next 5 years, a lease event (lease end, break, rent review), poor EPC rating or good site redevelopment potential.

To deliver this strategy a series of non-asset specific actions as detailed in the 3 protocols will need to be followed alongside asset specific actions.

The number of significant building assets is actually very low with relatively few disposal opportunities which could generate significant receipts. There are a few disposal opportunities but greater opportunities exist in respect of increasing income generation from let property alongside a significant opportunity to pass land and infrastructure assets to the local communities and it is these areas where resources should be directed.

The protocols to be delivered are as follows:

5.1 Investment / Capital Programme Protocol

Statement – To manage assets proactively by creating a capital programme based on stock condition data and to invest more widely on improving assets where there is a sound business case.

Importance – Without this protocol the assets will fall into disrepair, costs can't be forecast, costs over an extended period will likely be greater and the general quality of the assets will deteriorate negatively impacting on the surrounding communities.

Actions –

- Extend stock condition survey data to incorporate all assets by 30/09/2017. Consider externalising this work.
- Consider centralising capital / maintenance budgets for all assets by 31/12/2017 to ensure we are making the most of our assets. Will require greater scrutiny over practicality at sites where maintenance budgets might impact on operational needs e.g. car parks.
- Agree appropriate capital budgets to meet all protocol requirements by 31/12/2017. Disregarding Roughmoor Depot, Williton the capital programme requirement for years 1-5 is a total of £660,775. Agree how this will be funded.
- Agree centralised capital programme based on stock condition data but targeted where possible at those more strongly performing assets that the Council is most likely to retain. There will inevitably be some exceptions, but where this is the case, the Council must be confident that any proposed works 'add value'. By 31/12/2017 have a detailed plan for 1 year and indicative plan for the next 5 year period.
- Capital works to be dealt with separately to maintenance works but with an appreciation by each of the other i.e. don't repair something unnecessarily when a component is soon due for replacement. By 31/12/2017.
- Agree approach for investment in assets ahead of component replacements if there are realisable benefits – to generate a rent, increase passing rent or facilitate generating a capital receipt. Possible opportunities with some of the 21 shelters held by the Council. By 31/12/2017.
- Exploring opportunities for generating external funding to support the capital programme – Linking in with opportunities through Coastal Communities Funding and other. Ongoing.
- Use local contractors where possible. Ongoing
- Options Appraisal prior to committing spend where expenditure is anticipated of more than £5,000 on any asset over a 5 year period. Process in place by 31/07/2017.
- Secure or commission Energy Performance Certificates for all qualifying assets and develop an Energy Performance Strategy with necessary funding in place to ensure compliance by April 2018. Strategy to be in place by 30/09/2017.

Performance Indicator – 90% spend against forecast planned spend.

5.2 Disposal and Acquisition Protocol

Disposals

Statement - To rationalise the asset portfolio by disposing of poor performing assets or assets with realisable development potential
Importance - The Council holds many poorly performing assets with only 3 having a positive NPV over a 30 year period. In almost all instances these could be disposed of without adversely impacting on the community.
<p>Actions -</p> <ul style="list-style-type: none"> • Extend Asset Performance Model to all assets by 30/11/2017 to understand performance of all assets. • Capture Market Values for all assets by 31/03/2018. • Options appraisals for all assets with either a negative NPV or a non-financial score of zero. Options appraisals on all those priority assets currently identified and ongoing on all lease / licence end or break dates following the approach outlined on attached Options Appraisal flow chart. To be completed by 31/03/2018. • Promote transfer of assets through adopted Community Asset Transfer policy. Ongoing. • Land Review – Seek to dispose of as much non-operational land and infrastructure as possible by either community asset transfer or commercial sales. Receipts (if any) likely to be low but will remove potential liability and in the longer term will enable the resource to be more focused on the more valuable assets. In some instances assets can be better managed within communities. Ongoing but with particular workstream during 2017/2018. • Ensure capital receipts are achieved to support transformation contribution but also as a minimum £100,000 per annum to develop an ear marked reserve for unexpected investment works and to acquire assets where there is a sound business case to do so. • Respond quickly to speculative approaches from 3rd parties.
Performance Indicators – Deliver capital receipts of £217,000 by 2018/2019 to contribute towards funding of transformation. Deliver £100,000 per annum to develop an earmarked reserve for unexpected investment works.

Acquisitions

Statement – To acquire assets where there is a sound business case to do so
Importance – It is important to be able to respond to opportunities and invest when appropriate in high performing assets (financial and non-financial).
Actions – Respond to opportunities to acquire income generating assets which would provide a good return. Ongoing.
Performance Indicator – N/A

5.3 Commercialism ‘Let Property’ Protocol

Statement - Maximise rental income and minimise liability for costs across the Let Portfolio currently of 39 assets

Importance - A major contributor to the negative NPV of the asset portfolio. In some instances a higher rental might generate more entrepreneurial approaches by tenants and therefore benefit the community as a whole through the tenant perhaps diversifying, investing or becoming more commercial.

Actions -

- At lease events (lettings, rent reviews, breaks and lease ends) ensure that the Council acts fairly but commercially. This would in almost all circumstances result in either a significant increase in rent, letting to a new tenant or using the event as an opportunity to gain vacant possession and then market for disposal. Ongoing.
- Enforce lease obligations robustly through periodic landlord inspections. Do not lease property on terms where the Council has concerns over the tenant's ability to comply with lease obligations. Ongoing
- Explore opportunities to group assets by locality and use income generated from let property to maintain surrounding environments. Ongoing
- Explore opportunities to let space where opportunities not yet being realised e.g. shelters, surplus operational space, masts, advertising hoardings and kiosks etc. By 31/12/2017.
- Improved vetting of tenants before lettings proceed. Ongoing
- Ensure satisfactory conclusion of the shared hub being created at West Somerset House, Williton. By 01/09/2017.
- Ensure Tenants comply with existing lease obligations in respect of Energy Performance. For new leases ensure that obligations passed on to Tenants as appropriate. Ensure all vacant properties can be let in accordance with requirements coming into force in 2018 in order to safeguard all future letting opportunities. Ongoing.

Performance Indicator – Increase rental income by a minimum of 5% per annum.

Outside of these protocols, there is also to be a specifically identified and monitored workstream based on submitting appeals to the 2017 Rating list, either direct or through supporting and encouraging tenants to do so. Excessive and incorrect Rateable Values impact on the value of the asset portfolio, ability to let assets and prove costly to the Council in its capacity as asset owner.

The Asset Performance Tool will be updated in March and September of every year and results reported to Asset Management Group.

Where it is identified that additional resource is required to deliver the strategy there will be a business case presented to Asset Management Group and a decision made by Lead Member.

6 Review and Monitoring

6.1 Governance and Reporting

Investment plans and the results from options appraisals will be reported to the Council through the Asset Management Group (AMG) along with a dashboard updating on progress against delivery of the non-asset specific actions within the protocols. Success will be measured through a range of Key Performance Indicators (KPI's) which include:

- Minimum 90% spend against forecast planned spend.
- Deliver capital receipts of £217,000 during the period to 2018/2019.
- Deliver £100,000 of capital receipts per annum to create an earmarked reserve to fund unexpected investment work.
- Acquisitions – N/A.
- Increase rental income by a minimum of 5% per annum.
- Overall KPI - Improve NPV of portfolio by 10% per annum (starting 2018/2019).

These KPI's to be reported annually to Scrutiny and reviewed quarterly by AMG.

6.2 Review

The strategy covers the period 2017-2020 in line with the Council's Corporate Strategy.

6.3 Authority and Control of Information

The Council will ensure internal controls are in place to ensure effective delivery. These cover the following areas:

- Robust and up to date stock condition data
- Investment planning process
- Options appraisal and disposals & acquisitions protocols
- Commercialism 'Let Property' protocol
- Regular review of strategy

Responsibility for this strategy is with the Asset Manager, who will report progress at WSC Asset Management Group meetings.

Appendix A – Asset List

WSC Full Asset List as at 1st April 2017 by Asset Reference Number

Asset Ref	Asset Name	Category of Asset
1	WITHYPOOL (NEAR HAWTHORN BUNGALOWS) CAR PARK	Land Asset
3	EXMOOR HOUSE CARAVAN SITE, DULVERTON	Land Asset
4	DULVERTON ROAD BARLE BRIDGE TO CARAVAN PARK	Infrastructure Asset
5	EXMOOR LAWNS BESIDE THE RIVER, DULVERTON	Land Asset
8	LION STABLES CAR PARK, DULVERTON	Land Asset
9	GUILDHALL CAR PARK, DULVERTON	Land Asset
10	EXMOOR HOUSE CAR PARK, DULVERTON	Land Asset
12	FORE STREET TO CENTRAL CAR PARK, DULVERTON	Infrastructure Asset
13	FORMER CHEESE STORE, DULVERTON	Building Inspected by Savills
14	LAND (FORMER YOUTH CLUB SITE), BRUSHFORD	Land Asset
15	LAND AT FISHERSMEAD, DULVERTON NEXT TO NO.21	Land Asset
17	WHEDDON CROSS PUBLIC CONVENIENCES	Building Inspected by Savills
18	CUTCOMBE LAND OPPOSITE SCHOOL/NEXT TO NORMANS COTTAGE CAR PARK	Land Asset
19	PARK STREET CAR PARK, DUNSTER	Land Asset
21	DUNSTER STEEP (UPPER MAIN) CAR PARK	Land Asset
22	DUNSTER STEEP PUBLIC CONVENIENCES	Building Not Inspected by Savills
23	DUNSTER STEEP (LOWER) CAR PARK	Land Asset
24	WITHYCOMBE COGAN COTTAGE GARAGES	Building Inspected by Savills
25	CRAWTER DRIVE, PORLOCK - L SHAPED AREA OF GRASS	Land Asset
26	PARSON STREET CAR PARK, PORLOCK	Land Asset
28	DOVERHAY CAR PARK, PORLOCK	Land Asset
29	CENTRAL(ALSO KNOWN AS HIGH BANK) CAR PARK, PORLOCK	Land Asset
30	PC's, CENTRAL CAR PARK,PORLOCK	Building Inspected by Savills
31	DOVERHAY CAR PARK PORLOCK - PUBLIC CONVENIENCES	Building Inspected by Savills
35	LAND & EQUIPMENT HUT, BOSSINGTON - COASTGUARD	Land Asset
36	SELWORTHY, FOOT OF GREEN PC	Building Inspected by Savills
39	SEAWARD WAY, MINEHEAD GRAZING LAND ON EASTSIDE OF ST63780	Land Asset

Asset Ref	Asset Name	Category of Asset
40	CULVERCLIFFE OPEN SPACE, MINEHEAD	Land Asset
42	RANSOM STRIP END OFF STEPHENSON ROAD, MINEHEAD	Land Asset
43	SEAWARD WAY, AREA OF LAGOONS OPPOSITE TESCOS, MINEHEAD	Land Asset
44	REGENTS WAY PUBLIC OPEN SPACE, MINEHEAD	Land Asset
45	MART ROAD, MINEHEAD - GRAVEL & SHRUB AREAS BUTLER FUEL TO GARDEN CENTRE	Land Asset
46	PARKS WALK, MINEHEAD - PARKHOUSE ROAD TO PERITON LANE	Land Asset
47	WHITWORTH ROAD PLAYING FIELD AND PLAY AREA, MINEHEAD	Land Asset
48	WOODSIDE CLOSE, MINEHEAD - AREA OF GRASS	Land Asset
49	SYCAMORE ROAD PLAY AREA, MINEHEAD	Land Asset
51	LAND OFF PERITON LANE, MINEHEAD	Land Asset
52	Parks WalkPC, Minehead	Building Inspected by Savills
53	HYDE ROAD, MINEHEAD - PUBLIC OPEN SPACE	Land Asset
56	MILLBRIDGE/PARKHOUSE ROAD JUNCTION, MINEHEAD - TRIANGLE OF GRASS	Land Asset
61	SIDE OF SILVERMEAD, ALCOMBE - SHRUB BEDS & BENCH AREA	Land Asset
67	DENE GARDENS, ALCOMBE	Land Asset
68	WATCHET HARBOUR, WATCHET	Building Inspected by Savills
69	JUBILEE GARDENS ON SEAFRONT, MINEHEAD	Land Asset
70	BLENHEIM ROAD/QUAY STREET JUNCTION, MINEHEAD (AREA OF SHRUBS SURROUNDING COMMUNUTOR)	Land Asset
72	TOWNSEND HOUSE, TOWNSEND ROAD, MINEHEAD	Building Inspected by Savills
73	WELLINGTON SQUARE, MINEHEAD	Infrastructure Asset
76	RETAINED PROPORTION - CLANVILLE NURSERY, MINEHEAD	Building Inspected by Savills
76	RETAINED PROPORTION - CLANVILLE NURSERY, MINEHEAD	Land Asset
77	LAND REAR 11/13 ORCHARD ROAD - GRASS AREA, MINEHEAD	Land Asset
78	SHRUB AREA THE BALL, NEXT TO STEPS, MINEHEAD	Land Asset
79	ALEXANDRA ROAD CAR PARK, MINEHEAD	Land Asset
80	SUMMERLAND CAR PARK, MINEHEAD	Land Asset
81	SUMMERLAND CAR PARK PUBLIC CONVENIENCES, MINEHEAD	Building Inspected by Savills

Asset Ref	Asset Name	Category of Asset
83	BLENHEIM GARDENS, MINEHEAD	Land Asset
84	NORTH ROAD CAR PARK, MINEHEAD	Land Asset
85	BLENHEIM GARDENS MINEHEAD - L ADIES PC	Building Inspected by Savills
86	FOOTPATH THE AVENUE TO BLENHEIM GARDENS, MINEHEAD	Infrastructure Asset
87	BLENHEIM GARDENS BANDSTAND, MINEHEAD	Building Inspected by Savills
88	BLENHEIM GARDENS CAFÉ, MINEHEAD	Building Inspected by Savills
90	BLENHEIM GARDENS MINEHEAD - GENTS PC	Building Inspected by Savills
91	BLENHEIM GARDENS SHELTER, MINEHEAD	Building Not Inspected by Savills
92	BLENHEIM RD/QUAY LANE JUNCTION, MINEHEAD (TRIANGLE OF SHRUBS & HEDGE)	Land Asset
93	SEAFRONT SHELTER OPPOSITE HOBBY HORSE, MINEHEAD	Building Not Inspected by Savills
94	QUAY WEST LOWER CAR PARK, MINEHEAD	Land Asset
95	HARBOUR SLIPWAY, MINEHEAD	Infrastructure Asset
96	CLIFFS ABOVE QUAY STREET/QUAY WEST, MINEHEAD	Infrastructure Asset
97	SURROUNDING AREAS OF ZIG ZAG FOOTPATH, MINEHEAD	Land Asset
98	MOLLY'S PATCH, MINEHEAD	Land Asset
99	TRIANGULAR SHRUB AREA AT TOP OF CHURCH STEPS, MINEHEAD	Land Asset
100	SHRUB AREA, CHURCH ROAD, MINEHEAD	Land Asset
101	QUAY STREET, MINEHEAD GRASS AREA & SHRUBS OPPOSITE QUAY INN	Land Asset
102	MARINA GARDENS. (OFF NORTHFIELD ROAD), MINEHEAD	Land Asset
103	WEBBERS GARDENS OFF ZIG ZAG PATH, MINEHEAD	Land Asset
104	SLIPWAY OPPOSITE QUAY INN, MINEHEAD	Infrastructure Asset
105	SEAFRONT SHELTER OPPOSITE QUAY INN, MINEHEAD	Building Not Inspected by Savills
106	FORMER PIER SITE - CONCRETE BLOCK IN THE SEA, MINEHEAD	Infrastructure Asset
107	QUAY WEST CAR PARK PUBLIC CONVENIENCES, MINEHEAD	Building Inspected by Savills
108	LAND NEXT TO THE QUAY USED AS DINGHY PARK (MINEHEAD SAILING CLUB)	Land Asset
109	GRASS AREA NEXT TO LIFEBOAT STATION, QUAY WEST (FORMER GASOMETER SITE), MINEHEAD	Land Asset
110	STORE NO.3, QUAY WEST, MINEHEAD	Building Inspected by Savills

Asset Ref	Asset Name	Category of Asset
111	STORE NO.2, QUAY WEST, MINEHEAD	Building Inspected by Savills
112	QUAY WEST HIGHER BOAT PARK, MINEHEAD	Land Asset
113	STORE NO.1, QUAY WEST, MINEHEAD	Building Inspected by Savills
115	HARBOUR QUAY SHELTER, MINEHEAD	Building Not Inspected by Savills
116	ENHANCEMENT SCHEME THE QUAY, MINEHEAD	Infrastructure Asset
117	FISHING TACKLE KIOSK ON MINEHEAD HARBOUR	Building Inspected by Savills
118	MINEHEAD HARBOUR MASTER'S OFFICE, MINEHEAD	Building Inspected by Savills
120	LAND 25 BRUNEL WAY. MINEHEAD	Land Asset
124	FORMER ACORN UNITS SITE. BRUNEL WAY, MINEHEAD	Land Asset
125	LAND BRUNEL WAY, MINEHEAD	Land Asset
127	SEAFRONT SHELTER OPP. RAILWAY ST. AND ADJACENT TO MINEHEAD STONES, MINEHEAD	Building Not Inspected by Savills
128	SEAFRONT SHELTER NEXT TO JUBILEE CAFÉ (EAST), MINEHEAD	Building Not Inspected by Savills
129	JUBILEE GARDENS CAFÉ, MINEHEAD	Building Inspected by Savills
130	SEAFRONT SHELTER OPPOSITE FOXES, MINEHEAD	Building Not Inspected by Savills
132	KAY'S AMUSEMENTS (FORMERLY CAROUSEL), MINEHEAD	
133	PC's below Kay's Arcade, Minehead	Building Inspected by Savills
134	SEAFRONT SHELTER OPPOSITE BEACH HUT GIFT SHOP, MINEHEAD	Building Not Inspected by Savills
135	WARREN ROAD UPPER CAR PARK, MINEHEAD	Land Asset
136	CULVERCLIFFE WOODEN SHELTER - WEST, MINEHEAD	Building Not Inspected by Savills
137	LARGE OPEN SPACE, ELLICOMBE ROUNDABOUT, MINEHEAD	Land Asset
140	CONYGAR VIEW PLAYING FIELD LAND, DUNSTER MARSH	Land Asset
141	QUARRY ACCESS ADJACENT TO PUTHILLS COPSE, WASHFORD	Land Asset
142	BLUE ANCHOR SEAFRONT CAR PARK (WEST OF TOILETS)	Land Asset
143	BLUE ANCHOR SEAFRONT CAR PARK (EAST OF TOILETS)	Land Asset
144	BLUE ANCHOR SEA FRONT PC'S	Building Inspected by Savills
146	COURTLANDS CLOSE PLAY AREA, WATCHET	Land Asset
147	BELLE VUE PLAYING FIELD LAND, WASHFORD	Land Asset
148	WASHFORD LORRY PARK FOOT OF WASHFORD HILL	Land Asset

Asset Ref	Asset Name	Category of Asset
158	KILLICK WAY, WILLITON, PUBLIC CONVENIENCES	Building Inspected by Savills
160	STRIP OF LAND LONG ST TO DANESBOROUGH VIEW EAST. WILLITON	Land Asset
161	SWAIN STREET CAR PARK, WATCHET	Land Asset
162	HARBOUR ROAD PUBLIC CONVENIENCES, WATCHET	Building Inspected by Savills
163	MARKET STREET CAR PARK, WATCHET	Land Asset
164	HARBOUR ROAD BY THE RAILWAY CAR PARK, WATCHET	Land Asset
165	EAST WHARF STORAGE AREA, WATCHET	Land Asset
167	WATCHET ESPLANADE SHELTER - EAST	Building Not Inspected by Savills
168	THE ESPLANADE, WATCHET	Infrastructure Asset
170	ANCHOR STREET CAR PARK, WATCHET	Land Asset
171	MARKET STREET, WATCHET - 2 GARAGES	Building Inspected by Savills
176	MINERAL YARD CAR PARK, WATCHET(KNOWN AS WEST PIER CAR PARK)	Land Asset
177	WEST PIER, WATCHET - SEA SCOUT CHANGING FACILITIES	Building Inspected by Savills
178	SLIPWAY OFF THE ESPLANADE, WATCHET	Infrastructure Asset
180	TOURIST/COMMUNITY BOOKSHOP 7 THE ESPLANADE, WATCHET	Building Inspected by Savills
181	LAND AT SOUTH ROAD, WATCHET. (THE OLD POUND LAND) - SEATING AREA	Land Asset
182	OFFICE ON EAST WHARF, WATCHET - (QUAY WEST RADIO)	Building Inspected by Savills
183	Library, Former Lifeboat Station, Esplanade, Williton	Building Inspected by Savills
184	MARINA OFFICE ON EAST WHARF, WATCHET	Building Inspected by Savills
185	KINGSLAND PLAY AREA, WATCHET	Land Asset
187	CHURCH HOUSE CAR PARK, CROWCOMBE	Land Asset
188	ROUGHMOOR DEPOT STATION ROAD WILLITON	Building Inspected by Savills
189	TOWNSEND PLAY AREA, WILLITON	Land Asset
190	DONIFORD - FORMER PC SITE (QUEEN BEE)	Land Asset
192	BICKNOLLER QUARRY	Land Asset
194	KILVE VILLAGE CENTRE CAR PARK	Land Asset
196	BURGAGE/ NORTHFIELDS. PLAYING FIELD AND PLAY AREA, STOGURSEY	Land Asset
198	CULVERCLIFFE WOODEN SHELTER - EAST, MINEHEAD	Building Not Inspected by Savills
199	WATCHET ESPLANADE SHELTER - WEST	Building Not Inspected by Savills

Asset Ref	Asset Name	Category of Asset
203	FORMER VISITOR INFORMATION & INTERPRETATION CENTRE (VIIC) MINEHEAD SEAFRONT	Building Inspected by Savills
204	MARKET STREET, WATCHET - 4 GARAGES	Building Inspected by Savills
207	MINEHEAD SEA FRONT PC (OPPOSITE BUTLINS)	Building Inspected by Savills
208	MARKET STREET, WATCHET - PC	Building Inspected by Savills
209	Williton Children's Centre	Building Inspected by Savills
210	ALCOMBE CHILDREN'S CENTRE	Building Inspected by Savills
212	STORE / BIKE SHED, WEST SOMERSET HOUSE, WILLITON	Building Not Inspected by Savills
213	ROUGHMOOR ENTERPRISE CENTRE, WILLITON	Building Inspected by Savills
214	WARREN ROAD/ESPLANADE MINEHEAD	Land Asset
215	CLANVILLE CAR PARK, MINEHEAD	Land Asset
216	WILLITON FRONT CAR PARK	Land Asset
218	WILLITON CAR PARK - SIDE CAR PARK	Land Asset
219	WILLITON CAR PARK - REAR OF WEST SOMERSET HOUSE	Land Asset
221	MINEHEAD HARBOUR, MINEHEAD	Building Inspected by Savills
222	BARNSCLOSE INDUSTRIAL SITE, DULVERTON	Building Inspected by Savills
226	ALCOMBE SURESTART CAR PARK, MINEHEAD	Land Asset
227	LAND AT SEAWARD WAY	Land Asset
230	LAND - FORMER ALCOMBE PC NEAR CROSS FARM CLOSE	Land Asset
236	REAR OF QUAY STREET, MINEHEAD	Land Asset
237	LAND ON NORTH HILL, MINEHEAD - RNLI RADIO MAST	Land Asset
238	SHRUB BED (WEST) LOWER PARK WITH PARKHOUSE ROAD, MINEHEAD	Land Asset
239	CRAWTER DRIVE, PORLOCK - TEAR SHAPED PIECE OF GRASS	Land Asset
240	ORCHARD RISE, PORLOCK - NEXT TO ELECTRICITY SUB STATION	Land Asset
241	ORCHARD RISE, PORLOCK - NEXT TO ORCHARD KNAPP	Land Asset
242	MANOR VIEW, ROADWATER RANSOM STRIP	Land Asset
243	PARKS WALK, MINEHEAD - WOODCOMBE WALK	Land Asset
244	PARKS WALK, MINEHEAD - BRATTON WALK	Land Asset
245	BUS SHELTER - BIRCHAM ROAD OPPOSITE ALCOMBE LODGE, MINEHEAD	Building Not Inspected by Savills
246	BUS SHELTER - BANCKS STREET JUNCTION OFF THE PARADE, MINEHEAD	Building Not Inspected by Savills
247	BUS SHELTER - PORLOCK ROAD, JUNCTION OFF WOODCOMBE LANE, MINEHEAD	Building Not Inspected by Savills

Asset Ref	Asset Name	Category of Asset
248	BUS SHELTER - THE PARADE JUNCTION OFF HOLLOWAY STREET, MINEHEAD	Building Not Inspected by Savills
249	BUS SHELTER - THE AVENUE OUTSIDE CREAM, MINEHEAD	Building Not Inspected by Savills
250	BUS SHELTER - BIRCHAM ROAD OPPOSITE RUGBY CLUB, MINEHEAD	Building Not Inspected by Savills
251	BUS SHELTER - ALCOMBE ROAD, TOP OF FOWNES ROAD, MINEHEAD	Building Not Inspected by Savills
252	PARKING & SHRUB AREA AT REAR OF SHUTGATE MEADOW FLATS, WILLITON	Land Asset
265	DULVERTON MILL LEAT	Infrastructure Asset
274	MILL STREET, WATCHET - BRIDGE	Building Inspected by Savills
274	MILL STREET, WATCHET - BRIDGE	Infrastructure Asset
275	CYCLE PATH SEAWARD WAY TO STATION CAR PARK	Infrastructure Asset
276	ENHANCEMENT SCHEME, THE SEAFRONT, MINEHEAD	Infrastructure Asset
277	MINEHEAD HARBOUR QUAY	Infrastructure Asset
279	FOOTBRIDGE FROM ALCOMBE CHILDREN'S CENTRE CAR PARK TO ACC BUILDING	Building Inspected by Savills
279	FOOTBRIDGE FROM ALCOMBE CC CAR PARK TO CENTRE BUILDING	Infrastructure Asset
280	GRASS AREA, PARKHOUSE ROAD, MINEHEAD	Land Asset
403	SHELTER - QUAY WEST, MINEHEAD	Building Not Inspected by Savills
404	Minehead Sea Front Kiosk	Building Inspected by Savills
405	Brunel way Depot, Minehead	Building Inspected by Savills
419	WHEDDON CROSS CAR PARK	Land Asset
427	BUS SHELTER - HARBOUR ROAD	Building Not Inspected by Savills
429	WATCHET MARINA	Infrastructure Asset
431	LAND - REAR OF STATION CAR PARK, MINEHEAD (COACH PARK)	Land Asset
433	WATCHET FOOTBRIDGE, HARBOUR ROAD	Building Inspected by Savills
433	WATCHET FOOTBRIDGE	Infrastructure Asset
476	Porlock Central Workspace	Building Inspected by Savills
489	WATCHET LIGHTHOUSE	Building Inspected by Savills
801	Former Coastguard Hut, Bossington Lane, Porlock	Building Inspected by Savills
206 & 211	WEST SOMERSET HOUSE & BOILER HOUSE, WEST SOMERSET HOUSE, WILLITON	Building Inspected by Savills

..... Yellow highlighted assets are additions and/or amendments following Cllr Consultation and checking.

..... Red highlighted Assets are in the process of being transferred.

Report Number: WSC 52/17

West Somerset Council

Annual Council – 10th May 2017

HPC Planning Obligations Board – Allocation of CIM Funding

This matter is the responsibility of Cllr M Chilcott, Lead Member for Resources and Central Support.

Report Author: Lisa Redston, Community and Housing Lead – Energy Infrastructure

1 Purpose of the Report

- 1.1 The purpose of this report is to present the recommendations of the Hinkley Point C Planning Obligations Board for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

2 Recommendations

- 2.1 That West Somerset Council endorses the recommendation of the Hinkley C Planning Obligations Board as follows:

- 2.1.1 **That the application from Burnham on Sea Events for the Busy Burnham project for £105000 is not approved as the application did not meet the funding criteria, especially sustainability and value for money.**

2.1.2

3 Risk Assessment

Risk Description	Current Score	Existing and planned control measures	Target Score after control
Lack of quality approvable bids to the CIM Fund due to communities not having the means (skills/resources) to make quality bids and deliver projects resulting in a lack of effective impact mitigation projects	Medium (12)	Community development officers in post in WSC/TDBC and Sedgemoor District councils and Engage WS contracted to support communities in WS in making bids and project delivery. Risk remains feasible as capacity of community development officers is limited.	Medium (9)

Risk of future community impacts not being mitigated due to early demand for funding exceeding available budget resulting in an inability to respond to future or unknown impacts.	Medium (12)	Annual contribution payments (2015 and 2016) will ensure a budget is available to respond to future demand. Planning Obligations Board to continue to develop funding strategy that includes mechanisms for review and reprioritisation and trigger points for release of funding to reflect changes in circumstances and impacts.	Low (8)
Failure of the Planning Obligations Board to allocate CIM fund by August 2017 resulting in continued requirement for staff resource to manage application/decision making process, finances and to support community.	Medium (9)	Planning Obligations Board to continue to develop funding strategy to provide direction for release of funding.	Low (4)
Failure of the Planning Obligations Board to monitor the actual and potential impacts of the development due to the lack of a defined impact monitoring procedure resulting in the inability of the Planning Obligations Board to apply funding to achieve maximum mitigation of impacts.	Medium (16)	Planning Obligations Board to develop process and procedures for monitoring the impact and potential impact of the development and reflect this in the funding strategy.	Low (8)

3.1 The scoring of the risks identified in the above table has been based on the WSC and TDBC council's risk assessment scoring matrix. Only those risks that score medium or high are detailed in this report. The full risk assessment is available on request from the CIM Fund Manager.

4 Background

4.1 Applications to the CIM Fund are considered by the Planning Obligations Board against nine criteria outlined in the Section 106 legal agreement for the Site Preparation Works at Hinkley Point. A recommendation is subsequently made to West Somerset Council's Cabinet. Any proposals above £25,000 also require approval by West Somerset's Full Council.

Criteria	Evaluation Criterion
Priority Impact Zones	<p>Priority shall be given to those areas that are anticipated in the Environmental Statement to experience or which actually experience the greatest adverse impact from the project in accordance with the following hierarchy:</p> <ol style="list-style-type: none"> 1) Directly adjacent to the site 2) Directly adjacent to the main transport routes to and from the site within West Somerset, Sedgemoor and Somerset 3) Within West Somerset and/or Sedgemoor and directly affected by adverse impacts of the project 4) In Somerset but beyond West Somerset and Sedgemoor and experiencing the next greatest degree of adverse impact, with projects which benefit West Somerset and Sedgemoor as well as its immediate area

	5) In Somerset and experiencing indirect adverse impacts or in relation to a measure which benefits West Somerset and/or Sedgemoor.
Quality of Life	The principal purpose of the contribution shall be to enhance the quality of life of communities affected/potentially affected by the Project.
Sustainability	To what extent will the project contribute to achieving sustainable communities, contribute to regeneration objectives and raising environmental sustainability?
Extent of benefit	To what extent has the applicant demonstrated that the project will ensure a positive benefit and/or legacy to an adequate proportion of people within that community?
Community Need	To what extent has the applicant demonstrated a need for the project
Community Support	To what extent is there demonstrable local community and and/or business support for the project?
Partner Support	To what extent is there demonstrable local partner support for the project?
Governance	Demonstrate that good governance arrangements are in place, including financial and project management to ensure deliverability?
Value for Money	Can the applicant demonstrate value for money and that reasonable effort has been made to maximise the impact of any investment? Has match funding been secured where appropriate?

5 CIM Applications considered by the HPC Planning Obligations Board

- 5.1 Two applications for CIM funding were received by West Somerset Council for the 1st March deadline.
- 5.2 The HPC Planning Obligations Board considered these applications to the CIM Fund on 7th February 2017. The Board considered the applications against each of the nine funding criteria.
- 5.3 The Board agreed to defer a decision on one of the applications pending additional information from the applicant. This application will be presented to Cabinet and Full Council for consideration at a later date.
- 5.4 Where an application is seeking funding to mitigate impacts or to benefit from opportunities in relation to education, skills, training or employment the Planning Obligations Board seeks the view of the Hinkley Tourism Action Partnership which includes representatives from the District and County Councils, EDFE and providers from the Tourism Sector. Where support is given for the project a summary will be provided in the application summary within this report.
- 5.5 All applications have been subject to financial viability checks, any concerns in relation to the viability of an organisation or project are highlighted within the summary.
- 5.6 Full Council are asked to note that the following application has not been considered by West Somerset Council Cabinet due to the Annual Council meeting timetable.

Project Name:	BOS Events
Expression of Interest Ref No:	184
Organisation Applying:	The Busy Burnham Plan
Summary of Project:	The Busy Burnham Programme aims to raise the profile of Burnham on Sea as a tourist destination. The 2 year programme includes creating a team of volunteers to design and deliver 40 free events, the development of a marketing and promotion plan, the development of a brochure and a project to increase the number of coach visits. Funding is requested to cover a part time tourism officer, the events, premises (shop front for visitor information, office, storage, changing rooms, workshop, meeting space), marketing and promotion.
Impacts mitigated as stated in application:	Through the press tourists will become aware of how close BOS is to the HPC development. Increases in congestion from Bristol South on the M5 likely to increase. Ease of access is important to tourism. Impact on the housing market and tourist accommodation and traffic disturbance from workers.
Start Date: 30/5/17	Total Project Costs: £110,000
Completion Date: 30/10/2018	Amount applied for: £105,000
CIM Fund Manager Comments:	

While the applicants articulate a need for a programme of events in Burnham on Sea - to act as tourist attractors and to mitigate the potential impact of loss of tourist income as a result of impacts on traffic, congestion and the take up of tourist accommodation in the area throughout the life of the HPC build - the application does not fully demonstrate the ability for there to be a legacy as a result of the funding or that the project is able to be financially sustainable in the longer term.

There seems to be strong support from the community for the project (although this has not been evidenced within the application, for example there has been no community consultation or letters from traders and other stakeholders and the levels of volunteer activity add significant value to the project. However there are questions around value for money due to the lack of match funding secured and the amount of funding that will be spent on one off events over 2 years.

Although it seems possible that the events and marketing may generate some income it is not clear at this stage whether this would be enough to cover the cost of premises and events from year 3 onwards (approx. £55k per year). It is unclear from the application that plans to raise capital funding for a water park that would generate income for future events are achievable.

In terms of partner support although there are good working relationships in place with other local event groups, traders and the tourist information centre there are no letters of support from the district council or the Hinkley Tourism Action Partnership. Therefore it is unclear whether the project is duplicating any other planned activity to mitigate the impacts on tourism for BOS or how the project would integrate with wider planned activity.

The business plan shows enthusiasm for the project and a wealth ideas and expertise available in event planning and delivery. Although at this stage it is unclear how financial

and management decisions will be made to ensure accountability and to mitigate any potential risks (no risk assessment was provided in the application). The organisation is in its infancy and this would be the first time a considerable amount of funding would be managed by the organisation. Also the current financial position of the organisation is unknown as there are no audited accounts or current balance sheet included in application.

Hinkley Tourism Action Partnership Comments:

None received.

CIM Fund Manager recommendation:

To recommend to WSC that the application for the Busy Burnham project is not approved due to the lack of evidence to demonstrate that the project meets the funding criteria, especially sustainability and value for money.

Criteria	Score	Notes/Comments
Priority Impact Zones	2	In Sedgemoor and experiencing the next greatest degree of adverse impact.
Quality of Life	3	The project intends to increase visitor numbers in the town and improve the vitality and attractiveness of the town. . Project aims to provide opportunities for residents' visitors, those retired and part time residents and young people to get involved in community life, meet new people and strengthen support networks. Project plans to offer sport based activities to improve health and wellbeing and activities aimed at young people with targeted marketing. Local businesses would benefit economically from an increase in tourist numbers. Improving the local economy will help to ensure shops and services continue to be offered to residents and visitors. Improving local economy, business retention and attracting new business could provide new job opportunities and increased income for residents. Community events that encourage communities to mix aim to reduce potential community tensions between residents and workers.
Sustainability	1	The project aims to look at ways to create income through sale of products, stall fees (10 events), photos, competitions and workshops, event sponsorship and advertising space. If the initial 2 year revenue project is successful a further 3 year plan will be developed seeking capital grants for a water play area to generate further income and support future events. Aims to be self-sufficient by year 5. However there is no clear evidence or projections to demonstrate that the project will be able to generate £55k per year to cover annual costs of the

		<p>project and there are few alternative sources of local funding for this type of project. The Coach project originally ran for 1 year and although successful in significantly increasing coach visits ceased when funding ended.</p> <p>The project aims to promote a sustainable community through ensuring its attraction to visitors, new residents and traders. Involving the community in running events will help with community cohesion and boosting the local economy will help promote a sustainable town. No mention in application of environmental sustainability.</p>
Extent of benefit	2	<p>Catchment area of beneficiaries impacted by the HPC development likely to be BOS, Highbridge and the surrounding villages. Project aims to provide local people, part time residents, older and younger people with a range of events and activities throughout the year (over a 2 year period). Project will benefit business owners in Burnham on sea (specifically those in tourist and hospitality trade) directly but no indication of number.</p> <p>No projection for expected increase in visitor numbers from current baseline were provided. No figures for expected attendees at each event provided.</p> <p>Those staying the large local campsites will benefit from the events programme (3800 per week) along with day visitors and other staying visitors, although the visitors will not be impacted by the HPC development.</p> <p>No clear explanation of how events will be accessible to all, suitable for those with limited mobility etc.</p>
Community Need	2	<p>The town's economy and local businesses will potentially be impacted by the traffic, congestion and perceived disruptions to access to the town which tourists have identified as a main reason that they visit the area. The town has many independent shops and few national chains making the towns economy more vulnerable to change. The town needs to create an increase in tourist numbers and income generation to ensure businesses remain viable. Campsites service low income tourists and part time residents so tourism income can be low. The town needs to offer events which encourage tourism expenditure. There is no main tourist attraction in BOS and the application claims that no other promotional activity is taking place by SCC (however there is a website, TIC and various other event providers in the area). The potential increase in residents associated with the HPC project living in tourist accommodation and new housing planned in Burnham, Highbridge and Bridgwater requires new recreation and leisure activities to be provided and the project aims to take opportunities to boost local economy by providing events that will also attract workers and their families. No explanation has been provided of compatibility with HTAP and other strategic plans to promote tourism in the area therefore it is unclear whether this work is required to mitigate impact or duplicating activity or if it is the best solution to the impact.</p>

Community Support	2	Only 2 letters of support provided (Town Council and TIC) and no explanation or evidence of results of any community consultation carried out. The application and one of the letters of support mentions strong support from traders and the community and good attendance at previous events. Support from the Chamber of trade is also mentioned but no letter of support provided. Other voluntary groups in the area, pavilion and cafes along seafront also mentioned in application as offering support. However no evidence provided.
Partner Support	2	Pro bono legal and accounting services have been offered to the organisation. The application mentions some work with the Chamber but is unclear. Organisation works as a consortium 5 other voluntary groups working. Organisation will work with other event organising groups to share expertise and equipment and storage space (8 organisations named in business plan). Mention of youth groups, sports organisations, schools and cadets wanting to take part in programme. Town and District Council have offered to display brochures. Working with local traders to develop and be involved in events. Working with BOS website to advertise events and provide information. No letters of support from partners detailing working arrangements etc. provided with the application.
Governance	2	No clear explanation that robust governance will be in place for project management decisions, financial/spending decisions and accountability. A good explanation of previous project management and events planning and delivery experience and expertise. No project risk assessment provided so unsure of risks to delivery although retail frailty and weather mentioned. Plans in place to measure success of project through visitor number counts (footfall counters and car park takings and surveys of traders), number of coach trips (meet and greeting coaches), attendance at events, brochure take up, and number of people involved in events. Plans to measure 20% increase in town's income by year 1, 10% in year 2 (although unsure how this will be measured). Strong marketing ideas in place to ensure event take up (including brochures located across Somerset, Birmingham and Wales, media coverage (traditional), you tube exposure, and social media). Shop front at premises will also advertise events.
Value for Money	2	£5k match funding (£3k awaiting decision). 4.5%. Significant added value through use of volunteers in organising and delivering programme and volunteers at events, legal and accountancy services and making and sharing instead of purchasing items needed for events. Nominal income generated through sharing insurance policy with other local groups and charging a daily fee for use and providing services to other events. Although the project is able to offer a cost effective way of delivering events and businesses may be impacted with knocking on effects for the local community, match funding is minimal and the project offers a short term solution with no guarantee of a legacy.

Total Score (%):	53
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6 Update on application considered by Cabinet on 1st March

- 6.1 The HPC Planning Obligations Board considered an application from the Somerset Chamber of Commerce at their meeting on 7th February 2017. The Board was minded to agree recommending the approval of up to 50% of the total project costs pending the submission by the applicant of additional information to support the application and the Boards satisfaction with the information, as follows :
- Specific targets against each of the key performance indicators in the business plan to demonstrate the expected extent of the benefit of the project.
 - A selection of case studies that demonstrate the journey of a young person in relation to the project.
 - A revised budget that reduces the amount of direct financial benefits to the Chamber.
 - Further information on the relationship between the project and the work of other agencies and projects, such as the Inspire project.
- 6.2 The HPC Planning Obligations Board held an extra ordinary meeting on 14th March 2017 to consider the additional information submitted by the applicant. The Board voted to not recommend approval of the application as concerns remained in relation to the delivery model and value for money of the project.
- 6.3 West Somerset Council Cabinet considered the recommendation of the Board at an extraordinary meeting on 1st March and agreed to endorse the recommendation of the Board.
- 6.4 West Somerset Council are asked to note that the applicant has withdrawn their application with the aim to resubmit a new proposal at a later date.

7 Links to Corporate Aims / Priorities

- 7.1 The allocation of these funds will enable the Council to deliver against the Corporate Priorities of '*Our Communities* - Helping our communities remain sustainable and vibrant is vital in keeping West Somerset a great place in which to live and work' and '*Our Place and Infrastructure* - West Somerset is a beautiful place to visit and in which to live and work. We want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike.

8 Finance / Resource Implications

- 8.1 On 6th May 2016, EDF made the payment for the second anniversary of phase two under the Site Preparation Work agreement. Under this, the CIM fund has received £1,937,220 inclusive of inflation uplift. Bringing the total CIM Fund received to £7,424,395.
- 8.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 8.3 Any impact on the councils resources are highlighted within the summary of each application.

- 8.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

9 Legal Implications

- 9.1 These funds have been paid by a developer (NNB Genco) due to the signing of a Section 106 legal agreement for planning permission to carry out the site preparation works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037). As part of this legal agreement West Somerset Council shall take into account the recommendations of the Planning Obligations Board when deciding how to apply those elements of the Community Impact Mitigation Contributions (Schedule 1 – General, Para. 5.3 of the S106).

10 Environmental Impact Implications

- 10.1 Applicants are encouraged to consider the environmental implications of their project and to demonstrate how their projects will promote environmental sustainability, for example through the use of recycled materials, alternative energy sources, reduction in travel by motor vehicles, improvements to the local environment and regeneration.
- 10.2 There are environmental impacts associated with the wider proposed development of Hinkley Point C. These have been assessed within the Environmental Statement submitted by NNB Genco with the application to carry out Site Preparation Works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037) and additional mitigation measures have been secured.

11 Safeguarding and/or Community Safety Implications

- 11.1 Applicants are encouraged to consider the promotion of community safety and community cohesion as part of their project.
- 11.2 Applications for projects that provide facilities or services to children, young people or vulnerable adults are required to include copies of the applicants safeguarding policy and procedures.
- 11.3 The requirement for organisations to adhere to Safeguarding legislation are included in the CIM Fund grant terms and conditions.

12 Equality and Diversity Implications

- 12.1 Members must demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.

The three aims the authority **must** have due regard for:

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 12.2 Organisations applying to the CIM Fund are required to describe how their project will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.
- 12.3 Projects that restrict membership or access to services without being able to ‘objectively justify’

their reasons for doing so will not be eligible to be considered for funding. Projects that wish to limit access must be able to show that the less favourable treatment contributes to a 'legitimate' aim and that it is 'proportionate.'

- 12.4 Organisations are required to provide a copy of their Equal Opportunity Policy with their application to demonstrate awareness of their responsibility to deliver accessible services that advance equality.
- 12.5 Wider community benefit and the ability of the project to promote cohesive communities are both taken into account when scoring applications and making recommendations.

13 Social Value Implications

- 13.1 Applications to the CIM Fund must demonstrate that they provide economic, social and or environmental benefits for the local area. Applicants are also encouraged to provide opportunities for volunteering and community involvement wherever possible.

14 Partnership Implications

- 14.1 The Planning Obligations Board has representative members from Sedgemoor District Council, Somerset County Council, EDF Energy and West Somerset Council.
- 14.2 Applicants are required to demonstrate arrangement to work in partnership with other local organisations and to seek cost effective solutions by sharing resources and expertise wherever possible.

15 Health and Wellbeing Implications

- 15.1 The Community Impact Contribution and Stogursey Contribution have been paid to West Somerset Council for the purpose of mitigating the impacts of the Hinkley C development on local communities through projects that promote or improve the economic, social or environmental wellbeing of local communities.
- 15.2 The application and scoring process has been developed to prioritise funding of projects that aim to improve the health and wellbeing of people, families and communities affected by the development.
- 15.3 Applications are required to evidence and demonstrate that
- The communities is taking responsibility for their own health and wellbeing;
 - Projects provide benefits which empower communities to be thriving and resilient
 - Projects provide benefits which support people to live independently.

16 Asset Management Implications

- 16.1 There are no asset management implications as a result of these recommendations.

17 Consultation Implications

- 17.1 Applications to the CIM Fund are considered Planning Obligations Board. The Board consists of representatives from EDF, Sedgemoor District Council, West Somerset District Council and Somerset County Council.
- 17.2 All applicants are required to demonstrate that they have consulted with their local and wider

communities on project proposals with the aim of informing their need appraisal and to shape delivery of their project.

18 Cabinet Comments / Recommendation(s)

18.1 Cabinet endorsed the recommendations of the Hinkley Point C Planning Obligations Board at their meeting on 8th September 2016.

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – No**
- **Cabinet/Executive – Yes**
- **Full Council – Yes**

Reporting Frequency: Every 2 months.

List of Appendices

Appendix A	Hinkley Community Impact Mitigation Fund Approval Balances
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Contact Officers

Name:	Lisa Redston, Community and Housing Lead – Energy Infrastructure	Andrew Goodchild, Assistant Director Place and Energy
Direct Dial:	01984 635218	01984 635245
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Appendix A

Appendix D: HPC Community Impact Mitigation Fund Approval Balances

	TOTAL £	West Somerset £	Sedgemoor £	Cannington £	1st Annual payment £	2nd Annual Payment £	Stogursey £
CIM Fund Received(including Inflation Uplift)	6,700,000	2,000,000	1,000,000	500,000	1,600,000	1,600,000	500,000
Inflation Uplift	724,395	134,529	67,265	33,632	151,749	337,220	33,632
TOTAL Received	7,424,395	2,134,529	1,067,265	533,632	1,751,749	1,937,220	533,632
<u>Less previously approved allocation</u>							
Stogursey Parish Council - Burgage Road Play Area	(90,373)	(90,373)					Stogursey Earplug Scheme (2,087)
Wembdon Village Hall - New VH & Play Area	(250,000)		(250,000)				Victory Hall (200,000)
Somerset Youth & Community Sailing Association	(9,600)		(9,600)				
Tropiquaria - Relocation of primates	(40,000)	(40,000)					
Tropiquaria - Relocation of play area	(37,350)	(37,350)					
Porlock Shellfish Project	(800)	(800)					
Westfield Street Café	(110,000)		(110,000)				
Williton Bowling Club	(13,000)	(13,000)					
Kilve Cricket Club	(22,000)	(22,000)					
Onion Collective	(243,119)	(243,119)					
Williton Parish Council	(250,000)	(250,000)					
Stogursey Football Club	(750)	(750)					
North Petherton Playing Fields	(46,000)		(46,000)				
SDC - Sydenham Together	(60,000)		(60,000)				

Tropiquaria - Marketing	(1,000)	(1,000)					
	TOTAL	West Somerset	Sedgemoor	Cannington	1st Annual	2nd Annual	Stogursey
	£	£	£	£	payment	Payment	£
					£	£	
Bridgwater Education Trust	(18,295)		(18,295)				
Sydenham and Bower FHWG	(200,000)		(200,000)				
Cannington Village Hall	(186,186)			(186,186)			
Victoria Park Community Centre	(14,524)		(14,524)				
Watchet War Memorial Pavilion	(7,500)	(7,500)					
Otterhampton Parish Play Area	(37,820)				(37,820)		
Bridgwater Doctors Cricket Club	(1,000)			(1,000)			
Stogursey and District Victory Hall	(400,000)	(400,000)					
Greenways and Cycle Routes Ltd	(65,000)				(65,000)		
West Somerset Council - Employments Hub	(57,036)	(57,036)					
Bridgwater Town Centre Support Scheme	(116,070)		(116,070)				
Southern Bridgwater and North Petherton Mitigation Scheme	(344,850)		(242,776)		(102,074)		
Watchet Arts Group	(1,000)	(1,000)					
YMCA SC Beach Hotel	(12,500)	(12,500)					
Steam Coast Trail (Phase 2)	(287,950)	(287,950)					
Current Uncommitted Balance	4,500,672	670,151	-	346,446	1,546,855	1,937,220	331,545