

To: All Councillors

Our Ref CS/KK
Contact Krystyna Kowalewska kkowalewska@westsomerset.gov.uk
Extension 01984 635307
Date 14 March 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:

COUNCIL MEETING

Date: Wednesday 22 March 2017
Time: 4.30 pm (Council Photograph at 4pm, prior to the Council Meeting)
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



BRUCE LANG
Proper Officer

WEST SOMERSET DISTRICT COUNCIL

Meeting to be held on Wednesday 22 March 2017 at 4.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

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

3. 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.

4. Public Participation

The Chairman to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public wishing to speak at this meeting there are a few points you might like to note.

A three-minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue. There will be no further opportunity for comment at a later stage. Your comments should be addressed to the Chairman and any ruling made by the Chair is not open to discussion. If a response is needed it will be given either orally at the meeting or a written reply made within five working days of the meeting.

5. Questions with Notice

In accordance with Procedure Rules 10.2 and 10.4, to receive a question with notice from Councillor P Murphy, Chairman of Scrutiny Committee relating to the proposed cessation of funding for public conveniences in the West Somerset District – **SEE ATTACHED.**

6. Chairman's Announcements

7. New Traffic Regulation Order (Off-Street Parking)

To consider Report No. WSC 38/17 – **SEE ATTACHED.**

The purpose of the report is 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.

8. HPC Planning Obligations Board – Allocations of CIM Funding

To consider Report No. WSC 39/17, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is 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.

9. Clanville Grange Purchase

To consider Report No. WSC 29/17, to be presented by Councillor K Turner, Lead Member for Housing, Health and Wellbeing – **SEE ATTACHED**.

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

10. Member Reporting on Membership of Outside Body for information

- Somerset Playing Fields Association from Councillor H J W Davies – **SEE ATTACHED**

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

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

Councillor B Heywood Chairman
Councillor R Woods Vice-Chairman

Councillor I Aldridge	Councillor A Behan
Councillor M J Chilcott	Councillor R Clifford
Councillor M O Dewdney	Councillor S Dowding
Councillor S Goss	Councillor A Hadley
Councillor T Hall	Councillor I Jones
Councillor R Lillis	Councillor B Maitland-Walker
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:

Chief Executive (P James)
Director of Operations (S Adam)
Assistant Chief Executive (B Lang)
Assistant Director Energy Infrastructure (A Goodchild)
Assistant Director – Resources (P Fitzgerald)
Finance Manager (J Nacey)
Community and Housing Lead HPC (L Redston) – Item 6
Housing Initiatives Officer HPC (B Brown) – Item 6
Senior Economic Development Officer (G Dwyer) – Item 7
Media and Communications Officer (D Rundle)
Meeting Administrator (K Kowalewska)

C72 Apologies for Absence

Apologies for absence were received from Councillors H Davies and K Mills.

C73 Minutes

(Minutes of the meeting of Council held on 14 December 2016, circulated with the Agenda.)

RESOLVED that the Minutes of the meeting of Council held on 14 December 2016 be confirmed as a correct record.

C74 **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 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

In addition, the following interests were declared:

Name	Minute No.	Description of interest	Personal or Prejudicial	Action Taken
Cllr M Chilcott	C77	Landlord	Personal	Spoke and voted
Cllr S Dowding	C77	Landlord	Personal	Spoke and voted
Cllr S Pugsley	C77	Landlord	Personal	Spoke and voted
Cllr A Trollope-Bellew	C77	Landlord	Personal	Spoke and voted
Cllr K Turner	C77	Landlord	Personal	Spoke and voted
Cllr D Westcott	C77	Landlord	Personal	Spoke and voted

All members present had a prejudicial interest in Minute No. C83 but having disclosed this interest were permitted to speak and vote in accordance with the code of conduct.

C75 **Public Participation**

Agenda Item 11 – Annual Budget and Council Tax 2017/18

Keith Routledge, West Somerset Advice Bureau Trustee and volunteer advisor, spoke in relation to the grant West Somerset Council gave to the Bureau. He informed Members of the range of work provided by the charity and advised that in order to meet the challenge of reduced funding staff numbers had been cut. To date, bids to fund advice work had not been successful or forthcoming. The day to day services were at risk and he provided information on what actions were being taken to sustain the future delivery of the service in West Somerset, which included forming a partnership with Citizens Advice at Sedgemoor to work together to save costs and improve specialist support, as well as submitting a combined bid for Community Impact Mitigation funding.

C76 **Chairman's Announcements**

Both the Chairman and Vice-Chairman attended the Minehead Mayor's Civic Service on 5 February 2017 at the Sacred Heart Church, Minehead.

C77 **Hinkley Point C Housing Fund Strategy (Phase 2)**

(Report No. WSC 21/17, circulated with the Agenda.)

The purpose of the report was to present the Phase 2 Hinkley Point C Housing Fund Strategy for approval.

The Lead Member for Housing, Health and Welfare presented the report and provided background information. He drew attention to key points contained within the Housing Fund Strategy and advised that the newly appointed Housing Initiatives Officer would be involved in supporting the Strategy's housing schemes and initiatives.

The Lead Member proposed the recommendation of the report which was duly seconded by Councillor D Westcott.

Various questions and issues were raised by Members relating to the Hinkley Housing Board and how initiatives were promoted and monitored. With regards to the funding allocated to West Somerset, it was advised that, to create more bed spaces, the Council would be happy to partner with any developers or organisations who were looking to deliver housing in West Somerset.

RESOLVED that the principles and outline expenditure as set out in the Phase 2 Hinkley Point C Housing Fund Strategy be approved and responsibility for approving minor amendments to the planned expenditure set out in the Strategy to the Hinkley Housing Board be delegated.

C78 **Hinkley Point C Development Consent Obligation Section 106 – Business Support Initiatives**

(Report No. WSC 18/17, circulated with the Agenda.)

The purpose of the report was to outline proposals relating to the Business Support Initiatives allocation for West Somerset that forms part of the HPC Development Consent Order Section 106 Agreement.

In the absence of the Lead Member for Regeneration and Economic Development, the Leader introduced the item and encouraged Members to read Appendix A of the report which summarised all the good work which had been achieved during phase 1 by the Economic Development Team.

The Leader proposed the recommendation which was seconded by Councillor A Hadley.

The Senior Economic Development Officer provided a summary of the future proposals in years 3 and 4 of the economic development allocation and indicated that details of the key performance indicators for each of the allocations were provided in the report.

Members were fully supportive of the proposal. The funding for economic development was vital in West Somerset and there was a need to assist and support local businesses. The work undertaken so far for business support initiatives demonstrated good examples of match funding and it was hoped this would continue into the next phase.

RESOLVED that the proposals detailed in paragraph 4.5 of the report and the drawdown of the HPC S106 Business Support Initiatives allocation for West Somerset of £159,792 to support and grow economic development activity in West Somerset aligned to the impacts and opportunities created by the HPC Project be agreed.

C79 **Loan to Somerset Waste Partnership for Vehicles to support the New Operating Model**

(Report No. WSC 22/17, circulated with the Agenda.)

The purpose of the report was to provide detail in relation to a request to lend £3.5m to Somerset Waste Partnership (SWP) for the purchase of new vehicles associated with the New Operating Model. There may be a later request for a further advance in relation to new or reconfigured depots but the details of these and the funding required was not yet available.

The Lead Member for Resources and Central Support presented the report and advised that the matter had been debated fully at previous meetings. She went on to propose the recommendations which were seconded by Councillor M Dewdney.

Members expressed support for providing a loan to Somerset Waste Partnership. It was suggested the Council should actively look at other similar schemes in which it could borrow money to lend in order to receive additional financial benefits. It was also considered sensible to look at any future requests from SWP sympathetically, should they be forthcoming for more money relating to new depots.

RESOLVED (1) that the provision of £3.5m capital loan to the Somerset Waste Partnership in 2017/18, to fund the acquisition of new vehicles, based on PWLB rate + 1% with final terms and conditions to be agreed by the S151 Officer be approved.

RESOLVED (2) that the associated budget of £3.5m be included in the Capital Programme for 2017/18.

C80 **Capital Programme 2017/18**

(Report No. WSC 23/17, circulated with the Agenda.)

The purpose of the report was to approve the recommended Capital Programme for 2017/18 including the proposed funding arrangements.

The Lead Member for Resources and Central Support presented the item and made reference to the fact that the Capital Programme for 2017/18 only included bids for absolutely essential spend on services.

The Lead Member proposed the recommendations which were duly seconded by Councillor B Maitland-Walker.

RESOLVED (1) that the 2017/18 Capital Programme Budget totalling £3,872,500, funded through a combination of capital receipts reserves, external grant funding and borrowing be approved.

RESOLVED (2) that authority be delegated to the S151 Officer to approve adjustments to the 2017/18 Disabled Facilities Grant Capital Budget to reflect the final grant funding received from the Better Care Fund.

RESOLVED (3) that a supplementary budget allocation of £43,200 for the Sustainability Capital Fund to assist with the transfer of public conveniences, funded from the Capital Receipts Reserve be approved.

C81 **Treasury Management Strategy Statement, Annual Investment Strategy and MRP Policy 2017/18**

(Report No. WSC 24/17, circulated with the Agenda.)

The purpose of the report was to inform Members of the recommended strategy for managing the Council's cash resources including the approach to borrowing and investments. It also sought the formal approval of the Treasury Management Strategy Statement, Annual Investment Strategy and MRP Policy which must be approved by Council by 31 March each year in line with regulations.

The Lead Member for Resources and Central Support presented the report and drew attention to the proposed operational boundary. She went on to propose the recommendations in the report which were seconded by Councillor S Pugsley.

In response to a question relating to how much of the Seaward Way Project capital expenditure had been spent, the Finance Manager undertook to provide the information following the meeting.

RESOLVED (1) that the Treasury Management Strategy Statement (TMSS), Annual Investment Strategy and Minimum Revenue Provision Policy for 2017/18 as included with the report be approved.

RESOLVED (2) that the Prudential indicators included within the TMSS which include limits for borrowing and investment be approved.

RESOLVED (3) that the change to the Council's Minimum Revenue Provision (MRP) Policy to include the treatment of third party loans be approved.

C82 **Annual Budget and Council Tax 2017/18**

(Report No. WSC 25/17, circulated with the Agenda.)

The purpose of the report was to provide Members with the information required to approve the proposed revenue budget for 2017/18, and to approve its proposed Council Tax rate for 2017/18. The proposed 2017/18 Capital Programme, the revenue implications of which were taken into account within the revenue budget, was included as a separate report to the agenda.

The Lead Member for Resources and Central Support presented the report in detail, emphasising the important facts and figures contained within. She thanked the public speaker and stressed the Council appreciated and greatly valued the work undertaken by the Citizens Advice Bureau, and the Council would do its very best to continue to provide support.

The Lead Member emphasised that despite facing a 36% (over £¾ million) reduction in general revenue grant funding, the Council had, by using reserves, achieved a balanced budget and this was a great achievement. The volatility of the Hinkley Point B business rates and the impact of this on the Council's finances was acknowledged, and assurance was given that lobbying would continue to obtain stability on the matter.

The Lead Member underlined the significant challenges facing the Council and how important it was to now start planning on how to make savings for the following year, and hoped that by working together this would be achieved. The Council would continue to lobby for a fairer share in rural areas as this formed part of the challenge.

It was noted that details of the Final Local Government Finance Settlement had been received and no changes to the figures contained within the report were proposed.

The Lead Member proposed the recommendations of the report which were duly seconded by Councillor N Thwaites.

The hard work of the Finance Team was acknowledged and Members thanked everyone who had been involved in preparing the budget paper.

During the lengthy debate various questions and issues were raised, in particular with regard to the feasibility of increasing council tax and the retention of business rates in order to close the budget gap in future years.

Concern was expressed about the reduction in funding to the West Somerset Advice Bureau. Councillor P Murphy proposed an amendment to recommendation 2.2 of the report to read "Full Council approves the 2017/18 Budget with the proposed saving of £3,400 to West Somerset Advice Bureau reinstated and funded from the General Reserves for 2017/18." This was seconded by Councillor T Hall.

The Lead Member for Resources and Central Support advised of plans for the Council to launch a local lottery which would help to support voluntary and community sector organisations such as the Citizens Advice Bureau, and asked Members to consider this before voting.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	Against	Councillor R Clifford	For
Councillor M Dewdney	Against	Councillor S Dowding	Against
Councillor S Goss	For	Councillor A Hadley	Against
Councillor T Hall	For	Councillor B Heywood	Against
Councillor I Jones	For	Councillor R Lillis	For
Councillor B Maitland-Walker	Against	Councillor P Murphy	For
Councillor J Parbrook	Against	Councillor R Thomas	Against
Councillor N Thwaites	Abstain	Councillor A Trollope-Bellew	Against
Councillor K Turner	Against	Councillor D Westcott	Against
Councillor R Woods	Against		

On being put to the vote the amendment was declared LOST.

There was no further debate and it was agreed to vote on the recommendations contained in the report separately.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Dowding	For
Councillor S Goss	For	Councillor A Hadley	For
Councillor T Hall	For	Councillor B Heywood	For
Councillor I Jones	For	Councillor R Lillis	For
Councillor B Maitland-Walker	For	Councillor P Murphy	For
Councillor J Parbrook	For	Councillor R Thomas	For
Councillor N Thwaites	For	Councillor A Trollope-Bellew	For
Councillor K Turner	For	Councillor D Westcott	For
Councillor R Woods	For		

RESOLVED (1) that the forecast Medium Term Financial Plan and Reserves position, and the S151 Officer's Robustness Statement as set out in Appendix C of the report be noted.

Councillor I Aldridge	Against	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Dowding	For
Councillor S Goss	For	Councillor A Hadley	For
Councillor T Hall	For	Councillor B Heywood	For
Councillor I Jones	For	Councillor R Lillis	For

Councillor B Maitland-Walker	For	Councillor P Murphy	Against
Councillor J Parbrook	For	Councillor R Thomas	For
Councillor N Thwaites	For	Councillor A Trollope-Bellew	For
Councillor K Turner	For	Councillor D Westcott	For
Councillor R Woods	For		

RESOLVED (2) that the 2017/18 Budget be approved.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Dowding	For
Councillor S Goss	For	Councillor A Hadley	For
Councillor T Hall	Against	Councillor B Heywood	For
Councillor I Jones	Against	Councillor R Lillis	For
Councillor B Maitland-Walker	For	Councillor P Murphy	For
Councillor J Parbrook	For	Councillor R Thomas	For
Councillor N Thwaites	For	Councillor A Trollope-Bellew	For
Councillor K Turner	For	Councillor D Westcott	For
Councillor R Woods	For		

RESOLVED (3) that a 2017/18 Council Tax increase of 3.4%, increasing the Band D basic tax rate by £5 to £152.32, comprising £150.56 for services and £1.76 on behalf of the Somerset Rivers Authority be approved.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Goss	For
Councillor A Hadley	For	Councillor T Hall	For
Councillor B Heywood	For	Councillor I Jones	For
Councillor R Lillis	For	Councillor B Maitland-Walker	For
Councillor P Murphy	For	Councillor J Parbrook	For
Councillor R Thomas	For	Councillor N Thwaites	For
Councillor A Trollope-Bellew	For	Councillor K Turner	For
Councillor D Westcott	For	Councillor R Woods	For

RESOLVED (4) that £143,100 from existing capital receipts reserves is set aside to fund capital debt repayment in 2018/19, in lieu of Minimum Revenue Provision, and the RCCO provision of £39,000 per year from 2018/19 onwards is removed from the MTFP.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Goss	For
Councillor A Hadley	For	Councillor T Hall	For
Councillor B Heywood	For	Councillor I Jones	For
Councillor R Lillis	For	Councillor B Maitland-Walker	For
Councillor P Murphy	Against	Councillor J Parbrook	For
Councillor R Thomas	For	Councillor N Thwaites	For
Councillor A Trollope-Bellew	For	Councillor K Turner	For

Councillor D Westcott	For	Councillor R Woods	For
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RESOLVED (5) that a £75,000 transfer from 2016/17 in-year underspends to the Business Rates Smoothing Reserve to maintain adequate reserve balances in 2017/18 be approved.

C83 Council Tax Resolution 2017/18

(Report No. WSC 26/17, circulated with the Agenda. Amended Appendix B circulated prior to the Meeting.)

The purpose of the report was to approve the calculation and setting of the Council Tax for 2017/18.

The Lead Member for Resources and Central Support presented the item and highlighted a change in the report to the Devon and Somerset Fire and Rescue Authority precept and that it should be £1,1305.94.

The Lead Member proposed the recommendations which were duly seconded by Councillor N Thwaites.

Councillor I Aldridge	For	Councillor A Behan	For
Councillor M Chilcott	For	Councillor R Clifford	For
Councillor M Dewdney	For	Councillor S Goss	For
Councillor A Hadley	For	Councillor T Hall	For
Councillor B Heywood	For	Councillor I Jones	For
Councillor R Lillis	For	Councillor B Maitland-Walker	For
Councillor P Murphy	For	Councillor J Parbrook	For
Councillor R Thomas	For	Councillor N Thwaites	For
Councillor A Trollope-Bellew	For	Councillor K Turner	For
Councillor D Westcott	For	Councillor R Woods	For

RESOLVED (1) that the formal Council Tax Resolution as set out in Appendix A to the report be approved.

RESOLVED (2) that the total Band D Council Tax be noted to be as follows:

	2016/17	2017/18	Increase
	£	£	%
West Somerset Council	145.56	150.56	3.44
West Somerset Council - SRA	1.76	1.76	0.00
Somerset County Council	1,048.00	1,069.52	1.99
Somerset County Council – Social Care	20.80	42.43	2.00
Somerset County Council – SRA	12.84	12.84	0.00
Police and Crime Commissioner	178.26	181.81	1.99
Devon & Somerset Fire Authority	79.98	81.57	1.99
Sub-Total	1,487.20	1,540.49	3.58
Town and Parish Council (average)	67.09	68.76	2.50
Total	1,554.29	1,609.25	3.54

C84 Minutes and Notes for Information

(Minutes and Notes relating to this item, circulated via the Council's website.)

RESOLVED (1) that the notes of the Watchet, Williton and Quantock Vale Area Panel meeting held on 6 December 2016 be noted.

RESOLVED (2) that the notes of the Minehead Area Panel meeting held on 7 December 2016 be noted.

RESOLVED (3) that the notes of the Dunster Area Panel meeting held on 23 January 2017 be noted.

RESOLVED (4) that the notes of the Exmoor Area Panel meeting held on 17 January 2017 be noted.

Note: Councillor T Venner left at 5.45 pm
Councillor S Pugsley left at 6.15 pm
Councillor S Dowding left at 6.30 pm

The meeting closed at 6.48 pm

West Somerset Council – 22 March 2017

Questions to the Leader of the Council (in accordance with Section 10.2 of the Procedure Rules for Council meetings) from Councillor Peter Murphy, Chair of the Scrutiny Committee

The proposed cessation of funding for Public Conveniences in the West Somerset District

- 1.1 Council has resolved to make a budget saving of £107,000 by ceasing funding for public conveniences from 31 March 2017.
- 1.2 The Scrutiny Committee has sought to monitor progress with achieving this policy through requesting updates on progress from the Portfolio Holder and officers. Despite a verbal assurance given at Cabinet on 8 February 2017 that there would be liaison with the Chair of the Scrutiny Committee as to how the next update would be delivered, this has not been followed up and there is no scheduled update on the policy planned.
- 1.3 The purpose of these questions is to request an update be given at this meeting due to the urgency of a resolution to the following points since the toilets are due to close next week.
- 1.4 In particular:-
 - (i) Which toilets are passing to parishes / other bodies?
 - (ii) What progress is being made with upgrade works for which sustainability funding has been awarded?
 - (iii) Which toilets are not passing to parishes / other bodies on 1 April 2017?
 - (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?
 - (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?
 - (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?
 - What processes were in place to ensure that licences were issued in a timely manner to permit works to commence on time?
 - 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?

- 1.5 It would be appreciated if your answers could be as full as possible at the Full Council meeting due the urgency of these matters. At the latest, written responses would be welcomed for consideration at the Scrutiny Agenda Setting meeting on 10 April 2017.

Councillor Peter Murphy, Chair of Scrutiny Committee.

Report Number: WSC 38/17

West Somerset Council

Full Council – Wednesday 22nd March 2017

New Traffic Regulation Order (Off-Street Parking)

This matter is the responsibility Lead Member Cllr Karen Mills

Report Author: Tracey-Ann Biss

1 Executive Summary

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 purpose to:

- Bring into line the Dulverton permit cost with those across the District and modifying the car parks covered by these permits;
- Consolidate the “Named” parking permits for Watchet into one permit to all car parks;
- Introduce an overnight parking tariff for Motor Homes in selected car parks;
- Incorporate 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.

2 Recommendations

- 2.1 To approve 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.
- 2.2 To bring Dulverton (6 and 12 month) permits 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 full aligned with those across the District.
- 2.3 To approve the use of increased revenue created to support the maintenance of car parks.
- 2.4 To approve the removal of the Lion Stables (short stay) car park from the Dulverton permit.
- 2.5 To approve 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.

- 2.6 That it be recommended to Council to incorporate the Boat Trailer Park area at West Pier, Watchet within the Order and combine the payment of daily slipway fees and trailer parking charges.
- 2.7 That it be recommended to Council to approve the consolidation of the Watchet “Named” permit to one “Watchet” permit allowing parking in all Council car parks within Watchet.
- 2.8 That it be recommended to Council to approve the incorporation of Quay West, Minehead North car park within the Order.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Reduction in the number of Dulverton parking permits purchased.	3	2	6
Potential for anti-social behaviour with the introduction of an overnight parking tariff for Motor Homes in selected car parks	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)
	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%

Background and Full details of the Report

- 3.1 For a number of years Dulverton car park permits have been set at a tariff which is significantly different to similar permits across the District. The phased increase still provides substantial savings to meter prices. Stage one to be implemented in June 2017, with the permit cost of 6 months at £105 and 12 months at £150. Stage two applied from April 2018 so both permits are full aligned with those across the District. Any additional revenue will be made available to support the maintenance of the car parks. Dulverton Town Council has been consulted on the proposal (refer to Appendix A).
- 3.2 The Lion Stables car park is a short stay car park providing a maximum stay of 3 hours, with no return within 1 hour. To encourage the “churn” of this car park to support the provision of parking close to the town centre for visitors and shoppers, it is proposal to limit the use of the Dulverton permit to the long stay Exmoor and Guildhall car parks only and prompt the Shoppers restricted 2hrs permit to the Lion Stables car park (Shopper Annual permit cost is £40). Dulverton Town Council has been consulted on the proposal (refer to Appendix A).
- 3.3 Overnight sleeping in vehicles within the car parks is not currently permitted. The Council is aware that there is an increase expectation by visitors who are travelling via Motor Homes of the availability to use car parks as overnight stops for a limited period. The proposal is for a small number of designated Motor Home parking bays such as Harbour Road, Watchet, Porlock Central, Dunster Steep, Dunster and Quay West, Minehead. The new tariff would be enforced from 18:00 to 09:00 and allow overnight stops for a maximum of 48hrs with no return within 7 days. No services such as fresh water, electricity hook-up point etc. or the disposal of sanitary waste will be provided. Motor Homes which remain parked after 09:00 will be required to pay the standard car park tariff.
- 3.4 The Boat Trailer parking area is situated near the slipway at the West Pier, Watchet. It is currently unregulated and used by unauthorised vehicles, leaving no capacity for boat trailer parking. This has become an increase nuisance, and misuse here could not be managed in any other way than to extend the area covered by the Order. Previous attempts to control this misuse have led to vandalism of the gate and locks. Watchet Harbour Advisory Committee have been supportive of extending the Order. The proposal is to regularise this area for Boat Trailer parking only and combine the payment of daily slipway fees and parking charges. Valid Weekly and Yearly Slipway Fees Permits issued via the Assistant Watchet Harbour Master will also be accepted in this car park.
- 3.5 It is proposed to merge the individual “Named” permit which cover Watchet car parks Anchor Road, Market Street, West Pier, Swain Street and Harbour Street into one “Watchet” car park permit to assist the distribution of parking across the Town during the busy Tourist season.
- 3.6 To the north of the Quay West car park, Minehead there is a small car park owned by the Council which is not regulated through the current Order. The proposal is to regularise this area.

4 Links to Corporate Aims / Priorities

- 4.1 The proposal introduced by the new Order will assist the Council to regularise car park assets and support maintenance and long term investment plans.

5 Finance / Resource Implications

5.1

Proposed Additional Income	2017/18	2018/19	Cumulative
Increase price of car park permit	£400	£7,000	£7,400
Introduction of an overnight tariff	£500	£700	£1,200
Combining of payment of daily slipway fees and parking charge	£1,000	£1,500	£2,500
Subtotal of income	£1,900	£9,200	£11,100

Estimated Expenditure	2017/18	2018/19	Cumulative
Implementation	£5,000	£3,000	£8,000
Additional Enforcement	£1,000	£1,000	£2,000
Income less implementation	-£4,100	£5,200	£1,100

- 5.2 The Dulverton permit is available as a 6 month or 12 month permit. Table 1 shows the current and the proposed cost from June 2017.

Table1 – Proposed Change to Tariff

Dulverton Permits	Current cost	Proposed Cost (from June 2017)
6 month	£50.00	£105.00
12 month	£90.00	£150.00

- 5.3 Parking charges are enforced seven days a week during the hours of 09:00 – 18:00. The all-day tariff for Dulverton is £4.50.
- 5.4 The proposed cost of £105 for a 6 month permit is equivalent to 24 days parking if paid at the meter. For a 12 month permit a cost of £150 is equivalent to 34 days parking if paid via the Pay and Display machine.
- 5.5 Introduction of a tariff of £5.00 per night permitting Motor Homes to park overnight in designated car parks for a maximum of 48hrs with no return within 7 days. Motor Homes which remain parked after 09:00 would be required to pay the standard car park tariff.
- 5.6 The regularisation of the Boat Trailer Park and the combining of payment of daily slipway fees and parking charges as set from the 1 April 2017, is £14.50 per day. Weekly and Yearly slipway will be issued by the Assistant Harbour Master.

- 5.7 There will be work associated with the proposed changes to support its implementation such as cost of signage/tariff board, lining, re-programming of the machines, and implementation of the new Order estimated at a cost of £5k.
- 5.8 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 and Motor Homes permitted use of car parks will increase Enforcement by approximately £1k per year.
- 5.9 Finance comments - In 2017/18 the cost implications of these changes will be slightly higher than the additional income received however this will be mitigated in future years and show a small overall increase in income (6.1). The main benefit of the changes is to bring the car park charging into line for all areas. There are no additional considerations as any changes relate to current charges; any additional income in future years will be used to support the maintenance of the car parks in the area.

6 Legal Implications

- 6.1 Implementation of the proposals will require the revoking of the West Somerset District Council (Off-Street Parking Places) Order 2016 and bring into operation a new West Somerset District Council (Off-Street Parking Places) Order 2017.

7 Environmental Impact Implications

- 7.1 The proposal to allow limited overnight stopping bays to Motor Home visitors will not include services such as fresh water, electricity hook-up point etc. or the disposal of sanitary waste.

8 Safeguarding and/or Community Safety Implications

- 8.1 There is the potential for anti-social behaviour such as nuisance from noise; odours from outside cooking activities; and lighting with the introduction of an overnight parking tariff for Motor homes in selected car parks. This may affect other car park users or nearby residential properties and will require monitoring.

9 The Equality and Diversity Implications (if any)

- 9.1 Refer to Appendix D

10 Social Value Implications

- 10.1 The regularisation of the Boat Trailer Park will enable greater access for Local and Visiting boat owners to use the slipway.
- 10.2 The introduction of Motor Home specific bays for limited overnight stops is specifically targeted at the tourist economy.

11 Partnership Implications

- 11.1 Increase in Parking Enforcement via Somerset County Council Agreement.

12 Health and Wellbeing Implications

- 12.1 Refer to Section 8

13 Asset Management Implications

- 13.1 Assist the Council to regularise car park assets and improve financial sustainability for maintenance and future development.

14 Consultation Implications

- 14.1 Dulverton Town Council have been consulted on the proposal to increase the permits to bring the charges in line with “Named” permit across the District (refer to Appendix A).
- 14.2 If approved by Full Council the proposed Order will be made available for public inspection for a period of six weeks.

15 Scrutiny Comments / Recommendation(s)

- 15.1 This report was considered by Scrutiny on the 16th March 2017 and following debate it was agreed to neither support or oppose Recommendation 2.1 and support Recommendations 2.2 to 2.7.
- 15.2 Scrutiny requested data showing the current number of “Named” permits issued for each car park.

Democratic Path:

- Scrutiny– Yes (16th February 2017)
- Cabinet– Yes (01st March 2017)
- Full Council – Yes (22nd March 2017)

Reporting Frequency: Once only Ad-hoc Quarterly

Twice-yearly Annually

List of Appendices (delete if not applicable)

Appendix A	Response from Dulverton Town Council
Appendix B	Boat Trailer Park, West Pier, Watchet
Appendix C	Car Park area to the North of Quay West, Minehead
Appendix D	Equality Impact Assessment Form and Action Plan
Appendix E	Summary of Representations received by Scrutiny (16 March 2017)

Contact Officers

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Direct Dial	01823 356455
Email	t.biss@tauntondeane.gov.uk

Appendix A Response from Dulverton Town Council

Summary of Correspondence to Dulverton Town Council (DTC)

On the 28 January 2017 the Lead Member responsible for Car Parks, Cllr Karen Mills, wrote to DTC to inform them of the proposal to bring into operation a new Off Street Parking Order no earlier than May 2017, and as part of this process the Council's intention to align the cost of the Dulverton Permits to that across the rest of the District:

- Proposed yearly permit cost of £210 is equivalent to 57p per day (over 365 days).

Cllr Mills also clarified that the "Shopper" permit is accepted across all Dulverton Car Parks and may be a permit customers wish to consider going forward.

DTC were also asked to consider if they wished all permits to be accepted in the Lion Stables (Shopper and Dulverton 6 month/12 month).

Response from Dulverton Town Council

I am writing as promised to impart the considerations of members concerning the contents of your email dated 28/01/17.

Below are quotes from the draft minutes of the Town Management Committee meeting held on 31/01/17, (to be approved at the next Council Meeting, 13/02/17):

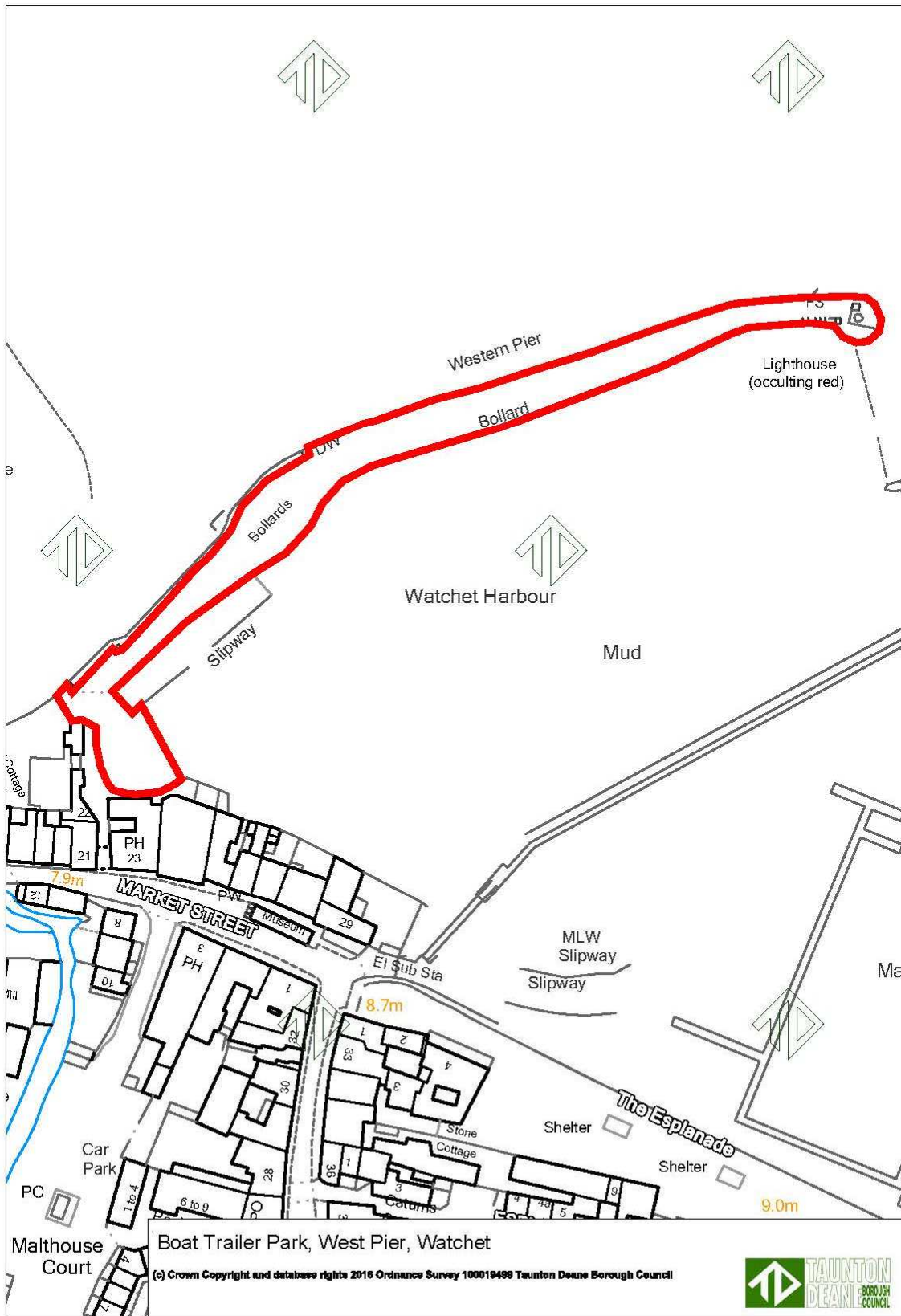
With regards the increase cost and use of permits:

1. 'Members strongly object to this huge increase in annual permits and suggest that it is implemented in stages'.
2. 'Members consider that the 'shoppers' permits and annual permits should be able to be used in all car parks'.
3. 'Furthermore, members would like to see weekly tickets available on demand either by purchasing a ticket from the machine or by contacting WSC directly'.

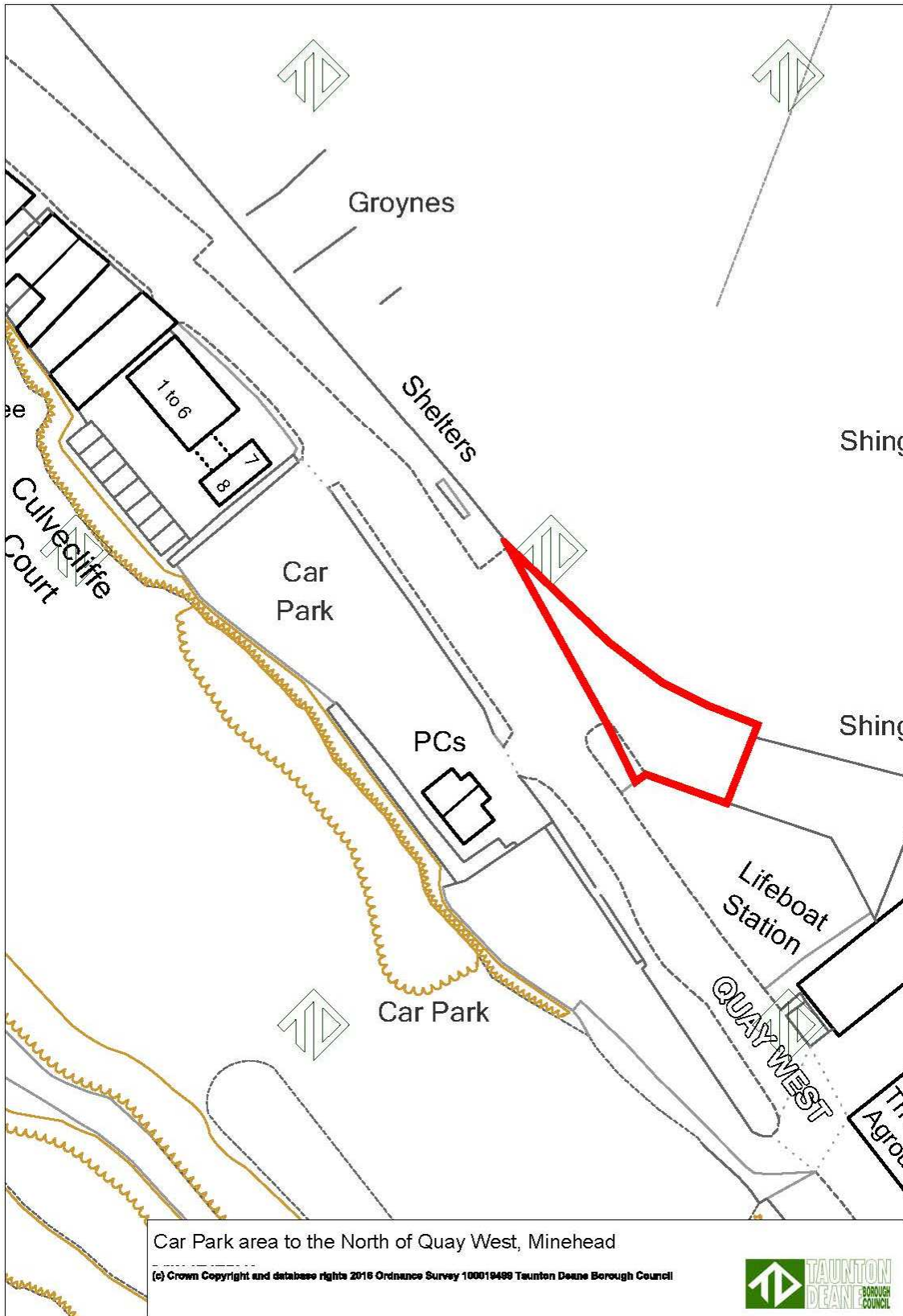
Clerk to the Council

All comments received from the DTC are considered, however "comment 3" does not form part of the report and will be addressed separately.

Appendix B Boat Trailer Park, West Pier, Watchet



Appendix C Car Park area to the North of Quay West, Minehead



Appendix D Equality Impact Assessment Form and Action Plan

Officer completing EIA form:	Job Title:	Team/Service:	
Tracey-Ann Biss	Car Park Manager	Community and Client Services	
Why are you completing the impact assessment? Please ✓ as appropriate			
Proposed new policy or service	Change to policy or service	New or Change to Budget	Service review
	✓	✓	
<p>1 Description of policy, service or decision being impact assessed: To seek agreement to revoke the West Somerset District Council (Off-Street Parking Places) Order 2016 and bring into operation on the 01 June 2017, The West Somerset District Council (Off-Street Parking Places) Order 2017 for the purpose of:</p> <ul style="list-style-type: none"> • Bring into line the Dulverton permit cost with those across the District and modifying the car parks covered by these permits; • Consolidate the “Named” parking permits for Watchet into one permit to all car parks; • Introduce an overnight parking tariff for Motor homes in selected car parks; • Incorporate both the Boat Trailer Parking Area, Watchet and the car park area to the north of Quay West into the Order to regularize their use. 			
<p>2 People who could be affected, with particular regard to the legally defined protected characteristics: All customers of the car parks, with no specific impact to protected characteristics groups however there may be implication to Low Income and Rurality</p>			
<p>3 People and Service Area who are delivering the policy/service/decision: TDBC Car Parks and enforcement via the SCC Parking Enforcement Agreement.</p>			
<p>4 Evidence used to assess impact: Please attached documents where appropriate. Management knowledge, occupancy of car parking bays and currently asset surveys</p>			
<p>5 Conclusions on impact of proposed decision or new policy/service change: The impact of the policy will have not require specific action to ensure equality for any of the Protected Characteristics Groups.</p>			
<p>6 Recommendation based on findings. These need to be outlined in the attached action plan It is recommended that the impact of the policy is continually monitored and reviewed when necessary.</p>			

Equality Impact Assessment Action Plan					
Group Affected	Action required	Expected outcome of action	Person to undertake action	Service Plan - for monitoring	Expected Completion date
Age	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Disability	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Gender Re-assignment	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Marriage and Civil Partnership	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Pregnancy and Maternity	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Race ¹	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Religion and Belief	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Sex	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Sexual Orientation	No requirement for specific action – monitor and review when necessary	Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing

¹ Including ethnicity, national origin, colour, nationality, gypsies and travellers.

Equality Impact Assessment Action Plan							
Group Affected	Action required			Expected outcome of action	Person to undertake action	Service Plan - for monitoring	Expected Completion date
Low Income (WSC only)	Promote alternative "shopper" permit which is available at a cost £40 but with restricted terms and conditions			Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Rurality (WSC only)	Promote alternative "shopper" permit which is available at a cost £40 but with restricted terms and conditions			Issue identified specific with PC reviewed and appropriate action taken	Car Park Operational Team		Ongoing
Author's Signature:	T-A Biss			Ref/Report Title:	Date:	February 2017	EIA Version: 1
Contact Details:	Tel:	01823 356455	Extn:	2441	Email:	t.biss@tauntondeane.gov.uk	

Appendix E Summary of Representations received by Scrutiny (16 March 2017)

Representation received by Scrutiny (16 March 2017) related to Items 2.1 and 2.3 of the report

Concerns raised through Representations	WSC Comments
<ul style="list-style-type: none"> • Exorbitant increase in parking permits • Any increase should be implemented in stages • Financial implications to those on Low Wages 	<ul style="list-style-type: none"> • The bulk of annual permits are purchased in April whilst the proposed increase would not apply until June 2017. For the majority of customers the price increase would not come into effect until April 18. • The “Shoppers” yearly permit is also available for use in all Dulverton car parks and covers parking for a maximum of 2hrs and can be purchased at a cost of £40. • Permit charges have been subsidised by the Council for a number of years at a more favourable rate to those of the other District car parks
<ul style="list-style-type: none"> • Increased congestion and a reduction in the use of Car Parks • The proposals will not raise any increase in revenue but will simply transfer parking to the streets • 	<ul style="list-style-type: none"> • No specific evidence to back this but will monitor
<ul style="list-style-type: none"> • Impact on visitors and shoppers from outlying areas • Financial implication to Businesses 	<ul style="list-style-type: none"> • No specific evidence to back this but will monitor
<ul style="list-style-type: none"> • Do not need a designated Car Park for Shoppers • Unnecessary, restrictive complexity of change to permit • Promise that all permits should be used in all car parks. Another promise broken! • Restricting parking permits to specific car parks is ludicrous! • Dictating which types of permits can be used in different car parks puts in extra complications. • I do not agree with the proposal to restrict parking in The Lion Stable car park to 3 hours 	<ul style="list-style-type: none"> • There is no proposal in the Order to amend the restriction in The Lion Stables car park. It is classed as a short stay car park restricted to a maximum stay of 3 hours, no return within 1 hours as requested by DTC to WSC (reference DTC 14 December 2015) • The Council wish to encourage the “churn” of the Lion Stables short stay car park to support the provision of parking close to the town centre for visitors and shoppers. The most appropriate permit therefore is to permit the Shoppers (which is restricted to 2hrs only) and limit the use of the Dulverton permit to the long stay car parks such as Exmoor and Guildhall.
<ul style="list-style-type: none"> • Monies collected to keep the Dulverton car parks in good order • The car parks cannot be classed the same as those along the coast 	<ul style="list-style-type: none"> • Car Park income is not ring-fenced to individual car parks but is used to provide the service and up keep of all the car parks across the whole District • The Council’s is aware of the diversity of our Towns and Villages with individual landscape features and attractions

Report Number: WSC 39/17

West Somerset Council

Full Council – 22nd March 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 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.

2 Recommendations

- 2.1 That Full Council endorses the recommendation of the Hinkley C Planning Obligations Board and West Somerset Cabinet as follows:
- 2.1.1 **To release £331,710 to the Friends of Steam Coast Trail from the CIM fund ring-fenced for West Somerset for Phase 2 of the Steam Coast Trail.**
- 2.1.2 **To recommend 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 to recommend to Stogursey Parish Council that the project is more suited to receiving funding from the CIM fund ring-fenced specifically for projects in Stogursey.**

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 The HPC Planning Obligations Board considered three applications to the CIM Fund on 7th February 2017. The Board considered the applications against each of the nine funding criteria.
- 5.2 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.
- 5.3 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 Point C Education, Employment and Skills Operations Group (EESOG). EESOG includes representatives from the District and County Council, EDFE, Department of Work and Pensions, and a range of Education and Training providers. The views of EESOG in relation to applications are included in the application summary.
- 5.4 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.
- 5.5 Full Council are asked to consider the following two applications for CIM Funding.

5.6

Project Name:	Steam Cost Trail
Expression of Interest Ref No:	181
Organisation Applying:	Friends of the Steam Coast Trail
Summary of Project:	The Steam Coast Trail is a network of multi-use paths in and around West Somerset providing safe and accessible access for the community. This will facilitate active travel, but also create quality tourism infrastructure, boosting the main industry in the area. The project aims to build on the high-quality, cost-efficient success of Phase 1 of the project between Dunster Beach and Blue Anchor. Funding is required for the capital construction of Phase (the link between Old Cleeve and Washford) and revenue to host a project officer to deliver business and community engagement, marketing for the trail, and future phases of the project.
Impacts mitigated as stated in application:	With 25,000 job opportunities over 10 years and 750 HGV movements a day, the construction of HPC will increase traffic and journey times significantly in Bridgwater and along the A39. This will have a major knock on effect for tourism, an industry that employs 30% of the local workforce (rising to 55% in Minehead). The influx of Hinkley workers and their families residing in West Somerset will swell community numbers and increase demand on services, infrastructure and recreation facilities. If not addressed, these impacts could lead to poor perceptions by visitors of the area affecting the local economy and increased competition for recreational facilities reducing opportunities to stay fit and healthy.
Start Date: April 2017	Total Project Costs: (Phase 2) £543,166
Completion Date: April 2019	Amount applied for: £331,710
CIM Fund Manager Comments:	
<p>The application demonstrates and evidences a range of significant impacts on the community as a result of the HPC development, the project provides direct mitigation to these impacts.</p> <p>The project provides direct clear health and wellbeing, social, and environmental benefits for a wide cross section of the impacted community and will support business growth, tourism and the local economy. The Friends of Steam Coast Trail have a successfully delivered Phase 1 of the project which is has attracted significant amount of match funding into West Somerset with a significant amount of match funding secured towards phase 2 from the Coastal Communities Fund.</p> <p>Phase 1 of the project has been very well received and supported by the community, with a significant amount of use already recorded.</p> <p>The application scored full marks across 8 of the funding criteria, demonstrating significant benefits to the community, robust delivery and governance arrangements and plans to ensure the project is sustainable into the future.</p> <p>The project aims to link communities and increase opportunities for socialising, access to services, education and employment.</p>	

<p>The FSTC will be responsible for the ongoing maintenance and promotion of the trail ensuring the sustainability of the trail through access to volunteers, voluntary sector funding, sponsorship, donations and fund raising events.</p> <p>The project officer will support future phases of the project, ensuring the trail continues into Watchet and beyond. Negotiation of Phase 3 (Mineral line to Watchet) has begun.</p>	
<p>Hinkley Tourism Action Partnership Comments:</p>	
<p>The project has support of HTAP. HTAP commented that:</p> <p>They recognise the potential of the project to boost Somerset tourism economy and help to HTAP achieve its aims.</p> <p>Visitors are now more likely to seek out new experiences and satisfy key lifestyle requirements such as getting active, cycling and walking.</p> <p>It is fair to say that family cycling infrastructure in Somerset can be described as 'patchy', or possibly even 'poor', when compared with destinations like Devon and Cornwall. In these counties cycling trails such as that at Exeter Quays and the Camel Trail have led to the establishment of new and diversified businesses and jobs, including cycle hire, B&Bs, cafes and tea-rooms. Families are one of Somerset's two biggest markets so it is vital that better infrastructure is developed.</p> <p>The opportunity to enjoy healthy, safe and fun family activities, like cycling along the Steam Coast Trail, will play a crucial part in what the County has to offer and making it significantly more competitive.</p>	
<p>POB recommendation:</p>	<p>To recommend the release of £331,710 to the Friends of Steam Coast Trail from the CIM fund ring-fenced for West Somerset for Phase 2 of the Steam Coast Trail.</p>

5.7

Project Name:	Stogursey Lengthsman Scheme
Expression of Interest Ref No:	145
Organisation Applying:	Stogursey Parish Council
Summary of Project:	The project involves employing a person to carry out both highway and general maintenance tasks, drainage maintenance, and miscellaneous works as identified by the local community in the parish of Stogursey and the surrounding hamlets (Shurton, Burton, Wick and Stolford). The funding will provide a lengthsman for 16 per week over 6 months of each year for 3 years
Impacts mitigated as stated in application:	Hinkley C is being built in the Parish of Stogursey - a Priority 1 Impact Area and construction will have the biggest impact than on any other settlement within the area. Roadworks and traffic delays

	on the C182 and an increase in traffic along the narrow lanes of Stogursey village and hamlets of vehicles traveling to Hinkley C result in traffic delays, difficulty getting to and from homes, noise and dust. The ongoing impacts cause frustration and stress and affect health and wellbeing of the local community.
Start Date: 1/4/17	Total Project Costs: £30,000
Completion Date: 9/9/17	Amount applied for: £30,000
CIM Fund Manager Comments:	
<p>There are clear impacts on the Parish in terms of health and wellbeing and road safety as a result of HPC. The project will help to mitigate these impacts for local residents. The applicant evidenced strong local community support for the project.</p> <p>The project will improve life for residents of the Parish but does not demonstrate significant quality of life benefits for the wider community across West Somerset and will not leave a legacy for the community once the project funding ends.</p> <p>The project will not be sustainable past CIM funding which would fund the project for 3 years. It is likely that further funding would be sought potentially from the CIM fund to extend the project past this time. There are no plans for precept contributions from the Parish Council and no match funding has sought.</p> <p>Projects funded from the West Somerset ring-fenced CIM fund need to demonstrate wider community benefits across the district and therefore this application scores low against most of the criteria. Therefore it would be more appropriate for the project to be funded from the Stogursey ring-fence which solely aims to mitigate impacts on that particular Parish.</p> <p>The Parish have allocated £200,000 of their ring-fenced funds through the CIM fund application process. Therefore £300,000 of funding has not yet been allocated through the process.</p>	
Stogursey Parish Council Comments:	
<p>The project was unanimously supported by Councillors at the Parish Council meeting on 10th January 2017.</p> <p>The Parish Council commented that the lengthsman scheme will benefit residents and visitors, including dog walkers and fishermen. The project will help to preserve the historic environment of Stogursey and a well maintained environment will help to retain tourist who visit the area.</p> <p>The Stogursey ring fenced fund has already been allocated to other projects of equal importance and priority as the lengthsman scheme.</p> <p>The Parish Council believe that the scheme should be funded from the CIM fund ring-fenced for West Somerset because HPC will have the greatest adverse impact on the Stogursey Parish and that it is not unreasonable for Stogursey to have a wider share of the West Somerset ring-fenced fund.</p>	

POB recommendation:	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 to recommend to Stogursey Parish Council that the project is more suited to receiving funding from the CIM fund ring-fenced specifically for projects in Stogursey.
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6 Links to Corporate Aims / Priorities

- 6.1 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.

7 Finance / Resource Implications

- 7.1 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.
- 7.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 7.3 Any impact on the councils resources are highlighted within the summary of each application.
- 7.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

8 Legal Implications

- 8.1 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).

9 Environmental Impact Implications

- 9.1 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.
- 9.2 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.

10 Safeguarding and/or Community Safety Implications

- 10.1 Applicants are encouraged to consider the promotion of community safety and community cohesion as part of their project.
- 10.2 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.
- 10.3 The requirement for organisations to adhere to Safeguarding legislation are included in the CIM Fund grant terms and conditions.

11 Equality and Diversity Implications

- 11.1 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.

- 11.2 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.
- 11.3 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.'
- 11.4 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.
- 11.5 Wider community benefit and the ability of the project to promote cohesive communities are both taken into account when scoring applications and making recommendations.

12 Social Value Implications

- 12.1 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.

13 Partnership Implications

- 13.1 The Planning Obligations Board has representative members from Sedgemoor District Council, Somerset County Council, EDF Energy and West Somerset Council.

13.2 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.

14 Health and Wellbeing Implications

14.1 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.

14.2 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.

14.3 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.

15 Asset Management Implications

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

16 Consultation Implications

16.1 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.

16.2 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.

17 Cabinet Comments / Recommendation(s)

17.1 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
Email:	lredston@westsomerset.gov.uk	Agoodchild@westsomerset.gov.uk

Appendix A

Appendix D: HPC Community Impact Mitigation Fund Approval Balances

	TOTAL	West Somerset	Sedgemoor	Cannington	1st Annual	2nd Annual	
	£	£	£	£	payment	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)				

					1st Annual payment	2nd Annual Payment	
	TOTAL	West Somerset	Sedgemoor	Cannington			Stogursey
	£	£	£	£	£	£	£
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)					
Current Uncommitted Balance	4,788,622	958,101	-	346,446	1,546,855	1,937,220	331,545
<u>Less Requested approvals</u>							
Steam Coast Trail (Phase 2)	(287,950)	(287,950)					
Uncommitted Balance if all requests were approved	4,500,672	670,151	-	346,446	1,546,855	1,937,220	331,545

Report Number: WSC 29/17

West Somerset Council

Full Council – 22nd March 2017

Clanville Grange Purchase

This matter is the responsibility of Cllr K Turner, Lead Member for Housing, Health and Wellbeing.

Report Author: Heather Crockford, Housing Enabling Lead

1. Executive Summary/Purpose of the Report

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

2. Recommendations

- 2.1 Council approve a supplementary capital estimate for the sum of £128,000 to purchase a property at Clanville Grange to be funded from Unallocated Capital Receipts.
- 2.2 Council notes that 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.

3. Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
The Council will be unable to secure the onward sale of the property	3	2	6
<i>Mitigation to seek short term rental income should an onward sale not be secured</i>			

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

- 4.1 In March 2007, Council approved the purchase of 11 dwellings at Clanville Grange for the Council to sell under its prevailing Low Cost Home Ownership Scheme. This enabled the Council to be in full control of the sales price of the properties to ensure that they were always sold at an affordable price which met what local people could afford
- 4.2 The affordable homes were secured 'in perpetuity' using a Deed of Pre-emption which created a buy back option for the Council to enable it to vary the discount offered on each property
- 4.3 Following the recent financial crisis and the restrictions on the availability of mortgages, the Deed of Pre-emption has made the properties un-mortgageable in their current form. This means that the current owners are unable to sell them on without Council intervention and the Council are, in turn, unable to sell them on with the Deed on Pre-emption in place.
- 4.4 In January 2013, the Council adopted amendments to its Low Cost Home Ownership Policy which means that the properties, when sold on, will use the standard mechanism of a discounted purchase. The properties will only have the ability to be sold to local people at a value not exceeding 75% of the open market value and the Council will have no ongoing liability within the scheme.
- 4.5 We have received notification that one of the property owners wishes to sell their property back. The purchase price based on the affordable housing policy is £123,720

- 4.6 In July 2010, Council amended the scheme of delegation to enable the 151 officer in conjunction with the finance portfolio holder to agree any capital expenditure associated with the purchase and onward sale of properties affected by the policy.
- 4.7 Whilst the Authority has identified the risk of purchasing two properties per year within its budget there is no provision within the capital budgets for these purchases to actually occur. The purchase therefore requires a supplementary capital estimate to be approved by Council
- 4.8 The current owners of the property are purchasing another property.
- 4.9 If the Council proceed to purchase this property, it will take the number of properties owned at the time of writing this report to two
- 4.10 The other property owned by the Council at Clanville Grange has been tenanted over the winter months to ensure it wasn't left empty. It is about to be actively re-marketed.

5. Links to Corporate Aims/Priorities

- 5.1 The Council's Corporate Strategy 2016-20 aims 'To enable people to live, work and prosper and for business to thrive in West Somerset
- 5.2 The Council's Affordable Home Ownership Policy is one mechanism which addresses the key issue of increasing the availability and affordability of homes for local people – to both buy and to rent

6. Finance/Resource Implications

- 6.1 The proposed purchase will require a supplementary capital estimate of £128,000 in order to meet current financial regulations. This covers the acquisition price plus the estimated costs associated with the acquisition and onward sale.
- 6.2 Costs associated with the purchase include approximately £500 to meet obligations required by the Management Company, any Service Charges, Ground Rent and Insurance which might be payable (this is payable 6 monthly in advance and will be apportioned upon sale) and Council Tax should the property be empty for more than one month.
- 6.3 The property will be marketed for sale immediately upon acquisition with the aim of achieving a quick sale as quickly as possible. The situation will be reviewed after a period of three months.
- 6.4 The Council has an obligation to purchase this property, and therefore needs to ensure appropriate funding is put in place. The eventual onward sale of this property will hopefully result in a financial receipt to West Somerset Council which will cover this outlay. Until this materialises, the Council needs to ensure there is sufficient funding in place to cover the costs committed should the scheme not proceed to sale.
- 6.5 The Council's current unallocated capital resources, having covered known commitments amount to £1,197,309 (before any debt repayments in 2015/16)

6.6 The recommendations in this report will reduce this to £1,069,309

7. Legal Implications (if any)

7.1 The Council is applying its policy in relation to these properties so there are no identifiable issues for consideration in this report.

8. Environmental Impact Implications (if any)

8.1 There are not considered to be any direct implications.

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

9.1 There are no issues identifiable specifically within this report

10. Equality and Diversity Implications (if any)

10.1 This report is not considered to have any issues that require a detailed assessment

11. Social Value Implications (if any)

11.1 This report does not involve the procurement of services, therefore there are no social value implications.

12. Partnership Implications (if any)

12.1 There are no Partnership implications arising from this report

13. Health and Wellbeing Implications (if any)

13.1 The Low Cost Home Ownership Policy was designed to meet the needs and aspirations of the local community, improve the quality of housing across the district, increase housing supply and housing options, so could be expected to have a positive impact on health and wellbeing.

14. Asset Management Implications (if any)

14.1 These properties are Council assets for the time that they are in our ownership. We attempt to ensure that this time is as short as possible, which of course depends on market conditions at that time.

15. Consultation Implications (if any)

15.1 This report implements the adopted policy of the Council so there are no current issues identified for consideration.

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

16.1 Not applicable with this report.

Democratic Path:

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

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

Contact Officers

Name	Heather Crockford, Housing Enabling Lead	Name	Jo Humble. Housing Development and Enabling Manager
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~~Agenda~~ for next District Council ~~meeting~~ ~~on~~ ~~Monday~~ ~~6th~~ ~~February~~ ~~2017~~ ~~at~~ ~~10.30~~ ~~a.m.~~ ~~at~~ ~~Ashcott~~ ~~Pavilion~~ ~~45~~

SOMERSET PLAYING FIELDS ASSOCIATION

NOTICE OF EXECUTIVE COMMITTEE MEETING

Date: Monday 6th February 2017

Time: 10.30 a.m.

Place: Ashcott Pavilion - The playing field is sign posted from High Street off the A39. Then follow School Hill to the top but not around the bend. Turn left into Kings Lane. The post code for Kings Lane is TA7 9PW and the playing field is at the end of the lane. Beware of pot holes.

AGENDA

Apologies for absence

1. To approve the Minutes of the Meeting held on 28th November 2016 - (attached)
2. Financial Report and Bank Reconciliation at 31.12.2016 (attached)
3. Loan Applications – update on situation regarding the approved loan of £10,000 over 5 years to Horrington Cricket Club in connection with the purchase of their ground, Chapel Piece, Chilcote Lane, East Horrington which was estimated to cost £85,000.
4. Bath Recreation Ground Charity.
5. Insurance – to note insurance obtained for the Association.
6. National CPFA Conference – now fixed for Wednesday, 14th June 2017.
7. Review of Constitution update
8. Database update
9. Review of Resources – the next 5 years – including staffing resources and a need to recruit new volunteers to serve on the Executive Committee
10. Date of Next Meeting – June 2017 – venue required.

SOMERSET PFA BUDGET MONITOR 2015/16

No.	Expense type	46	current	projected	estimates
			position 31.12.16	outcome 31.3.17	2017/18
		1200	0	1200	1200
1	Honorarium	500	0	400	500
2	Travelling Expenses	50	50	50	50
3	Inspection of Accounts	60	0	60	60
4	Affiliation Fees	200	0	0	200
5	Conference Expenses	300	60	250	300
6	Printing, Stationery & Postages	1000	0	500	500
7	Other Expenditure	2000	0	2000	2000
8	Facilities Charge				
9	Active Risk Management Services - Play Area Inspections	2400	2920	2920	2920
10	Zurich Insurance	7500	1161	1161	0
11	Database	2872	2640	2800	0
12	Bank Charges	0	10	50	60
17	Balances	16870	20,211	16336	14471
	Total	£34,952	27,052	27727	22261

		19752	19752	19752	16336
1	Balances brought forward	0	0	0	0
2	Grant - Somerset County Council	400	469	469	0
3	Grant - Sedgemoor District Council	0	0	0	0
4	Grant - South Somerset District Council	500	750	750	0
5	Grant - Taunton Deane Borough Council	0	0	0	0
6	Grant - West Somerset District Council	1350	825	1275	1275
7	Subscriptions - Organisations	1200	935	1200	1200
8	Subscriptions - Parish & Town Councils	50	50	50	50
9	Subscriptions - Individuals	100	5	5	0
10	Other Grants	0	0	0	0
11	Bank Interest	3000	3170	3130	3300
12	Play Equipment Inspection Fees	8500	923	923	0
13	Zurich Insurance Premiums	100	123	173	100
14	Sales	0	0	0	0
15	Gift Aid	0	50	0	0
16	Miscellaneous	£0	0	0	0
17		£34,952	27052	27727	22261

BANK RECONCILIATION AS AT 31st DECEMBER 2016

BALANCE BROUGHT FORWARD 1 st APRIL 2016	£ 19,751.97
ADD INCOME 1 st APRIL - 31 st DECEMBER 2016	7,300.65
	<u>27,052.62</u>
LESS EXPENDITURE 1 st APRIL - 31 st DECEMBER 2016	7,191.16
	<u>19,861.46</u>

REPRESENTED BY

CAF CASH STATEMENT No 213	£ 4,886.46
PLUS TEMPORARY TRANSFER TO BERRYMAN	15,000.00
	<u>19,886.46</u>
	25.00
	<u>19,861.46</u>

LESS OF CHEQUE

SOMERSET PLAYING FIELDS ASSOCIATION

A Meeting of the Executive Committee was held in Edgar Hall, Cary Court, Somerton on Monday, 28th November 2016 at 10.00 a.m.

Present :- Councillor D.W. Durdan (TDBC) (Chairman); W.J. Davey, Councillor H. Davies (WSDC), Mrs J. Lawrence, K. Marsh, Capt. J. de Winton and R. Young (Secretary/Treasurer).

Apology for Absence received from Councillor Miss A.E. Bown, P. Crimmins, M.F. Dare, Miss K. Durdan and Mrs J.A. Healey.

2040. Election of Chairman and Vice-Chairman

ALL AGREED that Councillor D.W. Durdan be appointed Chairman of the Association for 2016/17 and Mr M.F. Dare be appointed Vice-Chairman for 2016/17.

2041. Minutes

The Minutes of the Meeting of the Committee held on 22nd June 2016 were confirmed and signed by the Chairman as a correct record.

2042. Financial Report

The Secretary reported upon a budget monitoring statement for the period 1st April to 31st October 2016, together with a bank reconciliation as at 30th September 2016. **NOTED**

2043. Somerset County Council Loan Fund

The Secretary reported that Castle Cary Bowls Club had withdrawn their previously approved application for a loan as they had used their reserves to purchase a new mower.

The Secretary also reported details of a new application received from Horrington Cricket Club for a loan in connection with the purchase of their ground at Chapel Piece, Chilcote Lane, East Horrington. **ALL AGREED** that a loan of up to £10,000 over 5 years be made available to Horrington Cricket Club in connection with the purchase of the freehold of their ground which was estimated to cost £85,000.

2044. Bath Recreation Ground Trust

The Chairman reported upon the latest position regarding the Trust and development of facilities at the ground. **NOTED**

2045. National CPFA Support Committee

Ken Marsh submitted an update on the work of the National CPFA Project Support Committee. The Committee were working upon relationships with Fields in Trust and plans were also being made for the 2017 Counties Conference which would be held in Warwickshire on 14th June. Ken also reported that he had decided to stand down from the Committee **NOTED**

2046. Insurance Scheme

Ken Marsh reported that Zurich were unable to continue with the Association's Block Policy arrangement after expiry of the 2015/16 scheme on 30th September 2016 due to the requirements of the Insurance Act 2015. An alternative insurance company could not be found to provide a block policy

scheme. All participating member organisations had been advised to make their own arrangements for insurance cover.

Insurance cover would also need to be taken out for the Association.

ALL AGREED

- 1) That public liability insurance be taken out as soon as possible for the Association and the cost of indemnity cover be also investigated;
- 2) That the possibility of a partnership/signposting arrangement with an insurance broker be investigated.

2047. Business Plan Issues

a) Database

Members received a progress report upon the development of the new database. The project as per the contract with the Community Council for Somerset had been completed. Arrangements would now be made with the person who built the database to install it and some further expenditure would be incurred. The database would be populated in the new year. **NOTED**

b) Review of Constitution

Mrs Lawrence reported upon her work with Mr Dare to review the constitution. A draft would be circulated to the Committee to enable detailed consideration to be given to the matter at the next Meeting prior to adoption at the 2017 AGM. **NOTED**

c) Review of Finances

The Secretary presented a projection of the finances to the end of 2017/18 which showed the effect of a reduction in income following the end of the Association's Block Policy Insurance Scheme. **NOTED**

d) Review of Resources - The Next 5 Years

Van Marsh submitted a paper prepared by the Charity Commission. He reported that he wished to stand down in an active capacity within the next year and it was noted that new volunteers were required to serve on the Executive Committee. **ALL AGREED** that the Executive Committee start to address issues raised in the report at the next Meeting.

2048. 2016 AGM/Presentation Evening

The Chairman reported upon the success of the 2016 Annual General Meeting/Presentation Evening. Press publicity had been obtained for the Association. **NOTED**

2049. Next Meeting

ALL AGREED that the next Meeting be held at Ashcott Pavilion on Monday, 6th February 2017 at 10.30 a.m.

The Meeting closed at 12.05 p.m.

Chairman