

## **The Council's Vision:**

To enable people to live, work and prosper in West Somerset

### **CABINET**

**Meeting to be held on 2 April 2014 at 4.30 pm**

**Council Chamber, Williton**

### **AGENDA**

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 5 March 2014 to be approved and signed as a correct record – **SEE ATTACHED.**

3. **Declarations of Interest**

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

4. **Public Participation**

The Leader to advise the Cabinet 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. **Forward Plan**

To approve the latest Forward Plan published on 21 March 2013 – **SEE ATTACHED.**

6. **Cabinet Action Plan**

To update the Cabinet on the progress of resolutions and recommendations from previous meetings – **SEE ATTACHED.**

7. **Consideration of nominations received to List Assets of Community Value under the Community Right to Bid Legislation**

To consider Report No. WSC 67/14, to be presented by Councillor D J Westcott, Lead Member for Community and Customer – **SEE ATTACHED.**

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The purpose of the report is to review a nomination received under the Localism Act 2011 Part 5 – The Community Right to Bid.

### **8. Volunteer Policy**

To consider Report No. WSC 66/14, to be presented by Councillor D J Westcott, Lead Member for Community and Customer – **SEE ATTACHED**.

The purpose of the report is to seek approval to establish a Volunteering Policy for the Council.

### **9. Request for Allocation of Planning Obligations Funding**

To consider Report No. WSC 70/14, to be presented by Councillor K V Kravis, Lead Member of Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to make proposals for the allocation of monies secured through planning obligations to individual schemes.

### **10. Car Park Services Proposed Agency Agreement**

To consider Report No. WSC 71/14, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED**.

The purpose of the report is to seek authority to enter into an agency agreement whereby Somerset County Council would provide enforcement and some of the management services for West Somerset Council (WSC) car parks.

### **11. Hinkley Point C – Project Update**

To consider Report No. WSC 68/14, to be presented by Councillor C Morgan, Lead Member for Environment - Hinkley – **SEE ATTACHED**.

The purpose of the report is to provide an update on the Hinkley Point C project; for Cabinet to consider and note future actions as part of Service Plans and corporate activity; to advise of proposed governance changes to be discussed at Corporate PAG and Council during April, and for Cabinet to note progress on the Hinkley Point C Connection Project being promoted by National Grid.

### **12. Corporate Plan for 2014-16**

To consider Report No. WSC 69/14, to be presented by Councillor T Taylor, Leader of Council – **SEE ATTACHED**.

The purpose of the report is for Cabinet to consider approving the Corporate Plan for 2014-16.

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**COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS****The Council's Corporate Priorities:**

- Local Democracy:  
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset.
- New Nuclear Development at Hinkley Point  
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities and the environment.

**The Council's Core Values:**

- Integrity
- Respect
- Fairness
- Trust

## RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

**Risk Scoring Matrix**

<b>Likelihood</b>	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
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
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%

- Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.

**CABINET****MINUTES OF THE MEETING HELD ON 5 MARCH 2014****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor T Taylor ..... Leader

Councillor K V Kravis  
Councillor C Morgan  
Councillor K H TurnerCouncillor K M Mills  
Councillor S J Pugsley  
Councillor D J Westcott**Members in Attendance:**Councillor G S Dowding  
Councillor A F Knight  
Councillor K J RossCouncillor B Heywood  
Councillor E May**Officers in Attendance:**Director of Operations (S Adam)  
Assistant Chief Executive (B Lang)  
Interim Executive Director (A Dyer)  
Director of Growth and Development (B Cleere)  
Assistant Director – Housing and Community Development (S Lewis)  
Community Liaison and Climate Change Manager (A Lamplough)  
Efficiencies and Performance Manager (K Batchelor)  
Communications and Media Officer (D Rundle)  
Meeting Administrator (K Kowalewska)**Also in Attendance:**

Chris Edwards, Manager Quantock Hills AONB

**CAB101 Apologies for Absence**

An apology for absence was received from Councillor A H Trollope-Bellew.

**CAB102 Minutes of the Meeting held on 5 February 2014**

(Minutes of the Meeting of Cabinet held on 5 February 2014 - circulated with the Agenda.)

**RESOLVED** that the Minutes of the Meeting of Cabinet held on 5 February 2014 be confirmed as a correct record.

**CAB103 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
Councillor K H Turner	All	Brompton Ralph	Spoke and voted
Councillor D J Westcott	All	Watchet	Spoke and voted
Councillor K J Ross	All	Dulverton	Spoke

**CAB104 Public Participation**

Agenda Item 8 – Consideration of nominations received under the Community Right to Bid Legislation

Phil Gannon spoke on behalf of Old Cleeve Parish Council and as a resident of Washford in support of the nomination application to list the land next to the Quarry, Washford as an Asset of Community Value. He advised that the footpath, although it was not a dedicated footpath, had been used by the community for a considerable number of years. The parish council was willing to open up negotiations with West Somerset Council for an asset transfer for community use. He concluded that the area needed considerable maintenance and once this had been done, the site could be used to develop an arboretum/picnic area whilst maintaining links to the existing rights of way.

**CAB105 Forward Plan**

(Copy of latest Forward Plan published 20 February 2014 – circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 20 February 2014.

**RESOLVED** that the latest Forward Plan published 20 February 2014 be approved.

**CAB106 Cabinet Action Plan**

(Copy of the Action Plan – circulated with the Agenda.)

The Leader updated Members on the latest developments in connection with the Tobacco Declaration and on recent meetings held, advising that the item would be presented to full Council for approval within the wider context of health and wellbeing.

**RESOLVED (1)** that CAB89 – Tobacco Declaration be carried forward.

**RESOLVED (2)** that CAB97 – Annual Budget and Council Tax Setting 2014-15 be deleted as actioned.

**RESOLVED (3)** that CAB98 – Fees and Charges 2014/15 be deleted as action.

**RESOLVED (4)** that CAB99 – 2015/16 Council Tax Rebate Scheme Consultation be deleted as actioned.

**CAB107 Quantock Hills Area of Outstanding Natural Beauty (QHAONB) Management Plan 2014-19**

(Report No. WSC 35/14, circulated with the Agenda.)

The purpose of the report was to enable Cabinet to consider the main aspects of the proposed Quantock Hills Management Plan.

In the absence of the Lead Member for Environment – General, the Leader introduced the item and welcomed Chris Edwards, Manager of the Quantock Hills AONB to the meeting. The Leader provided background information and explained that the reason for presenting the report was due to the Council having a statutory duty to comply with the Countryside Rights of Way (CROW) Act 2000. He drew Members' attention to the Vision for the QHAONB and the nine themes, and informed that WSC contributed £9,957 to the service. However there was currently an issue with future funding provided by Somerset County Council.

The Leader proposed the recommendation contained in the report which was duly seconded by Councillor C Morgan.

Chris Edwards encouraged Members to view the full Management Plan which was available via the following website link [http://www.quantockhills.com/news/article/quantock\\_hills\\_management\\_plan\\_2014-2019/](http://www.quantockhills.com/news/article/quantock_hills_management_plan_2014-2019/) advising that he could provide a paper copy on request. He drew attention to the Statement of Significance which gave a better understanding of the QHAONB and highlighted those elements that made the area of national importance. He then read out the Purpose Statement for the Joint Advisory Committee which provided a summary of the Plan's aims and objectives.

Chris Edwards gave an update on funding stating that SCC was proposing to reduce its contribution to the AONB by 90% (a loss of £21,000) in the next financial year, and, subsequently, this would prevent QHAONB getting £60,000 from Defra. The funding received was used to employ a small team dedicated to attracting additional external funding and for developing projects. He thanked the Leader for contacting SCC in this regard to question whether this was an appropriate way forward.

Various questions and issues were raised by Members on matters such as swaling; increased levels of traffic on the Quantocks; promotion of the Quantocks through sponsorship; concerns surrounding funding cuts and how would the management plan be delivered as a result; and enquiring as to what the changes were between the previous Management Plan and the present one. WSC promised to keep pressure on SCC over their proposal to cut funding to the AONB.

**RESOLVED** that the Management Plan be endorsed as a cohesive means to safeguard the unique beauty and distinctive character of the Quantock Hills.

**CAB108**    **Consideration of nominations received under the Community Right to Bid Legislation**

(Report No. WSC 40/14, circulated with the Agenda.)

The purpose of the report was to review a nomination received under the Localism Act 2011 Part 5 – The Community Right to Bid.

The Lead Member for Community and Customer presented the item and reported that the information submitted by Old Cleeve Parish Council was not considered to fulfil the definition as an asset of community value under section 88 of the legislation. He pointed out that the reason for recommending to reject the nomination for listing was that the informal use of the land meant that there could be no guarantee of its future use as a community facility. He went on to thank Old Cleeve Parish Council for their recent letter requesting that discussions be held with WSC about the future ownership of the land. The Lead Member advised that the matter would be discussed by the Asset Management Group who would contact the parish council as soon as a decision had been agreed upon.

He proposed the recommendation contained in the report, subject to the inclusion of a further recommendation that the issue of future ownership of the land next to the Quarry, Washford would be considered by the Asset Management Group. These were seconded by Councillor S J Pugsley.

The Lead Member for Resources and Central Support confirmed that the matter would be discussed at a meeting of the Asset Management Group and expressed the need to formulate a strategy on community assets, for clarity and continuity purposes, which would give a basis to help make decisions in the future.

The Community Liaison and Climate Change Manager provided an explanation of the term ‘ancillary’ and ‘informal use’, advising that if there was a formal use then there would be a public right of way across the land in question which could, therefore, be considered as community use; as there was no recognised public right of way across it, the land had an informal use and could not be listed as an asset of community value.

**RESOLVED (1)** that the nomination [ACV027] for land next to the Quarry, Washford to be listed as an Asset of Community Value be rejected.

**RESOLVED (2)** that the issue of future ownership of the land next to the Quarry, Washford would be considered by the Asset Management Group.

**CAB109**    **Somerset Growth Plan**

(Report No. WSC 39/14, circulated with the Agenda.)



The purpose of the report was to update Cabinet on progress in producing the Somerset Growth Plan and seek endorsement of the plan.

The Lead Member for Regeneration and Economic Growth presented the item and provided a comprehensive explanation as to the purpose and aims of the Somerset Growth Plan. She informed that it was a 'live', fully encompassing document and went on to propose the recommendation of the report which was duly seconded by Councillor K H Turner.

The Director of Growth and Development reiterated that the Growth Plan was a work in progress and would be reviewed and updated regularly.

In response to a question as to what aspects of the Growth Plan would benefit West Somerset, the Director of Growth and Development responded by stating that the Hinkley Point C development would provide the biggest opportunity for West Somerset.

Members highlighted further aspects of the document associated with West Somerset and asked detailed questions and requested further clarification on the dualling of A358 and A39, rural work hubs and sea defences in Minehead.

It was requested that a correction be made to the text in the first paragraph on page 5 of Appendix B to the Somerset Growth Plan where reference was made to West Somerset being "close to HPC", and that it should be amended to read "HPC is in West Somerset".

**RESOLVED** that the Somerset Growth Plan document, attached as appendix A to the report, be endorsed.

**CAB110 Corporate Performance April – December 2013-14**

(Report No. WSC 41/14, circulated with the Agenda.)

The purpose of the report was to provide Members with an update on progress in delivering the corporate priorities, performance of council services covering the period from 1 April 2013 to 31 December 2013.

The Leader of Council presented the item and advised Members that the Scrutiny Committee had considered the report and their comments and resolutions were contained therein. He then proposed the recommendations in the report which were seconded by Councillor K M Mills.

The Lead Member for Housing, Health and Wellbeing drew Members' attention to the key service indicators relating to Environmental Health and Licensing and advised that the environmental health officers had to cover the service due to long-term sickness and maternity leave during this period. On behalf of Cabinet, he commended the officers as they had worked extremely hard to continue to provide an efficient and effective service, and expressed his gratitude for their commitment in getting the service back on track.

The Lead Member for Housing, Health and Wellbeing then went on to explain the reasons for reporting on Key Action 5.2.2 'Deliver 10 empty properties back into use within the Exmoor Panel area'. It was agreed that a briefing note would be circulated to all Members clarifying the definition of an empty property and how this related to the receipt of New Homes Bonus payments.

**RESOLVED (1)** that the process in delivering the corporate priorities for 2013/14 be noted.

**RESOLVED (2)** that the performance against the measures of success and key service indicators be noted.

**CAB111 Financial Monitoring April – December 2013-14**

(Report No. WSC 42/14, circulated with the Agenda.)

The purpose of the report was to provide updated in year financial information on a range of issues including budgetary monitoring and business rate retention.

The Lead Member for Resources and Central Support presented the report and advised that it was apparent that the position regarding the budget variances was slightly more complicated on this occasion due to the establishment of the new joint management structure and shared services between WSC and TDBC, and Hinkley staffing issues.

She proposed the recommendation in the report which was duly seconded by Councillor K H Turner.

In response to a question as to whether the sum for sandbag expenditure could be claimed back from Central Government, the Director of Operations indicated that officers were working on how much of the money could be reclaimed, and it was hoped that the vast majority would be refunded.

**RESOLVED** that the current financial standing of the Council together with the estimated position at the end of the financial year be noted.

The meeting closed at 6.03 pm

7  
Weekly version of Forward Plan published on 21 March 2014

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/5/01  23/05/2013	7 May 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/5/02  4/07/2013	7 May 2014  By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/6/01  23/05/2013	4 June 2014	Title: <b>Cabinet Appointments on Outside Bodies</b>  Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2014 (except where specific periods are stated).		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/6/02  23/05/2013	4 June 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

Forward Plan Ref / Date proposed decision published in Forward Plan	Date when decision due to be taken and by whom	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact Officer for any representations to be made ahead of the proposed decision
FP/14/6/03 4/07/2013	4 June 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/7/01 23/05/2013	2 July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Allocation of Section 106 funds held – Quarter 1</b> Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Assistant Director Business Development 01984 635271
FP/14/7/02 23/05/2013	2 July 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Corporate Performance &amp; Budget Monitoring Report 2013-14 – Quarter 4</b> Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/7/03 23/05/2013	2 July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Review of Financial Regulations [FR2]</b> Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/7/04 23/05/2013	2 July 2014 By Councillor K V Kravis	Title: <b>Medium Term Financial Plan Update</b>		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259

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	– Lead Member Resources & Central Support	Decision: to present the updated Medium Term Financial Plan.			
FP/14/7/05 23/05/2013	2 July 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/7/06 4/07/2013	2 July 2014  By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/13/8/01 25/07/2013	6 August 2014  By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Corporate Performance &amp; Budget Monitoring Report 2013-14 – Quarter 4</b>  Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/8/02 25/07/2013	6 August 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200

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FP/14/8/03 6/02/2014	6 August 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/9/01 24/09/2013	3 September 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Corporate Performance &amp; Budget Monitoring Report 2014-15 – Quarter 1</b> Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/9/02 24/09/2013	3 September 2014 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/9/03 6/02/2014	3 September 2014 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/10/01 24/09/2013	1 October 2014 By Councillor K V Kravis – Lead Member	Title: <b>Allocation of Section 106 funds held – Quarter 2</b> Decision: to make proposals for		No exempt / confidential information anticipated	Ian Timms, Assistant Director Business Development 01984 635271

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	Resources & Central Support	the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.			
FP/14/10/02 24/09/2013	1 October 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/10/03 6/02/2014	1 October 2014  By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/14/11/01 6/02/2014	5 November 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/11/02 6/02/2014	5 November 2014  By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

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FP/14/12/01 6/02/2014	3 December 2014  By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Review of Financial Regulations [FR2]</b>  Decision: to offer comment on the Financial Regulations		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/14/12/02 6/02/2014	3 December 2014  By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Corporate Performance &amp; Budget Monitoring Report 2014-15 – Quarter 2</b>  Decision: to provide Members with an update on progress in delivering corporate priorities, performance of council services including budgetary information and customer satisfaction.		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/12/03 6/02/2014	3 December 2014  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/14/12/04 6/02/2014	3 December 2014  By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/15/1/01 6/02/2014	7 January 2015  By Councillor K V Kravis – Lead Member	Title: <b>Fees and Charges</b>  Decision: to propose levels of fees and charges for the period 1		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259



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	Resources & Central Support	April 2015 to 31 March 2016 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).			
FP/15/1/02  6/02/2014	7 January 2015  By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Allocation of Section 106 funds held – Quarter 3</b>  Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.		No exempt / confidential information anticipated	Ian Timms, Assistant Director Business Development 01984 635271
FP/15/1/03  6/02/2014	7 January 2015  By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Draft Capital Programme 2014-15 and Capital Strategy</b>  Decision: to present the draft Capital Programme 2014/15 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/15/1/04  6/02/2014	7 January 2015  By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/15/1/05  6/02/2014	7 January 2015  By Councillor C Morgan – Lead Member for	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

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	Environment – Hinkley Point				
FP/15/2/01 6/02/2014	4 February 2015 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: <b>Annual Budget &amp; Council Tax Setting 2015-16</b>  Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2015/16 for recommendation to Council.		No exempt / confidential information anticipated	Shirlene Adam, Section 151 Officer 01984 635259
FP/15/2/02 6/02/2014	4 February 2015 By Councillor T Taylor – Leader of Council	Title: <b>Draft Corporate Plan for 2015-16</b>  Decision: to introduce the draft West Somerset Council Corporate Plan 2015/16 for recommendation to Council.		No exempt / confidential information anticipated	Penny James, Chief Executive 01984 635246
FP/15/2/03 6/02/2014	4 February 2015 By Councillor D Westcott – Lead Member for Community and Customer	Title: Consideration of nomination/s received under the Community Right to Bid Legislation  Decision: To approve community listing		No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/15/2/04 6/02/2014	4 February 2015 By Councillor C Morgan – Lead Member for Environment – Hinkley Point	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245

Note (1) – Items in bold type are regular cyclical items.

Note (2) – All Consultation Implications are referred to in individual reports.

The Cabinet comprises the following: Councillors T Taylor, K V Kravis, K M Mills, C Morgan S J Pugsley, A H Trollope-Bellew, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors K J Ross, R Lillis, M J Chilcott, M O A Dewdney, G S Dowding, J Freeman, P N Grierson, B Heywood and P H Murphy.

### CABINET ACTION PLAN

Date/Minute Number	Action Required	Action Taken
CAB89 – Tobacco Declaration	<p><b>RESOLVED</b> that Cabinet wholeheartedly support the intentions of the Local Government Declaration on Tobacco Control and would continue working with the Health and Wellbeing Board to clarify detailed expectations and requirements to enable the document to be signed on behalf of the authority prior to it being recommended to Council for approval.</p>	



**Report Number:** WSC 67/14  
**Presented by:** Cllr David Westcott  
**Author of the Report:** Simon Lewis, Assistant Director Housing & Community  
**Contact Details:**  
     **Tel. No. Direct Line** 01823 356 397  
     **Email:** s.lewis@tauntondeane.gov.uk  
  
**Report to a Meeting of:** Cabinet  
**To be Held on:** 2<sup>nd</sup> April 2014  
**Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:** 19/3/2013

## CONSIDERATION OF NOMINATIONS RECEIVED TO LIST ASSETS OF COMMUNITY VALUE UNDER THE COMMUNITY RIGHT TO BID LEGISLATION

### 1. PURPOSE OF REPORT

- 1.1 To review a nomination received under the Localism Act 2011 Part 5 – The Community Right to Bid.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Whilst the subject of this report does not specifically relate to either of the council's corporate priorities, the council has a duty to comply with the requirements of the Localism Act 2011.

### 3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet:
- 3.1.1 Accept the nominations [ACV028] for Dulverton First School and [ACV029] for Dulverton Middle School as Assets of Community Value, received 23<sup>rd</sup> February, 2014.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
The key risk is reputational in that the council considered not to have dealt with the matter appropriately	3	3	9
<i>Approved processes in place. Member of JMT considering the nomination and Cabinet determining the nomination. Another member of JMT will undertake any internal reviews, in consultation with a panel selected from the Scrutiny Committee, requested by the land/building owner.</i>	1	3	3

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

## 5. **BACKGROUND INFORMATION**

The Localism Act 2011 places requirements on the council to maintain a list of land/buildings in its area that it considers land of community value. The Community Right to Bid provides the right to nominate land/buildings as Assets of Community Value.

Nominations are initially evaluated by a member of the Joint Management Team (JMT) who makes a recommendation for Cabinet to determine. Another member of JMT will be selected to lead on any review, should one be requested, in accordance with the requirements of the legislation. This process must be completed within 8 weeks of the nomination being received.

- 5.1 Under the relevant regulations it is clear that if a land/building is in the local authority's area, is nominated by a 'relevant body', is not an excluded land/building type and meets the definition of community value then the local authority must list it and inform the interested parties.
- 5.2 A 'relevant body' is defined as a parish council, a voluntary/community body, a neighbourhood forum or a community group with 21+ local members.
- 5.3 An excluded land/building type is defined as a wholly residential property including associated land and a residential caravan park.
- 5.4 If the asset is accepted for nomination, the owner has the right to request an internal review by the council. If the owners remain in disagreement with the listing following the review, they have a right to appeal to an independent tribunal
- If an asset that is owned by a local authority is accepted for listing there is no right to request a review.
- 5.5 Once an asset has been listed nothing further happens until the owner decides to sell the land/building unless an exemption applies. The owner will only be able to dispose of the asset after 6 weeks unless an expression of interest is received from a community group to be treated as a potential bidder. If the council receives an expression of interest, then the full 6 months moratorium applies, providing the community with time to prepare a bid.
- 5.6 If a planning application is submitted regarding a land/building that has been listed as an asset of community value, the listing will be a material consideration when the planning authority determines the application.
- 5.7 The decision to list a building or land as an asset of community value must be based on section 88 of the legislation, *'In the opinion of the authority':- The actual current use of the building or other land that is not ancillary use further the social well-being or social interest of the local community and it is realistic to think that there can continue to be use of the building/land which further the social well-being or social interest of the local community (whether or not in the same way). Or*

*There is time in the recent past when an actual use of the building or other land that was not ancillary use furthered the social well-being or social interest of the local community and it is realistic to think that in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way) the social well-being or social interest of the local community.*

*Social interests includes (in particular) each of the following:–*

- (a) cultural interests*
- (b) recreational interests*
- (c) sporting interests*

#### 5.8 Listing Nomination for **Dulverton First School**

A nomination application has been received to list the **Dulverton First School** as an Asset of Community Value. The nomination was received from a relevant body – Dulverton Town Council. Dulverton First School is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended that the Dulverton First School be listed as such.

See [Appendix A] for supporting information provided by the parish council.

#### 5.9 Listing Nomination for **Dulverton Middle School**

A nomination application has been received to list the **Dulverton Middle School** as an Asset of Community Value. The nomination was received from a relevant body – Dulverton Town Council. Dulverton Middle School is not in any of the excluded categories.

The information submitted is considered to support the definition as an asset of community value, furthering the social wellbeing or social interest of the local community and it is therefore recommended that the Dulverton Middle School be listed as such.

See [Appendix B] for supporting information provided by the parish council.

If the owners of either school decide to sell their asset as a going concern, the asset disposal would be exempt from the moratorium. Therefore, the owner would not need to notify WSC of the intention to sell under section 95 (2) of the Act.

If either school was to close and the asset is marketed for sale, the owner would need to notify WSC and the protected moratorium period would be activated.

In accordance with the procedure, the owners and leaseholders of the properties have been notified of the nomination. Under section 91 of the Act, these persons/bodies will also be notified of the decision reached by cabinet.

Listing land/buildings as an asset of community value provides community groups and town/parish councils with the right to bid for an asset and provides 6 months to prepare and submit that bid. It does not provide a 'right to buy' nor 'first refusal'.

### 6. **FINANCIAL/RESOURCE IMPLICATIONS**

6.1 If the asset is accepted for listing, the council need to register the restriction with the Land Registry, the costs associated with this is estimated at £50 per property.

6.2 If the Building/land is put up for sale and the Assets of Community Value moratorium applies, the owner can make a claim to the council for compensation. The council are liable for compensation costs up to £20,000 in any financial year; this can be from a number of small claims or a single large claim. Any compensation costs over the £20,000 will be covered by DCLG.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 A sum of £20,000 to cover potential compensation claims has been included in the draft Medium Term Financial Plan in accordance with the Council's request.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

**Members need to 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

- 8.1 The Assets of Community Value policy offers greater opportunities for community involvement in the consideration of community assets, potentially leading to increased community benefit.

## **9. CRIME AND DISORDER IMPLICATIONS**

- 9.1 None in respect of this report.

## **10. CONSULTATION IMPLICATIONS**

- 10.1 In accordance with the requirements of the Localism Act 2011- Part 5 and the council's agreed process, the owner of the property being nominated and the local parish council are given notice of the nomination application. The council will also notify the relevant member/s, whose ward the property being nominated is within.
- 10.2 The council will notify the relevant body that submitted the nomination, the owner, parish council and ward member/s of the decision to list the property as an asset of community value. If the nomination is unsuccessful, the council must provide the relevant body that made the nomination with the council's reasons for its decision.
- 10.3 In accordance with the requirements of the Localism Act 2011- Part 5, the council must maintain a list of assets of community value and a list of assets nominated unsuccessfully. These lists will be published on the council's website and made available for free inspection by any person at the council's offices in Williton and Minehead.

## **11. ASSET MANAGEMENT IMPLICATIONS**

- 11.1 None specific to the nominations being considered in this report.

## **12. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1 None in respect of this report.

## **13. LEGAL IMPLICATIONS**

- 13.1 This report arises from the council needing to put in place processes to ensure that it fulfils its obligations under the provisions of the Localism Act 2011.



## Appendix A

### Dulverton First School

#### SUPPORTING INFORMATION FOR THE NOMINATION from Dulverton Town Council

##### Map

The asset in question is outlined in red in the above location map.

All Saints Church of England School and associated land, for identification purposes only.



*The asset is made up of a number of building and associated land (see map above)*

*It used as a children school for the area and is member of the Exmoor Federation under the Local Authority which is Somerset County Council.*

*This is a valuable asset for the local community and as such needs to be registered as a community asset to ensure as much as possible its continuance as such.*

## Appendix B

### Dulverton Middle School

#### SUPPORTING INFORMATION FOR THE NOMINATION from Dulverton Town Council

##### Map

The asset in question is outlined in red in the above location map.

Dulverton Middle School and associated land, for identification purposes only.



The asset is made up of a number of building and associated land (see map above)

It used as a children school for the area and is member of the Exmoor Federation under the Local Authority which is Somerset County Council.

This is a valuable asset for the local community and as such needs to be registered as a community asset to ensure as much as possible its continuance as such.

*Report Number:* WSC 66/14  
*Presented by:* Cllr David Westcott  
*Author of the Report:* Angela Lamplough, Community Liaison & Climate Change Manager  
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*Report to a Meeting of:* Cabinet  
*To be Held on:* 2<sup>nd</sup> April 2014  
*Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:* 26<sup>th</sup> February 2014

## VOLUNTEER POLICY

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval to establish a Volunteering Policy for the Council.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 None in respect of this report.

### 3. RECOMMENDATIONS

- 3.1 Cabinet are requested to recommend to Full Council:  
 3.11 That Council accepts the Volunteer Policy as presented in Appendix A.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
Potential for disjointed arrangements in teams across the authority when recruiting volunteers.	4	3	12
<i>Production and approval of an overarching Volunteer Policy which can be utilised by all managers and team across the authority.</i>	3	3	9

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

### 5. BACKGROUND INFORMATION

- 5.1 The starting point for this Policy comes from one of the priorities for stronger communities in the West Somerset Sustainable Community Strategy which was to develop and maintain

a thriving community in West Somerset by increasing participation in community life. The target was to increase the number of older people who volunteers. The Volunteer Policy aims to establish a consistent system for our volunteer engagement process across the authority. Please see Appendix A for the Volunteer Policy. The Policy underlines the council's commitment to involve volunteers to

- participate in activities, which contribute towards community outcomes, for example, health and wellbeing.
- support the achievements of our teams and service outcomes;
- bring new skills and perspective to projects; and
- develop their skills and confidence.

- 5.2 In the summer of 2013, gardening volunteers commenced working with Grounds Maintenance staff in Blenheim Gardens. The standard volunteer sessions continue to run on Mondays and Tuesdays with the opportunity to drop in any time from 9:00 to 15:00 hrs with volunteers working within these times to suit themselves. Tasks can include: general horticultural maintenance duties using hand tools for hoeing, weeding, pruning (shrubs and roses) and mulching; preparing ground, planting and maintaining annual bedding; preparing and plant rose beds, herbaceous borders and shrubberies; preparing seed beds and sowing seed as well as sweeping and litter picking. Appendix B, illustrates the Volunteer Agreement which is proposed for specific use with the Blenheim Garden Volunteers. The aim of this agreement is to provide volunteers with clear guidance and information about their role as a volunteer, what they can expect from the council and what we in turn expect from our volunteers.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 None in respect of this Policy, though regarding Blenheim Garden Volunteers, our insurance company insist that Grounds Maintenance are required to purchase safety footwear for volunteers working in the Gardens, otherwise the council's insurance would be void.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 None in respect of this report.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

**Members need to 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

- 8.1 The Council will actively encourage volunteering through promotion to relevant networks and support groups with all literature being written in plain English. Equality monitoring forms will be included within Volunteer Agreements.

## **9. CRIME AND DISORDER IMPLICATIONS**

- 9.1 None in respect of this report.

**10. CONSULTATION IMPLICATIONS**

- 10.1 Following consultation with Corporate PAG, HR and UNISON; Community PAG have been consulted and are supportive of the policy presented in Appendix A and Volunteer Agreement in Appendix B. Community PAG agreed that the Lead Member should take this policy forward to Cabinet and Full Council for approval. Engage West Somerset have also commented on the content of the volunteer policy and agreement.

**11. ASSET MANAGEMENT IMPLICATIONS**

- 11.1 Volunteers are being used, at present, to help maintain our only formal park in the district, Blenheim Gardens. There is potential that volunteers may wish to help maintain other assets in the district.

**12. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1 None in respect of this report.

**13. LEGAL IMPLICATIONS**

- 13.1 The relevant Service Manager will ensure that the legal requirements are met whenever volunteers are used in their service and will seek appropriate legal advice where necessary.



# Volunteer Policy

<b>Issue details</b>	
Policy Title	Volunteer Policy
Issue and version number:	Issue 1 Version 6
Officer/Panel Controlling Procedure:	Assistant Director Housing & Community Development
Authorisation Level:	Joint Management Team
Authorisation Date:	18 <sup>th</sup> March 2014
Review date:	April 2017

## Volunteering Policy

### Introduction

This policy has been worked up in consultation with managers from across the Council and with detail being worked through with the Grounds Maintenance Manager who hosts the Blenheim Garden volunteers. The policy draws on expertise from other Councils and organisations which host and manage volunteers.

The aim of this document is to provide an over-arching policy which applies to all services which host volunteers, or could do in the future. The policy recognises that day to day practices may be different in each department.

#### 1. Aims and principles

At West Somerset Council (WSC), we value the time and effort that volunteers give to the organisation and the community. This policy has been developed in recognition and support of our volunteers. It aims to make sure that they are treated fairly and consistently so that they can have the best possible experience during their involvement with WSC.

The West Somerset Sustainable Community Strategy (2007-2010) promoted partnership working with the voluntary sector and to increase the number of people who regularly volunteer. Our services currently benefit from the Blenheim Garden volunteers who have already delivered over 200 gardening hours in our park in Minehead.

By creating and supporting volunteering we are better able to meet our vision set out in the WSC Corporate Plan 2013-16, in particular maximising opportunities for our community. We value and recognise the benefits which volunteers can bring to the authority, which include:

- Service enhancement due to volunteer expertise and experience
- Valuable volunteer contribution to WSC and the wider community
- Enhanced volunteer health and wellbeing as well as potentially overcoming isolation
- Opportunity for volunteers to develop new skills, learning experiences, access training and improve job prospects

WSC will be clear about our expectations of volunteers and what they can expect from us.

#### 2. Expectations

A volunteer for West Somerset Council can expect:

- individual respect and recognition and a sense of value
- a friendly, supportive, healthy and safe environment in which to work voluntarily, with appropriate insurance cover in place
- to know who they are answerable to, and who they can talk to if they have concerns or ideas



- an environment which embraces two way communications and values the volunteer's input
- clarity about the work involved, length of placement and commitment required
- recognition from WSC that people have freedom to volunteer and can say no
- training, support and resources (including any regulatory training) to enable volunteers to make a valued contribution
- flexible arrangements regarding the amount of time and level of commitment they are able to give. WSC will aim to accommodate these constraints and welcome any level of commitment that volunteers can give.

In return WSC would expect a volunteer to:

- ensure that their behaviour does not bring any harm to the Council's image and standing
- co-operate with paid members of staff and other volunteers in a way which creates a pleasant working environment
- respect the need for confidentiality where volunteers have access to personal information about others, ensure this information is kept secure and follow data protection guidelines
- ensure their volunteering contribution is of the highest standard
- engage with the aims and objectives of the volunteer project, and give constructive feedback
- take responsibility for their own eligibility to volunteer for WSC
- abide by the councils policies, procedures and financial regulations and seek advice if there are any queries or potential conflicts of interest
- not offer or accept any money or gifts
- be clear about what they are able to commit to and the contribution they are able to make
- participate in relevant training as instructed by their placement supervisor

### **3. What defines a Volunteer at WSC?**

Volunteers offer their free time, experience and knowledge to help perform a service or function for no financial reward. A clear distinction exists between volunteers who are under no obligation to volunteer and those who are employees who receive a salary and a contract of employment.

### **4. Recruitment of Volunteers**

Recruitment for volunteers will be advertised on our website, our community newsletter and sometimes through our staff and volunteer's personal contacts. Information on all WSC volunteering opportunities will be published in a single central location on WSC's website and available in hard copy. Suitability for volunteering placements will be assessed through informal interviews/discussion. WSC will not recruit volunteers as a replacement for paid employees.

We want to encourage interest in working as a volunteer for WSC from all sectors of the community. Care needs to be taken to ensure that all equality issues are taken into account when recruiting for volunteers and all service managers and contact

placement supervisors responsible for recruitment of volunteers will be trained in fair selection. Service managers will be responsible for the design of the volunteer engagement process for each volunteer opportunity and ensuring the necessary checks are carried out before volunteers join the council. For example, that if DBS checks are required these are completed. This may be the case if volunteers are working with vulnerable groups such as children or older people.

## 5. Induction and Training

On joining WSC as a regular volunteer, we will provide training directly related to the work that volunteers will be doing.

All volunteers will be required to complete a Volunteer Agreement annually, to record personal information, contact details and a self-certified medical declaration. This information will be treated as confidential, held securely and destroyed in accordance with WSC's Data Retention Policy. Depending on the work being carried out by the volunteer, there may be other authority policies and procedures that will need to be signed in accordance with the staff introduction.

We will offer a welcome/induction process, which will include health and safety, data protection and equalities, and is aimed at making sure volunteers understand their working environment and clarify how they are expected to carry out their work.

In some cases we require volunteer placements which are only of a day's duration, in such cases we may not offer a formal induction process as this will counteract the valuable time that is given freely by the volunteer. An appropriate induction and welcome will be delivered by an experienced contact placement supervisor who can ensure all health and safety obligations are met whilst also ensuring best use of the volunteer's time.

Where relevant we will provide volunteers with a role description which will highlight our expectations. It is important that it is recognised by both parties that there is a clear distinction between a **job description** for paid employees, which uses terms such as 'requirements' compared to a **role description** for volunteers, which highlights 'expectation'. Service managers are responsible for preparing role descriptions with any required assistance from Human Resources.

## 6. Confidentiality/Data Protection

As part of their role, volunteers may be involved in processing personal data. 'Processing' has a very wide meaning under the Data Protection Act and covers everything from collecting personal data e.g. by surveys or interviews, viewing data, analysing it, manipulating it, disclosing it or storing it, for example, including its eventual safe and secure disposal.

Under the Data Protection Act 1998, any third party, including a volunteer, who 'processes' personal data becomes a 'data processor.' Certain legal requirements

must be met when data processors are used and the Council remains liable if the data processor breaches the Act.

The legal requirements that the Act says are necessary are

- that there must be a legal agreement in place with the volunteer concerned and it must contain the mandatory conditions;
- that the Council must satisfy itself that there are sufficient security arrangements in place to ensure any processing of personal data, by the volunteer, is done securely and that the data is not lost or destroyed, altered or disclosed, inadvertently;
- that appropriate monitoring takes place by the Council to ensure that the security arrangements are being followed with prompt action taken to remedy any departures.

The security measures required, in any particular case, will depend on various factors such as the nature of the personal data handled, the harm that might flow from any data breach, where the processing takes place (processing personal data out of the office will involve higher risks), the media upon which the personal data is held (for example, removable media presents greater risks).

It is not normal practice for volunteers to handle data, however, if such a role was to materialise, the service manager would arrange for appropriate data protection training for the volunteer, so that they can understand and be clear about their responsibilities, security measures and how to recognise and deal with any actual or potential data breach.

The relevant service manager will ensure that these legal requirements are met whenever volunteers are used in the service and will seek appropriate legal advice where necessary.

Volunteers can expect any personal data which they share with WSC to remain confidential and kept securely (to only be accessed by relevant contact placement supervisors from that department).

If volunteers are required to access the WSC ICT system, they will be expected to first have an ICT induction and comply with our ICT Security Policy at all times. If a volunteer is required to access one of our secure systems then they will need to voluntarily submit to a baseline identity check, bringing in their passport or birth certificate and a document with an address on.

## **7. Expenses**

In the course of volunteering, relevant expenses may sometimes be offered. This may vary according to the tasks involved. This will be clarified at the beginning of any volunteering placement.

## **8. Safe Working Environment**

We will provide volunteers with a safe working environment. WSC will undertake our duty of care to volunteers under Section 3 of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and WSC Health & Safety Policy.

### **8.1 Equipment**

Where the use of equipment is needed, we will ensure that all volunteers have access to the necessary supervision and training. If volunteers are required to wear uniform or protective clothing we will supply these at no cost to the volunteer.

### **8.2 Lone Working**

If volunteers are expected to work alone, WSC will make sure that volunteers are given training to ensure that they are fully equipped to understand the risks and precautionary measures that should be taken, as outlined in the WSC Lone Working Policy. Volunteers will not be permitted to lone work until full training has been provided and a risk assessment carried out.

### **8.3 Supervision**

We will ensure that all volunteers receive the supervision and support needed to carry out the work required. We will be clear about who to contact if advice or assistance is needed. WSC will endeavour to ensure that placement supervisors have received suitable placement supervisory training and that they are experienced and equipped with the necessary skills to support and manage the volunteering experience. Placement supervisors will ensure Risk Assessments are carried out where necessary, and risks are identified, managed, mitigated against and removed. All placement supervisors will have attended Equality Act training.

### **8.4 Insurance**

All volunteers will be covered by the relevant insurance policy in the name of WSC whilst engaged in any voluntary work for the Council, as long as they have completed and signed the necessary Volunteer Agreement Form, agreed to the relevant terms and conditions of their volunteer placement and followed relevant guidelines. Anyone engaged in activities on behalf of WSC will be covered by WSC's comprehensive Public Liability and Employer's Liability (which includes cover for injuries to the volunteer whilst on WSC activity).

The personal property of volunteers is not covered by WSC insurance; volunteers will be advised to ensure their possessions are covered by their own insurance. Volunteers should check with their insurance company if they are using their own car for any volunteering activity.

## 9. Acceptable Behaviour

WSC aims to maintain its positive reputation in the community and asks that volunteers portray the Council in a suitable manner. When volunteering for WSC, volunteers are representatives of the organisation and are required to not bring the Council's image and standing into disrepute. All volunteers will be required to sign a Volunteer Agreement, and abide by the instructions as set out in the relevant Instruction Sheet issued by the department in which they are volunteering.

It is vital that feedback is provided to volunteers regularly. If standards have fallen below a level which is acceptable, then it will be appropriate for a placement supervisor to address this. It is important to recognise that volunteers will not be subject to disciplinary action. However, the Council will not accept poor standards of behaviour from anyone regardless of status and the Council may decide not to continue with the volunteer placement.

### 9.1 Equality and Diversity

West Somerset Council has an Equal Opportunity Policy which applies to all paid employees and volunteers.

West Somerset Council is committed to creating a culture in which diversity and equality of opportunity are actively promoted. West Somerset Council recognises the benefits of having a diverse community of staff and volunteers, and we will seek to provide an environment where people with different backgrounds, experiences and needs are able to contribute fully.

WSC and all volunteers must comply with the requirements of the Equality Act 2010, and specifically the General Equality Duty, (GED). WSC must have due regard to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity (this means for example removing disadvantage, taking account of disability, meeting different people's needs, encouraging people to participate in public life)
- foster good relations (this means tackling prejudice and promoting understanding)

WSC will actively encourage volunteering through promotion to relevant networks and support groups and all literature will be written in plain English.

Equalities monitoring forms will be included on Volunteer Agreements.

### 9.2 Dealing with problems

We welcome feedback from volunteers and encourage an environment which embraces two way communications and values the volunteer's input. Volunteers should discuss any problems associated with their placement with their placement supervisor, and these will try to be resolved immediately and informally.

### **9.3 Complaints from a Volunteer**

If a volunteer has concerns about the way they have been treated by other volunteers, members of staff or the public, or about the behaviour of staff and other volunteers, they should first raise this with their placement supervisor contact. If they are unable to do this, or feel their concern has not been dealt with properly, they can raise the matter through WSC's Assistant Director for Housing & Community Development by putting the complaint in writing. The Assistant Director will review the complaint and respond in writing to the volunteer.

### **9.4 Complaints about a Volunteer**

If a complaint is made about a volunteer, then we will investigate further. The course of action will depend on the level of seriousness of the complaint. The types of action that may be implemented are an informal discussion to resolve the issue, addressing any additional needs such as training or in very serious cases it may be necessary to ask the volunteer to leave.

## **10. Finishing Volunteering**

- Volunteers are not subject to contractual obligations and are not required to formally give or receive notice, however the Council and the volunteer should endeavour to provide as much notice as possible of their intention to end the placement if this differs from what was agreed at the outset
- All equipment must be returned to WSC before the end of the placement
- References may be provided for volunteers to help them with their future career prospects.

## **11. Volunteer recognition**

Volunteers will be recognised for their contribution. Depending on the WSC department, separate annual, celebratory events may be organised to thank volunteers for their valuable contribution to the work of the department. Volunteers may be considered for training, mentoring and qualifications in certain aspects of the departments work where appropriate, leading to receipt of certificates.

## **12. Policy Consultation**

CMT, Corporate Policy Advisory Group, UNISON, JMT were consulted on this policy.

## **13. Policy Review**

We will consult with volunteers and service managers to review this policy regularly to ensure that it remains relevant in accordance with volunteering best practice. It will be formally reviewed every 3 years.

#### **14. Related Policies and Strategies**

WSC Health and Safety Policy  
WSC Data Protection Policy  
WSC Equal Opportunities Policy  
West Somerset Sustainable Community Strategy 2007-2010  
Equality Act 2010  
Health & Safety at Work Act 1974  
WSC ICT Security Policies  
WSC Lone Working Policy  
WSC Child Protection and Vulnerable Adults Policy  
Data protection Act 1998

DRAFT

### Current Volunteers with West Somerset Council, 2014

<b>Service or Team</b>	<b>No.</b>	<b>Key Contact</b>	<b>Volunteer roles</b>
Grounds Maintenance	c. 12	Adrian Turner	Practical gardening work in Blenheim Gardens, two sessions per week, weather permitting.



## **Appendix B**



### **Blenheim Gardens Volunteer Agreement**

*All information provided will be treated as confidential*

Thank you for expressing an interest in volunteering with the Grounds Maintenance Team at West Somerset Council (WSC). We want your time as a Blenheim Gardens Volunteer Gardener to be as productive, valuable and safe as possible. Listed below are some important points for you to digest to help everyone get the most out of your gardening work. This form is available as an easy read version and in different languages upon request.

#### **Key Points**

WSC has a Volunteering Policy that covers all elements of Volunteering with the Council. Copies are available upon request. Please note these key items from the policy:

A volunteer for WSC can expect:

Individual respect and recognition and a sense of value with an environment in which they work being friendly, supportive, healthy and safe.

In return we would expect a volunteer to:

Ensure that their behaviour does not bring any harm to the Council's image and standing. Co-operate with paid members of staff and other volunteers in a way which creates a pleasant working environment.

#### **Insurance**

All volunteers will be covered by the Council's Public Liability Insurance in broad terms and more specifically within the Employers Liability cover in an attempt to adequately protect them and the public against any risks which may arise whilst doing voluntary work.

The personal property of volunteers is not covered by WSC insurance; volunteers should ensure their possessions are covered by their own insurance.

#### **Acceptable Behaviour**

WSC aims to maintain its positive reputation in the community and asks that volunteers portray the Council in a suitable manner. When volunteering for WSC, volunteers are representatives of the Council and are required to not bring the Council's image and standing into disrepute.

Volunteers should not offer or accept any money or gifts.

#### **Equality and Diversity**

All volunteers are required to follow and act in accordance with WSC's Equal Opportunity Policy. WSC is committed to providing equal opportunities both in its delivery of services and working practices. We will ensure that no one is treated less favourably than anyone else because of their gender, marital status, gender assignment, age, race, religion or belief, sex orientation. Volunteers have a responsibility not to discriminate on any of these grounds and not to neglect to report any incident of discrimination, harassment or victimisation.

## **Data Protection**

If during your time as a volunteer you carry out any work linked to handling personal data, or accessing the WSC computer system, you will be required to complete awareness training. Volunteers must respect the need for confidentiality where volunteers have access to personal information about others, ensure this information is kept secure and follow data protection guidelines.

## **Tools, Equipment and Personal Protective Equipment (PPE)**

WSC will provide you with steel toe capped boots, which will need to be worn for all tasks in Blenheim Gardens.

A tool and safety talk will take place at the beginning of your induction, by completing your volunteer registration form you are agreeing to abide by the directions given to you by the garden placement supervisor.

## **Volunteer Times and Domestics**

Public toilets are located in Blenheim Gardens. Please bring refreshments and drinks with you or it is possible to purchase food and drink from the Blenheim Gardens Café during the summer season.

The standard volunteer session run on Mondays and Tuesdays with the opportunity to drop in any time from 9.00 am to 3.00 pm and work the hours to suit.

You do not have to let the garden placement supervisor know if you are coming each week. The garden placement supervisor will start the tasks at 9.00 am regardless on Mondays and Tuesdays. If, for whatever reason, the volunteer session has to be cancelled the garden placement supervisor will always try and let you know at least one week in advance.

If you are a smoker please be aware of other people near you. Do not drop cigarette butts; do not smoke in any buildings, around power tools or in site vehicles. Please speak to the garden placement supervisor to find out where the designated smoking area is.

Valuables should always be left securely at the Grounds Maintenance Store and not taken out into the Gardens.

There may be training opportunities available to volunteer gardeners. These will be offered to volunteers who the garden placement supervisor believes competent to undertake it.

## **Volunteer Tasks/Jobs**

Volunteers will support WSC by helping improve and maintain the central park in Minehead, Blenheim Gardens.

Volunteers will assist gardeners to maintain the grounds. If you have a specific interest in a particular type of garden maintenance we will try to accommodate this or we will aim to train you to undertake tasks as required. Tasks may include: general horticultural maintenance duties using hand tools for hoeing, weeding, pruning (shrubs and roses) and mulching; preparing ground, planting and maintaining annual bedding; preparing and plant rose beds, herbaceous borders and shrubberies; preparing seed beds and sowing seed; communicating sensitively, politely and clearly with members of the public and staff; demonstrating a basic knowledge of health and safety and common sense; sweep, litter pick and empty bins; monitor return of tools and materials used to the grounds maintenance shed and assist in cleaning up garden area throughout and at the end of job.

All tasks are weather dependent. Sometimes tasks will change and very occasionally they may be cancelled.

If you are not happy carrying out a particular task please tell the garden placement supervisor – we will try to find an alternative job.

If you finish working as a volunteer please let the garden placement supervisor know. We need to destroy your confidential form appropriately.

If you are approached by the public with questions always refer them to the garden placement supervisor.

The garden placement supervisor may be operating power tools during the task. Please always follow their instructions and stay well out of their work area. Please do not ask to use power tools; all WSC staff have completed often lengthy training to be able to safely operate these machines and without the approved competency certificate you are not able to use them.

To ensure that all tasks are delivered in safe manner please listen to the guidance given by the garden placement supervisor. For safety reasons use of MP3 players or other devices is not allowed during tasks.

By completing and signing the WSC registration form you are agreeing to the above guidelines. If you wish to discuss any of them further please talk to the Blenheim Garden placement supervisor.

Thank you for giving up your time to volunteer with us.

***West Somerset Council Grounds Maintenance Team***



## Blenheim Gardens Volunteer Registration Form

*All information provided will be treated as confidential*

<b>Name:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Tel No:</b>
<b>Mobile No:</b>
<b>In the event of an accident, please contact:</b>
<b>Name:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Tel No:</b>
<b>Mobile No:</b>
<b>Doctor's Name:</b>
<b>Surgery Address:</b>
<b>Surgery Tel No:</b>
<b>Self-Certification</b>
<p>Most volunteer tasks involve physical exertion and all involve working outdoors e.g. weeding, hedge trimming, planting and use of hand tools. Volunteers are responsible for assessing their own ability to participate in tasks, full briefings will be given by the garden placement supervisor for each activity, if you are not sufficiently fit and healthy to carry out the duties of the volunteer group please advise the placement supervisor.</p> <p>Annually we will ask volunteers to complete a new registration form to ensure all your contact details are up to date. All out of date forms will be destroyed.</p> <p>If you take any regular medication, or need to ensure that the placement supervisor is aware of any conditions or particular medication that may need administering in an emergency situation e.g. an epi pen, please give details below:</p>
<hr/> <hr/> <hr/>

**Interests:**

What tasks would you be most interested in carrying out in the park

**Restrictions:**

Is there anything you wouldn't want or don't feel you can do?

**Availability:****When would you like to begin?****Any Other Comments:**

West Somerset Council agrees to provide volunteers with:

- Any necessary training and support
- Accident insurance protection, on condition that all safety guidelines for tool use and protection have been fully followed
- Equipment maintained to levels specified by the manufacturer and Health & Safety Executive guidelines

I declare that all information given in this document is true to the best of my knowledge and belief; I have read and understood the volunteer agreement sheet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print: \_\_\_\_\_



## Equalities Monitoring

*All information provided will be treated as confidential*

Please only complete this section if you are responding as an individual. We collect this information to build up an accurate understanding of the communities that we serve so that services and policies can be delivered to meet the needs of everybody. Please feel free to leave questions that you do not wish to answer.

**Gender:** *(Please tick the appropriate box)*

Male  Female  Transgender  Prefer not to say

**Age:** -----

**Do you consider yourself to have a disability?** *(Please tick the appropriate box)*

Yes  No  Prefer not to say

-----



## Guidance Notes on Completing the Equalities Monitoring Form

*All information provided will be treated as confidential*

### Ethnic Origin

You should put a tick against the one you feel you belong to. If the group you belong to is not listed, please tick 'other' and provide details in the space provided.

### Disability

*Defining a disabled person:* a person has a disability if s/he has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. People who have had disabilities in the past are included.

*Impairment:* covers physical and mental impairment (excluding mental illness and behavioural problems) including learning disabilities and hearing and sight impairments.

*Substantial adverse effect:* something, which is more than a minor or a trivial effect and is beyond the normal differences in ability, which exist among people.

*Long-term effect:* one which has lasted or is likely to last for at least 12 months or for the rest of the life of the person. Therefore, loss of mobility due to a broken leg which is likely to heal within 12 months or a long term illness which a person is likely to recover from within 12 months are not included.

Substantial effects of a disability, which has increased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

*Normal day-to-day activities:* those carried out by most people on a fairly regular and frequent basis. It does not include activities that are normal only for a particular person or group of people such as plying musical equipment or a sport to a professional standard or performing skilled to specialist tasks at work.

An impairment has a substantial adverse effect if it affects:

- \* Mobility
- \* Manual dexterity
- \* Physical co-ordination
- \* Continence
- \* Ability to lift, carry or otherwise move everyday objects
- \* Speech, hearing or eyesight (excluding people who wear spectacles)
- \* Memory or ability to concentrate, learn or understand

*Severe disfigurement:* is included without any need to demonstrate that the impairment has a substantial adverse effect on ability to carry out normal day-to-day activities.

*Progressive illness:* such as cancer, multiple sclerosis, HIV infection and muscular dystrophy are covered from the moment the condition leads to an impairment, which affects day-to-day activities.

*Access requirements:* these may include requirements relating to physical accessibility of the workplace or accessibility to information in different forms, for example.





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*Report Number:* WSC 70/14  
*Presented by:* Cllr K Kravis  
*Author of the Report:* Ian Timms, Assistant Director Business Development  
*Contact Details:*  
     *Tel. No. Direct Line* 01984 635271  
     *Email:* itimms@westsomerset.gov.uk  
  
*Report to a Meeting of:* Cabinet  
*To be Held on:* 2<sup>nd</sup> April 2014  
*Date Entered on Executive Forward Plan* 25<sup>th</sup> September 2012  
*Or Agreement for Urgency Granted:*

## REQUEST FOR ALLOCATION OF PLANNING OBLIGATIONS FUNDING

### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to make proposals for the allocation of monies secured through planning obligations to individual schemes.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 No clear links within the proposals.

### 3. RECOMMENDATIONS

- 3.1 Cabinet agree the allocation of £24,995 to the Watchet outdoor gym project.
- 3.2 Cabinet agree the allocation of £500 from the Community Outreach workers budget (Hinkley) to deliver a community learning project.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
Failure to allocate monies correctly in line with legal agreements causing requirements to repay	3	4	12
<i>The Proposals within the report are matched to the legal agreements and monies available in that area</i>	1	4	4
Failure to spend monies before date required in any legal agreements and trigger a requirement to repay	2	3	6
<i>The recommended projects use funds that are available and in date requirements</i>	1	3	3
Projects do not progress in accordance with plan and therefore money remains unspent	2	2	4
<i>Set timescale for delivery of project. Reallocate money if required</i>	1	2	2

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

## **5. BACKGROUND INFORMATION**

- 5.1 The authority has established arrangements to allocate monies secured through planning obligations. These match schemes to the authority's priorities. This mechanism has now also begun to identify projects that may be funded through new development. It also deals with specified stream of funding associated with the Hinkley Point development.
- 5.2 Proposals are considered by the internal planning obligations group against priorities, appropriate strategies and any identified local priorities to create recommendations for Cabinet to consider on a quarterly basis. Any individual proposals beyond £25,000 require approval by full Council. Proposals are considered against set criteria as a part of the formal consideration of projects to allow allocation of funds and subsequent release of monies.
- 5.3 A proposal for the use of £500 of funding relating to a specified sum of money contained within the section 106 relating to preliminary works at Hinkley point was considered. This money will be drawn from the remaining £10,500 available to the Economic Development Team and specifically the Community Outreach worker. This will be used to facilitate a Community Learning Project for unemployed individuals from West Somerset. The Project will help participants to develop skills to improve their job prospects and chances of securing employment. The project directly links to the objectives and activities outlined in the Pre-Employment and Skills Action plan which are related to the Council's Economic Strategy 2011 (Responding to Change). EDFE have confirmed by email that they are happy with the proposal.
- 5.4 A proposal was considered for the Watchet Outdoor Gym. Watchet Roots submitted the application with Watchet Town Council managing equipment installation and future maintenance. The project proposal includes two sets of gym equipment, one for under 11s and one for adults. They have been awarded a £500 grant from the Somerset Health & Wellbeing Scheme and are awaiting the outcome of an application to the Big Lottery Awards for All Scheme. In all they are hoping to secure 35% match funding. The gym would be sited on the recreation ground and be open to all. This project met the requirements of planning obligations within the town and was recommended for approval by the planning obligations group.
- 5.5 General updates from the Planning obligations group are:
- A Working Group including MTC, MVG, Members, and key officers met in January to discuss potential projects for monies in Minehead. A further meeting has been held and it is hoped that proposals for the use of monies will be made in the near future.
  - Cllr Doug Ross had been invited to Planning Obligations Group in line with scrutiny recommendations but was unable to attend on this occasion.
  - Length of lease for project applications – It was agreed to update guidance notes with: *'Potentially larger projects would need a 15+ year lease and smaller projects would be considered individually.'* This recognises the needs that larger projects have with match funding and helps secure funding
- 5.6 Specific project updates:

### **Minehead Street lighting**

SCC contractors have completed the fence work and are intending to begin the remainder of the work before the end of March 2014, weather permitting. The path has been re-routed

taking in land from Somerset Highway Depot as it was not possible to use West Somerset Railway land. This further delay is due to the extensive flooding across the county and the contractor's resources being committed elsewhere. It is hoped that this matter will be resolved by the time this report is considered by cabinet.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

6.1 The request for funding in Watchet meets the requirements of a number of agreements within the Town. The proposed agreements for use are:

3/37/05/048 - £1,000, 3/37/12/014 - £16,000, 3/37/08/034 - £5,995, 3/37/06/043 - £1,000  
3/37/08/026 - £1,000

The sums are all outlined in appendix A of the report.

The sum of £500 from Hinkley monies are being committed from monies described in section 13.2 of this report.

## **7. SECTION 151 OFFICER COMMENTS**

7.1 In accordance with Financial Regulations, a virement in excess of £25,000 needs to be agreed by Council, to demonstrate proper processes are being followed in the management of budgets. The sums within the report does not exceed the threshold of £25,000 so will be able to be approved by cabinet.

7.2 The sum of £500 relating to the Hinkley point section 106 would normally be considered de minimis. However this report and any potential approval of the use of this money creates a clear and transparent audit trail around use of the monies. This is in line with WSC agreed practices.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

**Members need to 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

8.1 No issues associated with the report have been identified.

## **9. CRIME AND DISORDER IMPLICATIONS**

9.1 No implications associated with this report.

## **10. CONSULTATION IMPLICATIONS**

10.1 In terms of the proposed use of Hinkley point economic development monies EDFE employment and skills lead has confirmed that he is happy with the proposal to use this small sum of money on the project.

10.2 The proposal in Watchet is made in conjunction with the Town Council and has their support.

## 11. **ASSET MANAGEMENT IMPLICATIONS**

11.1 None identified for the council in this report

## 12. **ENVIRONMENTAL IMPACT IMPLICATIONS**

12.1 The proposed projects considered within this report have no apparent negative impacts on the environment.

## 13. **LEGAL IMPLICATIONS**

13.1 The proposed allocation is in line with the requirements of the Hinkley legal agreement which is quoted below:.

13.2 "Community Outreach Workers" means two community outreach workers one each to be employed by West Somerset Council and/or Sedgemoor Council (or both by one of the Councils if they so agree) to work in the local community to support local people and focus on deprived groups, to oversee the Fit to Work Programme and to work with the community to address any other issues which contribute to lack of readiness for work;

NNB GenCo shall pay to West Somerset Council:

2.3.1 the sum of £60,000 on or before Implementation of Phase 1;

2.3.2 the sum of £60,000 on the first anniversary of Implementation of Phase 1, as a contribution toward the cost of West Somerset employing a Community Outreach Worker and shall also pay to West Somerset Council:

2.3.3 the sum of £7,500 on or before Implementation of Phase 1;

2.3.4 the sum of £7,500 on the first anniversary of Implementation of Phase 1, as a contribution toward the funds available to pay for the Community Outreach Worker and/or to be used in carrying out his respective duties and shall not Implement Phase 1 unless the amounts referred to in paragraphs 2.3.1 and 2.3.3 have been paid and West Somerset Council shall consult NNB GenCo on the scope and role of the Community Outreach Worker and shall take proper account of the reasonable representations NNB GenCo may make."

## PLANNING OBLIGATIONS

18-Feb-14

## Summary of monies received, allocated to projects &amp; released

**Brompton Ralph**

PI. Ref No: 3/02/06/012

Amount Due to WSC    Date received    Total Allocated to projects:    £0.00

Stage 1:    £1,000.00    24/09/2012

**Detail of agreed works:**

Improving recreational facilities in Brompton Ralph. Profile basis of payment. Third on commencement of work, third 6 months after commencement & final third upon completion.

**TOTAL DUE:**  
£1,000**TOTAL Rec'vd**  
£650**TOTAL Remaining:** £650.00  
Available for allocation

Payment plan agreed by K Taylor. £100 pd 24/08/12, £50 pd 24/09/12, 150.00 pd 04/02/13. £100 pd 12/06/13. £150 pd 24/7/13,

BROMPTON RALPH

**To Be Used By:** 5 Years after initial payment

Developer: Mr &amp; Mrs Sloley

**Cost Centre:** 31077**Total Released**    £0.00

PI. Ref No: 3/02/09/011

Amount Due to WSC    Date received    Total Allocated to projects:    £1,000.00

Stage 1:    £1,000.00    29/06/2011

**Detail of agreed works:**

provision and/or enhancement of community recreational provision in the parish of Brompton Ralph or adjoining parishes. (previous permission 3/02/09/004).

**TOTAL DUE:**  
£1,000**TOTAL Rec'vd**  
£1,000**TOTAL Remaining:** £0.00  
Available for allocation**Applicant:** Brompton Ralph Cricket Club    £1,000.00

New changing room facilities

AWAITING INVOICES

Delayed due to changes in requirements by other funder.

WINTER'S LANE

LYDEARD ST LAWRE

**To Be Used By:** No expiry date

Developer: MR JOHN SCOTT

**Cost Centre:** 31059**Total Released**    £0.00**In the parish of : Brompton Ralph**

Amount owing to WSC - active planning obligations    £2,000

Amount received by WSC:    £1,650

Amount allocated to projects by WSC:    £1,000

**Total remaining available for allocation:**    **£650**

## Minehead

<b>PI. Ref No:</b> 3/21/05/038	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £10,625.00 >	<b>Applicant:</b> Sustrans Cycle W.S. £10,625.00
<b>Detail of agreed works:</b> Towards improvements being carried out to cycling and walking facilities in the Alcombe area as part of the Local Transport Plan Programme.	Stage 1: £20,000.0	06/02/2006	<b>TOTAL Remaining:</b> £9,375.00	Project COMPLETED 2006/07 COMPLETED 2006/07
ALCOMBE ROAD MINEHEAD	<b>TOTAL DUE:</b> £20,000	<b>TOTAL Rec'vd</b> £20,000	<b>Available for allocation</b>	
Developer: Churchill Property Group / Abbey National	<b>Cost Centre:</b> 31004		<b>To Be Used By:</b> No expiry date	
			<b>Total Released</b> £10,625.00	
<b>PI. Ref No:</b> 3/21/06/050	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £4,517.50 >	<b>Applicant:</b> St Michael's C of E 1st £4,517.50
<b>Detail of agreed works:</b> Contribution towards recreation and conversion works as a contribution towards the provision of community facilities in the vicinity of the land - PARK STREET. POG agreed on 19/12/11 that £4,517.50 go towards the cost of St Michael's swimming pool. Agreed at Cabinet on 11.1.12.	Stage 1: £4,517.50	08/12/2008	<b>TOTAL Remaining:</b> £0.00	School PTA New swimming pool with enhanced access - COMPLETED 2013/14 PAID 12/6/13 Awaiting photo
PARK STREET MINEHEAD	<b>TOTAL DUE:</b> £4,518	<b>TOTAL Rec'vd</b> £4,518	<b>Available for allocation</b>	
Developer: Mr Maitland-Walker & Ms Coles	<b>Cost Centre:</b> 31029		<b>To Be Used By:</b> No expiry date	
			<b>Total Released</b>	
<b>PI. Ref No:</b> 3/21/06/057	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £4,867.60 >	<b>Applicant:</b> St Michael's C of E 1st £4,867.60
<b>Detail of agreed works:</b> £3,000 contribution towards recreation. A sum equivalent to 1% of the contract price of conversion works (£1, 867.50) as a contribution towards the provision of community facilities in the vicinity of the land - BAMP TON STREET. POG agreed on 19/12/11 that £4867.60 go towards the cost of St Michael's swimming pool. Agreed at Cabinet on 11.1.12.	Stage 1: £4,867.60	07/12/2010	<b>TOTAL Remaining:</b> £0.00	School PTA New swimming pool with enhanced access - COMPLETED 2013/14 PAID 12/6/13 Awaiting photo
BAMP TON STREET MINEHEAD	<b>TOTAL DUE:</b> £4,868	<b>TOTAL Rec'vd</b> £4,868	<b>Available for allocation</b>	
Developer: Mr J Maitland-Walker	<b>Cost Centre:</b> 31049		<b>To Be Used By:</b> No expiry date	
			<b>Total Released</b>	

<b>PI. Ref No:</b> 3/21/06/072	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £2,000.00	>	<b>Applicant:</b> St Michael's C of E 1st School PTA £2,000.00
<b>Detail of agreed works:</b> Provision and/or enhancement of Recreation Facilities within the Parish of Minehead. POG agreed on 19/12/11 that £2,000 go towards the cost of St Michael's swimming pool. Agreed at Cabinet on 11.1.12.	Stage 1: £2,000.00	14/01/2009	<b>TOTAL Remaining:</b> £0.00		New swimming pool with enhanced access - COMPLETED 2013/14
GLENMORE ROAD MINEHEAD	<b>TOTAL DUE:</b> £2,000	<b>TOTAL Rec'vd</b> £2,000	Available for allocation		PAID 12/6/13 Awaiting photo
Developer: Mr Howard	<b>Cost Centre:</b> 31031		<b>Total Released</b>		
<b>PI. Ref No:</b> 3/21/06/085	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £3,000.00	>	<b>Applicant:</b> Minehead Baptist Church £3,000.00
<b>Detail of agreed works:</b> Towards the provision and/or enhancement of recreational facilities within the Parish of Minehead.	Stage 1: £6,250.00	26/11/2007	<b>TOTAL Remaining:</b> £3,250.00		The Hub indoor Soft Play Area - COMPLETED 2013/14
BLENHEIM ROAD MINEHEAD	<b>TOTAL DUE:</b> £6,250	<b>TOTAL Rec'vd</b> £6,250	Available for allocation		Project Completed
Developer: Country Manor Homes	<b>Cost Centre:</b> 31020		<b>Total Released</b> £3,000.00		
<b>PI. Ref No:</b> 3/21/06/139	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £1,000.00	>	<b>Applicant:</b> St Michael's C of E 1st School PTA £1,000.00
<b>Detail of agreed works:</b> The improvement or provision of Recreational facilities in Minehead.	Stage 1: £1,000.00	01/01/2020	<b>TOTAL Remaining:</b> £0.00		New swimming pool with enhanced access - COMPLETED 2013/14
MIDDLE STREET MINEHEAD	<b>TOTAL DUE:</b> £1,000	<b>TOTAL Rec'vd</b> £1,000	Available for allocation		PAID 12/6/13 Awaiting photo
Developer: Mr B Coutts	<b>Cost Centre:</b> 31038		<b>Total Released</b>		

**PI. Ref No:** 3/21/07/027

**Amount Due to WSC**

**Date received**

**Total Allocated to projects:** £1,000.00



**Applicant:** St Michael's C of E 1st School PTA £1,000.00

**Detail of agreed works:**

Stage 1: £1,000.00

22/08/2011

**TOTAL Remaining:** £0.00

New swimming pool with enhanced access - COMPLETED 2013/14

A Unilateral Undertaking providing for the payment of £1,000 towards community recreational provision and/or enhancement within Minehead will require to be completed and submitted to the LPA in order to satisfy the requirements of Condition 2 above. Such monies will be payable to the LPA prior to the first commencement of the change of use hereby permitted. POG agreed on 19/12/11 that £1,000 go towards the cost of St Michael's swimming pool. Agreed at Cabinet on 11.1.12.

**TOTAL DUE:**  
£1,000

**TOTAL Rec'vd**  
£1,000

**Available for allocation**

PAID 12/6/13  
Awaiting photo

SELBOURNE PLACE

MINEHEAD

**To Be Used By:** No Expiry date.

Developer:

**Cost Centre:** 31062

**Total Released**

**PI. Ref No:** 3/21/07/106

**Amount Due to WSC**

**Date received**

**Total Allocated to projects:** £614.90



**Applicant:** St Michael's C of E 1st School PTA £614.90

**Detail of agreed works:**

Stage 1: £1,000.00

30/09/2011

**TOTAL Remaining:** £385.10

New swimming pool with enhanced access - COMPLETED 2013/14

No U U agreement in place as of 20/9/11. Contribution towards recreational facilities.

Unilateral received dated 28/9/2011.

POG agreed on 19/12/11 that £1,000 go towards the cost of St Michael's swimming pool. Agreed at Cabinet on 11.1.12.

**TOTAL DUE:**  
£1,000

**TOTAL Rec'vd**  
£1,000

**Available for allocation**

PAID 12/6/13  
Awaiting photo

LOWER MEADOW ROAD

ALCOMBE

**To Be Used By:** No expiry date

Developer: Mr & Mrs K Gould(applicant)new develop

**Cost Centre:** 31065

**Total Released**



**PI. Ref No:** 3/21/08/099

**Amount Due to WSC**    **Date received**    **Total Allocated to projects:**    £0.00  
 Stage 1:    £1,000.00    24/07/2013

**Detail of agreed works:**

The developer, hereby undertakes on their own behalf and that of its successors in title with the intention of binding each and every part of the land to pay the Council prior to the date of commencement the sum of one thousand pounds (£1,000) as a contribution equivalent to (£1,000 per additional dwelling to be created) towards the provision and/or enhancement of community recreational provision in the vicinity of the land within the town of Minehead to be used solely for that purpose within three years of the date of payment with any unspent monies to be repaid with interest from the Council to the Developer upon expiry of that period.

**TOTAL DUE:**    **TOTAL Rec'vd**    **TOTAL Remaining:**    £1,000.00  
 £1,000    £1,000    Available for allocation

THE PARADE    MINEHEAD

**To Be Used By:**

Developer:    Mashru & Co Investments Ltd (check if ow    **Cost Centre:**    31092

**Total Released**    £0.00

**PI. Ref No:** 3/21/08/106

**Amount Due to WSC**    **Date received**    **Total Allocated to projects:**    £0.00  
 Stage 1:    £1,000.00    04/09/2012

**Detail of agreed works:**

Contribution towards recreational provision in Minehead. Condition 5 send letter. A Unilateral Undertaking has been signed and submitted, and an agreement of the monies to be paid in 5 instalments of £200.

**TOTAL DUE:**    **TOTAL Rec'vd**    **TOTAL Remaining:**    £1,000.00  
 £1,000    £1,000    Available for allocation

1st payment (4/9/12),

QUIRKE STREET    MINEHEAD

**To Be Used By:**    No expiry date.

Developer:    Mr C Cooper    **Cost Centre:**    31076

**Total Released**    £0.00

PI. Ref No: 3/21/09/042

**Detail of agreed works:**

1, Enhancing footpath and/or cycle way links between the Land and the town centre including the cost of any associated lighting, street furniture, signage, or information boards together with the future maintenance of any such works carried out.  
2, Such improvements or enhancements within the town of Minehead which the district Council considers will improve or maintain the viability and/or vitality of the Town Centre together with any future maintenance of any such works carried out.

VULCAN ROAD

MINEHEAD

**Amount Due to WSC**

Stage 1: £150,000.

**TOTAL DUE:**  
£150,000

**Date received**

13/04/2010

**TOTAL Rec'vd**  
£150,000

**Total Allocated to projects:** £67,537.27 >

**TOTAL Remaining:** £82,462.73  
**Available for allocation**

**To Be Used By:** 12/04/2015 - within  
5 years of the date  
of payment

**Applicant:** West Somerset Council £3,394.77

Minehead Coach Park - COMPLETED 2012/13

ALL PAID/COMPLETED On website Project 7 -  
<http://www.westsomersetonline.gov.uk/Home/News/New-Visitor-Coach-Park-Completed-at-Minehead>

**Applicant:** West Somerset Council - £2,980.00  
NM

Minehead Town Centre Business Directory  
Signage

£365 left to claim.

**Applicant:** West Somerset Council £3,500.00  
(CM)

Minehead Loyalty Scheme

**Applicant:** West Somerset Council £35,000.00  
SW

Footpath Lighting Enhancements (next to  
Morrisons)

Total project cost £47,000 - £6k from MTC, £6k  
vired from other WSC funds, remainder from S106

POG 4.3.13 - AGREED for this to go to AMG  
along with upgrading footpath to cycle track  
upgrade, to include three options 1Basic lighting  
2LED lighting with existing power cabling  
3SCC adoptable lighting and cycle path

**Applicant:** West Somerset Council - £3,506.75  
CM

Minehead Trail: PAID Mkt stalls £3506.75, Ent. Pk signage £1162.50, Empty shop £400, Trail £6956.97, flagpole £533.95

£12,560.17 PAID SO FAR as at 11/3/13  
Mhd Market Stalls £3506.75 paid 19.6.12  
(although £6,000 was allocated, remainder for a trailer - £2,493.25 purchase summer 13)  
Enterprise Pk signage £1162.50 PAID 3/10/12  
+ Empty Shop Campaign £400 PAID 8.10.12  
Mhd Trail £6956.97 paid 1.12.12  
Flagpole/signage PAID £533.95 11.3.13  
£6,000 Street lighting AWAITING INVOICES.  
(£2,272.83 left in the pot to be allocated (excl lighting £6k.)

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**Applicant:** West Somerset Council - £1,162.50  
CM

Minehead Trail: PAID Mkt stalls £3506.75, Ent. Pk signage £1162.50, Empty shop £400, Trail £6956.97, flagpole £533.95

£12,560.17 PAID SO FAR as at 11/3/13  
Mhd Market Stalls £3506.75 paid 19.6.12  
(although £6,000 was allocated, remainder for a trailer - £2,493.25 purchase summer 13)  
Enterprise Pk signage £1162.50 PAID 3/10/12  
+ Empty Shop Campaign £400 PAID 8.10.12  
Mhd Trail £6956.97 paid 1.12.12  
Flagpole/signage PAID £533.95 11.3.13  
£6,000 Street lighting AWAITING INVOICES.  
(£2,272.83 left in the pot to be allocated (excl lighting £6k.)

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**Applicant:** West Somerset Council - £6,000.00  
CM

Minehead Trail: PAID Mkt stalls £3506.75, Ent. Pk signage £1162.50, Empty shop £400, Trail £6956.97, flagpole £533.95

£12,560.17 PAID SO FAR as at 11/3/13  
Mhd Market Stalls £3506.75 paid 19.6.12  
(although £6,000 was allocated, remainder for a trailer - £2,493.25 purchase summer 13)  
Enterprise Pk signage £1162.50 PAID 3/10/12  
+ Empty Shop Campaign £400 PAID 8.10.12  
Mhd Trail £6956.97 paid 1.12.12  
Flagpole/signage PAID £533.95 11.3.13  
£6,000 Street lighting AWAITING INVOICES.  
(£2,272.83 left in the pot to be allocated (excl lighting £6k.)

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**Applicant:** West Somerset Council - £9,500.00  
CM

Minehead Trail: PAID Mkt stalls £3506.75, Ent. Pk signage £1162.50, Empty shop £400, Trail £6956.97, flagpole £533.95

£12,560.17 PAID SO FAR as at 11/3/13  
Mhd Market Stalls £3506.75 paid 19.6.12  
(although £6,000 was allocated, remainder for a trailer - £2,493.25 purchase summer 13)  
Enterprise Pk signage £1162.50 PAID 3/10/12  
+ Empty Shop Campaign £400 PAID 8.10.12  
Mhd Trail £6956.97 paid 1.12.12  
Flagpole/signage PAID £533.95 11.3.13  
£6,000 Street lighting AWAITING INVOICES.  
(£2,272.83 left in the pot to be allocated (excl lighting £6k.)

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**Applicant:** West Somerset Council - £2,493.25  
CM

Minehead Trail: PAID Mkt stalls £3506.75, Ent. Pk signage £1162.50, Empty shop £400, Trail £6956.97, flagpole £533.95

£12,560.17 PAID SO FAR as at 11/3/13  
Mhd Market Stalls £3506.75 paid 19.6.12  
(although £6,000 was allocated, remainder for a trailer - £2,493.25 purchase summer 13)  
Enterprise Pk signage £1162.50 PAID 3/10/12  
+ Empty Shop Campaign £400 PAID 8.10.12  
Mhd Trail £6956.97 paid 1.12.12  
Flagpole/signage PAID £533.95 11.3.13  
£6,000 Street lighting AWAITING INVOICES.  
(£2,272.83 left in the pot to be allocated (excl lighting £6k.)

Developer:	<b>Cost Centre:</b> 31043		<b>Total Released</b>	£18,570.94	
<b>PI. Ref No:</b> 3/21/09/110	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b>	£1,500.00	<b>Applicant:</b> Minehead EYE £1,500.00
<b>Detail of agreed works:</b>	Stage 1: £4,000.00	24/04/2013			Community Interest Company
Provision and enhancement of community recreational facilities in Minehead and adjoining parishes			<b>TOTAL Remaining:</b>	£2,500.00	Bouldering room - COMPLETED 2013/14
HOLLOWAY STREET MINEHEAD	<b>TOTAL DUE:</b>	<b>TOTAL Rec'vd</b>	<b>Available for allocation</b>		PROJECT COMPLETED
	£4,000	£4,000	<b>To Be Used By:</b>	No expiry date	Photo 20/8/13
Developer: Mr B Richard	<b>Cost Centre:</b> 31085		<b>Total Released</b>	£1,500.00	

### In the parish of : Minehead

Amount owing to WSC - active planning obligations	£196,635
Amount received by WSC:	£196,635
Amount allocated to projects by WSC:	£96,662
<b>Total remaining available for allocation:</b>	<b>£99,973</b>

## Nettlecombe

PI. Ref No: 3/24/10/003

**Amount Due to WSC**    **Date received**    **Total Allocated to projects:**    £0.00  
 Stage 1:    £1,000.00    14/12/2010

**Detail of agreed works:**

Contribution of £1,000 for each newly created dwelling as a contribution towards the provision and/or enhancement of community recreational provision in the parish of Nettlecombe and adjoining Parishes. (Unit 1, completion 19/4/11, B/26/04/033F).

**TOTAL DUE:**    **TOTAL Rec'vd**    **TOTAL Remaining:**    £1,000.00  
 £1,000    £1,000    Available for allocation

BEGGEARN HUISH

WASHFORD

**To Be Used By:**    No expiry date

Developer:    Mr Oliver Reynolds

**Cost Centre:**    31052

**Total Released**    £0.00

**In the parish of : Nettlecombe**

Amount owing to WSC - active planning obligations    £1,000

Amount received by WSC:    £1,000

Amount allocated to projects by WSC:    £0

**Total remaining available for allocation:**    **£1,000**

## Stogursey

PI. Ref No: 3/32/08/028

**Detail of agreed works:**

Cond. 2 No part of the dev shall be commenced until a suitable mechanism is entered into to secure the relevant contribution to recreational/and or provision in the parish of stogursey.

BURGAGE ROAD

STOGURSEY

Developer: Rosebourne Country Homes

**Amount Due to WSC**

Stage 1: £2,000.00

**TOTAL DUE:**  
£2,000

**Cost Centre:** 31083

**Date received**

21/12/2012

**TOTAL Rec'vd**  
£2,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £2,000.00  
**Available for allocation**

**To Be Used By:** No expiry date

**Total Released** £0.00

### In the parish of : Stogursey

Amount owing to WSC - active planning obligations £2,000

Amount received by WSC: £2,000

Amount allocated to projects by WSC: £0

**Total remaining available for allocation: £2,000**

## Watchet

**PI. Ref No:** 3/37/05/048

**Detail of agreed works:**

The owner hereby undertakes to the Council to pay the sum of £1,000 for improving recreational facilities in Watchet after the council formerly adopts planning policy PO1 of the Local Plan within or upon commencement of work to the proposed house whichever is the latter. The monies to be repaid if not used within five years of the planning decision notice.

THE ESPLANADE

WATCHET

Developer: John Richards

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31082

**Date received**

08/11/2012

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
Available for allocation

**To Be Used By:** within 5 years of the decision date.

**Total Released** £0.00



PI. Ref No: 3/37/06/007

**Detail of agreed works:**

Towards provision and/or enhancement of off-site youth and/or adult recreation in the town and parish of Watchet.

Re: Trigger stage-19 dwelling occupied as of February 2010 - awaiting Stage 2 payment. (See PIOb.Ref 91 for Aff.Hsg details)

WEST STREET

WATCHET

**Amount Due to WSC**

Stage 1: £37,000.0

Stage 2: £37,000.0

**TOTAL DUE:**

£74,000

**Date received**

01/07/2008

**TOTAL Rec'vd**

£37,000

**Total Allocated to projects:** £37,000.00 >

**TOTAL Remaining:** £0.00

Available for allocation

**To Be Used By:** within 5 years of the date of final payment/NR final

**Applicant:** Watchet Footbridge £6,581.28

Used to fund the study that led to the allocation of funds for the bridge - COMPLETED 2010/11  
ALL COMPLETED

**Applicant:** Knights Templar pool committee £1,443.72

Splashout II - PAID £15, 186 - COMPLETED 2011/12

Total cost of project ex VAT £80,000. ALL PAID/COMPLETED - PHOTO SHOOT Fri 16 March.

**Applicant:** Mineral Line Railway Project paid to ENPA £27,000.00

PROJECT COMPLETED IN 2010

COMPLETED - OLD PROJECT PRIOR TO OCT '10

**Applicant:** Knights Templar Swimming Pool £1,975.00

Swimming Pool - COMPLETED

ALL COMPLETED - OLD PROJECT PRIOR TO OCT '10

Developer: Regal Heritage

Cost Centre: 31027

**Total Released** £37,000.00

PI. Ref No: 3/37/06/041

**Detail of agreed works:**

Contribution towards the provision of the Land £2,000 per unit recreational facilities(See Hsg record 2).

ST DECUMENS ROAD

WATCHET

**Amount Due to WSC**

Stage 1: £14,000.0

**TOTAL DUE:**

£14,000

**Date received**

07/01/2009

**TOTAL Rec'vd**

£10,000

**Total Allocated to projects:** £10,000.00 >

**TOTAL Remaining:** £0.00

Available for allocation

**To Be Used By:** Agreement not on file - N/A - all money committed

**Applicant:** Watchet Sea Scouts Group £6,000.00

Refurbishment of building, fencing & roofing - COMPLETED 2010/11

COMPLETED Sept 2010 On website Project 10 -

**Applicant:** Knights Templar Swimming Pool £4,000.00

Swimming Pool - COMPLETED

ALL COMPLETED - OLD PROJECT PRIOR TO OCT '10

Developer: Rock Homes

Cost Centre: 31028

**Total Released** £10,000.00

**PI. Ref No:** 3/37/06/043

**Detail of agreed works:**

A completed Unilateral Undertaking dated 12th January 2007 relates to this permission & requires the payment of £1,000 to the Council prior to commencement of any works on site to be used for the purposes of community recreational provision and/or enhancement within Watchet.

Liddymore Road Watchet

Developer: Mrs J Taylor

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31080

**Date received**

18/06/2012

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
Available for allocation

**To Be Used By:** 2017 - monies to be repaid with interest if not used on a

**Total Released** £0.00

**PI. Ref No:** 3/37/07/030

**Detail of agreed works:**

Contribution towards the provision and/or enhancement of community recreational provision in the vicinity of the land. £1,000 payable in five installments of £200. (1st Payment 13/7/030), £200 (2nd Payment 9/8/11) £200 (3rd payment 12/9/11), £200 (4th payment 12/10/11). Fifth and final payment (£200) paid on 4/11/11.

ANCHOR STREET WATCHET

Developer: Mr & Mrs A Musgrave

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31061

**Date received**

04/11/2011

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
Available for allocation

**To Be Used By:** No Expiry date.

**Total Released** £0.00

**PI. Ref No:** 3/37/07/039

**Detail of agreed works:**

Contribution towards recreation facilities in Watchet. (Unilateral Undertaking has been signed).

SOUTH ROAD WATCHET

Developer: D Quartley

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31064

**Date received**

06/09/2011

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £960.00

**TOTAL Remaining:** £40.00  
Available for allocation

**To Be Used By:** No Expiry date.

**Total Released** £960.00

> **Applicant:** Watchet Town Council £960.00  
Two picnic benches - COMPLETED 2012/13  
COMPLETED - AGREED £1,000 total  
PAID £960 ON 3/10/12 On website Project 11 -

**PI. Ref No:** 3/37/08/026

**Detail of agreed works:**

Subject to a unilateral agreement dated 2nd Dec 2005, which requires payment of £1,000 towards community recreational provision in the parish of Watchet.

Casino Road WATCHET

Developer: Mr C Nicholas

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31088

**Date received**

26/06/2013

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
Available for allocation

**To Be Used By:** To be used within 5 years of the payment or repaid

**Total Released** £0.00

**PI. Ref No:** 3/37/08/034

**Detail of agreed works:**

No part of the development hereby permitted shall be commenced until a suitable mechanism to secure the affordable units, provision of bollards & car parking provision & the relevant level of contribution towards offsite community recreational provision and/or enhancement has been agreed in writing by the Local Planning Authority.

To pay the First Instalment to the Council on the date hereof.

Not to occupy or allow or permit the Occupation of more than five dwellings until such time as the Second Instalment (£4,000) has been paid

Not to Occupy or allow or permit the Occupation of any Dwelling until such time as the Traffic Bollard Payment has been paid to the Council.

Swain Street Watchet

Developer: ACORN Developments (SW) Ltd.

**Amount Due to WSC**

Stage 1: £6,000.00

Stage 2: £4,000.00

**TOTAL DUE:**  
£10,000

**Cost Centre:** 31060

**Date received**

09/06/2011

**TOTAL Rec'vd**  
£6,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £6,000.00  
Available for allocation

**To Be Used By:** No expiry date.

**Total Released** £0.00

**PI. Ref No:** 3/37/09/017

**Detail of agreed works:**

CONTRIBUTION TOWARDS THE PROVISION AND/OR ENCHANCEMENT OF COMMUNITY RECREATIONAL PROVISION IN THE PARISH OF WATCHET, prior to works commencing.

SWAIN STREET WATCHET

Developer: MR JOHN STONE

**Amount Due to WSC**

Stage 1: £2,000.00

**TOTAL DUE:**  
£2,000

**Cost Centre:** 31066

**Date received**

12/03/2012

**TOTAL Rec'vd**  
£2,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £2,000.00  
Available for allocation

**To Be Used By:** NO EXPIRY DATE

**Total Released** £0.00

**PI. Ref No:** 3/37/10/017

**Detail of agreed works:**

£32,000 index linked as a contribution towards the provision of recreational facilities in the vicinity of the land (payable in 3 stages) 1. prior to commencement of development (£12k) 2. On occupation of the 7th Van (£10k) and On occupation of the 12th Van (£10k) + See record 2. (Affordable Housing).

WEST STREET WATCHET

Developer: Watchet Leisure Homes Limited

**Amount Due to WSC**

Stage 1: £12,000.0

Stage 2: £20,000.0

**TOTAL DUE:**  
£32,000

**Cost Centre:** 31054

**Date received**

21/02/2011

**TOTAL Rec'vd**  
£12,000

**Total Allocated to projects:** £8,342.41

**TOTAL Remaining:** £3,657.59  
Available for allocation

**To Be Used By:** No expiry date

**Total Released** £8,342.41

**Applicant:** Knights Templar pool committee £8,342.41

Splashout II - PAID £15,186 - COMPLETED 2011/12

Total cost of project ex VAT £80,000. ALL PAID/COMPLETED - PHOTO SHOOT Fri 16 March.

PI. Ref No: 3/37/11/013

**Detail of agreed works:**

contribution to recreational facilities as detailed under the Third Schedule, Clause 1.2 of the Section 106 Agreement. This application replaced 3/37/10/006. All funds received.

Churchill way                      Watchet

<b>Amount Due to WSC</b>	<b>Date received</b>
Stage 1: £16,500.0	08/06/2011
Stage 2: £16,500.0	07/07/2011

**TOTAL DUE:** £33,000  
**TOTAL Rec'vd** £33,000

**Total Allocated to projects:** £32,935.26 >

**TOTAL Remaining:** £64.74  
**Available for allocation**

**To Be Used By:** 2016 - 5 Yrs of date each payment 50% by 08/06/11 and

**Applicant:** Watchet Town Council      £10,872.00

Play Equipment 2 - COMPLETED 2011/12  
 ALL PAID/COMPLETED. On website Project 6 - <http://www.westsomersetonline.gov.uk/Home/News/New-play-equipment-for-Watchet-Memorial-Ground>

**Applicant:** Watchet Community Cinema      £7,527.26

Projector and blinds - COMPLETED 2012/13 & 2013/14  
 COMPLETED  
 14.9.13 photoshoot.

**Applicant:** Watchet TC      £14,536.00

Liddymore Estate Play Equipment - COMPLETED 2012/13  
 COMPLETED. Invoice received and processed 14.3.13  
 AGREED AT POG 18/12/12.

Developer: Summerfield Homes

Cost Centre: 31058

**Total Released**      £32,935.26

PI. Ref No: 3/37/12/014

<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b>	£0.00
Stage 1: £16,000.0	17/09/2013		

**Detail of agreed works:**

Means £16,000 calculated on the basis of a payment of £2,000 in respect of each individual dwelling (or such sums as may be substituted therefore in pursuance of the indexation in provisions in Clause 6.8 of this Deed payable as detailed in paragraph 18 of the Second Schedule for the purposes of the Council providing and/or enhancing community facilities within the parish of Watchet

<b>TOTAL DUE:</b>	<b>TOTAL Rec'vd</b>	<b>TOTAL Remaining:</b>	£16,000.00
£16,000	£16,000	Available for allocation	

The council covenants that it will pay to the person who paid the sum such amount of any payment made under this Deed which has not been expended in accordance with the provisions of this Deed within 5 years of the date of receipt by the Council of such payment together with interest at the base lending rate published by the Bank of England from time to time for the period from the date of payment to the date of refund.

The Council shall provide the person who paid the sum such evidence as shall be reasonably required in order to confirm the expenditure of the sums paid under this Deed.

(Affordable Housing see PLOb.Ref 329, associated also with planning ref. 3/37/12/15).

Mill Street Watchet

**To Be Used By:** within five years of receipt by the Council

Developer: Mark Thomas

**Cost Centre:** 31093

**Total Released** £0.00

**In the parish of : Watchet**

Amount owing to WSC - active planning obligations	£186,000
Amount received by WSC:	£121,000
Amount allocated to projects by WSC:	£89,238
<b>Total remaining available for allocation:</b>	<b>£31,762</b>

Williton						
<b>PI. Ref No:</b> 3/39/07/033	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b>	£3,000.00	>	<b>Applicant:</b> Williton Brownie Club £3,000.00
<b>Detail of agreed works:</b> Contribution towards the provision or enhancement of local Recreational Facilities within the Parish of Williton & West Somerset in accordance with Policy PO/1 of the West Somerset District Local Plan(proposed modifications)	Stage 1: £8,000.00	21/05/2008	<b>TOTAL Remaining:</b>	£5,000.00		Improvements to Brownie HQ - COMPLETED 2009/10 COMPLETED
HALF ACRE WILLITON	<b>TOTAL DUE:</b> £8,000	<b>TOTAL Rec'vd</b> £8,000	<b>Available for allocation</b>			
Developer: Rockleaf Limited	<b>Cost Centre:</b> 31026		<b>To Be Used By:</b>	No Expiry date.		
			<b>Total Released</b>	£3,000.00		
<b>PI. Ref No:</b> 3/39/08/032	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b>	£0.00		
<b>Detail of agreed works:</b> Contributions towards local community facilities in Williton.	Stage 1: £2,000.00	15/09/2009	<b>TOTAL Remaining:</b>	£2,000.00		
LONG STREET WILLITON	<b>TOTAL DUE:</b> £2,000	<b>TOTAL Rec'vd</b> £2,000	<b>Available for allocation</b>			
Developer: Mr B Criddle	<b>Cost Centre:</b> 31039		<b>To Be Used By:</b>	No expiry date		
			<b>Total Released</b>	£0.00		
<b>PI. Ref No:</b> 3/39/08/034	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b>	£0.00		
<b>Detail of agreed works:</b> 2 No part of the development hereby permitted shall be commenced until a suitable mechanism to secure the relevant level of contribution towards offsite community recreational provision and/or enhancement has been agreed in writing by the Local Planning Authority. Reason To ensure an appropriate level of community recreational provision, to accord with Policy(ies) R/4(a) and PO/1. Condition 2.	Stage 1: £1,000.00	10/10/2012	<b>TOTAL Remaining:</b>	£1,000.00		
HIGH STREET WILLITON	<b>TOTAL DUE:</b> £1,000	<b>TOTAL Rec'vd</b> £1,000	<b>Available for allocation</b>			
Developer: Dr Louw	<b>Cost Centre:</b> 31078		<b>To Be Used By:</b>	No expiry date.		
			<b>Total Released</b>	£0.00		

**PI. Ref No:** 3/39/08/036

**Detail of agreed works:**

The developer undertakes on behalf of himself & its successors in title with the intention of binding each & every part of the land to pay £9,000 as a contribution towards the provision and/or enhancement of community recreational provision in the vicinity of the land.

TOWNSEND WILLITON

Developer: Charter (SW) Ltd

**Amount Due to WSC**

Stage 1: £9,000.00

**TOTAL DUE:**  
£9,000

**Cost Centre:** 31037

**Date received**

13/07/2009

**TOTAL Rec'vd**  
£9,000

**Total Allocated to projects:** £3,270.00

**TOTAL Remaining:** £5,730.00  
**Available for allocation**

**To Be Used By:** No expiry date

**Total Released** £3,270.00

**Applicant:** Williton Parish Council (Trustee of Williton Mem. Rec. Ground) £3,270.00

Enhance existing playing area with new equipment - COMPLETED 2012/13  
COMPLETED  
On website Project 10 - www.

**PI. Ref No:** 3/39/09/002

**Detail of agreed works:**

(No paper Unilateral) Grampian Condition which states; " no commencement shall be made until a suitable mechanism to secure the relevant level of contribution towards off site community recreational provision and/or enhancement has been agreed by the LPA.

BRIDGE STREET WILLITON

Developer: Mr & Mrs J Freeman

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31047

**Date received**

01/01/2001

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
**Available for allocation**

**To Be Used By:** No expiry date

**Total Released** £0.00

**PI. Ref No:** 3/39/10/020

**Detail of agreed works:**

The Developer undertakes on behalf of himself and its successors in title to pay the council £1,000 for one newly created dwelling as a contribution towards the provision and/or enhancement of community recreational provision in the parish of Williton. Payment shall be made prior to works commencing.

LONG STREET WILLITON

Developer: Mark Holmes

**Amount Due to WSC**

Stage 1: £1,000.00

**TOTAL DUE:**  
£1,000

**Cost Centre:** 31055

**Date received**

08/03/2011

**TOTAL Rec'vd**  
£1,000

**Total Allocated to projects:** £0.00

**TOTAL Remaining:** £1,000.00  
**Available for allocation**

**To Be Used By:** No expiry date

**Total Released** £0.00



<b>PI. Ref No:</b> 3/39/11/001	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £21,000.00	<b>Applicant:</b> Williton Parish Council (Trustee of Williton Mem. Rec. Ground) £21,000.00
<b>Detail of agreed works:</b> Towards the provision and/or enhancement of open space facilities. £21,000 prior to commencement + £21,000 on practical completion of the 10th dwelling. A supplemental Deed of Variation (signed 14/6/11, supersedes previous planning permission & S106 ref no. 3/3910/008).	Stage 1: £21,000.0	15/09/2011		Enhance existing playing area with new equipment - COMPLETED 2012/13
	Stage 2: £21,000.0	13/03/2013	<b>TOTAL Remaining:</b> £21,000.00	COMPLETED
	<b>TOTAL DUE:</b> £42,000	<b>TOTAL Rec'vd</b> £42,000	<b>Available for allocation</b>	On website Project 10 - www.
High Street Williton			<b>To Be Used By:</b> 15/09/16 - 5yrs from date of receipt of each payment	
Developer: B A Gliddon & M Gliddon + Summerfield D	<b>Cost Centre:</b> 31063		<b>Total Released</b> £21,000.00	
<b>PI. Ref No:</b> 3/39/12/025	<b>Amount Due to WSC</b>	<b>Date received</b>	<b>Total Allocated to projects:</b> £0.00	
<b>Detail of agreed works:</b> Recreation contribution, for the provsion or improvement of community facilities within the parish of Williton, of £107, 500. (50%) to be paid prior to commnecement and 50% prior to the practical completion of the 20th dwelling.	Stage 1: £53,750.0	02/07/2013		
	Stage 2: £53,750.0		<b>TOTAL Remaining:</b> £53,750.00	
	<b>TOTAL DUE:</b> £107,500	<b>TOTAL Rec'vd</b> £53,750	<b>Available for allocation</b>	
Doniford Road Williton			<b>To Be Used By:</b> 5 yrs of the date of payment with base rate interest	
Developer: Summerfield Developments	<b>Cost Centre:</b> 31089		<b>Total Released</b> £0.00	

### In the parish of : Williton

Amount owing to WSC - active planning obligations	£171,500
Amount received by WSC:	£117,750
Amount allocated to projects by WSC:	£27,270
<b>Total remaining available for allocation:</b>	<b>£90,480</b>

**ALL PARISHES TOTALS:**

Due to WSC under active Planning Obligations	<b>£559,135</b>
Received by WSC:	<b>£440,035</b>
Allocated to projects:	<b>£214,170</b>
Total remaining available for allocation:	<b>£225,865</b>

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*Report Number:* WSC 71/14

*Presented by:* Councillor K Mills, Lead Member for Regeneration and Economic Growth

*Author of the Report:* Chris Hall

*Contact Details:*

*Tel. No. Direct Line* 01823 356361

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*Report to a Meeting of:* Cabinet

*To be Held on:* 2 April 2014

*Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:* 6/2/2014

## **CAR PARKING SERVICES – PROPOSED AGENCY AGREEMENT FOR CAR PARK**

### **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek authority to enter into an agency agreement whereby Somerset County Council would provide enforcement and some of the management services for West Somerset Council (WSC) car parks.

### **2. CONTRIBUTION TO CORPORATE PRIORITIES**

- 2.1 The report proposes sustainable, economic and resilient arrangements for the enforcement and management of West Somerset Council car parks whilst maintaining local democracy and accountability in West Somerset.

### **3. RECOMMENDATIONS**

- 3.1 Cabinet is recommended to:
- (a) Note the business case for entering an agency agreement with Somerset County Council.
  - (b) Note that some functions carried out by West Somerset Council staff would transfer and that the Transfer of Undertakings (Protection of Employment) Regulations would apply to the relevant staff.
  - (c) Authorise the Chief Executive to enter into an agency agreement for parking enforcement and management services with Somerset County Council.

#### 4. RISK ASSESSMENT

**Risk Matrix**

Description	Likelihood	Impact	Overall
West Somerset Council may lose income and service levels may be compromised if car parks are not effectively enforced and managed.	Unlikely 2	Moderate 3	Low 6
<i>The proposed agency agreement would use the countywide service to provide flexible capacity when required for effective enforcement and management.</i>	Unlikely 2	Minor 2	Low 4
That an agency agreement might tie West Somerset Council in to car park enforcement and management service that is not appropriate or affordable in future.	Unlikely 2	Moderate 3	Low 6
<i>The proposed agency agreement allows flexibility in enforcement deployment levels and allows changes to the guidelines at any time. To protect the service there is a minimum deployment condition set at an agreed level at the outset.</i>	Unlikely 2	Minor 2	Low 4
That West Somerset Council might lose control of enforcement and management decisions with a negative effect on accountability.	Unlikely 2	Moderate 3	Low 6
<i>Under the proposed terms of the agency agreement, the car park enforcement and management services would be carried out in accordance with West Somerset Council's own guidelines. Branding on correspondence and signs would show West Somerset Council and a protocol would be agreed whereby appropriate issues are referred to WSC officers for decision.</i>	Unlikely 2	Minor 2	Low 4
That the TUPE and HR processes may be challenged during or after the consultation which may could in turn lead to legal action.	Unlikely 2	Moderate 3	Low 6
<i>Consultation with staff and UNISON is taking place on the Business Case and potential TUPE situation.</i>	Unlikely 2	Minor 2	Low 4

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

## **5. BACKGROUND INFORMATION**

- 5.1 West Somerset Council has made a shared service delivery agreement with Taunton Deane Borough Council. However Taunton Deane's car park enforcement service is provided through an agency agreement with the County Council. Somerset County Council has made this agency agreement available for West Somerset Council to join.
- 5.2 In June 2012 Somerset County Council established a parking service to provide civil parking enforcement and related services. Taunton Deane Borough, Sedgemoor District and Mendip District Councils all entered into agency agreements with the County Council to provide parking enforcement in their car parks. At the time West Somerset Council for financial reasons, chose to continue the existing in-house arrangements for management and enforcement of the car parks (Cabinet report WSC 3/11 refers).
- 5.3 Since June 2012 it has been a challenge for West Somerset Council's in-house team to provide an appropriate level of service with the limited number of officers available. During the weekends of August and September 2013 the County Council has assisted by providing additional cover at weekends.
- 5.4 A number of service delivery options have been considered and are shown at Appendix A. The preferred recommendation is for West Somerset Council buying in to the County Council's parking service, retaining a minimum in-house client function to manage the car park infrastructure and to advise on parking charges and policy.
- 5.5 At the Corporate PAG held on 18 February 2014, an overview of the report was given which received a good response.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 The business case shows a potential annual saving of circa £39k per annum (to include any potential redundancy costs identified). This saving is possible because enforcement officers are already deployed on street by Somerset County Council and those same officers can enforce the car parks. Officer time is only charged when they are deployed in a car park, penalty charge notice (PCN) processing costs are only incurred once a PCN is issued. A copy of the business case is included as Appendix B.
- 6.2 There are a small number of tasks that are carried out by the WSC Parking Services Team that are not included in the agency agreement with Somerset County Council. It would be necessary to resource those tasks within the Joint Management and Shared Services Project.
- 6.3 The current and proposed patrol routines are shown at Appendix C.
- 6.4 As this proposal is unrelated to the joint management and shared services project with Taunton Deane Borough Council, any one off costs will be funded by WSC with all cost reductions being a benefit to WSC
- 6.5 It should be noted that the final negotiations relating to the transfer of employees have not yet been carried out, should these negotiations result in the transfer of fewer numbers of employees there would be a need for this Authority to seek a redeployment or redundancy option for those member of staff.
- 6.6 If this were to be the case then the in year savings would be reduced, but there would still be a financial benefit in year one and achievement of the full saving from 15/16 onward.

## **SERVICE DELIVERY OPTIONS CONSIDERED**

- 6.7 A table showing the service delivery options considered together with their advantages and disadvantages is included as Appendix AER.

## **DETAILS OF THE PROPOSED SERVICE**

6.8 Details of the service are set out in Appendix A and Appendix B.

## **TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT ) REGULATIONS (TUPE)**

- 6.9 Existing staff in the West Somerset Council parking service would qualify for TUPE protection should the principle part of their job transfer under the agency agreement. Somerset County Council delivers the enforcement service through a contract with NSL Ltd, a national enforcement service provider. A small SCC client group oversees the contract. They also deal with the more contentious decisions on representations and appeals and advise on policy.
- 6.10 An initial assessment of their activities suggests that the three staff currently employed by West Somerset Council would qualify for transfer to NSL Ltd under the TUPE regulations.
- 6.11 A consultation procedure has been carried out with the staff involved and Unison. Initial discussions have also taken place between Somerset County Council and NSL Ltd. If the decision is made to enter into an agency agreement with the County Council, individual interviews to discuss the options will take place with the staff involved.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 The business case shows significant ongoing savings which, if achieved, will help the Council towards its MTFP target.
- 7.2 If authority is granted to enter into this agreement the financial impact will be closely monitored to ensure that savings are maximised.
- 7.3 Any one off costs of the project would have to be met from the savings generated

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

**Members need to 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

8.1 None in the context of this report.

## **9. CRIME AND DISORDER IMPLICATIONS**

9.1 None in the context of this report.

## **10. CONSULTATION IMPLICATIONS**

10.1 Consultation has been carried out with potentially affected staff and Unison.

**11. ASSET MANAGEMENT IMPLICATIONS**

- 11.1 This change could potentially provide rental space within the Mart Road depot for either NSL or an alternative organisation.

**12. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1 None in the context of this report.

**13. LEGAL IMPLICATIONS**

- 13.1 A formal agency agreement would be required to give authority for Somerset County Council to act on behalf of West Somerset Council in the processing of Penalty Charge Notices. This would not affect West Somerset Council's powers to make traffic regulation orders to regulate parking in council car parks and to set parking charges.

Appendix A – Service Delivery Options

Appendix B – Business Case

Appendix C – Patrol Routines





## Appendix A – Service Delivery Options Considered

Option	Advantages	Disadvantages	Recommendation
Retain an in-house capability for car park enforcement.	In house expertise is retained. Existing equipment, procedures and supply contracts would continue.	Existing capacity and cost issues are not resolved. This option would not fit well with shared service provision, as the equivalent Taunton Deane service is provided through the County Council's countywide service provision. It would not resolve the inefficiency of two parking enforcement agencies working alongside each other in West Somerset.	Not recommended.
Outsource with an independent tender for an enforcement service for WSC car parks.	Would test the market. Would allow WSC to choose the form of contract.	<p>Initial assessments suggest that existing staff would qualify for transfer under TUPE regulations. Other functions currently carried out by these staff would have to be absorbed through the shared service provision changes.</p> <p>There would be significant additional costs of preparing tender documents and subsequent ongoing costs for contract management. This arrangement would not resolve the inefficiency of two parking enforcement agencies working alongside each other in West Somerset.</p>	Not recommended.
Buy in to the County Council's parking enforcement service provision.	Financial models show a saving of circa £39,000 per year for the same level of deployment of enforcement officers. Taunton Deane has demonstrated cost savings through adoption of the countywide service. The proposal provides flexible resources from the service provider and access to expertise from County Council staff.	Initial assessments suggest that existing staff would qualify for transfer under TUPE regulations. Other functions currently carried out by these staff would have to be absorbed through the shared service provision changes.	Preferred option.





# Parking Services Review

## West Somerset Council

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### BUSINESS CASE

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#### Document Details

Project name	Parking Services Review
Document name	Business Case
Status	Draft
Security	Internal
Date	1 Oct 2013
Version	V 0.1
Author	P Yeomans
Owner	S Watts

#### Document Revision History

Previous Version Number	Previous Issue dates	Summary of Changes	Changes made by

## **1. Background**

West Somerset Council is undergoing significant re-structuring to reduce costs and protect services.

In June 2012 Somerset County Council established a parking service to provide civil parking enforcement and related services. Taunton Deane Borough, Sedgemoor District and Mendip District Councils have entered into agency agreements with the County Council to provide parking enforcement in their car parks. At the time West Somerset Council chose to continue the existing in-house arrangements for management and enforcement of the car parks.

Since June 2012 it has been a challenge for the in-house team to provide an appropriate level of service with the limited number of officers available. Since August 2013 the County Council has been assisting with additional cover at weekends.

This proposal looks at the option of West Somerset Council buying in to the County Council's parking service, retaining a minimum client function to manage the car park infrastructure and to advise on parking charges and policy.

## **2. Why the project is needed**

Revenue from the Council's car park assets provides an important income stream that supports Council services. Failure to properly manage the car parks and their enforcement would put that income stream at risk.

Reduction of cost is the key driver for a change to West Somerset Council's parking service. The County Council's on-street parking management and enforcement service operates throughout West Somerset. This business case shows how savings can be made; by using the same enforcement officers and management arrangements for both on street parking places and car parks.

Parking enforcement and management of the parking service require specialist knowledge and qualifications. Enforcement officers must be qualified to ensure that enforcement is carried in accordance with the Council's guidelines and complies with the regulations. Cash collection and banking staff must be qualified to meet audit requirements. Challenges and representations must be dealt with properly so that they can be justified if necessary in adjudication. This is not a service that can be temporarily covered by unqualified staff.

Three members of staff currently provide all aspects of West Somerset Council's parking service. The public use the service seven days a week and the need for enforcement or attention to pay and display machines may come at any time. The challenge of providing cover, particularly during times of annual leave or sickness, has proved problematic during the past year.

### **3 Project Description**

The proposal requires that West Somerset Council enters into a similar agency agreement to that currently in place between Somerset County Council and Taunton Deane Borough, Sedgemoor District and Mendip District Councils.

Elements of the service, the proposed management arrangement and the proposed charging mechanisms are summarised below.

#### **Service elements to be provided by Somerset County Council**

<b>Service</b>	<b>Provision</b>	<b>Charges</b>
Enforcement officers	SCC through the contract with NSL	Hourly rate, only payable when deployed in a car park
Penalty notice processing	SCC through the contract with NSL	Price per PCN correctly issued
All enquiries about penalty notices	SCC through the contract with NSL	Included
Penalty notice appeals and day to day policy interpretation	SCC through the Parking Services Manager	Annual fee
Bailiff service and debt recovery	SCC through the Parking Services Manager	Included
Cash collection and banking	SCC through the contract with NSL	Price per collection
Pay and Display machine maintenance	SCC through the contract with NSL	Annual price per machine. Replacement parts and vandal damage extra at cost

#### **Service elements to be delivered by West Somerset Council**

<b>Service</b>	<b>Provision</b>	<b>Charges</b>
Season ticket and permit issue	West Somerset Council Customer Services	
Setting car park prices	West Somerset Council, with advice from SCC Parking Manager	In house, advice included in annual fee
Setting enforcement, challenges and representations policy and guidelines	West Somerset Council, with advice from SCC Parking Manager	In house, advice included in annual fee
Provision of car park	West Somerset Council,	In house, advice

infrastructure, car park surface, signs, lines, boundaries, replacement machines.	with advice from SCC Parking Manager	included in annual fee
Response to politically sensitive challenges (communication protocol to be agreed)	West Somerset Council, with advice from SCC Parking Manager	In house, advice included in annual fee

**Dulverton**

West Somerset Council’s car parks in Dulverton are subject to a lease agreement and are managed by Dulverton Town Council. It is assumed that this arrangement will continue so the Dulverton car parks have not been included in the financial assessment.

**Existing staff and TUPE**

If it is decided that this proposal is worthy of further development, detailed consultation will be carried out with staff and union representatives for the staff in the parking service.

As this proposal involves exiting functions moving to a different service provider, West Somerset staff in the parking service would qualify for transfer under the TUPE regulations if most of the work they are currently doing transfers. This would be subject to detailed analysis during a transfer process.

**4. Benefits**

The proposal would bring the following benefits

- Cost savings compared to current arrangements
- A sustainable service operating to specified quality standards, drawing on resources of the County Council and a national service provider
- Detailed service monitoring and reporting facilities
- Availability of the Parking Service Manager’s expert advice
- Shared processes and procedures, simple for the public to understand

**5. Benefits realisation**

Some of the cost benefits would be realised as soon as the service transfers, through the reduction of directly employed staff. Other benefits would come on stream as the service develops, through alignment with other services in the County and opportunities to use new developments such as cashless parking.

Detailed monitoring arrangements have been established within the County Council's existing agency agreements, including direct on-line access for each Council at any time to the management systems. The County Council

provides monthly reports on all aspects of the service and progress is discussed at monthly joint meetings. West Somerset Council would receive reports tailored to specific needs, or could generate its own reports from the system for audit purposes.

The agency agreements include facilities for regular service reviews. The intention is to take advantage of the latest service and technological developments to provide service improvements and to continue to reduce costs.

### **6. Costs/ resources/ timescales**

The following table sets out a detailed comparison of annual costs.

	Draft Budget 2014/15	1 <sup>st</sup> April-30 June 2014	1 <sup>st</sup> July-31 <sup>st</sup> March 2015	Possible Budget 2015/16
Salaries	£81,000	£20,250	£0.00	
NDR	£66,000	£66,000		£66,000
Maintenance	£15,000	£1,000	£14,000	£15,000
Equipment	£4,000	0.00		
Signs	£3,800	£500	£3,300	£3,800
Uniform	£500	0.00		
Ticket Machines	£16,000	£1,000	£10,000	£10,000
Rent	£500	0.00		
Coin Counting machine	£1,000	0.00		
Ticket Machine sim cards	£3,500	£875	£875	£3,500
DVLA Enquiry SERVICE	£100	£15		
Meter Tickets	£6,500	£1,000	£5,500	£6,500
Secure cash collection	£3,000	£800		
Vehicle expenses	£4,500	£1,350		
Electricity	£800	£200	£600	£800
Chipside (This is IT budget)	£1,6000	£381		
<b>SUB TOTAL</b>	<b>£207,800</b>	<b>£93,371</b>	<b>£34,275</b>	<b>£105,600</b>
Patrol time			£29,192	£39,956
Cash collections			£4,958	£7,600
Meter Maintenance			£8,789	£8,789
Penalty processing		*	£4,875	£6,500
<b>Total</b>	<b>£207,800</b>	<b>93,371</b>	<b>£82,089</b>	<b>168,445</b>
			<b>£32,340</b>	<b>£39,355</b>

- \* This figure will vary on the amount of fines issued
- This exclude Dulverton and Kilve Beach car parks

### **Project Costs**

## **6. Investment appraisal**

The proposal shows significant ongoing cost savings and a positive return within the first year. This proposal is unrelated to the joint management and shared services project with Taunton Deane Borough Council, as such any one off costs will be funded by this Authority. All cost reductions will also be to the benefit of West Somerset Council.

It should be noted that the final negotiations relating to the transfer of employees has not yet been carried out, should these negotiations result in the transfer of only 2 employees rather than all three there would be a need for this Authority to seek a redeployment or redundancy option of that member of staff.

If this were to be the case then the in year savings would be reduced, but there would still be a financial benefit in year one and achievement of the full saving from 15/16 onward.



1st April - 31st October

CURRENT PATROL TIME							
1st April -31st October							
Week 1							
	M	T	W	TH	F	SA	SU
Minehead	60	60	60	60	60		
Porlock	45	45	45	45	45		
Dunster	45	45	45	45	45		
Watchet	45	45	45	45	45		
Williton	45	45	45	45	45		
Kilve							
Beach	30	30	30	30			
Depot/driving	180	180	180	180	180		
Total Minutes	450	450	450	450	420	0	0
37 Hours per week							

PATROL TIME UNDER SCC							
	M	T	W	TH	F	SA	SU
Minehead	120	120	120	120	120	120	120
Porlock	30	30	30	30	30	30	30
Dunster	45	45	45	45	45	45	45
Watchet	75	75	75	75	75	75	75
Williton	30	30	30	30	30	30	
Total Minutes	300	300	300	300	300	300	270
341/2 Hours per week							

1st April - 31st October							
Week 2							
	M	T	W	TH	F	SA	SU
Minehead	60		60		60	60	60
Porlock	45		45		45	45	45
Dunster	45		45		45	45	45
Watchet	45		45		45	45	45
Williton	45		45		45	45	45
Kilve							
Beach	30				30	30	30
Depot/Driving	180		180		180	180	180
Total Minutes	450	0	420	0	450	450	450
37 Hours per week							

APPENDIX C

## 1st November -31st March

	CURRENT PATROL TIME						
	1st November - 31st March						
Week 1							
	M	T	W	TH	F	SA	SU
Minehead	120	120	120	120	120		
Porlock	30	30	30	30	30		
Dunster	30	30	30	30	30		
Watchet	30	30	30	30	30		
Williton	30	30	30	30	30		
Depot /Driving	120	120	120	120	120		
Total Minutes	360	360	360	360	360	0	0
	30 hours per week						

	PATROL TIME UNDER SCC						
	1st November - 31st March						
	M	T	W	TH	F	SA	
Minehead	60	60	60	60	60	60	
Porlock	30	30	30	30	30	30	
Dunster	30	30	30	30	30	30	
Watchet	45	45	45	45	45	45	
Williton	30	30	30	30	30	30	
Total Minutes	195	195	195	195	195	195	195
	22.25 Hrs per Week						

Week 2							
	M	T	W	TH	F	SA	SU
Minehead	120		120		120	120	120
Porlock	30		30		30	30	30
Dunster	30		30		30	30	30
Watchet	30		30		30	30	30
Williton	30		30		30	30	30
Depot /Driving	120		120		120	120	120
Total Minutes	360	0	360	0	360	360	360
	30 hours per week						

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*Report Number:* WSC 68/14

*Presented by:* Cllr Chris Morgan, Lead Member for Environment – Hinkley

*Author of the Report:* Andrew Goodchild, New Nuclear Programme Manager

*Contact Details:*

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*Report to a Meeting of:* Cabinet

*To be Held on:* 2<sup>nd</sup> April 2014

*Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:* Standing Item on Agenda

## HINKLEY POINT C – PROJECT UPDATE

### 1. PURPOSE OF REPORT

- 1.1 To provide an update on the Hinkley Point C project and for Cabinet to consider and note future actions as part of Service Plans and Corporate activity.
- 1.2 To advise Cabinet of proposed governance changes to be discussed at Corporate PAG and Council during April.
- 1.3 For Cabinet to note progress on the Hinkley Point C Connection Project being promoted by National Grid

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The Councils 2<sup>nd</sup> Corporate Objective relates to Hinkley Point C

### 3. RECOMMENDATIONS

- 3.1 That Cabinet note the updates and the content of the report

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
That West Somerset Council does not align its activity and priorities to maximise benefits from the Hinkley Point C project both in terms of corporate priorities and in terms of supporting communities and businesses	2	4	8
<i>That Cabinet receive regular updates as and when appropriate to ensure that Lead Members and other Councillors are aware of progress, forthcoming opportunities and issues which affect their wards</i>	1	4	4

That the Councils governance structures for the project are not aligned with the new Joint Management Team	2	3	6
<i>That Cabinet notes the intention to refresh its Governance arrangements at Council in April following discussion at Corporate PAG</i>	1	3	3
That the Council is not aware of the timetable and resources that are required to adequately represent the community in the forthcoming DCO Examination for the Hinkley Point C Connection Project	2	3	6
<i>That Cabinet note the update and note the intention for the Local Impact Report for the National Grid project will be presented to Members for approval in due course</i>	1	3	3

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

## 5. **BACKGROUND INFORMATION**

### **Project Update**

- 5.1 Members will have been aware that since the Council's Planning Committee granted permission for Site Preparation Works in January 2012 the developer, EDF Energy, has undertaken Phase 1 activity (vegetation clearance, archaeological investigations, fencing and general preparatory activity in advance of the Main Earthworks). Members will also be aware of the ongoing discussions between EDF Energy and the Government over the 'Strike Price' and infrastructure and loan guarantees which, EDF Energy have said need to be in place prior to their Final Investment Decision. Members will also be aware of the ongoing EU Commission investigation into the Strike Price / Contract for Difference.
- 5.2 At present, whilst the timescales are subject to change and the Final Investment Decision is dependent on the outcome of these other decisions, EDF Energy has been considering, in order to 'de-risk' the project, whether to undertake some more preparatory activity to ensure that the project can commence in earnest once the Final Investment Decision is made. Members will be aware of the recent commencement of the Stamford Corner roundabout works between Cannington and Bridgwater and local Members will know that the Hinkley Point C site has recently been re-opened as a construction site.
- 5.3 In addition to these works EDF Energy has been considering whether to undertake further preparatory activity in the remainder of 2014 in advance of the Final Investment Decision. A decision of the EDF Energy board is expected in early April regarding activity which may be commenced in the period April to June 2014. Initial discussions with EDF Energy indicate that these works may include earthworks on the main site which would trigger Phase 2 of the Site Preparation Works. It is possible that EDF Energy's Board's decision may be available for the Cabinet meeting on the 2<sup>nd</sup> April, if this is the case a verbal update will be provided to Members at the meeting.
- 5.4 While none of these decisions and activities are confirmed at the time of writing, officers and community forums have been advised of the 'proposal' being presented to EDF Energy's Board and officers and Lead Members have been rightly considering the Councils own 're-mobilisation' plan to ensure that the Council is best placed to respond quickly should a positive decision be made.
- 5.5 Whilst none of the above information triggers the need for a Member decision at this meeting it is important that the Council as a whole is aware of the implications of the 'proposal' and that it refreshes its action plans and strategies once a firm decision is known.

## **Project Governance**

- 5.6 Given the recent changes to the Councils Joint Management Team and the appointment of the New Nuclear Programme Manager one aspect of the 're-mobilisation' plan is to consider afresh the approach to project governance. Members will be aware that during the initial 'planning' phase of the project the Council utilised a Hinkley Point C Corporate Working Group and, since the close of the DCO Examination in 2012, the meetings of the Corporate Working Group have ceased. Whilst the correct forum for discussing the matter is the Corporate PAG, Members will note the intention to constitute a Nuclear PAG to align with the portfolio of the Lead Member for Environment – Hinkley at Council in April to provide the opportunity for update and discussion on key activities in the same manner as the other Policy Advisory Groups in the other portfolio areas.

## **Hinkley Point C Connection Project Update**

- 5.7 Members will recall from the recent response provided to National Grid in October 2013 that the intention was for National Grid to submit their DCO application to the Planning Inspectorate in early 2014. At this point in time it is anticipated that National Grid will submit their application in May 2014. Members will recall that this triggers a number of 'stages' including the need for the Council to respond to the adequacy of consultation; submission of a relevant representation; the Preliminary Meeting; the publication of the timetable for the Examination and the start of the Examination. Whilst these follow on 'stages' are dependent on a number of factors it is anticipated, based on a May 2014 application, that the Preliminary Meeting would take place September 2014 and that the Council may have to submit its Local Impact Report in October 2014.
- 5.8 Members will recall that as with the EDF Energy DCO application, timescales for the submission of material and responses to questions from the Panel of Examining Inspectors are extremely short. The delegated powers granted to the Planning Manager (in conjunction with the Leader, Lead Member for Environment – Hinkley and Chief Executive) are sufficient to enable the Council to actively participate and respond within the necessary timescales however, these delegated powers will be exercised by the New Nuclear Programme Manager rather than the Assistant Director Planning and Environment.
- 5.9 As with the EDF Energy DCO application and given the importance of the content and its role within the Examination, the Local Impact Report will be presented to Members for approval and submission in due course.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 There are no direct financial or resource implications from the content of this report other than for Members to note that the increased activity anticipated from within both projects will begin to even more greatly influence the workload of the EDF Energy funded posts within the organisation. As Members will know, the Council has reached agreement with EDF Energy to fund those posts until at least December 2014 and that, should Phase 2 and or the DCO be begun then additional staff payments are due. Clearly there are significant payments due at various stages which will be paid to the Council, although proposed expenditure will need to be agreed by the Planning Obligations Group, Cabinet and Council in the normal way.

## **7. COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 7.1 [Click here and type text]

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

**Members need to 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

8.1 There are no direct equality and diversity implications as a result of this report

**9. CRIME AND DISORDER IMPLICATIONS**

9.1 There are no direct crime and disorder implications as a result of this report

**10. CONSULTATION IMPLICATIONS**

10.1 There are no consultation implications as a result of this report. The New Nuclear Programme Manager will continue to liaise with communities affected by both projects and it is anticipated that a presentation on the Hinkley Point C project will be made to all Area Panels in due course explaining various aspects of the project to community stakeholders.

**11. ASSET MANAGEMENT IMPLICATIONS**

11.1 There are no direct asset management implications as a result of this report

**12. ENVIRONMENTAL IMPACT IMPLICATIONS**

12.1 There are no direct equality and diversity implications as a result of this report. The Environmental aspects of both projects are set out within the Environmental Statements submitted in support of the Site Preparation Works/DCO applications.

**13. LEGAL IMPLICATIONS**

13.1 There are no direct legal implications as a result of this report

*Report Number:* WSC 69/14  
*Presented by:* Councillor Tim Taylor, Leader of the Council  
*Author of the Report:* Kim Batchelor  
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*Email:* kbatchelor@westsomerset.gov.uk  
  
*Report to a Meeting of:* Cabinet  
*To be Held on:* 2<sup>nd</sup> April 2013

## CORPORATE PLAN 2014-16

### 1. PURPOSE OF REPORT

- 1.1. The purpose of the report is for Cabinet to consider approving the Corporate Plan for 2014-16.

### 2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The preparations and adoption of an appropriately focused Corporate Plan is essential to enable the Council to both establish and deliver its corporate priorities.

### 3. RECOMMENDATIONS

- 3.1. That Cabinet approve the West Somerset Council Corporate Plan 2014-16, included at Appendix A, with or without modifications.

### 4. RISK ASSESSMENT (IF APPLICABLE)

#### Risk Matrix

Description	Likelihood	Impact	Overall
The Council fails to deliver or meet its own priorities and objectives	Possible (3)	Major (4)	Medium (12)
<i>The mitigation is an agreed and fully resourced Corporate Plan</i>	Unlikely (2)	Major (4)	Medium (8)
Services and or major projects/initiatives are not delivered	Possible (3)	Major (4)	Medium (12)
<i>To mitigate this risk the Corporate Plan is supported by action plans in the Service Plans that are linked to the Medium Term Financial Plan</i>	Unlikely (2)	Major (4)	Medium (8)

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

## 5. **BACKGROUND INFORMATION**

### 5.1. Introduction

**Corporate Plan** - The purpose of a Corporate Plan is to bring focus and resources to the main priorities of the Council. It details the objectives and key tasks that the Council wants to achieve in order to deliver its vision. At the meeting of the Council held on 16 April 2012 a four year plan (2012-16) was approved with the intention that the priorities and objectives would remain constant for the four years with key tasks being liable to year on year change.

To deliver its primary purpose the Corporate Plan does need to be kept refreshed and up to date and hence the annual review. This review does need to reflect changing circumstances where they are significant.

5.1.1 The council's priorities were reduced from six to two in 2013, and these two priorities remain the focus for council going forward for 2014-16, these two priorities are:

- **Local Democracy:**  
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset; and
- **New Nuclear Development at Hinkley Point:**  
Maximising opportunities for West Somerset communities and businesses to benefit from the development whilst protecting local communities in the environment.

5.1.2 For the Local Democracy priority, the objectives and key tasks for 2014-16 continue to focus on delivery of the Joint Management and Shared Services Business Case as approved by Council in November 2013. This includes the establishment of shared service teams, delivering business cases for Building Control and Legal Services, technology actions to support joint working, governance and communications. Identifying additional savings, income generation and maximising new funding opportunities are also key tasks for 2104-16.

5.1.3 The New Nuclear Development at Hinkley Point objectives focus on supporting communities, opportunities for businesses, environmental enhancement and increasing housing availability. The council also have a responsibility to monitor the development ensuring it is carried out in accordance with the approved plans and there are key tasks identified to support this.

5.1.4 Key measures to track progress by 31 March 2015 have been identified and are included in the plan and will be reported quarterly as part of the Council's performance management framework. The Plan also includes the Council's vision, core values and include a financial summary for 2014/15 as confirmation in the approved budget.

5.1.5 The draft plan was considered at the meeting of the Corporate PAG and minor amendments have been made to the supporting text as a result of the feedback. The Corporate Plans 2014-16 is presented as Appendix A to this report.

5.1.6 **Service Plans** – To support the implementation of the Corporate Plan, service plans are in place to ensure the objectives and associated clear focus on the two corporate priorities.

Service Plans are encouraged to be living documents that are amended throughout the year to reflect changing circumstances. As the new service structures are embedded into the council, the service plans will be amended to reflect the new structures and services specific priorities for that area.



## **5.2 Performance Management**

The monitoring of the delivery of the Corporate Plan will be undertaken via the quarterly performance monitoring reports presented to Scrutiny and Cabinet.

## **6. FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1. The objectives under the local democracy corporate priority are key to the Council delivering its Medium Term Financial Plan.
- 6.2. Budget monitoring will occur as part of the corporate performance monitoring and is reported regularly to Members. The figures shown in the Corporate Plan [Appendix A] were agreed in February 2014 as part of the 2014/15 budget setting process.

## **7. SECTION 151 OFFICER COMMENTS**

- 7.1. Regular and robust monitoring through the performance management framework will be essential to ensure the Corporate Plan is being delivered.

## **8. EQUALITY & DIVERSITY IMPLICATIONS**

- 8.1. The Council commitment to equalities and diversity is reflected in the Council's Core Values of the Corporate Plan.

## **9. CRIME AND DISORDER IMPLICATIONS**

- 9.1. There are no direct implications.

## **10. CONSULTATION IMPLICATIONS**

- 10.1. The various discussions have been undertaken during the annual review of the corporate plan including to Corporate PAG of 18<sup>th</sup> March 2014.

## **11. ASSET MANAGEMENT IMPLICATIONS**

- 11.1. Any implications on the Council's assets would be reflected in service plan actions.

## **12. ENVIRONMENTAL IMPACT IMPLICATIONS**

- 12.1. There is specific reference to protecting environment under the New Nuclear Development at Hinkley Point priority – Objective 7.

## **13. LEGAL IMPLICATIONS**

- 13.1. There are no direct implications.





# West Somerset Council



# Corporate Plan 2014-16



**Front Cover photographs by:**

Maxine Garner [Minehead]  
Jane Lillis [Watchet]  
Fred Owen [Exmoor Ponies]  
Craig Palmer [Train]

## Foreword

This has been a momentous milestone year for West Somerset Council, since we have now entered a formal partnership with neighbouring Taunton Deane Borough Council to join management and share services.

This will be of huge benefit to the people of West Somerset as the partnership will save West Somerset Council some £300,000 a year – 6% of our annual budget. This will help protect services in West Somerset – those important services that benefit our community. The partnership will not only save money but will increase the expertise and capacity available to the council. This can only be for the good of those whom we serve.

We now have one Chief Executive in charge of both councils, a shared top team of officers at Director and Assistant Director levels, and are working on shared appointments for further tiers of staff. This will result in a single team of officers serving the two councils.

In future years, West Somerset Council will still need to make further savings to balance its budgets but this should be possible without any significant reduction in the services we provide.

At the end of March 2014, we say ‘goodbye’ to our previous Chief Executive, Adrian Dyer. Adrian joined West Somerset Council in 1975 and has been a dedicated, loyal and exemplary servant of the council. In January 2009 he was unexpectedly promoted to lead the council’s officer team and in 2010 he became Chief Executive. Residents of West Somerset should be very grateful to Adrian for guiding the council from the depths of it being a failing council to the current council which has received accolades from Government for what it is achieving. Adrian will be very much missed by councillors and staff and the many organisations and partnerships that we work with.

West Somerset Council will remain democratically independent. Our vision remains to enable people to live, work and prosper in West Somerset with two clear priorities of (1) securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset and (2) maximising opportunities for West Somerset communities and businesses to benefit from the development of the proposed new nuclear power station at Hinkley Point, whilst protecting local communities and the environment.

We remain committed to working with our communities including town and parish councils, to involve them in shaping our district both now and in the future.

We will also continue to work with Government and the Local Government Association to secure local democracy and accountability in West Somerset. We are passionate in our determination to do what is best for our local residents and communities.

This Corporate Plan lays the foundation for what needs to be done, so that by the end of 2014/15 the Council will, not only have continued to provide value for money services for its residents, but will also have a clear pathway for preserving local democratic accountability in West Somerset.



Tim Taylor  
Leader of the Council

*Tim Taylor*  
4 97



Penny James  
Joint Chief Executive

*Penny James*

# Management

The Council's **Senior Leadership Team** is made up of the Chief Executive, three Directors and Assistant Chief Executive

## Senior Leadership Team

Penny James –	Chief Executive
Shirlene Adam –	Director – Operations, Section 151 Officer and Deputy Head of Paid Services
James Barrah -	Director – Housing and Communities
Brendan Cleere –	Director – Growth and Development
Bruce Lang –	Assistant Chief Executive and Monitoring Officer

The Council's **Joint Management Team** is made up of the Chief Executive, three Directors, the Assistant Chief Executive and the seven Assistant Directors

## Service Responsibilities

	Assistant Director	Director
Corporate Services Resources Operational Delivery	Richard Sealy Paul Fitzgerald Chris Hall	Shirlene Adam
Housing and Community Property and Development	Simon Lewis Tom Gillam (interim)	James Barrah
Planning and Development Business Development	Tim Burton Ian Timms	Brendan Cleere

## Area Panels

Area Panels are open public meetings that provide an opportunity for the community to have their say on what matters most to them in their area. As well as officers and elected members, representatives from the parishes, Somerset County Council, the Police and other public sector agencies will attend to hear issues and answer questions. The aim of the panel is to strengthen the links between the council and local communities. Each area panel meets 4 times a year.









Panel Area	Director
Minehead	James Barrah
Watchet, Williton and Quantocks	Brendan Cleere
Dunster	Shirlene Adam
Exmoor	Bruce Lang

## Political Leadership

The Leader of the Council is accountable for the delivery of the corporate plan. The leader appoints a Cabinet of members whose role in relation to the corporate plan, is to provide guidance on the setting of priorities and promote those Council priorities and objectives. Each member of the cabinet also has a particular responsibility for a designed portfolio and these are listed below

### Portfolios

### Lead Member

- |   |   |
|---|---|
| <p> <b>Corporate Support &amp; Performance</b><br/> <i>Actively championing West Somerset</i><br/>           Also, services including:<br/>           Performance Management, Diversity &amp; Equalities,<br/>           Press &amp; Media and Corporate Management</p>                          | <p>Councillor Tim Taylor<br/>           [Leader of the Council]</p> |
| <p> <b>Resources &amp; Central Support</b><br/> <i>Achieving financial sustainability</i><br/>           Also, services including:<br/>           Asset Management, Human Resources, ICT and Finance</p>   | <p>Councillor Kate Kravis</p>                                       |
| <p> <b>Housing, Environmental Health &amp; Licensing</b><br/> <i>Improving the quality and availability of housing</i><br/>           Also, services including:<br/>           Housing, Food Safety, Licensing and Planning Policy</p>   | <p>Councillor Keith Turner</p>                                      |
| <p> <b>Regeneration &amp; Economic Growth</b><br/> <i>A thriving and increasingly varied local economy where people will have the skill to work and prosper</i><br/>           Also, services including:<br/>           Economic Regeneration, Tourism, Car Parking and Public Convenience</p> | <p>Councillor Karen Mills</p>                                       |
| <p> <b>Community and the Customer</b><br/> <i>Championing strong local communities</i><br/>           Also, services including:<br/>           Community Safety, Arts &amp; Culture, Land Charges, Benefits, Council Tax, Business Rate, Website and Customer Services.</p>                    | <p>Councillor Dave Westcott</p>                                     |
| <p> <b>New Nuclear</b><br/> <i>Maximising opportunities for West Somerset communities and businesses.</i></p>  | <p>Councillor Chris Morgan</p>                                      |
| <p> <b>Environment</b><br/> <i>Safeguarding the natural and built environment</i><br/>           Also, services including:<br/>           Street Cleansing, Waste &amp; Recycling, Park &amp; Open Spaces, Planning Applications, Coastal Management and Climate Change</p>                    | <p>Councillor Anthony Trollope-Bellew</p>                           |
| <p> <b>Executive Support &amp; Democracy</b><br/> <i>Supporting the democratic process</i><br/>           Also, services including:<br/>           Electoral Services and Member Services</p>  | <p>Councillor Steven Pugsley</p>                                    |

## The Council's Core Values

We will be supportive of one another; work as a team of teams and be flexible. We will show an ability to cope with change together with a commitment to ongoing learning and development.

Of others we will value people as individuals and the mix of personal, people, professional and technical skills they bring.

Our core values are that of:

**Integrity** – be honest, do what is right and stick to it

**Fairness** – treat everyone equally, respecting his or her individual needs and abilities

**Respect** – always show respect for everyone

**Trust** – show trust in our staff and Members

West Somerset recognises the importance of fair treatment and we are committed to ensuring everyone has access to our services and is treated equally and fairly.

The Council's aim is to seek to ensure that our policies, services and decision-making are as responsive and inclusive as they can be, and to promote equality of opportunity for all those living, working and visiting the district.

## Purpose of the Corporate Plan

This Corporate Plan has been developed for our staff, councillors, residents and partners. It has three main aims, to clarify:

- ▶ The Council's overall vision, priorities for the district, portfolio aims and objectives and how we will deliver them
- ▶ What we stand for by way of principles and values
- ▶ The standards which we wish to be judged on

This Plan will inform our work programme and resource allocation, providing clarity and assurance on what we aim to achieve.

This Plan has been written to cover the period 2014-16



# VISION

## To enable people to live, work and prosper in West Somerset

By:

- **Championing and enabling the people, local organisations and communities of West Somerset**
- **Working with partners, both inside and outside West Somerset**

The plan sets out the overall vision for West Somerset and the two priorities that the council are focussing on for 2014-16. These two priorities are

- **Local Democracy:**  
Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset
- **New Nuclear Development at Hinkley Point:**  
Maximising opportunities for West Somerset communities and businesses to benefit from the potential development whilst protecting local communities and the environment.

Under each priority there are a set of objectives and the key tasks that will be undertaken to deliver that objective.

We monitor and report our performance throughout the year to see whether we are on track to deliver the corporate plan. We also use the measures of progress to check that the key tasks are *delivering our priorities*

# Priorities, Objectives and Key Tasks

The following provide details of the priorities, objectives and associated key tasks that contribute to the delivery of the Corporate Priorities and the strategic vision

## Corporate Priority

### Local Democracy:

Securing local democracy and accountability in West Somerset, based in West Somerset, elected by the people of West Somerset and responsible to the people of West Somerset

*We will have achieved this priority of Local democracy if a financially sustainable and accountable model of local democracy remains at West Somerset by March 2016*

#### Objective 1:

- **Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to establish and implement shared service delivery models that deliver effective, efficient services**

#### **Key Task 1.1**

Working with TDBC to establish and implement shared services by April 15.

With Tiers 2,3 & 4 in place, design the proposed structures by 31<sup>st</sup> May and implement by 1<sup>st</sup> Aug 2014 for service leads/supervisors

With service leads/supervisors in place, design the proposed structures by 31<sup>st</sup> Oct and implement by 1<sup>st</sup> Feb 2015 for service teams

#### **Key Task 1.2**

Undertake the work required to deliver the shared services implementation plan including:

Subject to acceptance of the business cases, implement the proposals for transformation of Legal Services & Building Control as the services identified as suitable for fast tracking and any other fast track opportunities that arise by 31<sup>st</sup> March 2015

#### **Key Task 1.3**

Undertake the **technology** actions to support joint working and shared services including the introduction of common platforms for email account/calendars an integrated phone system, printing and flexible office space enabling staff and Members to work more effectively by 31<sup>st</sup> March 2015

#### **Key Task 1.4**

Undertake **HR** actions required to support a review of terms and conditions and the implementation of any required changes i by 1<sup>st</sup> April 2015

**Key Task 1.5**

By 31<sup>st</sup> March undertaken corporate/**governance** work to review policies and align where necessary, the development of a performance management framework and financial monitoring that supports the requirements of the joint management and shared services programme.

**Key Task 1.6**

Draft and implement a strategy and supporting plan for internal and external communications to support the shared services and service transformation programme during 2014/15.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Local democracy priority

- Level of general reserves is at least £500,000
- The annual accounts 2013/14 are given an unqualified opinion
- The percentage West Somerset residents who are satisfied with council services is maintained at the 2013/14 level of 73%
- Overall satisfaction with the council by residents is maintained at the 2013/14 level of 73%

## Objective 2:

- ⊕ **Identify additional savings, income generation and maximise existing and new funding opportunities to secure financial sustainability by March 2016**

**Key Task: 2.1**

Deliver 2014/15 budget savings and income generation by April 2015.

**Key Task: 2.2**

Identify 2015/16 budget savings and income generation opportunities as part of the budget saving process by Feb 2015.

**Key Task: 2.3**

Monitor and review levels of income from New Homes Bonus and Business Rate Retention and assess any subsequent impact on Medium Term Financial Plan.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Local democracy priority:

- New Homes Bonus for 2015/16 is in excess of the accumulated total of £444k (based on 2013/14 figures)
- Business Rate Retention from economic growth is at least £205,729 in excess of the baseline funding level of £1,050,735

## Corporate Priority

### New Nuclear Development at Hinkley Point

Maximising opportunities for West Somerset communities and businesses to benefit from the potential development whilst protecting local communities and the environment.

*We will have achieved this priority of 'New Nuclear Development at Hinkley Point' if by March 2016 we have demonstrated that local communities and businesses have benefited from the economic opportunities arising from the development.*

Maximising opportunities for **communities**:

Objective 3:

- Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and, and, when funds become available, are supported in delivering projects and initiatives**

**Key Task: 3.1**

To explain to the West Somerset community the agreed process for communities and organisations to access and bid for funding, maximising the potential investment in West Somerset from Hinkley Point related funding once funding becomes available

**Key Task: 3.2**

To improve the community's understanding of the funding available from WSC and Somerset Community Foundation through production of a communications strategy to be launched once each phase of funding becomes available

**Key Task: 3.3**

To support the community during the bidding process, maximising the number of successful bids and potential investment in West Somerset.

**Key Task: 3.4**

By December 2014 develop a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point

At least 2 Council promoted projects will have received the necessary funding approvals by March 2015

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Hinkley Point priority:

- 10 projects in West Somerset will have an approved funding bid within 12 months of funds becoming available
- At least 2 Council promoted projects will have received the necessary funding approvals by March 2015

## Maximising opportunities for **businesses** and the working age community

### Objective 4:

- **The economic opportunities that arise from the development and associated activities are maximised**

#### **Key Task: 4.1**

Work with key partners and EDF Energy to support businesses and the local working age community to gain economic benefits from the development in terms of contracts awarded to local suppliers and increased employment opportunities.

#### **Key Task 4.2**

Work with key partners and EDF Energy to provide suitable access to skills, training and employment opportunities to benefit local residents and ensure that local businesses have the access to the skilled workforce that they require.

#### **Key Task 4.3**

Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Hinkley Point priority:

- 20 young people will have undertaken apprenticeship programmes by March 2015
- 10 long-term unemployed have accessed employment/training opportunities by March 2015
- 10 West Somerset Residents have gained jobs on the Hinkley Point 'C' project by March 2015
- 1 % of West Somerset businesses gained contracts on the Hinkley Point 'C' project by March 2015

## Protecting local **communities**

### Objective 5:

- **The availability of housing supply within West Somerset is increased if funds become available to mitigate the extra demands linked to Hinkley Point workers**

#### **Key Task 5.1**

Using the Hinkley Point Housing Fund to provide 100 additional bed spaces in the West Somerset area by 31<sup>st</sup> Mar 2014

#### **Key Task 5.2**

Facilitate the delivery of 80 affordable homes within the West Somerset area by 31<sup>st</sup> Mar 2014

#### **Key Task 5.3**

To work with landlords and owners of empty properties to return 55 back into use across West Somerset with priority on the eastern area parishes.

**Key Task 5.4**

To work with landlords and owners to bring 400 properties up to the Decent Homes Standard making them available for use across the West Somerset area.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Hinkley Point priority:

- Deliver 100 Additional bed spaces towards our 2016 target of 300
- Deliver 80 affordable house towards our 2016 target of 140
- Return 55 empty properties to use towards our 2016 target of 240
- Make 400 properties decent towards our 2016 target of 1100

## Objective 6:

- **The development at Hinkley Point is carried out in accordance with the approved plans and ensuing that the council actively monitors the development and responds to any complaints received in a timely and sound manner**

**Key Task: 6.1**

When significant development commences on the Hinkley Point C site to establish and maintain thereafter a programme of site visits to Hinkley Point and associated development sites to ensure that the development is carried out in accordance with the approved plans

**Key Task: 6.2**

To monitor and publicise Noise and Air Quality Data on the Councils website to enable communities affected to access data and, following the agreed complaints procedure, to respond appropriately to issues which arise from development activity.

**Key Task: 6.3**

Once the development commences, continue working with partners to implement a range of community safety initiatives raising awareness of the development project, its potential impacts and preventative measures.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Hinkley Point priority:

- Arranging at least 6 planned and unplanned site visits to the development site and associated development sites within 12 months of the development commencing
- Responding fully to all complaints made regarding the development within 20 working days

## Protecting the local environment

### Objective 7:

- The effects on the environment by working with partners to positively respond to opportunities to enhance the environment in the affected communities using secured funding within Section 106 agreements are mitigated**

#### **Key Task: 7.1**

By July 2014 develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point

#### **Key Task: 7.2**

To actively work with Somerset County Council to ensure that they develop a clear programme of investment within West Somerset for the contributions where the County Council is the initial recipient from the development at Hinkley Point.

We will use the following measures of progress during the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 to track our progress on delivering our Hinkley Point priority:

- Present funding allocations to WSC Planning Obligations Group / Cabinet / Council by 1<sup>st</sup> August for approval of planting, aftercare and management designed to promote the conservation of Barbastelle Bats and ecology

The Corporate Plan sets out our priorities and for each priority a number of specific and measurable objectives for the council to deliver.

Corporate priorities are refreshed annually in order to respond to local, regional or national changes. This refresh is undertaken by the council using a range of methods and information, including:

- Feedback from the previous years' plan and the associated performance information.
- Customer feedback, for example through customer surveys, feedback from elected Members or customer complaints
- Statistical information about the demography of the District
- Budgetary information, including the Medium Term Financial Plan.

The Corporate Plan then informs service planning, the medium term financial plan, budget setting and service delivery through service plans, staff work plans and personal development reviews



## How we manage our performance

Performance management is the tool to ensure that we are serving our communities and residents well. Cabinet & councillors use it to check that policy decisions are being carried out and that local people are being well served.

Managers use performance management to ensure that the services, teams and individuals are performing to agreed service levels and that services respond to what is important to local people

Performance Management helps us to:

- Prioritise our work
- Keep track of and meet our corporate objectives
- Provide value for money
- Motivate & manage our staff
- Improve the outcomes for our residents

A framework for managing and monitoring performance is vital to demonstrate efficient and effective use of resources and a corporate calendar incorporating all the elements of the Performance Management Framework has been adopted and is being implemented.

We monitor the progress of the Corporate Plan and service plans on a quarterly basis to ensure that we remain focused and stay on track to deliver what we set out to. We also assess our performance by consulting with our partners and customers, benchmarking against other similar local authorities and learning from good practice.

Updates on key performance indicators and performance against the corporate plan and service plans are reported to both Scrutiny & Cabinet on a quarterly basis.

Performance Management is one of the key roles of Scrutiny. Besides scrutinising performance against the corporate plan and service plans they will also carry out investigations into areas of poor council performance and scrutinise the process for preparing the medium financial plan and budget to ensure it reflects the corporate plan's priorities.

We take an integrated approach to performance that allows decisions to be made based on data that are accurate and complete. At the end of each quarter, Service Leads and Group Managers report on their performance indicators against targets, progress towards achieving key tasks and variances in financial spend.

Performance monitoring and review is a key process to recognise good performance and understand the ingredients that have achieved success. It will help to identify good practice and enable us to apply the learning to other areas where appropriate and gives recognition to those that deliver good performance

# Finance

The corporate plan is supported by our Medium term Financial Plan and the Council's Annual capital programme. The purpose of the Medium Term Financial plan is to give an indication of the financial health of the Council over the next three fiscal years. It covers the General Fund (revenue and revenue implications of the capital programme) and makes recommendations on the use of resources and the levels at which balances should be maintained. It also seeks to highlight the key service and financial pressures, which will impact upon the budgets over that time period.

In 2014/15 the council has a total net budget of £5.344m to spend on its services, which is made up of a £3.428m Government Grant / Business Rate retention and £1.823m in Council Tax. The balance of £0.093m is funded from reserves. Here is a summary of how this is spent:

<b>West Somerset Council Budget 2014/15</b>		
<b>Services</b>	<b>Original Estimate 2013/14 £</b>	<b>Forward Estimate 2014/15 £</b>
<b>Expenditure</b>		
<b>Environment</b> Including waste, recycling and fly tipping	£1,777,991	£1.826,617
<b>Resources and Central Support</b> Including ICT, staff and assets	£1,377,999	£1.564,264
<b>Performance and Corporate support services</b>	£877,792	£881,990
<b>Housing, Environmental health and Licensing services</b>	£479,054	£622,030
<b>Community Services</b> Including community safety and benefits	£574,359	£505,117
<b>Executive Support and Democratic Services</b> Including elections	£94,521	£95,082
<b>Regeneration and Economic Services</b> Including car parks, harbours, tourism and economic development. This portfolio has a net income generated of:	(£167,101)	(£150.,976)
		<b>£5.344,124</b>
<b>Funded By</b>		
Council Tax	£1,772,613	£1,823,221
Revenue Support Grant (Incl. Formula Funding)	£1,579,297	£1,224,738
Benefits Administration Grant	£272,850	£240,683
New Homes Bonus	£383,956	£443,644
Business Rate Retention	£1,141,521	£1,405,894
Council Tax Support Grant Paid to Parish/Town Councils	-£110,262	-£87,530
Welfare Reform		£59,659
New Burdens Grant	£32,680	
Estimated Surplus (NNDR)	(£0)	£119,823
Council Tax Freeze Grant		£20,547
Contribution from Reserves	£606,883	£93,445
	<b>£4,939,603</b>	<b>£5,344,124</b>

# Managing Risk

Risk management is the planned and systematic approach to the identification, evaluation and control of risk. Its objectives are to secure the assets of the organisation and to ensure the continued financial and organisational well-being.

The council's Service Planning process requires weaknesses, opportunities and threats to be identified and used to create and refresh service-based risk registers within each Group of services.

Joint Management Team maintains the Corporate Risk Register and service plans include any service level risks.

Additional risks may be identified

- During team meetings
- In internal audit reports and associated action plans,
- Through the drafting of committee reports
- External reviews including peer reviews
- Through the internal service review process

Risks are also identified in committee reports to help inform the debate. Relevant risks within those committee report summaries (at the front of each report) will be added to service or corporate risk registers as Joint Management Team deem appropriate.

The Council's aim is to seek to ensure that our policies and services are as responsive and inclusive as they can be, and to promote equality of opportunity for all those living, working and visiting the district.

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