

The Council's Vision:

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

CABINET

Meeting to be held on 3 July 2013 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 5 June 2013 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 25 June 2013 – **SEE ATTACHED.**

6. **Cabinet Action Plan**

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

7. **Business Case to Contribute Funding for Watchet Closed-Circuit Television (CCTV)**

To consider Report No. WSC 76/13, to be presented by Councillor D J Westcott, Lead Member for Community and Customer – **SEE ATTACHED.**

The purpose of the report is to obtain Cabinet agreement to recommend to Council to approve a supplementary estimate to match fund capital already secured from the Police and Crime Commissioner and other sources towards meeting the capital costs of installing public space CCTV in Watchet.

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8. Allocation of Section 106 Funds Held – Quarter 1

To consider Report No. WSC 75/13, to be presented by Councillor K M Mills, Lead Member for Regeneration and Economic Development – **SEE ATTACHED.**

The purpose of the report is to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.

9. Somerset Major Sports Facilities Strategy and Playing Pitch Assessment

To consider Report No. WSC 78/13, to be presented by Councillor D J Westcott, Lead Member for Community and Customer – **SEE ATTACHED.**

The purpose of the report is to propose that Cabinet endorse the findings of the Somerset Activity & Sports Partnership (SASP) Major Sports Facilities Strategy and the Playing Pitch Assessment Report to provide a rationale for the Council supporting, in principle, bids for funding being made by local community and voluntary groups for sports and recreation facilities.

10. Minehead Vision Manager Business Plan – Request for Seaside Strategy Funding

To consider Report No. WSC 77/13, to be presented by Councillor K M Mills, Lead Member for Regeneration and Economic Development – **SEE ATTACHED.**

The purpose of the report is to update Members about the work of the Minehead Vision Manager and to request that a sum of £35,585 is released from the remaining Sea Side Strategy Funding to resource elements of the Business Plan.

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

CABINET**MINUTES OF THE MEETING HELD ON 5 JUNE 2013****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor T Taylor Leader

Councillor K V Kravis
Councillor C Morgan
Councillor A H Trollope-Bellew
Councillor D J WestcottCouncillor K M Mills
Councillor S J Pugsley
Councillor K H Turner**Members in Attendance:**Councillor M J Chilcott
Councillor M O A Dewdney
Councillor J Freeman
Councillor A P Hadley
Councillor A F Knight
Councillor E May
Councillor K J Ross
Councillor M A SmithCouncillor H J W Davies
Councillor G S Dowding
Councillor S Y Goss
Councillor B Heywood
Councillor R P Lillis
Councillor D D Ross
Councillor D J Sanders**Officers in Attendance:**Chief Executive (A Dyer)
Corporate Manager Housing, Welfare and Economy (I Timms)
Section 151 Officer (S Campbell)
Planning Manager (A Goodchild)
Climate Change & Community Liaison Manager (A Lamplough)
Scrutiny and Performance Officer (S Rawle)
Meeting Administrator (K Kowalewska)**CAB1 Apologies for Absence**

No apologies for absence were received.

CAB2 Minutes of the Meeting held on 8 May 2013

(Minutes of the Meeting of Cabinet held on 8 May 2013 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 8 May 2013 be confirmed as a correct record.

CAB3 **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 D Westcott	All	Watchet	Spoke and voted
Councillor K H Turner	All	Brompton Ralph	Spoke and voted
Councillor H J W Davies	All	County	Spoke
Councillor S Y Goss	All	Quantock Vale	Spoke
Councillor K J Ross	All	Dulverton	Spoke

CAB4 **Public Participation**

Agenda Item 8 - Consideration of nominations received to list Assets of Community Value under the Community Right to Bid Legislation

Biddy Bale spoke in support of the nomination to list the Church Street Public Conveniences in Dunster as an Asset of Community Value. She stated that the current toilet provision in Dunster was inadequate to cope with the numbers of visitors and she informed that Dunster Parish Council were interested in exploring options to upgrade the Church Street toilets, introducing seasonal opening and charging if this would make the toilets more viable.

CAB5 **Forward Plan**

(Copy of latest Forward Plan published 23 May 2013 – circulated with the Agenda.)

The purpose of this item was to approve the latest Forward Plan published 23 May 2013.

RESOLVED that, subject to adding 'West Somerset Council's Response to National Grid Stage 4 Consultation' for October and updating the composition of Cabinet Members for 2013/14, the latest Forward Plan published 23 May 2013 be approved.

CAB6 **Cabinet Action Plan**

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

RESOLVED that CAB131 – Request for Allocation of Planning Obligations Funding be deleted as actioned.

CAB7 **Cabinet Appointments to Outside Bodies**

The Lead Member for Community and Customer advised that he was unclear as to the role of the Somerset Cultural Forum as he had not been invited to any meetings and confirmed that he would carry out

research into whether West Somerset Council membership should continue and report back to the next meeting of Cabinet.

RESOLVED (1) that the Members appointed to serve on Outside Bodies for the municipal year 2013-2014 be as follows –

ORGANISATION	REPS 2013/14
Somerset Cultural Forum	To be confirmed
ARTlife	Lead Member for Community and Customer– Councillor D Westcott Deputy: B Heywood
CLOWNS	Lead Member for Community and Customer– Councillor D Westcott
South West Councils Employers Panel	Lead Member for Resources and Central Support – Councillor K V Kravis Leader – Councillor T Taylor
LGA General Assembly	Leader – Councillor T Taylor Deputy: Councillor K Kravis
Somerset Strategic Leaders Board	Leader – Councillor T Taylor
South West Councils	Leader – Councillor T Taylor Deputy Leader – Councillor K V Kravis
SPARSE	Councillor S J Pugsley
Dunster Working Group	Lead Member for Regeneration and Economic Growth – Councillor K M Mills
Williton Regeneration Forum	Councillors H J W Davies, E May, K M Mills and K H Turner
West Somerset Strategic Partnership	Leader – Councillor T Taylor
The Community Council for Somerset – Village Halls Committee	Lead Member for Community and Customer – Councillor D Westcott
Watchet Harbour Advisory Committee	Councillor A F Knight Deputy: Councillor D J Westcott
Somerset Waste Board	Lead Member for Environment – Councillor A H Trollope-Bellew Councillor M Dewdney
Safer Somerset Partnership	Lead Member for Community and Customer – Councillor D Westcott
Local Action for Rural Communities (LARC)	Councillor K M Mills
Into Somerset (Inward Investment)	Councillor K M Mills
Exmoor Tourism Partnership	Councillor K M Mills
Somerset Nuclear Energy Group (SNEG)	Councillor T Taylor – Leader Councillor C Morgan – Lead Member for Environment – Hinkley Councillor K M Mills – Lead Member for Regeneration & Economic Growth Councillor S Y Goss Deputy: Councillor A H Trollope-Bellew

RESOLVED (2) that the Lead Member for Community and Customer would provide a report on the Somerset Cultural Forum to the Cabinet meeting in July.

CAB8

Consideration of nominations received to list Assets of Community Value under the Community Right to Bid Legislation

(Report No. WSC 63/13, circulated with the Agenda.)

The purpose of the report was to review nominations received and the recommendations from CMT under the Localism Act 2011 Part 5 – the Community Right to Bid.

The Lead Member for Community and Customer presented this item and outlined the details in the report. He advised that West Somerset Council had closed the Church Street public conveniences due to budget restrictions and confirmed that if the listing was approved the toilets would remain closed.

The Lead Member proposed the recommendation contained in the report which was duly seconded by Councillor S J Pugsley.

Councillor K Mills, as the Lead Member Regeneration and Economic Growth notified that she would happy to hold initial discussions with Dunster Parish Council concerning the future operation of the public conveniences in Church Street Dunster and any other outside bodies concerning toilet provision and management in West Somerset.

RESOLVED that the nomination (ACV022) for Church Street Public Conveniences, Dunster be accepted as an Asset for Community Value, received 26.4.13.

CAB9

Consultation Responses to the Nuclear Decommissioning Authority's Strategy Paper on optimising the number and location of interim Intermediate Level Waste Storage facilities in England and Wales and Optimising the number and location of Fuel Element Debris Treatment (Dissolution) Facilities in Magnox Limited

(Report No. WSC 64/13, circulated with the Agenda.)

The report set out the Council's proposed response to the Nuclear Decommissioning Authority's (NDA's) current consultation on Intermediate Level Waste (ILW) storage options for England and Wales which was launched on 10 May 2013 and closes on 9 June 2013. It also set out the Council's proposed response to the NDA's current consultation on optimising the number and location of Fuel Element Debris (FED) Treatment (Dissolution) Facilities in Magnox Limited which was also launched on 10 May 2013 and closes on 9 June 2013.

The report was presented in detail by the Lead Member for Environment – Hinkley Point and the Planning Manager. The Lead

Member proposed the recommendation in the report with an additional recommendation, to read:

“(e) That West Somerset Council, as host authority, expresses its disappointment at not having been made aware of the plans of the NDA at their commencement and the associated lack of engagement in the early part of the consultation process.”

The amendment was seconded and on being put to the vote was carried.

In light of the recent announcement that the deadline to the NDA’s consultation had been extended to 30 June 2013, it was proposed and seconded that the report be deferred and the recommendations, as amended, be fully debated at the Full Council meeting to be held on 26 June 2013.

RESOLVED that it be recommended to Council that the Council responds to the NDA’s consultations expressing the following points:

- (a) That West Somerset Council, in accordance with its planning guidance and given the potential adverse effects on the tourism economy, objects strongly to the principle of ILW and FED from other parts of England and/or Wales being stored and/or treated at Hinkley Point A or B (or C when it becomes operational).
- (b) That West Somerset Council objects to the increased risk to the Public of Individual Dose from the Transport of Radioactive Waste to Hinkley Point A or B (or C when it becomes operational) from elsewhere in England and/or Wales.
- (c) That West Somerset Council requests that it is involved in all discussions and consulted at all stages of the development of the NDA’s Strategy for ILW storage options for England and Wales and proposals relating to treating FED at Magnox sites.
- (d) That West Somerset Council raises considerable concerns with the NDA about the amount of time and limited scope of the consultations currently underway affecting the District of West Somerset.
- (e) That West Somerset Council, as host authority, expresses its disappointment at not having been made aware of the plans of the NDA at their commencement and the associated lack of engagement in the early part of the consultation process.

Note: With the agreement of the Chairman this item was brought forward on the Agenda.

CAB10 Non-Domestic Rates – Section 49 Hardship Relief Policy

(Report No. WSC 54/13, circulated with the Agenda.)

The purpose of the report was to update the Council’s current policy for the granting of relief from the payment of business rates under Section 49 of the Local Government Act 1988.

The Lead Member for Resources and Central Support presented the report and advised of the key enhancements to the proposed new scheme. She then went on to propose the recommendations in the report, which were seconded by Councillor S J Pugsley.

The Chief Executive responded to concerns and advised that there was now a greater emphasis to demonstrate that the granting of financial assistance would be in the interests of council tax payers in the district.

RESOLVED (1) that it be recommended to Council that the details and procedures of the new scheme outlined in paragraph 5.3, including Appendix A to the report, be approved and adopted from 1 July 2013.

RESOLVED (2) that it be recommended to Council that the Council's Financial Regulations and Constitution be updated to reflect the new governance arrangements.

CAB11

Impacts of the Business Rate Retention Scheme

(Report No. WSC 68/13, circulated with the Agenda.)

The purpose of the report was to bring to Cabinet's attention the results and subsequent recommendations from the work undertaken by a Scrutiny Task and Finish Group set up to look into the potential impact of the new business rate retention scheme on the Council's financial standing.

The report was presented in detail by Councillor M Chilcott, Member of the Scrutiny Task and Finish Group who reported that the Council's collection rates were excellent and bearing in mind the limited capacity and resources, officers should be congratulated as WSC compared very well with other local and national authorities, indicating that the procedure was robust and worked well. She drew Members' attention to table 4 of the report which highlighted the fact that the balance of outstanding business rate liability was considerably low. It was also pointed out that given the Council's geographical location there was no real capacity for large growth in the economy, and therefore it was important to keep in contact with local businesses.

Councillor S J Pugsley proposed the recommendations in the report which were duly seconded by Councillor K V Kravis.

In response to a concern as to whether the Council had the capacity to implement the recommendations, the Chief Executive advised that an automated process had been devised to undertake the work.

The Leader thanked the Task and Finish Group and officers for their hard work in producing the report and extended thanks to Councillor Chilcott for her comprehensive and clear presentation.

RESOLVED (1) that the quarterly performance report presented to Scrutiny Committee and Cabinet should include table 1 but containing up-to-date figures and ~~signatures~~ This would clearly show any variance

in the estimated Net Yield, highlight the reasons for the variance and subsequently any change in the amount of business rates that the Council could expect to retain.

RESOLVED (2) that in order to assess the strategic financial impact of any variation the quarterly performance report should contain an updated NTFP that not only reflects the impact of any variation in business rate retention but also any other known amendments.

RESOLVED (3) that the quarterly performance report should also include an aged debtors report similar to that shown in table 4 of the report.

RESOLVED (4) that a process be established to enable the Revenues team to be aware of all planning and licensing applications where it is thought that what is planned will have an impact upon the rating list.

RESOLVED (5) that details of any individual write-off that is in excess of £1,000 be forwarded to the local ward member(s) for their information and possible comment. (Write-offs in excess of £5,000 require Cabinet approval.)

RESOLVED (6) that the Valuation Officer be invited to provide both relevant staff and all members with training on issues pertaining to business rate liability.

CAB12

Report of the Scrutiny Committee – Planning Obligations and Section 106 Task and Finish Group

(Report No. WSC 67/13, circulated with the Agenda.)

The purpose of the report was to ask Cabinet to consider the recommendations made by the Scrutiny Committee's Planning Obligations and Section 106 Task and Finish Group and subsequently endorsed by the Scrutiny Committee, as set out in Appendix A to the report.

The report was presented by Councillor R Lillis who reported on the background reasons for the review of the process. On behalf of the task and finish group he thanked the officers involved for their help and the hard work undertaken in the review.

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

It was proposed by Councillor A H Trollope-Bellew and seconded by Councillor K V Kravis that recommendation 3.1.1 be amended to read "that relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable them to comment as part of their response to the planning application".

On being put to the vote the amendment was carried.

On being put to the vote recommendation 3.1.2 was carried.

It was proposed by Councillor K V Kravis and seconded by Councillor A H Trollope-Bellew that recommendation 3.1.3 be amended to read “that officers ensure that the previous recommendations of the Scrutiny Committee relating to Ward Member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need, and be kept informed of progress, are followed”.

On being put to the vote the amendment was carried.

On being put to the vote recommendation 3.1.4 was carried.

It was proposed by Councillor K V Kravis and seconded by Councillor A H Trollope-Bellew that recommendation 3.1.5 be amended to read “that the current application process does include the Expression of Interest form to be published on the Council’s website, with the wording and process to be determined by officers”.

On being put to the vote the amendment was carried.

On being put to the vote recommendation 3.1.6 was carried.

It was proposed by Councillor A H Trollope-Bellew and seconded by Councillor K V Kravis that recommendation 3.1.7 be amended to read “that consideration be given to including available supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members”.

On being put to the vote the amendment was carried.

On being put to the vote recommendations 3.1.8 and 3.1.9 were carried.

It was proposed by Councillor K H Turner and seconded by Councillor A H Trollope-Bellew that recommendation 3.1.10 be amended to read “that Scrutiny Committee are invited to submit any observations following the one-off attendance by members of the Task and Finish Group at the June meeting of the Planning Obligations Group”.

On being put to the vote the amendment was carried.

On being put to the vote recommendation 3.1.11 was carried.

RESOLVED (1) that relevant Ward Members and Parish/Town Councils be notified as soon as an application that is likely to require a Section 106 agreement is received to enable them to comment as part of their response to the planning application.

RESOLVED (2) that relevant Ward Members and Town/Parish Councils be notified on receipt of Section 106 monies as soon as is reasonably practicable.

RESOLVED (3) that officers ensure that the previous recommendations of the Scrutiny Committee relating to Ward Member consultation requiring that Ward Members and Parish/Town Councils, as key consultees, are involved in discussions, as appropriate to establish need, and be kept informed of progress, are followed.

RESOLVED (4) that a community profile be developed to ensure that priorities are justifiable and evidence based, with focus on those areas most likely to be affected by development.

RESOLVED (5) that the current application process does include the Expression of Interest form to be published on the Council's website, with the wording and process to be determined by officers.

RESOLVED (6) that a robust and closely monitored process to collect Section 106 monies be followed to ensure that any outstanding monies are actively pursued.

RESOLVED (7) that consideration be given to including available supplementary information relating to Section 106 monies that are included in agreed planning applications before receipt of funds, as part of the regular financial information made available to Members.

RESOLVED (8) that consideration be given to undertaking a review of the Supplementary Planning Document as soon as it is practically possible to ensure that it remains up to date and reflects current circumstances.

RESOLVED (9) that the current guidance notes relating to Section 106 funding be updated to reflect the changes in procedure following the agreed recommendations of this review.

RESOLVED (10) that Scrutiny Committee are invited to submit any observations following the one-off attendance by members of the Task and Finish Group at the June meeting of the Planning Obligations Group.

RESOLVED (11) that the possibility of parish/town councils using Section 106 monies in neighbouring towns/parishes where its use could provide a benefit to the said parish/town that might not be attained if its use were confined to the said parish/town, be investigated.

CAB13 Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of Item CAB14 on the grounds that, if the press and public were present during that item, there would be likely to be a disclosure to them of exempt information of the class specified in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

The item contained information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding the information). It was therefore proposed that after consideration of all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

CAB14 Sale of Land at Parkhouse Road, Minehead

(Report No. WSC 62/13, circulated with the Agenda.)

The report was presented by the Lead Member for Resources and Central Support who proposed the recommendations in the report which were seconded by Councillor C Morgan.

RESOLVED (1) that the freehold sale of the area of land adjacent to 51 Parkhouse Road, Minehead to the owner of the property for £2,000 be approved, subject to the terms set out in paragraph 6.2 of the report.

RESOLVED (2) that it be noted that the concerns made at the Cabinet meeting on 1 August 2012 had been addressed as summarised in paragraph 5.5 of the report regarding the potential of combining the sale of the site with an additional adjacent area of WSC owned land.

The meeting closed at 7.10 pm

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

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

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

- 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.

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 Weekly version of Forward Plan published on 25 June 2013

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/13/8/01 13/02/2013	7 August 2013 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, Corporate Director 01984 635200
FP/13/8/02 24/04/2013	7 August 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Supplementary Estimate – Capital and Revenue 2013/14		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/13/8/03 25/09/2012	7 August 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2012-13 – Quarter 4 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, Corporate Director 01984 635200
FP/13/9/01 13/02/2013	4 September 2013 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, Corporate Director 01984 635200
FP/13/9/02 3/06/2013	4 September 2013 By Councillor K H	Title: Empty Homes Enforcement Policy		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy

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
	Turner – Lead Member Housing Health & Wellbeing	Decision: To adopt the policy			01984 635271
FP/13/9/03 3/06/2013	4 September 2013 By Councillor K H Turner – Lead Member Housing Health & Wellbeing	Title: Unlawful Evictions Policy Decision: To adopt the policy		No exempt / confidential information anticipated	Ian Timms, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/9/04 25/09/2012	4 September 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 1 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, Corporate Director 01984 635200
FP/13/10/01 25/09/2012	2 October 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 2 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/13/10/03 13/02/2013	2 October 2013 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, Corporate Director 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/13/10/04 06/06/2013	2 October 2013 By Councillor C Morgan – Lead Member for Environment – Hinkley	Title: West Somerset Council's Response to National Grid Stage 4 Consultation Decision: To agree Council's response to the consultation		No exempt / confidential information anticipated	Andrew Goodchild, Planning Manager 01984 635245
FP/13/11/01 13/02/2013	6 November 2013 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, Corporate Director 01984 635200
FP/13/12/01 23/11/2012	4 December 2013 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/13/12/02 23/11/2012	4 December 2013 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 2 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, Corporate Director 01984 635200
FP/13/12/03 13/02/2013	4 December 2013 By Councillor D	Title: Consideration of nomination/s received under the Community Right to Bid		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 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
	Westcott – Lead Member for Community and Customer	Legislation Decision: To approve listing			
FP/14/1/01 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Fees and Charges Decision: to propose levels of fees and charges for the period 1 April 2014 to 31 March 2015 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the report).		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/02 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 3 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/1/03 18/01/2013	8 January 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Draft Capital Programme 2013-14 and Capital Strategy Decision: to present the draft Capital Programme 2013/14 and draft Capital Strategy for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/1/04 13/02/2013	8 January 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, Corporate Director 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/14/2/01 18/01/2013	5 February 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2014-15 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Section 151 Officer
FP/14/2/02 18/01/2013	5 February 2014 By Councillor T Taylor – Leader of Council	Title: Draft Corporate Plan for 2014-15 Decision: to introduce the draft West Somerset Council Corporate Plan 2014/15 for recommendation to Council.		No exempt / confidential information anticipated	Adrian Dyer, Chief Executive 01984 635212
FP/14/2/03 13/02/2013	5 February 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, Corporate Director 01984 635200
FP/14/3/01 1/03/2013	5 March 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 3 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, Corporate Director 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/14/3/02 19/03/2013	5 March 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, Corporate Director 01984 635200
FP/14/4/01 19/03/2013	2 April 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/4/02 19/03/2013	2 April 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, Corporate Director 01984 635200
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, Corporate Director 01984 635200
FP/14/6/01 23/05/2013	June 2014	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 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
		the Annual Meeting in 2014 (except where specific periods are stated).			
FP/14/6/02 23/05/2013	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 listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200
FP/14/7/01 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 1 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, Group Manager Housing, Welfare and Economy 01984 635271
FP/14/7/02 23/05/2013	July 2014 By Councillor T Taylor – Leader of Council and Councillor K V Kravis – Lead Member Resources & Central Support	Title: Corporate Performance & Budget Monitoring Report 2013-14 – Quarter 4 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, Corporate Director 01984 635200
FP/14/7/03 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to offer comment on the Financial Regulations.		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 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/14/7/04 23/05/2013	July 2014 By Councillor K V Kravis – Lead Member Resources & Central Support	Title: Medium Term Financial Plan Update Decision: to present the updated Medium Term Financial Plan.		No exempt / confidential information anticipated	Section 151 Officer 01984 635253 01823 355482
FP/14/7/05 23/05/2013	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 listing		No exempt / confidential information anticipated	Bruce Lang, Corporate Director 01984 635200

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 D D Ross.

CABINET ACTION PLAN

Date/Minute Number	Action Required	Action Taken
CAB7 – Cabinet Appointments to Outside Bodies	RESOLVED (2) that the Lead Member for Community and Customer would provide a report on the Somerset Cultural Forum to the Cabinet meeting in July.	
CAB9 - Consultation Responses to the Nuclear Decommissioning Authority's Strategy Paper on optimising the number and location of interim Intermediate Level Waste Storage facilities in England and Wales and Optimising the number and location of Fuel Element Debris Treatment (Dissolution) Facilities in Magnox Limited	<p>RESOLVED that it be recommended to Council that the Council responds to the NDA's consultations expressing the following points:</p> <p>(a) That West Somerset Council, in accordance with its planning guidance and given the potential adverse effects on the tourism economy, objects strongly to the principle of ILW and FED from other parts of England and/or Wales being stored and/or treated at Hinkley Point A or B (or C when it becomes operational).</p> <p>(b) That West Somerset Council objects to the increased risk to the Public of Individual Dose from the Transport of Radioactive Waste to Hinkley Point A or B (or C when it becomes operational) from elsewhere in England and/or Wales.</p> <p>(c) That West Somerset Council requests that it is involved in all discussions and consulted at all stages of the development of the NDA's Strategy for ILW storage options for England and Wales and proposals relating to treating FED at Magnox sites.</p> <p>(d) That West Somerset Council raises considerable concerns with the NDA about the amount of time and limited scope of the consultations currently underway affecting the District of West</p>	To be considered at the Council meeting to be held on 26 June 2013

	<p>Somerset. (e) That West Somerset Council, as host authority, expresses its disappointment at not having been made aware of the plans of the NDA at their commencement and the associated lack of engagement in the early part of the consultation process.</p>	
<p>CAB10 – Non-Domestic Rates – Section 49 Hardship Relief Policy</p>	<p><u>RESOLVED (1)</u> that it be recommended to Council that the details and procedures of the new scheme outlined in paragraph 5.3, including Appendix A to the report, be approved and adopted from 1 July 2013.</p> <p><u>RESOLVED (2)</u> that it be recommended to Council that the Council’s Financial Regulations and Constitution be updated to reflect the new governance arrangements.</p>	<p>To be considered at the Council meeting to be held on 26 June 2013</p>

Report Number: WSC 76/13
Presented by: Cllr David Westcott
Author of the Report: Steve Watts
Contact Details:
Tel. No. Direct Line 01984 635261
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Report to a Meeting of: Cabinet
To be Held on: 3rd July 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 2nd May, 2013

BUSINESS CASE TO CONTRIBUTE FUNDING FOR WATCHET CLOSED-CIRCUIT TELEVISION(CCTV)

1. PURPOSE OF REPORT

- 1.1 To obtain Cabinet agreement to recommend to Council to approve a supplementary estimate to match fund capital already secured from the Police and Crime Commissioner and other sources towards meeting the capital costs of installing public space CCTV in Watchet.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Whilst not contributing directly to either of the Council's two current corporate priorities, the provision of CCTV in Watchet will improve the quality of life for residents and visitors to Watchet and contribute to the economic vibrancy of the town. This will also provide reassurance to any future inward migrants drawn to the area by the Hinkley Point development.

3. RECOMMENDATIONS

- 3.1 That Cabinet agrees to recommend that Council approves a supplementary estimate of a maximum of £10,000 as the Council's contribution to the funding package for the provision of a public space CCTV system in Watchet.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Insufficient capital funds are realised and the project is unable to proceed.	4	3	12
<i>The Council finances the funding gap</i>	2	3	6

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 In past years a number of projects have been considered to achieve the installation of a public space CCTV system in Watchet.
- 5.2 The previous projects have not proceeded due to various factors which have included an inability to secure the requisite capital funding and a lack of support for the scheme within the town. Nevertheless, recorded levels of crime and anti-social behaviour and the public perception thereof indicate that such a system is warranted and justified.
- 5.3 Watchet Town Council have been requested to enter into a partnership with West Somerset Council and the Police to deliver this particular project. The Town Council will meet the on-going maintenance and running costs of the system (to a maximum of £3,000 p.a.) when it is operational. At the suggestion of a working group established by the Town Council a public consultation exercise has been carried out in Watchet. This resulted in 90% of respondents supporting the installation of the CCTV system and 89% supporting the proposal for the Town Council to meet the on-going revenue costs.
- 5.4 Feasibility studies have been carried out by professional CCTV companies and it is envisaged that 5 camera installations will be required to cover the main "hot spots" for crime and anti-social behaviour and that the telemetry between the cameras and the CCTV control room in Minehead can be achieved utilising either wireless or broadband technology. Further work is currently being carried out to confirm the specific technical details required to deliver the project.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 At the start of this year, the newly elected Police and Crime Commissioner (PCC) made available funds to support Community Safety projects across the County. A proposal for CCTV in Watchet has secured funding of £44,000 from the PCC towards the costs of a scheme in Watchet that will be monitored from the CCTV control room in Minehead. This funding is subject to a caveat that the scheme should also be supported by match funding.
- 6.2 Currently negotiations are on-going with the company that were responsible for the installation of the CCTV enhancement in Minehead and it is intended that a sum equivalent to the time expended by the CCTV coordinator and the Community Safety Officer will be secured and can be made available to contribute to this Watchet project. It is anticipated that this sum will total approximately £11,000.
- 6.3 Quotations have been obtained from three reputable CCTV companies and, whilst these are subject to revision following final feasibility studies, the anticipated costs of the preferred system (which will include the cameras, wireless telemetry equipment and the installation of appropriate mounting poles as required) will be approximately £65,000 including a provision for contingencies of £3,000. Hence the request for a supplementary estimate of £10,000 to complete the necessary funding package.

7. SECTION 151 OFFICER COMMENTS

- 7.1 This request for a supplementary estimate is one of a capital expenditure nature, therefore would be normally funded by useable capital receipts or grants / contributions. However, bearing in mind the inevitable pressure on the future use of capital receipts and a predicted underspend in the General Fund for 2012/13, I would, in this instance, recommend that the Council's contribution of £10,000 is funded from General Fund Reserves.

- 7.2 It is noted and emphasised that there is no on-going annual financial liability on this Council.
- 7.3 In accordance with Financial Regulation 3 (4) all requests for supplementary estimates must be made to Cabinet for recommendation to Council

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 Equality or Diversity Implications.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 The provision of a public space surveillance system in Watchet will directly contribute to the reduction in crime and disorder and anti-social behaviour in the town and to the detection of offenders. It will also bring additional re-assurance to the local community and to visitors to the town. This supports the WSC statutory obligations under Section 17 of the Crime and Disorder Act 1988.

10. CONSULTATION IMPLICATIONS

- 10.1 As part of the considerations into the support for the system amongst residents, a public survey was sent to every household in the town. The respondents have indicated 90.5% are in support of the installation of the CCTV system.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 The camera and ancillary equipment will, it is envisaged, be under the nominal ownership of the authority (on behalf of the CCTV partnership) and will be added to our asset database. However, the Watchet Town Council have been asked to consider making a contribution to the on-going revenue costs to a maximum of £3,000 per annum which is considered a realistic sum for these costs.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 There are no Environmental Impact Implications.

13. LEGAL IMPLICATIONS

- 13.1 The scheme will support the statutory duty under Section 17 of the Crime and Disorder Act 1988. In addition, any public space CCTV system must be operated within the law and in compliance with the Regulation of Investigatory Powers Act, the Data Protection Act and the Surveillance Commissioners codes of practice.
- 13.2 It is proposed that this system will be operated from the Control room in Minehead and that system has consistently been operated strictly in accordance with these statutory requirements.

Report Number: WSC 75/13
Presented by: Cllr K Mills
Author of the Report: Ian Timms Corporate Manager Housing, Welfare and Economy
Contact Details:
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Report to a Meeting of: Cabinet
To be Held on: Wednesday 3 July 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 18 June 2013

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 links identified in association with this report

3. RECOMMENDATIONS

- 3.1 Cabinet agree to the allocation of £3500 for the Love Minehead 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.
- 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 The available and allocated funds relating to general planning obligations are described and attached as appendix A of this report. As previously reported each planning obligations agreement has individual requirements and must be carefully matched to any project that is suggested. Any project must meet those requirements and be "relevant and related" to mitigating the effects of the development that provides the funding.
- 5.4 One Proposal has been received this quarter for schemes. The Planning Obligations Group considered it and agreed it should be recommended for approval:

Minehead – Love Minehead

The application requests £3500 be allocated to a project addressing the vibrancy and vitality of Minehead Town centre. The project has two elements which deal with empty shops and a shop local scheme.

The empty shop element seeks to provide long lasting window dressing displays for empty shops that can be reused. This element recognises the impact of empty shops on high streets seeking to address the nationally recognised principle that these shops can become visually unattractive and reduce the appeal of the remainder of a town centre.

The second aspect seeks to initiate a shop local scheme with the money being used to start the scheme. The aim would be for this to be sustainable over time and create a positive basis for local shops in Minehead.

The group discussed the relative merits of these applications against the available sums. There were points raised about the revenue nature of the proposals but on balance it was concluded that the available agreement was able to accommodate this type of activity. One key consideration was that the empty shops element aimed to produce window dressing that could be reused.

It was felt both elements would meet the requirement in the appropriate section 106 agreement to improve viability and vitality of Minehead town centre.

The project has the support of the Minehead Chamber of Trade & Commerce who have pledged match funding of £2500 bringing the total project cost to £6000.

The group agreed to recommend this for approval

- 5.5 The group also considered an outline proposal around the potential use of affordable housing contributions in Minehead. The group was supportive of the project outline and agreed that it should be submitted to cabinet and council in August. This was on the basis that the proposal needed to provide all the detail for a decision to be made by the council. This detail would need to be provided and built up in the next month.
- 5.6 General updates on a range of existing projects are:

- **Minehead St Michael's School Swimming Pool**
Invoices for £14,000 on their way. Currently there is a shell of a pool, the DDA access ramp is due to be built next week after which the works to the main pool can commence. The main building works took place in the school half-term holidays to avoid diggers and children mixing.
- **Brompton Ralph Cricket Club**
The Club had been successful with a Sport England bid and are redesigning their building to meet external funding needs.
- **Crowcombe Play Equipment**
The Group are awaiting contractor to deliver the project, hopefully before the summer.
- **Minehead Street Light Enhancement – WSC**
Application approved by Cabinet on 15.5.13, SCC now working up scheme for delivery in September 2013.
- **Minehead Cricket Club**
The Pavilion project is completed and was opened on 7th June 2013.
- **Minehead Barbarians Rugby Club**
Started building earlier in May and it has been going well, except for a challenge with asbestos removal, which has now been sorted. The total budget cost of approximately £260,000 is made up from:
WSC £50k
Sport England £50k
Rugby Football Union £50k
Minehead Barbarians funds £70k
An interest free loan from RFU up to £60k, if needed for extras.

The rugby club will shortly draw down the funds and are aiming to be put in an invoice for funds from WSC
- **The Hub Minehead** opened on 18th May 2013 with over 800 children visiting in the first week.

5.7 Members should note that submission deadlines for new bids for the remainder of the calendar year as are advertised on the council's web pages are:

- 12 August 2013
- 18 November 2013

<http://www.westsomersetonline.gov.uk/Planning---Building/Planning/Bidding--for-Planning-Obligation-Funds/Planning-Obligation-funding-available>

5.8 Members will recall from previous reports that the council had been reviewing historic payments that were outstanding and had been triggered by developments. Members requested an update of this position at the time of the last planning obligations report.

5.9 The main outstanding amount in Watchet is subject to negotiation. A proposal has been made to the Planning team who are now finalising an agreed course of action. In terms of other smaller amounts those on payment plans are continuing to add to the accounts. There are 2 outstanding amounts of £1000, which are being pursued by the Planning enforcement officer. An outstanding sum of £4000 has been recovered which means that outstanding sums in general are now minimal.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 The proposed sums will need to be allocated from holding accounts into the Council's capital programme. The current total within the holding accounts is £ **£491,735** of which **£194,558** remains to be allocated (appendix A).
- 6.2 The project recommended for funding from general obligations holding accounts represents a commitment of **£3,500**. The planning application to be used is 3/21/09/042.
- 6.3 The remaining amounts for allocation are **£191,058** of this **£119,955.98** relates to 3/21/09/042
- 6.4 Planning obligations sums by their nature can only be spent once so these sums once committed will reduce the amounts available for new projects.

7. SECTION 151 OFFICER COMMENTS

- 7.1 In accordance with Financial Regulations, a virement in excess of £10,000 (but below £25,000) needs to be authorised by Cabinet, to demonstrate proper processes are being followed in the management of budgets. Although the sum within the report does not exceed the thresholds as the money relates to planning obligations agreements it is this authorities practice to allocate all sums by cabinet approval.

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 application has no direct impact that can be identified on the protected characteristics.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 The proposal does aim to keep the area in good repair and this could be generally seen as promoting a positive view of the town. Areas that appear in good order tend to be linked to minimal crime. It should be noted that this is a very general assumption.

10. CONSULTATION IMPLICATIONS

10.1 Love Minehead

The Minehead Chamber of Trade & Commerce supports the proposal and it has also been supported by the Minehead Visioning Group.

We have also been in contact with Minehead Town Council to seek their views and they are broadly supportive. Due to the nature of the project and it's broad approach we believe this level of consultation is appropriate.

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 None identified for the council in this report

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 The sum applied for aims to ensure the built environment remains a positive influence on Minehead's town centre.

13. LEGAL IMPLICATIONS

- 13.1 The proposed allocations are in line with the requirements of the legal agreement in Minehead.

- 13.2 The appropriate agreement states that it may be used for

“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.”

PLANNING OBLIGATIONS

03-Jun-13

Summary of monies received, allocated to projects & 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
£300

TOTAL Remaining: £300.00
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.

BROMPTON RALPH

To Be Used By: 5 Years after intial payment

Developer: Mr & 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:

provison 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

Phone number does not work.

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: £1,300

Amount allocated to projects by WSC: £1,000

Total remaining available for allocation: £300

Crowcombe

PI. Ref No: 3/07/10/010	Amount Due to WSC	Date received	Total Allocated to projects:	£1,000.00	>	Applicant: Crowcombe Parish Council - Play Equipment Project	£1,000.00
Detail of agreed works:	Stage 1: £1,000.00	09/08/2012	TOTAL Remaining:	£0.00		Friends of Crowcombe Play Area	
Towards the provision of community recreational facilities in the vicinity of the land. (no commencement as of 12/9/11). Commencement occurred - Write letter requesting payment.	TOTAL DUE:	TOTAL Rec'vd	Available for allocation				
	£1,000	£1,000					
Crowcombe			To Be Used By:	No expiry date			
Developer: Mr Christopher Lock	Cost Centre: 31073		Total Released	£0.00			

PI. Ref No: 3/07/11/016	Amount Due to WSC	Date received	Total Allocated to projects:	£2,500.00	>	Applicant: Crowcombe Parish Council - Play Equipment Project	£2,500.00
Detail of agreed works:	Stage 1: £2,500.00	20/02/2013	TOTAL Remaining:	£0.00		Friends of Crowcombe Play Area	
£2,500 towards the provision and/or improvement of community infrastructure within the parish of Crowcombe.	TOTAL DUE:	TOTAL Rec'vd	Available for allocation				
	£2,500	£2,500					
The Council covenants with the Owner that it will pay to the Owner such amount of any payment made by the Owner to the Council under this Deed which has not been expended in accordance with the provisions of this Deed within five years of the date of receipt by the Council of such payment together with interest at the Barclays Bank PLC base rate from time to time for the period from the date of payment to the date of refund .			To Be Used By:	within 5 years of the date of payment			
Crowcombe				10/02/2018			
Developer: Falcon Rural Housing Ltd	Cost Centre: 31084		Total Released	£0.00			

In the parish of : Crowcombe

Amount owing to WSC - active planning obligations	£3,500
Amount received by WSC:	£3,500
Amount allocated to projects by WSC:	£3,500
Total remaining available for allocation:	£0

Minehead

PI. Ref No: 3/21/05/038	Amount Due to WSC	Date received	Total Allocated to projects:	£10,625.00 >	Applicant: Sustrans Cycle W.S. Project	£10,625.00
Detail of agreed works:	Stage 1: £20,000.0	06/02/2006			COMPLETED 2006/07	
Towards improvements being carried out to cycling and walking facilities in the Alcombe area as part of the Local Transport Plan Programme.	TOTAL DUE:	TOTAL Rec'vd	TOTAL Remaining:	£9,375.00	COMPLETED 2006/07	
ALCOMBE ROAD MINEHEAD	£20,000	£20,000	Available for allocation			
Developer: Churchill Property Group / Abbey National	Cost Centre: 31004		To Be Used By: No expiry date			
			Total Released	£10,625.00		
PI. Ref No: 3/21/06/050	Amount Due to WSC	Date received	Total Allocated to projects:	£4,517.50 >	Applicant: St Michael's C of E 1st School PTA	£4,517.50
Detail of agreed works:	Stage 1: £4,517.50	08/12/2008			New swimming pool with enhanced access - Agreed £14,000	
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.	TOTAL DUE:	TOTAL Rec'vd	TOTAL Remaining:	£0.00	AWAITING INVOICES	
PARK STREET MINEHEAD	£4,518	£4,518	Available for allocation		Total cost of project ex VAT £59,000. Awaiting invoices	
Developer: Mr Maitland-Walker & Ms Coles	Cost Centre: 31029		To Be Used By: No expiry date			
			Total Released			
PI. Ref No: 3/21/06/057	Amount Due to WSC	Date received	Total Allocated to projects:	£4,867.60 >	Applicant: St Michael's C of E 1st School PTA	£4,867.60
Detail of agreed works:	Stage 1: £4,867.60	07/12/2010			New swimming pool with enhanced access - Agreed £14,000	
£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 - BAMPTON 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.	TOTAL DUE:	TOTAL Rec'vd	TOTAL Remaining:	£0.00	AWAITING INVOICES	
BAMPTON STREET MINEHEAD	£4,868	£4,868	Available for allocation		Total cost of project ex VAT £59,000. Awaiting invoices	
Developer: Mr J Maitland-Walker	Cost Centre: 31049		To Be Used By: No expiry date			
			Total Released			

PI. Ref No: 3/21/06/072	Amount Due to WSC	Date received	Total Allocated to projects: £2,000.00	>	Applicant: St Michael's C of E 1st School PTA £2,000.00
Detail of agreed works: 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			New swimming pool with enhanced access - Agreed £14,000
GLENMORE ROAD MINEHEAD	TOTAL DUE: £2,000	TOTAL Rec'vd £2,000	TOTAL Remaining: £0.00		AWAITING INVOICES
Developer: Mr Howard	Cost Centre: 31031		Available for allocation		Total cost of project ex VAT £59,000. Awaiting invoices
			To Be Used By: No expiry date		
			Total Released		
PI. Ref No: 3/21/06/085	Amount Due to WSC	Date received	Total Allocated to projects: £3,000.00	>	Applicant: The Hub, Softplay Centre - Minehead Baptist Church £3,000.00
Detail of agreed works: Towards the provision and/or enhancement of recreational facilities within the Parish of Minehead.	Stage 1: £6,250.00	26/11/2007			Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space
BLENHEIM ROAD MINEHEAD	TOTAL DUE: £6,250	TOTAL Rec'vd £6,250	TOTAL Remaining: £3,250.00		Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.
Developer: Country Manor Homes	Cost Centre: 31020		Available for allocation		
			To Be Used By: No expiry date		
			Total Released £0.00		
PI. Ref No: 3/21/06/139	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: The improvement or provision of Recreational facilities in Minehead.	Stage 1: £1,000.00	01/01/2020			New swimming pool with enhanced access - Agreed £14,000
MIDDLE STREET MINEHEAD	TOTAL DUE: £1,000	TOTAL Rec'vd £1,000	TOTAL Remaining: £0.00		AWAITING INVOICES
Developer: Mr B Coutts	Cost Centre: 31038		Available for allocation		Total cost of project ex VAT £59,000. Awaiting invoices
			To Be Used By: No expiry date		
			Total Released		

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

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

Stage 1: £1,000.00 22/08/2011

TOTAL DUE: **TOTAL Rec'vd** **TOTAL Remaining:** £0.00

£1,000 £1,000 Available for allocation

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

New swimming pool with enhanced access -
Agreed £14,000
AWAITING INVOICES
Total cost of project ex VAT £59,000. Awaiting
invoices

Detail of agreed works:

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.

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

Stage 1: £1,000.00 30/09/2011

TOTAL DUE: **TOTAL Rec'vd** **TOTAL Remaining:** £385.10

£1,000 £1,000 Available for allocation

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

New swimming pool with enhanced access -
Agreed £14,000
AWAITING INVOICES
Total cost of project ex VAT £59,000. Awaiting
invoices

Detail of agreed works:

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.

LOWER MEADOW ROAD ALCOMBE

To Be Used By: No expiry date

Developer: Mr & Mrs K Gould(applicant)new developo **Cost Centre:** 31065

Total Released

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

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.

1st payment (4/9/12),

QUIRKE STREET

MINEHEAD

Developer: Mr C Cooper

Amount Due to WSC

Stage 1: £1,000.00

TOTAL DUE:

£1,000

Cost Centre: 31076

Date received

04/09/2012

TOTAL Rec'vd

£800

Total Allocated to projects: £0.00

TOTAL Remaining: £800.00

Available for allocation

To Be Used By: No expiry date.

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	Date received	Total Allocated to projects:	£26,544.02	>
Stage 1: £150,000.	13/04/2010			
TOTAL DUE:	TOTAL Rec'vd	TOTAL Remaining:	£123,455.98	
£150,000	£150,000	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
 COMPLETED - Minehead Coach Park - PAID 30/4/2012
 ALL PAID/COMPLETED On website Project 7 - <http://www.westsomersetonline.gov.uk/Home/New-s/New-Visitor-Coach-Park-Completed-at-Minehead>

Applicant: West Somerset Council - £2,980.00
 NM
 Minehead Town Centre Business Directory Signage
 POG 4.3.13 & Cabinet agreed to pay £2,980

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 16.6.12 (although £6,000 was allocated, remainder for a trailer - 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.)

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 16.6.12 (although £6,000 was allocated, remainder for a trailer - 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.)

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 16.6.12
(although £6,000 was allocated, remainder for a trailer - 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.)

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 16.6.12
(although £6,000 was allocated, remainder for a trailer - 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:

Cost Centre: 31043

Total Released £15,420.99

PI. Ref No: 3/21/09/110	Amount Due to WSC	Date received	Total Allocated to projects: £1,500.00	>	Applicant: Minehead EYE £1,500.00 Community Interest Company, Boulder Room COMPLETE
Detail of agreed works: Provision and enhancement of community recreational facilities in Minehead and adjoining parishes	Stage 1: £4,000.00	24/04/2013	TOTAL Remaining: £2,500.00		Would like to add a bouldering room to its facilities, transforming balcony space into exciting & challenging terrain
HOLLOWAY STREET MINEHEAD	TOTAL DUE: £4,000	TOTAL Rec'vd £4,000	Available for allocation		PROJECT COMPLETED Photo needed.
			To Be Used By: No expiry date		
Developer: Mr B Richard	Cost Centre: 31085		Total Released £1,500.00		
PI. Ref No: 3/21/10/036	Amount Due to WSC	Date received	Total Allocated to projects: £1,000.00	>	Applicant: The Hub, Softplay £1,000.00 Centre - Minehead Baptist Church
Detail of agreed works: The provision and/or enhancement of community recreational provision in the parish of Minehead.	Stage 1: £1,000.00	12/05/2010	TOTAL Remaining: £0.00		Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space
MARTLETT ROAD MINEHEAD	TOTAL DUE: £1,000	TOTAL Rec'vd £1,000	Available for allocation		Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.
			To Be Used By: No expiry date		
Developer: S ESSEX	Cost Centre: 31044		Total Released £0.00		
PI. Ref No: 3/21/10/044	Amount Due to WSC	Date received	Total Allocated to projects: £1,000.00	>	Applicant: The Hub, Softplay £1,000.00 Centre - Minehead Baptist Church
Detail of agreed works: The provision and/or enhancement of community recreational provision in the parish of Minehead.	Stage 1: £1,000.00	16/06/2010	TOTAL Remaining: £0.00		Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space
CHER MINEHEAD	TOTAL DUE: £1,000	TOTAL Rec'vd £1,000	Available for allocation		Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.
			To Be Used By: No expiry date		
Developer: MR JUSTIN COX	Cost Centre: 31046		Total Released £0.00		

PI. Ref No: 3/21/10/045	Amount Due to WSC	Date received	Total Allocated to projects:	£1,000.00	>	Applicant: The Hub, Softplay Centre - Minehead Baptist Church	£1,000.00
Detail of agreed works: The Developer, undertakes to pay £1,000 as a contribution towards the provision and/or enhancement of community recreation in the parish of Minehead. Payment of the contribution shall be paid to the Council prior to any works in pursunant of permission 3/21/10/45 commencing.	Stage 1: £1,000.00	13/08/2012	TOTAL Remaining:	£0.00		Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space	
BAMPTON STREET MINEHEAD	TOTAL DUE:	TOTAL Rec'vd	Available for allocation			Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.	
	£1,000	£1,000	To Be Used By:	No expiry date			
Developer: Neil Arnold, 18 Ponsford Road Minehead	Cost Centre:	31074	Total Released	£0.00			

PI. Ref No: 3/21/10/048	Amount Due to WSC	Date received	Total Allocated to projects:	£3,000.00	>	Applicant: The Hub, Softplay Centre - Minehead Baptist Church	£3,000.00
Detail of agreed works: The provision and/or enhancement of community recreation facilities in the parish of Minehead.	Stage 1: £3,000.00	15/11/2010	TOTAL Remaining:	£0.00		Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space	
THE PARKS MINEHEAD	TOTAL DUE:	TOTAL Rec'vd	Available for allocation			Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.	
	£3,000	£3,000	To Be Used By:	No expiry date			
Developer: Julian Henry Maitland Walker Hilary Elizab	Cost Centre:	31048	Total Released	£0.00			

PI. Ref No: 3/21/10/049	Amount Due to WSC	Date received	Total Allocated to projects:	£1,000.00	>	Applicant: The Hub, Softplay Centre - Minehead Baptist Church	£1,000.00
Detail of agreed works: payment towards Recreational Facilities, in Minehead.	Stage 1: £1,000.00	04/01/2011	TOTAL Remaining:	£0.00		Create an indoor Soft Play Area, coffee bar, public hire space, youth club venue and versatile performance space	
THE PARKS MINEHEAD	TOTAL DUE:	TOTAL Rec'vd	Available for allocation			Lease extended. Official opening 18.5.13. Press release sent out without WSCs approval, despite signing agreement, verbal and email reminders.	
	£1,000	£1,000	To Be Used By:	No Expiry date			
Developer: Mr J Morris	Cost Centre:	31053	Total Released	£0.00			

PI. Ref No: 3/21/11/123

Detail of agreed works:

Community facilities contriution; On or before the Commencement Date to pay the Council the sum of £103,500 towards the cost of providing, expanding or improving community facilities (which may include the purchase and improvement of land and buildings within Minehead.

1. Community Facilities Contribution

1.1 To pay the Community Facilities Contribution into the Council's general bank account as soon as reasonably practicable following receipt of the same and to ensure that the said Community Facilities Contribution is identified under an individual code within the Council's finance system general ledger.

1.2 Not to use any part of the Community Facilities Contribution other than for the purposes for which it was paid (whether by the Council or another party).

1.3 In the event that the Community Facilities Contribution has not been spent or committed for expenditure by the Council within 5 years following the date of the receipt of the Second Tranche thereof the Council shall refund to the Owner any part of the Community Facilities Contribution which has not been spent or committed for expenditure, together with any accrued interest.

1.4 To issue the Planning Permission within seven days of the completion of this Agreement.

The Shires Minehead

Developer: Summerfield Developments

Amount Due to WSC	Date received	Total Allocated to projects:	£103,500.0	>
Stage 1: £103,500.	24/08/2012			
Stage 2: £103,500.		TOTAL Remaining:	£0.00	
TOTAL DUE:	TOTAL Rec'vd	Available for allocation		
£207,000	£103,500			

Applicant: Minehead Cricket Club Pavilion COMPLETE £50,000.00

New Pavilion building Minehead Cricket Club
Pd £19,013.70 (Code 31075) on 23.10.12
Pd £30,986.30 (Code 31075) on 28.11.12
Official opening 7.6.13.

Applicant: Minehead Barbarians Rugby Football Club Ltd - AWAITING INVOICES £50,000.00

Changing room & Kitchen
AWAITING INVOICES

Applicant: Minehead EYE Community Interest Company, Boulder Room COMPLETE £3,500.00

Would like to add a bouldering room to its facilities, transforming balcony space into exciting & challenging terrain
PROJECT COMPLETED
Photo needed.

To Be Used By: 2017

Cost Centre: 31075

Total Released £53,500.00

In the parish of : Minehead

Amount owing to WSC - active planning obligations	£409,635
Amount received by WSC:	£305,935
Amount allocated to projects by WSC:	£166,169
Total remaining available for allocation:	£139,766

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

Old Cleeve

PI. Ref No: 3/26/07/015

Detail of agreed works:

£20,000 towards Local community facilities towards local community facilities in the parish of old cleeve or adjoining parishes.
The legal agreement was secured via an application to argee details reserved by condition ref. 3/26/07/015).

ABBEY ROAD WASHFORD

Developer: Badcock & Everard

Amount Due to WSC

Stage 1: £10,000.0

Stage 2: £10,000.0

TOTAL DUE:

£20,000

Cost Centre: 31056

Date received

30/03/2011

TOTAL Rec'vd

£10,000

Total Allocated to projects:

£10,000.00



TOTAL Remaining: £0.00

Available for allocation

To Be Used By: within 5 years of the date of receipt (of each payment)

Total Released £0.00

Applicant: Washford Village Hall - £10,000.00
Dan Searle

Total cost of project £40,000, applied for £9,880 - POG AGREED 19/06/2012, Cabinet AGREED £10,000

AWAITING INVOICES
POG AGREED TO FUND ON 19/06/2012 Cost Centre 31056

In the parish of : Old Cleeve

Amount owing to WSC - active planning obligations £20,000

Amount received by WSC: £10,000

Amount allocated to projects by WSC: £10,000

Total remaining available for allocation: £0

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

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £1,000.00	08/11/2012		

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.

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

THE ESPLANADE

WATCHET

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

Developer: John Richards

Cost Centre:

Total Released	£0.00
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PI. Ref No: 3/37/06/007

Detail of agreed works:

Towards to 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

Footbridge used to fund the study that led to the allocation of funds for the bridge
ALL COMPLETED

Applicant: Knights Templar pool committee, Sheila Clavey - COMPLETED £1,443.72

COMPLETED - Splashout II - PAID £15, 186

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 £10,000 FUNDING - COMPLETED

ALL PAID/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

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £1,000.00	18/06/2012		

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.

TOTAL DUE:
£1,000

TOTAL Rec'vd
£1,000

TOTAL Remaining: £1,000.00
Available for allocation

Liddymore Road Watchet

To Be Used By:

Developer: Mrs J Taylor

Cost Centre: 31080**Total Released** £0.00

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

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £1,000.00	04/11/2011		

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.

TOTAL DUE:
£1,000

TOTAL Rec'vd
£1,000

TOTAL Remaining: £1,000.00
Available for allocation

ANCHOR STREET WATCHET

To Be Used By:

Developer: Mr & Mrs A Musgrave

Cost Centre: 31061**Total Released** £0.00

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

Amount Due to WSC	Date received	Total Allocated to projects:	£960.00
Stage 1: £1,000.00	06/09/2011		

Detail of agreed works:

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

TOTAL DUE:
£1,000

TOTAL Rec'vd
£1,000

TOTAL Remaining: £40.00
Available for allocation

SOUTH ROAD WATCHET

To Be Used By: No Expiry date.

Developer: D Quartley

Cost Centre: 31064**Total Released** £960.00

> **Applicant:** Watchet Town Council - Sarah Reed, Town Clerk £960.00

COMPLETED - Two picnic benches that are plastic, durable eco picnic tables enhancing area - INVOICE PAID 3/10/12

COMPLETED - AGREED £1,000 total PAID £960 ON 3/10/12 On website Project 11 -

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 **Date received** **Total Allocated to projects:** £0.00
 Stage 1: £6,000.00 09/06/2011

Stage 2: £4,000.00 **TOTAL Remaining:** £6,000.00

TOTAL DUE: £10,000 **TOTAL Rec'vd Available for allocation** £6,000

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 **Date received** **Total Allocated to projects:** £0.00
 Stage 1: £2,000.00 12/03/2012

TOTAL DUE: £2,000 **TOTAL Remaining:** £2,000.00

TOTAL Rec'vd Available for allocation £2,000

To Be Used By: NO EXPIRY DATE

Total Released £0.00

Cost Centre: 31066

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:

TOTAL DUE:

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, Sheila Clavey - COMPLETED £8,342.41

COMPLETED - Splashout II - PAID £15,186

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

Developer: Summerfield Homes

Amount Due to WSC

Stage 1: £16,500.0

Stage 2: £16,500.0

TOTAL DUE:

£33,000

Cost Centre: 31058

Date received

08/06/2011

07/07/2011

TOTAL Rec'vd

£33,000

Total Allocated to projects:

£32,935.26

TOTAL Remaining: £64.74

Available for allocation

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

Total Released £17,697.00



Applicant: Watchet Town Council £10,872.00

Play Equipment 2 - PROJECT PAID £10,872 on 25/11/2011 - COMPLETED

ALL PAID/COMPLETED. On website Project 6 - <http://www.westsomersetonline.gov.uk/Home/New-s/New-play-equipment-for-Watchet-Memorial-Ground>

Applicant: Watchet Community Cinema £7,527.26

Watchet 2025 - to see films without expense of travelling - COMPLETED
14.9.13 photoshoot.

Applicant: Watchet TC, Liddymore Estate Play Equipment - COMPLETED £14,536.00

Enhance and provide new play equipment COMPLETED. Invoice received and processed 14.3.13
AGREED AT POG 18/12/12.

In the parish of : Watchet

Amount owing to WSC - active planning obligations	£137,000
Amount received by WSC:	£104,000
Amount allocated to projects by WSC:	£89,238
Total remaining available for allocation:	£14,762

Williton						
PI. Ref No: 3/39/07/033	Amount Due to WSC	Date received	Total Allocated to projects:	£3,000.00	>	Applicant: Williton Brownie Club - £3,000.00 COMPLETED
Detail of agreed works:	Stage 1: £8,000.00	21/05/2008				Linda Sully, Improvements to Brownie HQ - PAID £10,000 COMPLETED
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)	TOTAL DUE: £8,000	TOTAL Rec'vd £8,000	TOTAL Remaining: Available for allocation	£5,000.00		
HALF ACRE	WILLITON		To Be Used By:	No Expiry date.		
Developer: Rockleaf Limited	Cost Centre: 31026		Total Released	£3,000.00		
PI. Ref No: 3/39/08/032	Amount Due to WSC	Date received	Total Allocated to projects:	£0.00		
Detail of agreed works:	Stage 1: £2,000.00	15/09/2009				
Contributions towards local community facilities in Williton.	TOTAL DUE: £2,000	TOTAL Rec'vd £2,000	TOTAL Remaining: Available for allocation	£2,000.00		
LONG STREET	WILLITON		To Be Used By:	No expiry date		
Developer: Mr B Criddle	Cost Centre: 31039		Total Released	£0.00		
PI. Ref No: 3/39/08/034	Amount Due to WSC	Date received	Total Allocated to projects:	£0.00		
Detail of agreed works:	Stage 1: £1,000.00	10/10/2012				
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.	TOTAL DUE: £1,000	TOTAL Rec'vd £1,000	TOTAL Remaining: Available for allocation	£1,000.00		
HIGH STREET	WILLITON		To Be Used By:			
Developer: Dr Louw	Cost Centre: 31078		Total Released	£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 £3,270.00
(Trustee of Williton Mem.
Rec. Ground) Claire
Richards

COMPLETED Enhance/preserve existing Rec.
Ground renewing/replacing equipment.

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

PI. Ref No: 3/39/11/001

Detail of agreed works:

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).

High Street Williton

Developer: B A Gliddon & M Gliddon + Summerfield D Cost Centre: 31063

Amount Due to WSC	Date received	Total Allocated to projects:	£21,000.00
Stage 1: £21,000.0	15/09/2011		
Stage 2: £21,000.0	13/03/2013	TOTAL Remaining:	£21,000.00
TOTAL DUE:	TOTAL Rec'vd	Available for allocation	
£42,000	£42,000		

Applicant: Williton Parish Council £21,000.00
(Trustee of Williton Mem. Rec. Ground) Claire Richards

COMPLETED Enhance/preserve existing Rec. Ground renewing/replacing equipment.

COMPLETED
On website Project 10 - www.

To Be Used By: 15/09/16 - 5yrs from date of receipt of each payment

Total Released £21,000.00

In the parish of : Williton

Amount owing to WSC - active planning obligations	£64,000
Amount received by WSC:	£64,000
Amount allocated to projects by WSC:	£27,270
Total remaining available for allocation:	£36,730

ALL PARISHES TOTALS:

Due to WSC under active Planning Obligations	£639,135
Received by WSC:	£491,735
Allocated to projects:	£297,177
Total remaining available for allocation:	£194,558

Report Number: WSC 78/13
Presented by: Cllr D Westcott
Author of the Report: Angela Lamplough, Community Liaison & Climate Change Manager
Contact Details:
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Report to a Meeting of: Cabinet
To be Held on: Wednesday July 3rd 2013
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 15.1.13

SOMERSET MAJOR SPORTS FACILITIES STRATEGY AND PLAYING PITCH REPORT

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to propose that Cabinet endorse the findings of the Somerset Activity & Sports Partnership (SASP) Major Sports Facilities Strategy and the Playing Pitch Assessment Report to provide a rationale for the Council supporting, in principle, bids for funding being made by local community and voluntary groups for sports and recreation facilities.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The Strategy and Report contribute towards the delivery of the Council's Corporate Priority 2, Objective 3 and Key Task 3.4 – By February 2014 develop a strategy of investment within West Somerset for leisure funding provided directly to the council from the development of Hinkley Point.

3. RECOMMENDATIONS

That Cabinet endorses, in principle, the findings of the SASP Major Sports Facilities Strategy (March 2013) and the SASP Playing Pitch Assessment Report (March 2013) as outlined in Section 5 of the report.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Failure to provide clarity on Council's priorities for sports and recreation could result in lost funding opportunities.	Possible (3)	Moderate (3)	Medium (9)
<i>This report outlines the priority areas for this district.</i>	Rare (1)	Moderate (3)	Low (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**

5.1 Over the next year substantial amounts of external funding¹ are likely to be made available to community and voluntary groups for sport and recreation facilities. It is essential that any of these groups can clearly demonstrate support from their local authority and that the Council has a consistent and transparent basis for offering such support.

5.2 WSC's Sports & Recreation Study was carried out by the Planning Policy Team to provide evidence for our new Local Plan. The information from WSC's Sports & Recreation Study fed into the Somerset Major Sports Facilities Strategy, the information from the Somerset Playing Pitch Assessment Report supplements the information of this strategy.

5.21 **Somerset Major Sports Facilities Strategy – Knight Kavanagh & Page – March 2013**

Somerset Major Sports Facilities Strategy was produced for Somerset Activity and Sport Partnership, Sport England, West Somerset, Sedgemoor, Mendip and South Somerset District Councils, Taunton Deane Borough Council, Somerset County Council and National Governing Bodies of sport by Knight, Kavanagh and Page (June – Sept 2012). The Strategy summarises the findings from the district local needs assessments of existing and future major sports facility provision along with information from county, regional and national sources to make recommendations about county-level facility provision which responds to current, anticipated, significant population growth needs. The purpose of this strategy is to help ensure that sports facility needs of local people are met both now and in the future and encourage external investment into sport and recreation in West Somerset. The table below highlights the recommendations from the strategy for the West Somerset Local Planning Authority (LPA) area.

Activity	Identified need	Location
Badminton	England Badminton has identified the LPA area as a priority. Its primary issue is securing time for the sport within existing leisure centres and schools	West Somerset LPA area
Sports Halls	Develop small halls	Watchet, Stogursey, Huish Champflower and Williton
Swimming pools	Provide additional water space accessible to swimming clubs, schools and low-income	West Somerset LPA area
	Increase community-use of private and school pools	West Somerset LPA area

5.22 **Somerset Playing Pitch Assessment Report – Somerset Activity Sports Partnership(SASP) – March 2013**

Somerset Playing Pitch Report was produced by SASP (Oct 2012 – March 2013) being led by a steering group from Mendip, Sedgemoor, South Somerset, Taunton Deane and West Somerset district councils, National Governing Bodies (NGBs) and Sport England

¹ Sport England and potentially Hinkley S106.

representatives. It is an audit based assessment of the quantity and quality of outdoor sport and recreation facilities in the county. It provides a quantitative summary for the provision of outdoor sport facilities in Somerset focusing on football pitches, cricket pitches, rugby pitches (union), and artificial grass pitches (AGPs).

Below is a summary of need for West Somerset:

Pitch	Identified need	Location
Football	Re-develop clubhouse and changing facilities	Minehead FC

The needs for Minehead Cricket Club have been met through S106 funding along with other external funding and likewise for Minehead Barbarians and improvements to the rugby club.

5.3 **Moving forward**

It is proposed that moving forward that the authority is supportive, in principle, of projects coming forward in West Somerset, which provide multi-use facilities for everyone in the community for the benefit of their health and well-being.

6. **FINANCIAL/RESOURCE IMPLICATIONS**

- 6.1 It is not envisaged that the Council will be providing direct financial support. Project applicants will be encouraged to bid for funding from appropriate sources.

7. **SECTION 151 OFFICER COMMENTS**

- 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 proposals in this report have the potential of addressing access for all to sports and recreation facilities in West Somerset.

9. **CRIME AND DISORDER IMPLICATIONS**

- 9.1 None in respect to this report.

10. **CONSULTATION IMPLICATIONS**

- 10.1 Consultation has been carried out for SASP with stakeholders and included Sport England, national governing bodies of sport, league secretaries, clubs, schools, higher/further education establishments as well as WSC.

11. ASSET MANAGEMENT IMPLICATIONS

11.1 The recommendations, if approved, it will have no impact upon assets owned by the Council.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

12.1 None in respect to this report.

13. LEGAL IMPLICATIONS

13.1 None in respect to this report.

Report Number: Page 61 of 88
WSC 77/13

Presented by: Cllr Karen Mills, Lead Member for Economic Regeneration and Tourism

Author of the Report: Corinne Matthews - Economic Regeneration Manager

Contact Details:

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Report to a Meeting of: Cabinet

To be Held on: 2 July 2013

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 18/6/13

MINEHEAD VISION MANAGER BUSINESS PLAN – REQUEST FOR SEASIDE STRATEGY FUNDING

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update Members about the work of the Minehead Vision Manager and to request that a sum of £35,585 is released from the remaining Sea Side Strategy Funding to resource elements of the Business Plan.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 The maximisation of opportunities for business and the working age community is a corporate priority. Supporting initiatives that will lead to a vital and vibrant town centre will help to realise a number of wider regeneration activities for Minehead.
- 2.2 The Minehead Vision Manager's business plan outlines specific measurable targets relating to the sections of the community who will receive positive benefits which includes residents and businesses.

3. RECOMMENDATIONS

It is recommended that:

- 3.1 Cabinet note the content of the Vision Manager's business plan and its contribution to the wider delivery of the Minehad Vision Group's action plan.
- 3.2 Cabinet recommend to Council the allocation of £35,585 of the seaside strategy fund for the projects described in Appendix A & B of this report.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Risk – That the Projects identified in the Business Plan will not address the economic challenges in Minehead Page 61 of 88	Possible (3)	Moderate (3)	Medium (6)

Mitigation – <i>The projects have been subject to wide consultation and stake-holder engagement, with firm foundations in place for delivery</i>	Unlikely (2)	Negligible (1)	Low (3)
Risk – That the projects do not deliver the required economic outcomes	Possible (3)	Moderate (3)	Medium (9)
Mitigation – <i>Regular monitoring and evaluation undertaken by MVM SG, including additional support where required.</i>	Possible (3)	Moderate (3)	Medium (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 Cabinet and Council agreed in July 2012 and August 2012 respectively to the allocation of £70,000 to Minehead Development Trust (MDT) for the purposes of recruiting an 18 month post of Minehead Vision Manager (MVM) and an apprenticeship post to work along-side MVM. West Somerset Council agreed a Service Level Agreement with MDT for the delivery of this function.
- 5.2 A full and transparent recruitment process was undertaken for the post, with Member representation from West Somerset Council, Minehead Town Council and Somerset County Council actively involved with the selection process. Mr Stephen Hooper was selected as the preferred candidate and commenced his Contract in early December 2012.
- 5.3 The Post holder is managed on a daily basis by a named Member of MDT. The work programme of the MVM is established and monitored by a Steering Group that meets no less than once every three months. The Representatives on the Group are 2 Members of MDT, 2 Members from WSC and 1 Member from MTC. The MVM also provides an update report to every meeting of Minehead Vision Group.
- 5.4 Recruiting an Apprentice to the post, took longer than was expected, however, the ideal candidate was eventually found and commenced both his duties and associated training in May 2013. The qualification is at Level 3, equivalent to three A levels, and the training is being delivered locally at the West Somerset Community College. The position attracts some Government funding, as well as a small contribution from the WSC LARC funded 'Starting out Programme' therefore the post-holder receives an hourly rate that is well in excess of the Apprenticeship minimum wage. The Post-holder is a West Somerset resident.
- 5.5 The MVM was tasked with producing a business plan that delivered those aspects of the Minehead Vision Group Action Plan that had been identified as priorities for delivering the Vision, but had no individual Organisation able to take these forward. The Business Plan (attached as Appendix A and Appendix B) of this report has been the result of intensive research, stake-holder engagement and local consultation.
- 5.6 Having a 'fresh pair of eyes' looking at the issues and challenges that affects the economy of Minehead has led to some very innovative thinking and potentially some very exciting projects that will build a lasting legacy for the area.
- 5.7 Significant ground work has been undertaken in pulling all the activity together and work is considerably advanced in many areas. Match funding has already been achieved for a number of the projects.
- 5.8 The MVM Steering Group will continue to monitor the impact of project delivery. The Service Level Agreement in place with MDT only releases funding when key milestones and outputs have been achieved. Page 62 of 88
The main task of MVM will be to work with MVG to

implement a Funding Strategy for the continuation of the MVM or a similar position once the funding for the post comes to an end in June 2014.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 West Somerset Council was awarded £200,000 Seaside Strategy Funding (from Government) in 2010, in recognition that Minehead was considered one of 25 most deprived coastal towns in England. The funding was devolved to West Somerset Council with the intention that it was to be used in Minehead to support economic activity that would improve its prosperity.
- 6.2 West Somerset Cabinet and Council has already committed an allocation of £158,940 to a number of projects that were identified by the Minehead Vision Group. There remains £41,060 of which this report requests £35,585 leaving £5,475 unallocated.
- 6.3 If the recommendation is agreed, then MDT will be required to follow the same accounting and financial regulations that any third party organisation that receives Planning Obligations S106 funding from WSC is subject too.
- 6.4 It should be noted that this allocation will be used to lever in an additional £24,000 of external match funding, from a number of different sources which will include grant funding and private sponsorship.

7. SECTION 151 OFFICER COMMENTS

- 7.1 The projects detailed within Appendix A and B of this report is appropriate use of the Seaside Towns strategy monies awarded to West Somerset Council, and the proposals have no effect on the core West Somerset finances.

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 implications directly linked to the recommendations in this report

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 There are no implications directly linked to the recommendations in this report

10. CONSULTATION IMPLICATIONS

- 10.1 Minehead Vision Group unanimously voted to agree the Business Plan (as set out in Appendix B of this report) at their meeting on 23rd May 2013
- 10.2 The Business Plan was presented to Minehead Town Council on 18th June 2013, who unanimously (with one abstention) to agree it. They asked for a further report to be presented to them in August outlining a request for financial support to the Plan.
- 10.3 The Business Plan has also been presented to a number of different Groups in Minehead including Minehead Chamber of Trade, Revive, Minehead and Minehead Business Breakfast.

11. ASSET MANAGEMENT IMPLICATIONS

12.1 There are no implications directly linked to the recommendations in this report

12. ENVIRONMENTAL IMPACT IMPLICATIONS

13.1 There are no implications directly linked to the recommendations in this report

13. LEGAL IMPLICATIONS

13.1 There are no implications directly linked to the recommendations in this report

Minehead Vision Manager Business Plan

Stephen Hooper was employed at the end of 2012 by Minehead Development Trust to take up the position of Vision Manager. His background is in physical, cultural and environmental regeneration predominately in the Welsh Valleys focusing on revaluing local and regional assets to create new visitor destinations for the cultural tourist industry.

An apprentice, Dan Cross, has been employed to assist with the project portfolio and he is being guided through a business administration NVQ level 3 with the support of West Somerset Community College.

The Business Plan was developed in response to the priorities identified by Minehead Vision Group as part of their Action plan in delivering regeneration activity in Minehead in the short, medium and long term.

The plan addresses key regeneration issues and will deliver economic, cultural, community and environmental activity. The overarching theme which runs throughout the plan is the enrichment of the destination offer to the cultural tourist and the consequent increase in economic impact.

Five strands of activity have been developed and are in phased stages of evolution and delivery. These strands are:

- The former Visitor Information Centre
- Business Engagement
- Cultural Quarter
- Horticultural Minehead
- Maritime Heritage

Whilst the strands are shown as distinctly separate elements they are all inextricably linked in terms of their activities driving an increase in personal and corporate economic activity and engagement.

The Visitor Information Centre:

This prominent sea front building is currently empty and gives a negative impression to visitors. We seek to lease the building from WSC on a temporary basis to use as a 'pop up' exhibition space and demonstrate business and community benefit of such niche activities.

We have offered exhibition opportunities to local artists, organisations and groups, boosting the offer to the cultural tourist and celebrating the indigenous diversity of activity.

This three month project will take advantage of, and capitalise socially and culturally from the space with strategic programming to coincide with the ongoing Minehead events calendar.

The initiative will also provide demographic research to inform developments within Old Hospital and Cultural Quarter.

So far 5 local artists and 6 groups are being programmed into the schedule.

During the lease period the Visioning Team will also be based in the building.

The object is to raise the profile of micro businesses and the activities of local groups.

The lease period is from 1st July to 30th September. The first exhibition will commence on 8th July.

Business Engagement:

The status quo is that traders are struggling in the current economic climate and not always reaching/attracting the full demographic spectrum of their potential customers.

In addition to this visitors do not always venture to the top of the Avenue which offers a wealth of independent shops.

The Avenue has become polarised with activity areas at either end since the demise of the central focal point. Anecdotal evidence suggests that shops are often closed during peak visitor times.

We propose building 'The Thermal Calendar' based on the West Somerset Railway model which has a colour coded timetable format which grades days according to the amount of steam trains (and special activities) running. The grading reflects the volume of expected passengers, potential customers arriving in Minehead. 'The Thermal Calendar' will layer all significant Minehead programmes (Railway, events, Butlins, Theatre, Music, Sports etc) onto one interactive database and colour code the intensity of the activity.

The base information has been collated by a volunteer and this is currently being assessed prior to commissioning a web master to create a publicly accessible platform.

The plan is for early sustainability and minimum intervention in that paid for advertising will part of the presentation and certain businesses and organisations will be engaged and trained to input to the calendar and will act as champions in their own area to promote and engage similar businesses to realise the benefit of using such a focussed events calendar. The Calendar will be linked to sites of interest to tourists and visitors and is intended to be used by them for planning days or stays and for business to assess likely demand and plan stocks opening strategies.

We have engaged with all major players in Minehead and District (Butlins, Railway, National Trust, Exmoor, Artlife, Regal Theatre, Information Centre, Minehead Eye, 1610, Sports Clubs, Events Group, Third Sector, Churches, Chamber of Commerce, Hospitality Group) and will be further engaging with local groups to populate with lower level activities.

Shop Local

A project (working title) Love Minehead has recently been worked up in partnership with Minehead Chamber of Trade, West Somerset Council and others. An application has been made to West Somerset Council for planning obligations funding. The application requests £3500 be allocated to a project addressing the vibrancy and vitality of Minehead Town centre. The project has two elements which deal with empty shops and a shop local scheme. The empty shop element seeks to provide long lasting window dressing displays for empty shops that can be reused. This element recognises the impact of empty shops on high streets seeking to address the nationally recognised principle that these shops can become visually unattractive and reduce the appeal of the remainder of a town centre. The second aspect seeks to initiate a shop local scheme with the money being used to start the scheme. The aim would be for this to be sustainable over time and create a positive basis for local shops in Minehead. The project has financial support of the Minehead Chamber of Trade & Commerce who has been able to secure match funding MTC, Butlins, WSC and WSR) of £2500 bringing the total project cost to £6000.

Cultural Quarter:

This strand links strongly to Business engagement and seeks to demonstrate the potential of liberating the central area to develop commercially and culturally. The Avenue has become disjointed, the former bus station (co-op car park) and Old Hospital used to be the engine that formed the connection between the upper and lower halves of the town. It provided footfall radiating to and from this point. As a pivotal hub this zone has a vital role to rebalance the Avenue by reconnecting and drawing the poles, transport terminus at the railway station and Wellington Square, together. This project will pilot alternative traffic flows in the Avenue and carry out a physical experiment in "Shared Space". Using the area between the Regal and Old Hospital as a piazza we will develop a plan to demonstrate business and environmental benefit of the possibilities in anticipation of the community regeneration of the Old Hospital Site.

On June 15th there will commence a series of Saturday Arts Markets on the Old Hospital Forecourt to demonstrate the cultural quarter concept. Discussions with Highways as to possibilities are at an advanced stage.

Businesses local to the action have been consulted and are engaged.

Horticultural Minehead:

Minehead has a micro climate that supports a horticultural offering of significance which is of interest to the cultural tourist.

The Arboretum "Parks Walk" is little known (esp to the visitor) is undervalued and under celebrated.

Blenheim Gardens is an established cultural, quiet and performance space and recreation hub and the seat of the Arboretum.

Clanville Gardens are part of WSC Asset Portfolio, creating a new secret garden at Clanville offers an opportunity to complement, link and enhance the offering by providing an additional sustainable community amenity and space.

MDT have carried out a series of environmental surveys and a feasibility study.

This strand will raise the status of 'Parks Walk' to "Minehead Arboretum".

We will audit, update and digitise the Parks Walk Guide for inclusion to the Minehead App.

MDT will ensure custodianship of Clanville Gardens is taken up and support the development of the project as enchanted/secret gardens on a phased basis to minimise risk. Through strategic partnership the strand will bolster Minehead as a niche horticultural destination and develop a number of community activist groups to sustain the amenity. We have linked to other heritage gardens and resources as a wider West Somerset tourist offering. We have received a letter of intention to lease and the MDT board are currently scrutinising the lease agreement.

Maritime Heritage:

14 businesses plus accommodation providers operate in Quay Town. As a strategic commercial zone its history is key to the existence and prosperity of the town and its evolution. It is under celebrated and suffering a diminishing footfall. The quay is a heritage area of national significance, very much a jewel in the crown that needs dusting off and polishing up. It has never had a festival to highlight its maritime history its trading links with South Wales or its importance to Exmoor. There is no interpretation at the harbour which was once the second most important Naval station in Britain, being the gatekeeper of the Bristol Channel.

The harbour festival will establish a new annual event of cultural and commercial significance which will raise the status of maritime heritage and Quay Town to the cultural tourist which from the onset will set out to establish a sustainable model that can be repeated year on year with the bare minimum of funding.

In addition to the Harbour Festival activities there will be a physical celebration of trade links with South Wales and Bristol Channel ports through a schools exchange of goods by sea with South Wales – at both community and civic levels.

A hands on Maritime sail training experience programme for local youth in cutter training vessels. A local producers market will take place. A number of community activities before during and after the festival.

A new Maritime Heritage Interpretation programme has been initiated following a successful expression of interest the Heritage Lottery Fund has invited a full application. This will produce a legacy piece of heritage art delineating the maritime history of Minehead within the harbour walls. More than 24 businesses and organisations are actively engaged and collaborating in this initiative. This action has already generated a sponsorship investment and benefit in kind from the businesses in excess of £7500.

Resourcing the Business Plan

The attached spreadsheet provides detail in respect of the

- Cost of each project
- The timescales for delivery
- The match funding that will be levered in
- The measurable outcomes that will be achieved from successful implementation.

Summary

Project	Cost			Timescales	Outcomes
	SSF	Match	Total		
VIIC Exhibitions	1,650		1,650	July - September	5 artists and 6 community Groups exhibit 1 additional tourism attraction created for the summer
Business Engagement – Thermal Calander	2,500	1,000	3,500	Launched July 2013 – evaluated October 2013	15 businesses trained and supported to use in first instance
Business Engagement – Shop Local	0	2,000	2,000	Scheme launched July 2013	25 businesses participating and seeing increased footfall
Project	Cost			Timescales	Outcomes

	SSF	Match	Total		
Business Engagement – Retail Support	2500	1000	3500	Autumn 2013	20 High Street shops participating.
Cultural Quarter	5650	1,500	7150	June – September 2013	Businesses either side of the Avenue seeing a % increase in footfall and sales. 10 Creative businesses provide with new route to market.
Empty Shop Project		3,500	3,500	July – December 2013	Material produced to use to ‘window dress’ empty shops and highlight Minehead’s vibrant events calendar
Horticultural Minehead	8750	3,000	11750	September 2013 – January 2014	New tourism marketing resources produced. Asset transfer of Clanville Gardens in place. 20 Volunteers recruited. Clearance works undertaken and survey work concluded. Timetable in place for staged restoration. Friends of Blenheim Gardens volunteer group established
Maritime Heritage	11,300	12,000	23,300	May 2013 – March 2014	1 new festival 1 Trade Exchange 50 people participating in tall ship training 14 businesses directly supported 1 new book published 1 commission for local artist 1 new public realm project delivered.
Marketing and Publicity	3235	0	3235	Throughout programme	Increased visitors and community / business engagement. Greater awareness of the Minehead offer
TOTALS	35,585	24,000	59,585		

Next Steps

This portfolio of foundation projects aims to bolster the towns offer to the cultural tourist whilst bringing in investment to the benefit of commerce, the community and the environment. The seed funding requested from the Seaside Strategy Fund will be used as match funding to lever down investment from national and local funds as well as inspiring the confidence for investment from local businesses and the community. All the strands of the business plan are legacy projects that will leave behind physical enhancements and also provide sustainable bases for continued strategic development and activity.

1. VISION

In 2020 Minehead will be a thriving, prosperous, safe and attractive town, with access to quality services and facilities for residents, business and visitors alike

2. OBJECTIVES

1. To develop an overarching economic plan for Minehead that compliments and adds value to existing strategy and policy
2. Ensure that the local population have access to the appropriate skills and training they need to realise potential, gain employment and grow business in the area.
3. To provide and develop a range of cultural and leisure facilities and activities for local people and visitors.
4. Enable access to a wide range of services and facilities, both for residents of Minehead and its hinterland and visitors to the area.
5. Provide support for community safety initiatives
6. To continue working cohesively and inclusively with key stakeholders to realise the vision, including engaging the energy of the wider community.

3. ACTION PLAN

Time scales: Short (6 months – 1 year), Medium (1- 2 years) Long (in excess of 2 years)

Red - Not completed, little or no progress	Not completed - good progress being made	Completed (Very little green on this Version as substantive completed actions from 2012 Version have been removed)	Action to be taken forward by Minehead Vision Manager
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Objective One: To develop an overarching economic plan for Minehead that compliments and adds value to existing strategy and policy

Key Task	Actions	Lead Partner	Timescale	Status
1.1 Establish and deliver a business plan for the regeneration of Minehead	Create programme of projects and agree with management group	Vision Manager	31st March 2013 (Short)	
	Identify funding opportunities and make appropriate bids		31 st September 2013	
	Agree overall business Plan include future actions and projects		31 st March 2013	

Objective Two: Ensure that the local population have access to the appropriate skills and training they need to realise potential, gain employment and grow business in the area

Key Task	Actions	Lead Partner	Timescale	Status
2.1 Establish support mechanisms for business start-ups and the provision of business incubation support	<p>Create 5 new business start-ups</p> <p>Enhance existing support mechanisms and agree any additions</p>	Vision Manager & WSC (ED Officer)	March 2014 (Medium)	Potential use of VIIC Building Summer 2013 to showcase activity.
2.2 Deliver training, skills and enterprise initiatives in Minehead to maximise the economic benefits of HPC and minimise the negative impacts	Creation of apprenticeship programmes and aligned skills training WSCC	WSCC with support from LA's and key partners	September 2012 - 2020 (Short, Medium – Long)	Investment from EDF secured.
	Realise other opportunities to add value to WSCC offer for the benefit of small businesses	WSCC / WSC / Business Organisations		
2.3 Support wider community learning opportunities / business and enterprise support	<p>Ensure active engagement and networking of all providers that encompass Minehead to support cohesive provision and identify gaps.</p> <p>3 specific programmes of activity instigated</p>	WSCC / SS&L and other key partners supported by WSC Employment & Skills Outreach Worker	March 2013 - March 2014 (Medium)	<p>Community employment and skills outreach provision being mapped, and activity for gaps in provision established</p> <p>Pre-employment Workshop - held November 2012 Job Fair due to be held April 2013</p>

Objective Three: To provide and develop a range of cultural and leisure facilities and activity for local people and visitors

Key Task	Actions	Lead Partner	Timescale	Status
3.1 Create a Minehead Cultural quarter.	Acquisition of Minehead Old Hospital and development for community use	Minehead Development Trust	30 th December 2013 (Medium)	
	Refurbishment of performance space in Blenheim Gardens	WSC	31st March 2013 (Short)	
	To create and maintain a vibrancy and vitality in respect of the Cultural Quarter concept	MDT / MVM	31st September 2013	
3.2 Restore Clanville Gardens for local community use and as a tourism attraction	Make site safe and usable	MDT identified as lead partner	30 th March 2014 (Medium - Long)	
	Transfer asset from WSC to appropriate community organisation			
3.3 Create a new young persons recreational facility (adventure trail type activity)	Evaluate need for provision using Leisure LDF report	MTC currently taking the lead – consultation with young people to be undertaken.	30 th March 2013 (Medium)	
	Identify nature and location of provision		30 th September 2013 (Medium)	
	Deliver agreed provision		30 th June 2014 (Medium – Long)	
3.4 Create Indoor recreational for young persons and others facility	Bouldering Wall project	Minehead Eye	Fund Raising completed by May 2013, installation by Sept 2013.	Crowd Funding for £5K successful Feb 2013

Objective 4: Enable access to a wide range of services and facilities, both for residents of Minehead and its hinterland and visitors to the area.

Key Task	Actions	Lead Partner	Timescale	Status
4.1 Create a coordinated and cohesive approach to tourism marketing, events and promotion of the town.	Review current practice and assess effectiveness	Tourism Officer, MIC, MEG	Autumn 2012 (Short)	
	Agree Revised approach and deliver		From early Spring 2013 to December 2013 (Medium)	Successful Winter Festival held (Feb 2013)
4.2 Ferry link from South Wales to Minehead	Assess feasibility of link and report to MVG Agree next steps with MVG	Ferry Working Group	Deadline passed request update from Ferry Group	
4.3 Celebrate historic links with Minehead and South Wales	Incorporate within Minehead Harbour Festival	Minehead Vision Manager / MEG	Summer / Autumn 2013	
4.4 Create Master Plan for Minehead	Agree approach and timescales with Town Council and LDF Panel	WSC /MTC	April 2013 (Medium)	Update required from Strategic Planning in relation to whether this ambition can be achieved within the context of the emerging local plan - March 2013
	Deliver and adopt economic master plan	WSC/ MTC	April 2014 (Medium)	
	Establish requirements to enhance links between Morrisons and the Town Centre	WSC	January 2012 – March 2013 (Short – Medium)	Phase one achieved - Minehead trails / Minehead App / Arts markets / signage

4.5 Create clearer links between areas of the town	Agree programme of works and secure funding through use of planning obligations funding	Page 73 of 88		Outstanding Lighting along the path between Morrisons and WSR
	Deliver improvements			

4.6 Improve the Public Realm	Identify further public realm improvements and use of available funds	WSC / MTC / MCT	October 2012 (Short)	Business signage to replace A Boards - application submitted for S106 Funding (March 2013)
	Agree funded improvement programme			Meeting between MTC and WSC to put in place a strategy
	Deliver programme			

Objective Five: Provide support for community safety initiatives

Key Task	Actions	Lead Partner	Timescale	Status
5.1 Review current initiatives and establish need for future initiatives	Review and analyse available data on current issues that effect residents	WSC/ Police	March 2013 (Medium)	No progress made in this area - invite WSC Community Safety Officer to future MVG Meeting?
	React to initiatives both local and national and report opportunities to MVG	WSC/ Police	March 2013 (Medium)	
	Identify proactive initiatives and agree approach with MVG	WSC/ Police	March 2013 (Medium)	

Objective six: To continue working cohesively and inclusively with key stakeholders to realise the vision, engaging the energy of the wider community.

Key Task	Actions	Lead Partner	Timescale	Status
6.1 Monitor Delivery of action Plan	Set up management group to guide Vision manager	MVG	Dec-12	Achieved and on-going
	Report delivery of action plan to MVG	Vision Manager	September 2013 onwards (Medium)	
6.2 Establish a Funding Strategy for Minehead as an element of the action plan	Agree overall approach to funding	MVG	September 2012 (Short)	
	Proactively target Specific funding streams. Make bids aligned to the objectives of vision	Vision Manager	March 2013 (Medium)	
	Respond reactively to new funding opportunities as they occur and make bids aligned to the objectives of the vision			
	Agree use of any secured funds in conjunction with MVG			

Minehead Vision Manager Activity

MVM - Minehead Vision Manger

ACTION PLAN

Time scales: Short (6 months – 1 year), Medium (1- 2 years) Long (in excess of 2 years)

Red - Not completed, little or no progress		Not completed - good progress being made		Completed	
Key Task and link to MVG Action plan		Key Milestones		Timescale	Resource requirement
Business Engagment (1.3, 2.1, 4.1)					
Thermal calender <ul style="list-style-type: none"> A programme of engagement with local businesses and entrepreneurs through the action plan to identify, participate in and contribute to the development of added value activities that will encourage footfall to their premises, visitors staying longer and spending more per visit. 		1. Specification written for developer 2. Procurement of developer 3. Commission developer		May-13 May-13 Jun-13	MVM Time - 2 days MVM Time - 2 days MVM - 1 day

<ul style="list-style-type: none"> • Ensure Seaside Strategy investment is multiplied through match funding and engagement activities carried out with partners, traders and volunteers in all project threads. • Implement a comprehensive calendar of activity in Minehead and District collating significant events to identify high and low trading, community engagement and visitor opportunities. • Digital and QC media to be used throughout all project threads and promoted to reduce print costs • Informing event programming, marketing and infrastructure provision. • Create the ability for both visitors and providers to identify 'whole day' stays. Engage cross sectoral activity and an holistic database of all significant interactive activities, events and its role in supporting the Main Street to work commercially and contribute to wider activity. • Explore the cultural heritage offer as a vehicle to draw visitors to areas of stagnation. 	<p>4. Test model, and launch</p>	<p>Jul-13 Produce brief, Commission developer, Testing, Implement, Hosting, total £2.5k; Target match funding £1k</p>
<p>Shop Local Scheme</p>	<p>1. Meeting held with traders to discuss scope of scheme 2. Design of preferred scheme - preparation of materials 3. Scheme Launch</p>	<p>May-13 MVM - 1 day / CM - 1 day Aug-13 MVM - 1 day Sep-13 MVM - 1 Day £2,000 (WSC)</p>
<p>Retail Support Programme</p> <ul style="list-style-type: none"> • Facilitate 'Shop Local' event schemes • Reunite the two halves of the avenue by creating a central focal point. 	<p>1. Survey businesses to assess training needs 2. Establish programme based on need 3. Support Minehead Empty Shops Project 4. Run Pop-up shop event in Minehead</p>	<p>Aug-13 MVM / CM - 2 days Sep-13 CM - 2 days On-going £1500 (secured - WSC) (working with MTC) Oct-13</p>

Monitoring impacts of activity on business profitability	Establish focus Group of min 10 Minehead businesses	May-13	MVM - 3 days	
Key Task and link to MVG Action plan	Key Milestones	Timescale	Resource requirement	
Horticultural Minehead - 1.3, 2.1, 3.1, 4.1, 4.5, 4.6				
Parks Walk - Clanville Secret Garden - Blenheim Gardens	1. Promote and market Parks walk as Minehead Arboretum	Sep-13	MVM develop app and experience rewrite copy, produce visuals etc £1.5k	
<ul style="list-style-type: none"> Revitalise status of 'Parks Walk' and re-brand as Minehead Arboretum. Audit, update and digitise Parks Walk for inclusion to Minehead App MDT ensure custodianship of Clanville Gardens is taken up and support the development of the project as a community garden/civic amenity (enchanted/secret gardens) on a phased basis. Establish working links with Engage Volunteer Network, Dunster National Trust and WSCC Seaside Strategy investment multiplied through match funding Create a sustainable renewal programme for species trees Support the re-establishment of the status of Blenheim 	2. Digitise parks Walk trail and add to Minehead App	Nov-13	£1.0k	
	3. Relaunch Minehead App	Jan-14		
				total £2.5k Target match funding £1k
	1. Asset transfer from WSC to MDT	end Jun '13 Aug '13 end Aug '13	MVM	
	2. Implement staged restoration programme	end sept '13	MVM	

<ul style="list-style-type: none"> Support the re-establishment of the status of Blenheim Gardens Bolster Minehead as a niche horticultural destination 	3. Recruit conservation volunteers	Aug/Sept '13	MVM leafletting, information and recruitment events, recruitment (£400)
	4 Commence demonstrator project (phase 1)	Sept '13	Ins £600 (2 yrs); Tree Surgeons £2k; Vol Clear up £500; Systemic spray £250; Walkway 100m £5k; (Total £8.750k) Target match and sponsorship £2k
	1. Rejuvenate friends of Blenheim gardens	Dec-13	MVM - Days 3
Key Task and link to MVG Action plan	Key Milestones	Timescale	Resource requirement
Maritime Heritage - 1.3, .1, 3.1, 4.1, 4.5, 4.6			
<p>Establish new maritime event - Create Maritime Interpretation</p> <ul style="list-style-type: none"> Establish a sustainable annual event of cultural and commercial significance based on the Harbour and Quay New public realm artwork initiated (HLF match funded) to recognise maritime heritage and explain Quay Town to the cultural tourist Physical activity and celebration of trade links with South Wales and Bristol Channel ports. Seaside Strategy investment multiplied through triggering activity and engagement with Harbour stakeholders and match funding by multiple organisations Schools exchange of goods by sea with South Wales and hands on Maritime experience programme through chartering of cutter training vessels (self funded). 	<p>1. Event detail ready for inclusion in MEG publication</p> <p>2. School Exchange with Wales organised</p> <p>3. Exchange, includes trade of local produce</p> <p>4. Harbour Festival Event held</p> <p>5. Evaluation of event's impact on business profitability undertaken</p>	<p>May-13</p> <p>Aug-13</p> <p>Aug-13</p> <p>Aug-13</p> <p>Sep-13</p>	<p>MVM - 2 Days Launch activity with Halsey and WSCCinc engagement workshops</p> <p>MVM -3 Days</p> <p>MVM - 2 Provide opportunity to exchange local producers to markets</p> <p>MVM - 6 Days</p> <p>MVM - 2 Days Total £2k Target match and sponsorship £2k</p>

<ul style="list-style-type: none"> • Proactive support for and engagement with local businesses and producers • Engagement with and heritage activities by community, college and cultural organisations • Support further regular and linked events at the harbour • On going programme of Visiting vessels prior to and following festival 	<ol style="list-style-type: none"> 1. Consultation with key stakeholders and establish feasibility 2. Establish creative brief 3. Secure necessary permissions 4. Commission artist 5. Unveiling event 	<p>Aug-13</p> <p>Sep-13</p> <p>Sep-13</p> <p>Nov-13</p> <p>Mar-14</p>	<p>MVM - 5 days</p> <p>MVM - 2 days - Develop brief and commission £300</p> <p>MVM - 3 days Planning consents £500</p> <p>MVM - 3 days £8k (+£10HLF funding) to include community input and college workshops</p> <p>MVM - 2 Days Experience and interpretation events £500 (total £9.3 +£10k HLF match) to include workshops aand £1,000 private match</p>
Key Task and link to MVG Action plan	Key Milestones	Timescale	Resource requirement
Cultural Quarter - 1.3, 2.1, 3.1, 4.1, 4.5, 4.6			
Establish Sat Arts markets in front of the Old Hospital - Pilot alternative traffic flows in the Avenue	1. First market held in June	Oct-13	MVM 10 days - (part of generic promotion and marketing)
<ul style="list-style-type: none"> • Support and enhance a series of Saturday Arts Markets on the Old Hospital Forecourt to demonstrate the cultural quarter concept • Facilitate 'Shop Local' event schemes • Reunite the two halves of the avenue by creating a central focal point. • Pilot alternative traffic flows in the Avenue and carry out a physical experiment in "Shared Space" using the area 	<ol style="list-style-type: none"> 1. Liaison with Highways and other key consultative bodies. 2. Consultation event held with Minehead stakeholders - including Hamilton-Bailee (?) 3. Permissions sought for pilot 	<p>Jun-13</p> <p>Jul-13</p> <p>Aug-13</p>	<p>MVM - 3 days</p> <p>MVM - 1 day £250</p> <p>MVM - 5 days traffic variation order £1k</p>

<p>between the Regal and Old Hospital as a piazza to develop a plan to demonstrate business and environmental benefit of the possibility in anticipation of the community regeneration of the old hospital site</p> <ul style="list-style-type: none"> • Ensure match fund opportunities are maximized by strong partnership with Minehead Town Council, WSC, to draw on 106 monies, Portas initiatives, Coastal Communities Funds and sponsorship opportunities. • Create and maintain vibrancy in terms of the Minehead Cultural Quarter Concept and revitalise Minehead centre. 	<p>4. Pilot undertaken</p> <p>5. Evaluation undertaken</p>	<p>Aug-13</p> <p>Sep-13</p>	<p>Temp road marking/signage and separation road furniture hire, ins £3k; Street performance artists (includes on street skills training workshops) £1.4k; Total £5.65k Target Match funding £1.5k</p> <p>MVM - 5 days</p>
Key Task and link to MVG Action plan	Key Milestones	Timescale	Resource requirement
Former VIIC 1.3, 2.1 & 3.1			
<p>Establish Exhibitions at the VIIC Building</p> <ul style="list-style-type: none"> • Temporary use of high profile empty asset • Programme of exhibitions during summer • Offer exhibition opportunities to local artists, organisations and groups • Additional activity aimed at cultural tourist • Demographic research for Old Hospital and Cultural Quarter • Take advantage of, and capitalise socially and culturally from the space with strategic programming to coincide with ongoing events calendar. 	Programme of events produced	First exhibition June 13 - Oct 13	Refresh VIIC decorate updat etc £1650
Establish Funding Strategy			
<p>Funding Strategy outlining options for maintaining MVM resource in Minehead post March 2014 produced</p> <p>Funding Strategy outlining options for maintaining MVM resource in Minehead post March 2014 produced</p>	<p>1. Consultation with key stakeholders</p> <p>2. Business engagement</p>	<p>Aug-13</p> <p>Sep-13</p>	<p>MVM - 10 days</p> <p>MVM - 10 days</p>

Produce cohesive and consistent brand and media (promotional print) across all project Threads to demonstrate their linked and interdependent nature and synergies	3. Desk top research and engagement with ATCM Town Team Activity	Sep-13	MVM - 5 days 10% project cost
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Proposal costs -SSF **£32,350**
 Linking brand and marketing 10%
£3,235

£35,585

Target match funding and sponsorship

£24k

Anticipated benefit in kind contribution
1000+ volunteer hours

CM - Corinne Matthews

Measurable Outputs	Status
Launch event attended by at least 20 businesses 15 businesses trained in usage 15 businesses / organisations adopted	Thermal Calender collation and uploaded to web format by volunteer



20 shops adopting scheme

20 Minehead Business owners
attending training
50% of empty shop
windows displaying art work / et al

10 businesses / Organisations
attending event

10 Businesses contacted following each event / activity with information collected about impact of activity	
Measurable Outputs	Status
<p>Copy produced for Minehead.com and copy supplied to Tourism providers and used by min of 10 businesses in their marketing material</p> <p>Measurement of hits & downloads on App Increase downloads from App Store by 10%</p>	<p>Recruit vol corps of specialists; Assess prof input reqs; Audit of Arboretum; Rebrand of Parks Walk; Conversion of existing copy & update (to electronic version);agreement needs assessment (replanting scheme); Online expcommissioned;App developed & incorporated to Minehead app; QR codes developed; Roll out and linkage to websites. Develop self funding process for replanting.</p>
<p>Letter of intent Timeline for transfer agreed 4 year Lease terms agreed Phased project plan established; ph1 cost; permissions;brand; phased recruitment and launch</p>	

Feasibility;Eco survey;Badger survey; options appraisal - Complete

20 Volunteers recruited	
Draft Lease issued	
10 new 'friends' recruited and 2 volunteer events held	
Measurable Outputs	Status
Copy in MEG event programme	8485 Maritime Heritage Match Funding to date.
at least 14 young people participate in the exchange.	
10 Local producers show case their products to the Welsh market	
Additional income generated by the event for MEG	
All Quay St businesses survey, and cohort of 10 - 1 monitoring report produced	

1 feasibility study in relation to maritime creative interpretation. Local artists given opportunity to tender for work

1 public realm project successfully completed

Measurable Outputs	Status
10 Creative Industry businesses supported	
1 event held	

<p>Event held celebrating link with Old Hospital/ Regal and Blenheim (Cultural Quarter)</p>	
<p>Positive impact proven in relation to businesses at either end of the Avenue.</p>	
Measurable Outputs	Status
<p>10 Community Groups / not for profit Organisations supported</p> <p>Report of footfall and feedback of visitor experience</p> <p>1 new indoor tourism attraction created for 2013 summer season</p>	<p>Draft lease issued by WSC 1st July -30th Sept</p>
<p>Presentation to WSC, MTC, MVG</p>	
<p>Presentation to Chamber of Trade</p>	

Potentially start BID process