



Members of the Cabinet  
(Councillors A H Trollope-Bellew (Leader), M J Chilcott (Deputy  
Leader), M O A Dewdney, K M Mills, C Morgan, S J Pugsley,  
K H Turner and D J Westcott)

Our Ref DS/KK  
Your Ref

Contact Krystyna Kowalewska kkowalewska@westsomerset.gov.uk  
Extension 01984 635307  
Date 26 August 2016

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING  
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OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

**CABINET**

**Date: Thursday 8 September 2016**  
**Time: 3.30 pm**  
**Venue: Council Chamber, Council Offices, Williton**

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

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

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

Yours sincerely

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

**BRUCE LANG**  
Proper Officer

## CABINET

Meeting to be held on 8 September 2016 at 3.30 pm

Council Chamber, Williton

### AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 13 July 2016 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 for the month of November 2016 – **SEE ATTACHED.**

6. **Cabinet Action Plan**

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

7. **HPC Planning Obligations Board – Allocations of CIM Funding**

To consider Report No. WSC 94/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

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

## **8. Customer Access and Shared Assets (CASA) Project**

To consider Report No. WSC 95/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is to propose the creation of a hub at West Somerset House (WSH) for which the overall aim is to maximise the use of the asset, making better use of the space on the ground and mezzanine floors, increasing income and recovering a percentage of the running costs, whilst continuing to occupy the rest of the building.

### **Confidential Appendices A-E.**

The appendices contain Commercially Confidential information which has been printed on pink paper, where possible and included in the agenda papers. If Members wish to discuss the confidential information contained within this report, consideration will need to be given to exclude the press and public from the meeting – see below.

### **Exclusion of the Press and Public**

To consider excluding the press and public during consideration relating to the Confidential appendices of Item 8 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 as follows:-

The Confidential appendices included as part of Item 8 contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information). It is 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.

**COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS**

**CABINET**

**MINUTES OF THE MEETING HELD ON 13 JULY 2016**

**AT 4.30 PM**

**IN THE COUNCIL CHAMBER, WILLITON**

**Present:**

Councillor A Trollope-Bellew ..... Leader

Councillor M Chilcott  
Councillor C Morgan  
Councillor D J Westcott

Councillor K Mills  
Councillor K Turner

**Members in Attendance:**

Councillor I Aldridge  
Councillor N Thwaites

Councillor B Heywood

**Officers in Attendance:**

Director of Operations/Section 151 Officer (S Adams)  
Assistant Chief Executive (B Lang)  
Democratic Services Manager and Meeting Administrator (R Bryant)  
CIM Fund Manager (L Redston)  
Tourism Officer (R Downes)  
Corporate Strategy and Performance Manager (P Harding)  
Finance Manager (S Plenty)  
Asset Manager (T Child)  
Assistant Estates Officer (R Mulcaire)

**CAB10     Apologies for Absence**

Apologies for absence were received from Councillors M Dewdney and S Pusgley.

**CAB11     Minutes of the Meeting held on 18 May 2016**

(Minutes of the Meeting of Cabinet held on 18 May 2016 - circulated with the Agenda.)

**RESOLVED** that the Minutes of the Meeting of Cabinet held on 18 May 2016 be confirmed as a correct record.

**CAB12     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 A Trollope-Bellew	All	Crowcombe	Spoke and voted
Councillor C Morgan	All	Stogursey	Spoke and voted
Councillor K Turner	All	Brompton Ralph	Spoke and voted
Councillor D Westcott	All	Watchet	Spoke and voted

**CAB13 Public Participation**

No members of the public spoke at the meeting on any items on the agenda.

**CAB14 Forward Plan**

(Copy of the Forward Plan for the month of September 2016 – circulated with the Agenda.)

The purpose of this item was to approve the Forward Plan.

**RESOLVED** that the Forward Plan for the month of September 2016 be approved.

**CAB15 Cabinet Action Plan**

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

It was noted that there were no resolutions/recommendations from the meeting held on 18 May 2016.

**CAB16 HPC Planning Obligations Board – Allocations of CIM Funding**

(Report No. WSC 84/16 – circulated with the Agenda.)

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

The Lead Member for Resources and Central Support presented the report.

**RESOLVED** that it be recommended to Council to endorse the recommendations of the Hinkley Point C Planning Obligations Board for projects applying for over £25,000 as follows:

- To recommend the release of £65,000 from the 1st Annual Payment to Greenways and Cyclerroutes Limited to support the Brean Down Way project with the conditions that funding would not be released until:

- The applicant had provided copies of its policies, insurance documents and current financial position; and
- The budget had been reviewed following the tender process to ensure the project was viable.
  
- To release £57,036 from the CIM Fund ring-fenced for West Somerset to West Somerset Council on behalf of the West Somerset Employment Hub Network for the West Somerset Community Employment Hubs Future Development and Sustainability project.
  
- That the application for £96,048 from Sustrans should be refused on the basis that it did not sufficiently meet the value for money criteria and the application had the potential to duplicate other Section 106 Agreement transport schemes being developed by Somerset County Council.

**CAB17     Hinkley Tourism Action Plan – Phase 2 Delivery 2016/2017**

(Report No. WSC 71/16 - circulated with the Agenda.)

The purpose of the report was:- (a) To consult with the Council on the contents of Phase 2 of the Hinkley Tourism Action Plan, developed by the Hinkley Tourism Action Partnership (HTAP) for delivery during 2016/2017, which continued work from Phase 1 of the plan in 2015/2016; and (b) To outline proposals to Council for the drawdown of the second contribution for tourism from the Hinkley Point C Site Preparation Section 106 Agreement, which totalled £171,926 (including £11,926 indexation uplift).

The Lead Member for Regeneration and Economic Growth presented the report.

During the discussion of this item Members sought clarification as to how the tourism figures for West Somerset were calculated. The Tourism Officer confirmed that a research agency had been engaged to compile these statistics which also included 'hits' to the Visit Somerset and Exmoor websites.

Concerns were also expressed about the possibility of tourists being put off from visiting the area when construction work at Hinkley C began in earnest. The Tourism Officer stated that a draft Travel Plan was being developed in conjunction with Somerset County Council, with input from both Butlins and the National Trust, to mitigate this potential issue. Other tools were also being developed to provide recommended itineraries for visitors to follow around the district.

**RESOLVED (1)** that it be recommended to Council to formally approve Phase 2 of the Hinkley Strategic Tourism Action Plan for delivery in 2016/2017; and

**RESOLVED (2)** that it be recommended to Council to approve the drawdown of the £171,926 second allocation for Tourism from the Hinkley Point C Site Preparation Section 106 Agreement for delivery of Phase 2 of the Hinkley Tourism Action Plan in 2016/2017.

**CAB18**     **Planning Obligations Allocations – Redesign of the play space at the Memorial Ground, Watchet and provision of a Multi-Use Games Area (MUGA) at the Dunster Marsh Junior Playing Field**

(Report No. WSC 80/16 - circulated with the Agenda.)

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

The Lead Member for Resources and Central Support presented the report.

**RESOLVED (1)** that the allocation of £16,984 to Watchet Town Council for the redesign of the play space at the Watchet Memorial Ground be agreed; and

**RESOLVED (2)** that the allocation of £12,240 to Dunster Parish Council for a Multi-Use Games Area (MUGA) at Dunster Marsh Junior Playing Field be agreed.

**CAB19**     **Quarter 4 2015/16 Performance**

(Report No. WSC 83/16 - circulated with the Agenda.)

The purpose of the report was to provide Members with key performance management data up to the end of quarter 4 2015/2016, to assist in monitoring the Council's performance.

The Leader of Council presented the report.

With regard to the performance indicators relating to Staff Sickness and Fly-Tipping, the Corporate Strategy and Performance Manager reported that further updated information would be provided to Members.

It was noted that over 90% of the indicators had either been met or were on target and that this represented excellent performance.

**RESOLVED** that the Council's performance be noted.

**CAB20**     **Revenue and Capital Outturn 2015/2016**

(Report No. WSC 82/16 – revised report circulated prior to the Meeting.)

The purpose of the report was to provide Members with details of the Council's financial outturn position for both revenue and capital budgets, together with information regarding end of year reserve balances, for the financial year 2015/2016.

The Lead Member for Resources and Central Support presented the report.

**RESOLVED (1)** that the Council's reported General Fund Revenue Budget underspend of £199,132 for the financial year 2015/2016, which took into account proposed earmarked reserve transfers including budget carry forwards be noted;

**RESOLVED (2)** that it be recommended to Council to approve the net Earmarked Reserve transfers as set out in **Table 4** and **Appendix B** of the report, including recommended Budget Carry Forward of 2015/2016 underspends for specific service costs in 2016/2017 totalling £212,775 as set out in **Appendix B** of the report;

**RESOLVED (3)** that it be recommended to Council to approve the proposed Capital Programme Budget Carry Forwards totalling £1,535,237 for general schemes to be funded using capital receipts, capital grant and Section 106 Agreement contributions (as set out in **Appendix D** of the report);

**RESOLVED (4)** that it be recommended to Council to approve the proposed Capital Programme Budget Carry Forwards totalling £1,282,629 for Hinkley Section 106 Agreement funded schemes (as set out in **Appendix D** of the report); and

**RESOLVED (5)** that the residual net underspend of £33,999 in relation to the Capital Programme for general schemes in 2015/2016 be noted.

**CAB21 Freehold Disposal of Church Street Public Conveniences, Dunster**

(Report No. WSC 81/16 - circulated prior to the Meeting.)

The purpose of the report was to consider the freehold disposal of the Church Street Public Conveniences in Dunster.

The Lead Member for Resources and Central Support presented the report.

**RESOLVED (1)** that the freehold sale of the Church Street Public Conveniences by auction be approved, subject to a reserve price which was to be agreed by the Assistant Director for Property and Development in consultation with the Portfolio Holder for Resources and Central Support. Should the site not be sold at auction, the Council would seek to dispose of the site by alternative methods; and



**RESOLVED (2)** that it be agreed to ring-fence the net proceeds specifically related to the sale of these premises for sustainability initiatives.

The meeting closed at 5.45 pm.

## Cabinet Forward Plan November 2016

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	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/16/11/01  9/12/2015	2 November 2016  By Lead Member Resources & Central Support	Title: <b>Allocation of Section 106 funds held – Quarter 2</b>  Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position.	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/16/11/02  6/01/2016	2 November 2016  By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding  Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 635218
FP/16/11/03  9/12/2015	2 November 2016  By Lead Member for Energy Infrastructure	Title: Hinkley Point  Decision: to consider key issues relating to Hinkley Point	No exempt / confidential information anticipated	Andrew Goodchild, Assistant Director Energy Infrastructure 01984 635245
FP/16/11/04  05/04/2015	2 November 2016  By Lead Member for Community and Customer	Title: Review of Council Tax Rebate Scheme for 2017/18  Decision: to review the Council Tax Rebate Scheme 2017/18 for recommendation to Council	No exempt / confidential information anticipated	Heather Tiso, Revenues and Benefits Manager 01823 356541
FP/16/11/05  29/07/2016	2 November 2016  By Lead Member for Housing, Health and Wellbeing	Title: Private Sector Housing Grants Policy  Decision: to approve the Grants Policy	No exempt / confidential information anticipated	Mark Leeman, Strategy and Partnerships Lead 01823 356411

<b>Forward Plan Ref / Date proposed decision published in Forward Plan</b>	<b>Date when decision due to be taken and by whom</b>	<b>Details of the proposed decision</b>	<b>Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?</b>	<b>Contact Officer for any representations to be made ahead of the proposed decision</b>
FP/16/11/06  29/07/2016	2 November 2016  By Lead Member for Housing, Health and Wellbeing	Title: Private Sector Housing – Housing Standards Enforcement  Decision: to consider the Housing Standards Enforcement	No exempt / confidential information anticipated	Mark Leeman, Strategy and Partnerships Lead 01823 356411
FP/16/11/07  02/08/2016	2 November 2016  By Lead Member Resources & Central Support	Title: Business Rates Write-Off Request  Decision: to seek cabinet approval in accordance with the Financial Regulations to authorise individual write offs in excess of £5,000	Contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information)	Steve Perkins, Senior Debt Recovery Officer 01984 635247

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 A H Trollope-Bellew, M Chilcott, M Dewdney, K M Mills, C Morgan S J Pugsley, K H Turner and D J Westcott.

The Scrutiny Committee comprises: Councillors P H Murphy, N Thwaites, R Clifford, G S Dowding, B Leaker, B Maitland-Walker, J Parbrook, R Woods and I Aldridge.

CABINET ACTION PLAN

13 JULY 2016	
<p><b>Minute Number</b></p> <p><b>Action Required</b></p>        <p><b>Action Taken</b></p>	<p>CAB16 HPC Planning Obligations Board – Allocations of CIM Funding</p> <p><b>RESOLVED</b> that it be recommended to Council to endorse the recommendations of the Hinkley Point C Planning Obligations Board for projects applying for over £25,000 as follows:</p> <ul style="list-style-type: none"> <li>• To recommend the release of £65,000 from the 1st Annual Payment to Greenways and Cyclerooutes Limited to support the Brean Down Way project with the conditions that funding would not be released until:             <ul style="list-style-type: none"> <li>○ The applicant had provided copies of its policies, insurance documents and current financial position; and</li> <li>○ The budget had been reviewed following the tender process to ensure the project was viable.</li> </ul> </li> <li>• To release £57,036 from the CIM Fund ring-fenced for West Somerset to West Somerset Council on behalf of the West Somerset Employment Hub Network for the West Somerset Community Employment Hubs Future Development and Sustainability project.</li> <li>• That the application for £96,048 from Sustrans should be refused on the basis that it did not sufficiently meet the value for money criteria and the application had the potential to duplicate other Section 106 Agreement transport schemes being developed by Somerset County Council.</li> </ul> <p>At the Council meeting on 20 July 2016 it was</p> <p><b>RESOLVED</b> that the recommendation of the Hinkley Point C Planning Obligations Board and West Somerset Council be endorsed as follows:</p> <ul style="list-style-type: none"> <li>• To release £65,000 from the 1st Annual Payment to Greenways and Cyclerooutes Limited to support the Brean Down Way project with the conditions that funding would not be released until:             <ul style="list-style-type: none"> <li>○ The applicant had provided copies of its policies, insurance documents and current financial position; and</li> <li>○ The budget had been reviewed following the tender process to ensure the project was viable.</li> </ul> </li> <li>• To release £57,036 from the CIM Fund ring-fenced for West Somerset to West Somerset Council on behalf of the West Somerset Employment Hub Network for the West Somerset Community Employment Hubs Future Development and Sustainability project.</li> <li>• That the application for £96,048 from Sustrans should be refused on the basis that it did not sufficiently meet the value for money criteria and the application had the potential to duplicate other Section 106 Agreement transport schemes being developed by Somerset County Council.</li> </ul>
<p><b>Minute Number</b></p>	<p>CAB17 Hinkley Tourism Action Plan – Phase 2 Delivery 2016/2017</p>

<p><b>Action Required</b></p>	<p><b>RESOLVED (1)</b> that it be recommended to Council to formally approve Phase 2 of the Hinkley Strategic Tourism Action Plan for delivery in 2016/2017; and</p> <p><b>RESOLVED (2)</b> that it be recommended to Council to approve the drawdown of the £171,926 second allocation for Tourism from the Hinkley Point C Site Preparation Section 106 Agreement for delivery of Phase 2 of the Hinkley Tourism Action Plan in 2016/2017.</p>
<p><b>Action Taken</b></p>	<p>At the Council meeting on 20 July 2016 it was</p>
<p><b>Action Required</b></p>	<p><b>RESOLVED (1)</b> that Phase 2 of the Hinkley Strategic Tourism Action Plan for delivery in 2016-17 be approved.</p> <p><b>RESOLVED (2)</b> that the drawdown of the £171,926 second allocation for Tourism from the Hinkley Point C Site Preparation Section 106 agreement for delivery of Phase 2 of the Hinkley Tourism Action Plan in 2016-17 be approved.</p>
<p><b>Minute Number</b></p>	<p>CAB20 Revenue and Capital Outturn 2016/2016</p>
<p><b>Action Required</b></p>	<p><b>RESOLVED (1)</b> that the Council's reported General Fund Revenue Budget underspend of £199,132 for the financial year 2015/2016, which took into account proposed earmarked reserve transfers including budget carry forwards be noted;</p> <p><b>RESOLVED (2)</b> that it be recommended to Council to approve the net Earmarked Reserve transfers as set out in <b>Table 4</b> and <b>Appendix B</b> of the report, including recommended Budget Carry Forward of 2015/2016 underspends for specific service costs in 2016/2017 totalling £212,775 as set out in <b>Appendix B</b> of the report;</p> <p><b>RESOLVED (3)</b> that it be recommended to Council to approve the proposed Capital Programme Budget Carry Forwards totalling £1,535,237 for general schemes to be funded using capital receipts, capital grant and Section 106 Agreement contributions (as set out in <b>Appendix D</b> of the report);</p> <p><b>RESOLVED (4)</b> that it be recommended to Council to approve the proposed Capital Programme Budget Carry Forwards totalling £1,282,629 for Hinkley Section 106 Agreement funded schemes (as set out in <b>Appendix D</b> of the report); and</p> <p><b>RESOLVED (5)</b> that the residual net underspend of £33,999 in relation to the Capital Programme for general schemes in 2015/2016 be noted.</p>
<p><b>Action Taken</b></p>	<p>At the Council meeting on 20 July 2016 it was</p>

**RESOLVED (1)** that the Council's reported General Fund Revenue Budget underspend of £199,132 for the financial year 2015/16, which takes into account proposed earmarked reserve transfers including budget carry forwards be noted.

**RESOLVED (2)** that the net Earmarked Reserve transfers, as set out in Table 4 and Appendix B of the report, including recommended Budget Carry Forward of 2015/16 underspends for specific service costs in 2016/17 totalling £212,775, as set out in Appendix B of the report, be approved.

**RESOLVED (3)** that the proposed Capital Programme Budget Carry Forwards totalling £1,535,237 for general schemes to be funded using capital receipts, capital grant and S106 contributions (as set out in Appendix D of the report) be approved.

**RESOLVED (4)** that the proposed Capital Programme Budget Carry Forwards totalling £1,282,629 for Hinkley S106-funded schemes (as set out in Appendix D of the report) be approved.

**RESOLVED (5)** that the residual net underspend of £33,999 in relation to the Capital Programme for general schemes in 2015/16 be noted.

# West Somerset Council

## Cabinet – 8th September 2016

### HPC Planning Obligations Board – Allocation of CIM Funding

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

Report Author : Lisa Redston, CIM Fund Manager

#### 1 Purpose of the Report

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

#### 2 Recommendations

- 2.1 That Cabinet makes a recommendation to Full Council to endorse the recommendations of the Hinkley Point C Planning Obligations Board for projects applying for over £25,000 as follows:
- 2.1.1 **To release £116,070 from the CIM Fund ring-fenced for Sedgemoor (and in particular Bridgwater) with the following conditions:**
- **CIM Fund Manager and Sedgemoor District Council to review the budget and the allocation of funds towards each element of the project with the applicant after all tender processes have been completed to ensure the project remains affordable.**
  - **Applicant to provide regular monitoring reports that provide details of spending against each element of the project.**
- 2.1.2 **To release £344,850 of CIM funding for the Southern Bridgwater and North Petherton Community Mitigation Scheme. £242,776 from the Sedgemoor (in particular Bridgwater) ring-fence and £102,074 from the 1<sup>st</sup> Annual Payment with the following conditions:**
- **That funds are not released until full tender processes are completed and delivery plans have been agreed with SCC and a decision has been made on match funding bids.**

### 3 Risk Assessment

Risk Description	Current Score	Existing and planned control measures	Target Score after control
Lack of quality approvable bids to the CIM Fund due to communities not having the means (skills/resources) to make quality bids and deliver projects resulting in a lack of effective impact mitigation projects	Medium (12)	Community development officers in post in WSC/TDBC and Sedgemoor District councils and Engage WS contracted to support communities in WS in making bids and project delivery. Risk remains feasible as capacity of community development officers is limited.	Medium (9)
Risk of future community impacts not being mitigated due to early demand for funding exceeding available budget resulting an inability to respond to future or unknown impacts.	Medium (12)	Annual contribution payments (2015 and 2016) will ensure a budget is available to respond to future demand. Planning Obligations Board to continue to develop funding strategy that includes mechanisms for review and reprioritisation and trigger points for release of funding to reflect changes in circumstances and impacts.	Low (8)
Failure of the Planning Obligations Board to allocate CIM fund by August 2017 resulting in continued requirement for staff resource to manage application/decision making process, finances and to support community.	Medium (9)	Planning Obligations Board to continue to develop funding strategy to provide direction for release of funding.	Low (4)
Failure of the Planning Obligations Board to monitor the actual and potential impacts of the development due to the lack of a defined impact monitoring procedure resulting in the inability of the Planning Obligations Board to apply funding to achieve maximum mitigation of impacts.	Medium (16)	Planning Obligations Board to develop process and procedures for monitoring the impact and potential impact of the development and reflect this in the funding strategy.	Low (8)

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

### 4 Background

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



<b>Criteria</b>	<b>Evaluation Criterion</b>
<b>Priority Impact Zones</b>	<p>Priority shall be given to those areas that are anticipated in the Environmental Statement to experience or which actually experience the greatest adverse impact from the project in accordance with the following hierarchy:</p> <ol style="list-style-type: none"> <li>1) Directly adjacent to the site</li> <li>2) Directly adjacent to the main transport routes to and from the site within West Somerset, Sedgemoor and Somerset</li> <li>3) Within West Somerset and/or Sedgemoor and directly affected by adverse impacts of the project</li> <li>4) In Somerset but beyond West Somerset and Sedgemoor and experiencing the next greatest degree of adverse impact, with projects which benefit West Somerset and Sedgemoor as well as its immediate area</li> <li>5) In Somerset and experiencing indirect adverse impacts or in relation to a measure which benefits West Somerset and/or Sedgemoor.</li> </ol>
<b>Quality of Life</b>	The principal purpose of the contribution shall be to enhance the quality of life of communities affected/potentially affected by the Project.
<b>Sustainability</b>	To what extent will the project contribute to achieving sustainable communities, contribute to regeneration objectives and raising environmental sustainability?
<b>Extent of benefit</b>	To what extent has the applicant demonstrated that the project will ensure a positive benefit and/or legacy to an adequate proportion of people within that community?
<b>Community Need</b>	To what extent has the applicant demonstrated a need for the project
<b>Community Support</b>	To what extent is there demonstrable local community and and/or business support for the project?
<b>Partner Support</b>	To what extent is there demonstrable local partner support for the project?
<b>Governance</b>	Demonstrate that good governance arrangements are in place, including financial and project management to ensure deliverability?
<b>Value for Money</b>	Can the applicant demonstrate value for money and that reasonable effort has been made to maximise the impact of any investment? Has match funding been secured where appropriate?

## 5 CIM Applications considered by the HPC Planning Obligations Board

- 5.1 The HPC Planning Obligations Board considered two applications to the CIM Fund on 2<sup>nd</sup> August 2016. The Board considered the applications against each of the nine funding criteria.
- 5.2 All applications have been subject to financial viability checks, any concerns in relation to the viability of an organisation or project are highlighted within the summary.
- 5.3 Cabinet are asked to consider the following applications for CIM Funding.

## 5.4

Project Name:	<b>Bridgwater Town Centre Support Scheme</b>
Expression of Interest Ref No:	160
Organisation Applying:	<b>Bridgwater Town Council</b>
Summary of Project:	The project aims to deliver a support scheme over the next four years with four key objectives: 1) Retail focused business support initiatives – Providing support to individual businesses, improve business practices, better meet market demand, improve web presence & wider marketing approach and co-ordinate town centre activity. 2) Connecting England Coast Path to Celebration Mile & Town Centre – this will include signage, promotion and marketing of the town centre to connect with opportunities the England Coast Path will bring. 3) Physical Enhancements – environmental improvements to Fore Street and High Street and lighting the Town Bridge. 4) Event Programme - Promote existing events programme to encourage town centre usage through improved offer and creation of an annual spring / summer event.
Impacts mitigated as stated in application:	Bridgwater Town Centre is located within the main HGV routes to HPC, is on the Transport Incident Management Plan, is located on many of the bus routes taking staff to and from the site and will be the service hub for the majority of HPC staff accommodated in the area in the coming decade. During 2015 impacts on the Bridgwater Town Centre emerged, with traffic disruption and congestion from highway scheme implementation (TR / Broadway) having a tangible impact on store turnover and takings (up to 20% reductions in some instances). During 2016 / 17 further highway works by EDF and SCC are due to commence which will cause further disruption and cause uncertainty to shoppers. For the 45,000, residents, 5,600+ HPC staff and 1000+ businesses, the town centre must continue to function successfully. There is a need to provide additional and timely support to businesses in the town centre and enhance the area to make it more attractive to shoppers and service users.
Start Date: 1/11/2016	Total Project Costs: £309,870
Completion Date: 30/9/2020	<b>Amount applied for: £116,070</b>
<b>CIM Fund Manager Comments:</b>	
<p>A very well presented bid clearly evidencing the need in terms of impacts on the community as a result of the HPC development with clear and deliverable benefits for the community and local economy. The project fully meets all of the funding criteria.</p> <p>The Board may wish to note and/or consider the following points:</p> <p>The application states that the project will complement the work of the district and town council, however no further explanation was provided.</p> <p>Many of the resources required to manage and deliver the projects are provided in kind by the various partners involved. Business Support Initiatives - SDC Ec Dev, Town Centre team (in kind), third party consultant (costed).</p>	

Coastal path - SDC Tourism officer (in kind) - SDC clean surrounds, natural England and SCC Rights of Way (in kind).

Physical Enhancements - SDC Ec Dev Team (in kind) and third party consultants (costed).

Events programme - Town Team, SDCs Ec Dev and Chamber of Commerce (in kind).

The budget for the Business Support Initiatives is £6000 per year, however no further detail was provided on the costs involved in this element and how this budget will be allocated. The application only included outline budgets for other elements of the project, such as the Events programme.

It is unclear where the work of the previous Economic Development funded schemes to support businesses leave off and this project begins. Economic Development Contribution Paper - Jan 2015: "Local Business Support and Information (Bridgwater) – The Council will ring-fence £25,000 from the Section 106 over the next few years to support local business advice and information session within the immediate Bridgwater area. Discussions will be opened with Bridgwater Chamber and Bridgwater Town Team, seeking to utilise their maturing partnerships to provide linkages to the immediate business community affected by the project. An MOU of activity and responsibilities will be agreed with both partners, which the Council will then seek to utilise to both raise awareness of opportunities and issues likely to affect the local business community".

Economic Costs of Congestion match funding will wholly fund the improvements to Fore Street (£104800). Therefore if this element was removed from the project the total project costs would be £205070, with £89000 match funding (reducing match to 43%).

If minded to recommend the application for approval the Board may wish to make the following recommendations:

CIM Fund Manager and SDC to review the budget and the allocation of funds towards each element of the project with the applicant after all tender processes have been completed to ensure the project remains affordable.

Applicant to provide regular monitoring reports that provide details of spending against each element of the project.

#### **Breakdown of costs:**

Connecting to the Coastal Path (signage and promotion, cleaning and improving docs, painting railings etc.) £11, 340.

£6,100 to design and produce signs (SDC officers, cost of signs) /£4240 to weed the area (SDC Clean surrounds)/ Painting and graffiti removal FOC (partners)/ £1000 for 7500 leaflets (SDC)/ Other promotion FOC (SDC).

Physical Enhancement to Fore Street £104800.

Design work £6500 (consultants, retrospective already funded by SDC included in match)/ £93000 Physical enhancement works (clearance/street furniture/bike parking/planters)/ £500 License fees/ £4800 2 wash-downs per year of street furniture (SDC clean surrounds).

Lighting of town bridge £69130

Selected contractor £68530/ £600 (SDC staff time).

High Street Trees £20,000.

£2500 investigation works (SDC, retrospective already carried out by SDC included in match)/ £17500 remove and replace trees/ Install planter (SDC Clean surrounds).

Events programme - £80,000.

£20,000 per year entertainment, promotion, materials, licenses, refreshments etc. - No staff costs.

Business Support Initiatives - £24000 - £6000 per year (SDC and third party consultant)

<b>POB Comments:</b>	<b>The Board agreed that the scheme will be regarded as the package of mitigation for the proposed roadworks in Bridgwater Town Centre. The Board also agreed to take this into account when considering any future application to the CIM fund that aims to mitigate congestion or the impacts of congestion on the local economy in Bridgwater.</b>
<b>POB recommendation:</b>	<p><b>To release £116,070 from the CIM Fund ring-fenced for Sedgemoor (and in particular Bridgwater) with the following conditions:</b></p> <ul style="list-style-type: none"> <li>○ <b>CIM Fund Manager and Sedgemoor District Council to review the budget and the allocation of funds towards each element of the project with the applicant after all tender processes have been completed to ensure the project remains affordable.</b></li> <li>○ <b>Applicant to provide regular monitoring reports that provide details of spending against each element of the project.</b></li> </ul>

## 5.5

Project Name:	<b>Southern Bridgwater and North Petherton Community Mitigation Scheme</b>
Expression of Interest Ref No:	161
Organisation Applying:	<b>Bridgwater and North Petherton Town Councils</b>
Summary of Project:	<p>The project will deliver new and improved walking, cycling and environmental enhancements as well as traffic calming features in southern Bridgwater and North Petherton to enhance pedestrian / cyclists amenity, improve quality of life and reduce community severance. Specific elements of the project would include:</p> <ul style="list-style-type: none"> <li>• Improved cycle facilities &amp; traffic calming measures on Wills Rd including two crossings of Wills Road. Footway / cycleway (to link in with The Meads &amp; LSTF routes in Bridgwater / North Petherton) &amp; signing &amp; lining.</li> <li>• 320m Footway / Cycleway including a bridge across Stockmoor Rhyne between Stockmoor &amp; Wills Rd.</li> <li>• Footway / Cycleway through Cranleigh Gardens to connect the station with the town centre.</li> </ul>
Impacts mitigated as stated in application:	<p>The southern corridor into Bridgwater along Taunton Road is currently the key route for HPC traffic, one of the two designated routes for HGV's and buses travelling from the J24 P&amp;R and is currently used for AILs. This route will be the principal route for all HPC traffic until the J23 P&amp;R is opened in 2017/18. The increase in activity and number of HGVs in the area will lead to a reduction in the quality of life and quality of the environment along and around the corridor, will increase severance, reduce environmental amenity, increase rat running and significantly impact upon the safety of walkers, cyclists and occupants of non-HGV's, which includes a high number of school children travelling to school in these areas. There are specific concerns regarding traffic speeds on Wills Rd following a number of collisions and incidents and the potential for this to increase with rat running as Taunton Road becomes more congested with large vehicles and HGVs.</p>
Start Date: 1/11/16	Total Project Costs: £751,850

Completion Date: 31/12/17	<b>Amount applied for: £344,850</b>
Documents received:	Business plan, suite of plans showing routes and infrastructure, travel tracking study, consultation responses, letters of support (12), evidence an map of accident locations, governing documents, accounts, insurance certificate, Planning permission (Cranleigh Gardens link and Wills Road/Stockmoor).
CIM Fund Manager Comments:	
<p>A very well presented bid clearly evidencing the need for the project in terms of impacts of HPC related traffic movement on the community, community support and deliverable benefits for the community.</p> <p>The Board may wish to note and/or consider the following points:</p> <p>Majority of land in either SCC or SDC ownership. Where third party land required SCC are in negotiation with land owners as delivery agent.</p> <p>Actual proportion of the community that will use elements of the project (Stockmoor/Wills Road link) are no clear and difficult to estimate. Strong promotion of the link and initiatives to change travel behaviours would be required to ensure good use of this element.</p> <p>Total estimated costs of the schemes are £709850, with £42000 for design and supervision costs and contingency.</p> <p>Some match funding not yet secured.</p> <p>Actual plans for delivery have yet to be agreed and actual costs are not yet known to give full reassurance of affordability and value for money.</p> <p>There is £358,846 of funding remaining in the Sedgemoor (and in particular Bridgwater) ring-fence. Therefore if minded to approve an element of this funding will need to be taken from the 1st Annual payment.</p> <p>If minded to recommend the application for approval the Board may wish to make the following recommendations:</p> <p>That funds are not released until full tender processes are completed and delivery plans have been agreed with SCC and a decision has been made on match funding bids.</p>	
POB recommendation:	<p><b>To release £344,850 of CIM funding for the Southern Bridgwater and North Petherton Community Mitigation Scheme. £242,776 from the Sedgemoor (in particular Bridgwater) ring-fence and £102,074 from the 1<sup>st</sup> Annual Payment with the following conditions:</b></p> <ul style="list-style-type: none"> <li><b>That funds are not released until full tender processes are completed and delivery plans have been agreed with SCC and a decision has been made on match funding bids.</b></li> </ul>

## 6 Links to Corporate Aims / Priorities

- 6.1 The allocation of these funds will enable the Council to deliver against the Corporate Priorities of '*Our Communities - Helping our communities remain sustainable and vibrant is vital in keeping West Somerset a great place in which to live and work*' and '*Our Place and Infrastructure - West Somerset is a beautiful place to visit and in which to live and work. We*

want to keep West Somerset a place to be proud of and one which is well maintained and welcoming to residents, visitors and businesses alike.

## **7 Finance / Resource Implications**

- 7.1 On 6<sup>th</sup> May 2016, EDF made the payment for the second anniversary of phase two under the Site Preparation Work agreement. Under this, the CIM fund has received £1,937,220 inclusive of inflation uplift. Bringing the total CIM Fund received to £7,424,395.
- 7.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 7.3 These proposals will not have an impact on the Council's own resources.
- 7.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

## **8 Legal Implications**

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

## **9 Environmental Impact Implications**

- 9.1 There are not considered to be direct implications of approving the release of these monies associated with the Community Impact Mitigation Fund. However, there are obviously environmental impacts associated with the wider proposed development of Hinkley Point C. These have been assessed within the Environmental Statement submitted by NNB Genco with the application to carry out Site Preparation Works at Hinkley Point C (West Somerset Council Planning Application No: 3/32/10/037) and mitigation measures have been secured.
- 9.2 Applicants are encouraged to consider any environmental implications of their project and are asked to describe how their projects will promote environmental sustainability

## **10 Safeguarding and/or Community Safety Implications**

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

## **11 Equality and Diversity Implications**

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

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

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

- 11.2 Organisations applying to the CIM and Stogursey Contributions Funds are required to describe how their project will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.

- 11.3 Projects that restrict membership or access to services without being able to 'objectively justify' their reasons for doing so will not be eligible to be considered for funding. Projects that wish to limit access must be able to show that the less favourable treatment contributes to a 'legitimate' aim and that it is 'proportionate.'

- 11.4 Organisations are required to provide a copy of their Equal Opportunity Policy with their application to demonstrate awareness of their responsibility to deliver accessible services that advance equality.

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

## **12 Social Value Implications**

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

## **13 Partnership Implications**

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

## **14 Health and Wellbeing Implications**

- 14.1 The Community Impact Contribution and Stogursey Contribution have been paid to West Somerset Council for the purpose of mitigating the impacts of the Hinkley C development on local communities through projects that promote or improve the economic, social or environmental wellbeing of local communities.

- 14.2 The application and scoring process has been developed to prioritise funding of projects that aim to improve the health and wellbeing of people, families and communities affected by the development.

- 14.3 Applications are required to evidence and demonstrate that

- The communities is taking responsibility for their own health and wellbeing;
- Projects provide benefits which empower communities to be thriving and resilient
- Projects provide benefits which support people to live independently.

## 15 Asset Management Implications

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

## 16 Consultation Implications

16.1 Applications to the CIM Fund are considered Planning Obligations Board. The Board consists of representatives from EDF, Sedgemoor District Council, West Somerset District Council and Somerset County Council.

16.2 All applicants are required to demonstrate that they have consulted with their local and wider communities on project proposals with the aim of informing their need appraisal and to shape delivery of their project.

## 17 Cabinet Comments / Recommendation(s)

17.1 This report contains recommendations to the Cabinet.

### Democratic Path:

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

**Reporting Frequency : Every 2 months.**

### List of Appendices

Appendix A	<b>Hinkley Community Impact Mitigation Fund Approval Balances</b>
Appendix B	
Appendix C	

### Contact Officers

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# Appendix A

## HPC Community Impact Mitigation Fund Approval Balances

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

Tropiquaria - Marketing	(1,000)	(1,000)					
Bridgwater Education Trust	(18,295)		(18,295)				
Sydenham and Bower FHWG	(200,000)		(200,000)				
Cannington Village Hall	(186,186)			(186,186)			
Victoria Park Community Centre	(14,524)		(14,524)				
Watchet War Memorial Pavilion	(7,500)	(7,500)					
Otterhampton Parish Play Area	(37,820)				(37,820)		
Bridgwater Doctors Cricket Club	(1,000)			(1,000)			
Stogursey and District Victory Hall	(400,000)	(400,000)					
Greenways and Cycle Routes Ltd	(65,000)				(65,000)		
West Somerset Council - Employments Hub	(57,036)	(57,036)					
<b>Current Uncommitted Balance</b>	<b>5,263,042</b>	<b>971,601</b>	<b>358,846</b>	<b>346,446</b>	<b>1,648,929</b>	<b>1,937,220</b>	<b>331,545</b>
<u>Less Requested approvals</u>							
Bridgwater Town Centre Support Scheme	(116,070)		(116,070)				
Southern Bridgwater and North Petherton Mitigation Scheme	(344,850)		(242,776)		(102,074)		
Uncommitted Balance if all requests were approved	<b>5,263,042</b>	<b>971,601</b>	-	<b>346,446</b>	<b>1,546,855</b>	<b>1,937,220</b>	<b>331,545</b>

# **West Somerset Council**

## **Cabinet – 8<sup>th</sup> September 2016**

### **Customer Access Shared Assets (CASA) Project**

**This matter is the responsibility of Cabinet Member Cllr Mandy Chilcott**

**Report Author: Sue Tomlinson, Programme Manager**

#### **1. Executive Summary/Purpose of the Report**

- 1.1 The Customer Access and Shared Assets (CASA) project is a Somerset County Council (SCC) countywide initiative aligned to their customer access strategy 2014/17 which sets out their vision and aims for customer access across all services. SCC want to achieve greater efficiency in use of their assets and where possible co-locate services with other public sector partners, creating shared customer service hubs across the county, providing a better customer experience.
- 1.2 This report proposes the creation of a hub at West Somerset House (WSH) for which the overall aim is to maximise the use of the asset, making better use of the space on the ground and mezzanine floors, increasing income and recovering a percentage of the running costs, whilst continuing to occupy the rest of the building.
- 1.3 In approving this proposal to create a customer service hub, the Council will need to accept a change to the way the building is currently used and that with greater intensification of use there will be a greater need for change, but likewise there will be greater financial benefits.
- 1.4 In addition to relocating the SCC services, this report also proposes 2 further options to maximise use of the building, improve customer access to services and secure further income. The proposal includes;
  - Somerset County Council (SCC)
  - Avon and Somerset Police (ASP)
  - Confidential Private Sector Partner

#### **2. Recommendations**

- 2.1 Cabinet Members are requested to approve the principle of leasing surplus space within West Somerset House to the organisations specified and within the broad terms outlined in this report.
- 2.2 To delegate authority to the Resources and Central Support Portfolio Holder and Director of Housing and Communities to conclude detailed design, commercial terms and undertake works to complete the project.

- 2.3 To approve the use of £31,500 from in-year underspends to fund the revenue costs and to approve the use of £83,000 of available capital resources to fund the capital element. This would then be included in the capital programme.

### **3. Background**

- 3.1 WSH was built for West Somerset Council (WSC) in 2008 and originally designed to accommodate approximately 180. The building is the main office for WSC District Councillors and back office/reception accommodation for OneTeam staff and comprises of ground floor, first floor and mezzanine floor accommodation
- 3.2 The ground floor includes the main reception, council chamber, Grabbist meeting room, one interview room, the archive room, staff kitchen/breakout space, and toilets. The ground floor space is currently underutilised with just 12 OneTeam workstations located on this floor all of which are planned to be relocated to the first floor, at that point all OneTeam staff apart from customer services will be located on the first floor. SCC currently have and will continue to have 24 back office workstations within their SMART office on this floor.
- 3.3 The first floor currently accommodates 83 workstations which will be increased to 95 when the 12 workstations from the ground floor are relocated. There are also toilets, a shower, storage cupboards and the Quantock meeting room on this floor.
- 3.4 The mezzanine floor is currently set out as meeting rooms and offices for the Leader of the Council, the CEO and Assistant CEO. This space could be used more efficiently and the CEO and Assistant CEO have agreed to relocate to the first floor and work at hot desks, which will enable better use of the offices on the mezzanine floor.
- 3.5 WSH is located adjacent a public car park which accommodates 3 fifteen minute bays, 10 disabled bays and 77 standard pay and display bays. There are also 20 parking bays to the rear of WSH plus allocated space for motorcycles. With effect from the 1<sup>st</sup> October 2016 there is a requirement for 6 of these bays to be reserved for pool cars and 4 bays for car sharing.

### **4. SCC Existing Lease**

- 4.1 SCC currently have a lease for back office space and a meeting room within the ground floor which is used by their adult social care service. The existing lease started in June 2012 for a term of 10 years and is due to expire in June 2022. SCC currently pay a total of £26,692 pa which includes rent and service charge and will be replaced with the new lease.

### **5. SCC Proposal**

- 5.1 See Area Plan – Confidential Appendix A
- 5.2 See Indicative Lease Detail – Confidential Appendix D

- 5.3 SCC want to relocate their library and registration services into WSH. The library is currently located at Killick Way in Williton and the registration service is currently located at Becket House, Bridge Street, Williton.

### **Library and Registrars Opening Hours**

	<b>West Somerset Council</b>	<b>Library</b>	<b>Registrars</b>
Monday	08:30–17:00	10:00–13:00 14:00–17:00	12.00-17:00
Tuesday	08:30–17:00	Closed	Closed
Wednesday	08:30–17:00	10:00–13:00 14:00–17:00	09:30-12:30
Thursday	08:30–17:00	10:00–13:00 14:00–17:00	Closed
Friday	08:30–16:30	10:00–17:00	09:30-12:30
Saturday	Closed	10:00–13:00	Closed
Sunday	Closed	Closed	Closed
<b>Total</b>	<b>42</b>	<b>28</b>	<b>11</b>

- 5.4 Whist the library is open, library staff will serve their customers at a podium style desk within the library area and will deal with all associated queries. The library will be open for 30 minutes longer than WSC on a Friday and open on Saturdays between 10am and 1pm, there will be no additional burden on WSC as SCC staff would become key holders and have responsibility for ensuring the main entrance is secure when leaving for the day. At times when the library is unmanned customers will still have access to the library and will self-serve using the 2 self-service machines.

### **5.5 Service Integration**

- 5.6 There will be no integration of service e.g. shared reception staff, at this stage. The focus at this time is to physically relocate the services in to WSH and to review the possibility of service integration at a later date. There will be a meet and greet service offered to SCC services. SCC are reviewing the level of service required and if agreed an additional fee will apply.

### **5.7 Footfall**

- 5.8 Based on the existing library opening hours the average footfall per month is 3,051 with an average number of transactions of 15,796 such as book loans, renewals and fines.

- 5.9 The registration service register births, deaths and marriages and will offer a 2+2 wedding service, this consists of the couple getting married plus 2 witnesses and is an office based wedding service only. The registrars operate on an appointment only basis, with a maximum of 6 pre-booked appointments available per day. Based on the existing registrars opening hours and service provided the office delivered 414 appointments during 2015/16, similar to previous years. With the removal of full wedding ceremonies, the future demand is estimated at 385 appointments per year.

## 5.10 Parking

5.11 SCC do not require any parking, staff and customers will continue to use the pay and display car park.

## 5.12 Remodelling Work Required

5.13 In order to accommodate this option there will be remodelling work required and it will be necessary to relocate the existing kitchen area and breakout space currently located on the ground floor. Space has been identified on the first floor for the kitchen and mezzanine floor for the staff breakout space. The existing reception will be removed and a new reception to seat 2 members of staff located inside the main door. Further detailed design is required during the next stage. New walls will be erected to create the registrar's office and second interview room which will be shared between OneTeam staff and SCC staff. Both void areas will be filled in to reduce noise travelling from the reception and library to the upstairs office and vice versa.

## 5.14 Remodelling Costs

5.15 The remodelling costs have been reviewed with SCC and the principles of the split of costs between WSC and SCC has been agreed. This is covered in more detail within the finance comments within the confidential appendix E.

## 6 ASP Proposal

6.1 See Area Plan – Confidential Appendix B

6.2 See Indicative Lease Detail – Confidential Appendix D

6.3 ASP require back office space for their beat and response officers and space for 8 desks. They also require a meeting room to be used as an interview room and training room for their staff, plus shared access to the existing enclosed kitchen and toilets on the ground floor, the shower on the first floor and new staff breakout space on the mezzanine floor. ASP also have a requirement for an external cell pod in the rear car park, which will be used to detain low risk offenders after being arrested, giving officers time to complete paper work.

## 6.4 Opening Hours

6.5 ASP will be operational 24/7, there will be no additional burden on WSC as ASP would be responsible for ensuring the building is secure if left unattended.

	<b>West Somerset Council</b>	<b>Enquiries Desk</b>	<b>Beat &amp; Response Officers</b>
Monday	08:30–17:00	10:00-14:00	24hrs
Tuesday	08:30–17:00	10:00-14:00	24hrs
Wednesday	08:30–17:00	Closed	24hrs
Thursday	08:30–17:00	Closed	24hrs
Friday	08:30–16:30	10:00-14:00	24hrs
Saturday	Closed	10:00-14:00	24hrs
Sunday	Closed	Closed	24hrs
<b>Total</b>	42	16	<b>24/7</b>

## **6.6 Service Integration**

6.7 No integration of service is required, ASP require their own staff to man their enquiries desk. There will be a meet and greet service offered to ASP for when the enquires desk is closed and If agreed this would result in an additional charge to ASP.

## **6.8 Footfall - Enquiries Desk**

6.9 Footfall figures are historically 1.2 visits per hour for 16 hours a week, this equates to approximately 19 visits per week. The type of enquiries are lost property, people coming in to complete victims of crime reports or accident reports and handing in weapons. It will depend on the individual whether they want to conduct matters in private and if so they will be taken to the ASP interview room. When the enquiries desk is closed members of the public will use a hatch phone located outside the building to speak to ASP. All calls will go through to Portishead and will be dealt with by their contact centre.

6.10 ASP enquiries staff will share space on the main reception. ASP have specific design requirements for their enquiries desk which will need to be factored in and will form part of the detailed design within the next stage.

## **6.11 Voluntary Attendee**

6.12 ASP officers will conduct interviews with voluntary attendees within their allocated interview/meeting room. A voluntary attendee is someone invited in by appointment to assist officers with enquiries in trying to establish the facts of a case and are deemed low risk individuals. High risk appointments will go the specialist unit based in Bridgwater.

## **6.13 Cell Pod**

6.14 The cell pod is approximately 3m x 8m and will be located in the rear car park with a new secure walk way through to the office space. The cell pod would only be used for compliant, non-aggressive offenders who would stay for a maximum of 1.5 to 2 hours. The detainee would arrive by police vehicle, which would park adjoining the cell pod and be transferred straight into the pod. The detainee would not be transferred through the Council premises. The rationale for using a pod is that it will provide sufficient time for an officer to complete the investigation of a crime e.g. taking witness statements at the scene. For higher risk cases the officer would transport the individual to the specialist custody unit at Bridgwater.

## **6.15 Parking**

6.16 ASP require parking for 9 marked response cars, 1 Vito van, 1 storage container, plus 2 (possibly 3) spaces for the cell pod (TBC), which equates to a total requirement of 13 (possibly 14) in total. Further comments are contained within the financial comments with confidential appendix E.

## 6.17 Remodelling work required

6.18 In order to accommodate this option there will be remodelling work required to create the ASP demise. It will be necessary to erect a full height wall to section off the space and the capital costs for this work is to be paid for by WSC and is approximately £5,500. ASP will then be responsible for any internal structures and creating the door way/walk way to the cell pod.

## 7 Confidential Private Sector Tenant

7.1 See Area Plan - Confidential Appendix C

7.2 See Indicative Lease Detail – Confidential Appendix D

7.3 The private sector tenant requires back office space for 4 members of staff and their document storage, plus a meeting room for appointments with clients, access to the existing enclosed kitchen and toilets on the ground floor and use of the lift for clients unable to use the stairs.

7.4 The space identified for this is the Dunkery meeting room and Members meeting room which would mean moving the Members meeting room to the office to the right hand side of the Leaders office along the corridor on the mezzanine floor.

### 7.5 Opening Hours

	<b>West Somerset Council</b>	<b>Private Sector Partner</b>
Monday	08:30–17:00	09:00-17:00
Tuesday	08:30–17:00	09.00-17:00
Wednesday	08:30–17:00	09.00-17:00
Thursday	08:30–17:00	09.00-17:00
Friday	08:30–16:30	09.00-17:00
Saturday	Closed	Closed
Sunday	Closed	Closed
<b>Total</b>	<b>42</b>	<b>40</b>

### 7.6 Service Integration

7.7 No integration of service is required. There will be a meet and greet service offered to inform back office staff their appointments have arrived.

### 7.8 Footfall

7.9 This tenant will have a relatively small number of appointments throughout the week with their clients.

### 7.10 Remodelling Work Required

7.11 There will be no remodelling work required for this option.



## 7.12 Parking

7.13 No parking required.

## 8 Meeting Room / Interview Room Provision

8.1 In order to accommodate all 3 proposals SCC, ASP and the private sector tenant there will be an impact on the meeting/interview room provision and the table below shows the current and future meeting/interview room arrangement.

Floor	Current Meeting Room Arrangement	Future Meeting Room Arrangement
Ground Floor	Chamber 1 (30)	Chamber 1 (30)
Ground Floor	Chamber 2 (30)	Chamber 2 (30)
Ground Floor	Grabbist (10)	
Ground Floor	Interview Room 1 (2)	Interview Room 1 (2)
Ground Floor		Interview Room 2 (4)
First Floor	Quantock (8)	Quantock (8)
Mezzanine	Dunkery (16)	
Mezzanine	Exmoor (6)	Exmoor (6)
<b>Meeting Rooms</b>	<b>6</b>	<b>4</b>
<b>Interview Rooms</b>	<b>1</b>	<b>2</b>
<b>Totals</b>	<b>7</b>	<b>6</b>

8.2 Meeting room bookings have been analysed using data from January to the end of July this year.

	Grabbist	Quantock	Dunkery	Exmoor	Chamber 1	Chamber 2	Combined
<b>Mon</b>	19%	19%	29%	26%	0%	0%	46%
<b>Tues</b>	39%	27%	38%	34%	7%	2%	41%
<b>Wed</b>	53%	49%	61%	49%	2%	1%	47%
<b>Thur</b>	33%	37%	37%	27%	7%	0%	39%
<b>Fri</b>	20%	16%	21%	21%	4%	1%	31%

8.3 The table above shows the busiest days for booked meetings on average are Wednesdays and the least busy days are Mondays and Fridays. It also shows the chamber is predominantly used as a whole rather than as individual rooms. If this proposal is approved the Grabbist and Dunkery meeting rooms will no longer be available, this is mitigated by maximising the underutilisation of the chamber rooms.

## 9 Links to Corporate Aims/Priorities

9.1 This project aligns with the following WSC corporate strategies/priorities;

9.2 Design Principle - we will solely focus on agreed priority outcomes and be customer centric/focussed.

- 9.3 Key Theme 4 - An Efficient and Modern Council (b) - make better use of our land and property assets; investing in, transferring or selling assets where it makes sense to do so.

## **10 Finance/Resource Implications**

- 10.1 See Finance Comments - Confidential Appendix E

## **11 Legal Implications**

- 11.1 A full legal process will be followed for Heads of Terms and Agreement to Lease and will commence upon receiving member approval to proceed.

## **12 Environmental Impact Implications**

- 12.1 The service charge within each lease will be directly linked to the increased cost of running the building which will be split out by each proposed occupier based on respective net usable areas.

## **13 Safeguarding and/or Community Safety Implications**

- 13.1 N/A

## **14 Equality and Diversity Implications**

- 14.1 An impact assessment has been carried out and there are no significant implications to report.

## **15 Social Value Implications**

- 15.1 WSC and SCC will jointly manage the procurement of contractors and follow relevant procurement rules.

## **16 Partnership Implications**

- 16.1 SCC will manage the procurement, scheduling of works and the contractors. It is anticipated that works required for the additional SCC occupation will be carried out at the same time as the works for ASP to occupy space on the ground floor, this therefore gives an opportunity to use the same contractor which could save time and money and be easier to manage.

## **17 Health and Wellbeing Implications**

- 17.1 N/A

## **18 Asset Management Implications (if any)**

- 18.1 This is an asset related project and details are contained within the body of this report.

## **19 Consultation Implications**

- 19.1 Staff update sessions were conducted in July and the feedback given will help shape the detailed design stage of this project.

19.2 Joint stakeholder engagement for the wider public was conducted jointly between WSC and SCC on the 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> August 2016. The results of this public engagement will also help shape the detailed design stage.

**Democratic Path:**

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

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

**List of Appendices**

CONFIDENTIAL Appendix A	SCC area plan
CONFIDENTIAL Appendix B	ASP area plan
CONFIDENTIAL Appendix C	Private Sector Partner Area Plan
CONFIDENTIAL Appendix D	Indicative Lease Details
CONFIDENTIAL Appendix E	Finance Comments

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