



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 5 July 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: Wednesday 13 July 2016
Time: 4.30 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 13 July 2016 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Cabinet held on 18 May 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 September 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 84/16, 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. Hinkley Tourism Action Plan – Phase 2 Delivery 2016/17

To consider Report No. WSC 71/16, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED**.

The purpose of the report is to consult on the contents of Phase 2 of the Hinkley Tourism Action Plan (Appendix B), developed by the Hinkley Tourism Action Partnership (HTAP) for delivery during 2016-17, and which continues work from Phase 1 of the plan in 2015-16; and to outline proposals for the drawdown of the second contribution for tourism from the Hinkley Point C Site Preparation Section 106 agreement, which totals £171,926k (including £11,926 indexation uplift).

9. Planning Obligations Allocation - Redesign of the play space at the Memorial Ground Watchet, and Multi-Use Games Area (MUGA) at Dunster Marsh Junior Playing Field

To consider Report No. WSC 80/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

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

10. Quarter 4 2015/16 Performance

To consider Report No. WSC 83/16, to be presented by Councillor A Trollope-Bellew, Leader of the Council – **SEE ATTACHED**.

The purpose of the report is to provide Members with key performance management data up to the end of quarter 4 2015/16, to assist in monitoring the Council's performance.

11. Revenue and Capital Outturn 2015/16

To consider Report No. WSC 82/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is 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 2015/16.

12. Freehold Disposal of Church Street Public Conveniences, Dunster

To consider Report No. WSC 81/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **TO FOLLOW**.

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

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

CABINET**MINUTES OF THE MEETING HELD ON 18 MAY 2016****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor A Trollope-Bellew Leader

Councillor M Chilcott
Councillor C Morgan
Councillor K TurnerCouncillor M Dewdney
Councillor S Pugsley
Councillor D J Westcott**Members in Attendance:**Councillor A Hadley
Councillor N Thwaites

Councillor B Heywood

Officers in Attendance:Director of Operations/Section 151 Officer (S Adams)
Meeting Administrator (K Kowalewska)**CAB1 Apologies for Absence**

An apology for absence was received from Councillor K Mills.

CAB2 Minutes of the Meeting held on 6 April 2016

(Minutes of the Meeting of Cabinet held on 6 April 2016 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 6 April 2016 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 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
Councillor N Thwaites	All	Dulverton	Spoke

CAB4 Public Participation

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

CAB5 Forward Plan

(Copy of the Forward Plan for the month of July 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 July 2016 be approved.

CAB6 Cabinet Action Plan

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

RESOLVED (1) that CAB115 – Freehold Transfer of Land at Mill Street, Watchet to Watchet Town Council be deleted as actioned.

RESOLVED (2) that CAB118 – Community Asset Transfer Policy be deleted as actioned.

CAB7 Cabinet Appointments to Outside Bodies

(Copy of the Cabinet Appointments – circulated with the Agenda.)

The purpose of the report was to appoint representatives to serve on outside bodies for the period to the annual meeting in 2017.

It was noted that the Somerset Nuclear Energy Group had changed its name to Somerset Energy Infrastructure Group.

At the request of Councillor M Dewdney, Councillor D Westcott agreed to provide details of the Watchet Harbour Advisory meeting dates.

RESOLVED that the Cabinet Members appointed to serve on Outside Bodies for the municipal year 2016-2017 be as follows:

ORGANISATION	REPS 2014/2015
ARTlife	Councillor K Mills Deputy: Councillor D Westcott
CLOWNS	Lead Member for Community and Customer – Councillor D Westcott
South West Councils Employers Panel	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott

LGA General Assembly	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott
Somerset Strategic Leaders Board	Leader – Councillor A Trollope-Bellew
South West Councils	Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott
SPARSE	Councillor S Pugsley
Dunster Working Group	Lead Member for Regeneration and Economic Growth – Councillor K Mills
Williton Regeneration Forum	Councillors H J W Davies, I Aldridge, K Mills and K Turner
Watchet Harbour Advisory Committee	Councillor D Westcott Councillor M Dewdney (PH) Deputy: Councillor R Woods
Somerset Waste Board	Lead Member for Environment – Councillor M Dewdney Councillor B Maitland-Walker
Safer Somerset Partnership	Lead Member for Community and Customer – Councillor D Westcott
Local Action for Rural Communities (LARC)	Councillor K M Mills
Exmoor Tourism	Councillor K Mills
Connecting Exmoor and Dartmoor Board (established 3 Dec 2015)	Lead Member for Regeneration & Economic Growth - Councillor K Mills
Somerset Energy Infrastructure Group	Councillor A Trollope-Bellew – Leader Councillor C Morgan – Lead Member for Energy Infrastructure Councillor S Goss
West Somerset Health Forum	Councillor K Turner
Somerset Rivers Authority	Leader – Councillor A Trollope-Bellew Deputy: Councillor M Dewdney
Somerset Growth Board	Lead Member for Regeneration and Economic Growth - Councillor K Mills
Somerset Strategic Housing Partnership	Lead Member for Housing, Health and Wellbeing – Councillor K Turner
West Somerset Housing Forum	Lead Member for Housing, Health and Wellbeing – Councillor K Turner

CAB8 **Exclusion of the Press and Public**

RESOLVED that the press and public be excluded during consideration of Item CAB9 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 item contained 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 agreed 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.

CAB9 **Business Rates Write Off Request**

(Report No. WSC 61/16 - circulated with the Agenda.)

The purpose of the report was to seek cabinet approval in accordance with the Financial Regulations to authorise the write off of any irrecoverable Non Domestic Rates (Business Rates) which has an individual value greater than £5,000.

The Lead Member for Resources and Central Support presented the report and provided detailed background information.

Various questions and issues were raised by Members, and it was

RESOLVED that the two debts detailed in the report be approved for write off as uncollectable.

The meeting closed at 4.39 pm.

5
Cabinet Forward Plan – September 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/16/9/03 02/09/2015	7 September 2016 By 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	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/16/9/04 9/12/2015	7 September 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/16/9/05 9/12/2015	7 September 2016 By Leader of Council	Title: Corporate Performance Report 2016-17 Quarter 1 Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services	No exempt / confidential information anticipated	Paul Harding, Corporate Strategy and Performance Manager 01823 356309
FP/16/9/06 9/12/2015	7 September 2016 By Lead Member Resources & Central Support	Title: Budget Monitoring Report Quarter 1 Decision: to provide Members with details of the Council's expected financial outturn position in 2016/17 for both revenue and capital budgets, together with information relating to predicted end of year reserve balances	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/16/9/07 9/12/2015	7 September 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/16/9/08 6/05/2016	7 September 2016 By Lead Member for Community and Customer	Title: West Somerset Lottery Decision: to recommend to Council to explore the possibility of setting up a West Somerset Lottery	No exempt / confidential information anticipated	Angela Summers Housing and Community Project Lead 01984 635318

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/16/9/09 04/06/2015	7 September 2016 By Lead Member Resources & Central Support	Title: Review of Financial Regulations [FR2] Decision: to recommend to Council to approve updated Financial Regulations	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/16/9/10 17/03/2016	7 September 2016 By Lead Member Resources & Central Support	Title: Customer Access and Shared Assets (CASA) Project Decision: to recommend to Council to approve the project		Sue Tomlinson, Transformation Project Manager 07880 179022

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**18 MAY 2016**

There were no resolutions/recommendations from the meeting held on 18 May 2016 that required monitoring.

Report Number: WSC 84/16

West Somerset Council

Cabinet – 13 July 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 recommend the release of £65000 from the 1st Annual Payment to Greenways and Cyclerroutes Ltd to support the Brean Down Way project with the conditions that funding will not be released until:**
 - The applicant has provided copies of its policies, insurance documents and current financial position.
 - The budget has been reviewed following the tender process to ensure project is viable.
 - 2.1.2 **To release £57036 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.**
 - 2.1.3 **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 has the potential to duplicate other section 106 transport schemes being developed by Somerset County Council.**

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.

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

5 CIM Applications considered by the HPC Planning Obligations Board

- 5.1 The HPC Planning Obligations Board considered three applications to the CIM Fund on 9th June 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:	Brean Down Way
Expression of Interest Ref No:	163
Organisation Applying:	Greenways and Cyclerroutes Limited
Summary of Project:	The Brean Down way will provide a manageable (8km) traffic free pedestrian and cycle route will connect Brean and its coastal campsites to Weston-Super Mare and provide access to Brean Down. Funding is required to complete the section of the pedestrian and cycle route in Somerset. The area does not currently offer a safe cycling and walking opportunity for visitors and tourists. The project aims to attract tourism to the area by modelling other successful routes such as the Tarka trail and Camel trail.
Impacts mitigated as stated in application:	The impacts of the HPC development on communities in Somerset were established within the Overarching National Policy Statement for Energy and the national Policy Statement for Nuclear Power Generation and were reported in detail in the Local Authorities Impact Report in 2012. The study and report identified that there will be significant economic impact upon the tourism sector in Somerset over the lifecycle of the project. The report identifies that the HPC project (through perceived and actual experiences) could damage the Somerset Brand and result in a reduction of visitors in centres such as Burnham on Sea (next to Brean) due to visual impacts, concerns about quality of holiday experience and safety, reduced availability of holiday accommodation due to HPC workers and increased congestion. A visitor survey and study carried out in 2011 predicts a reduction of 5% in the total business turnover and employment in the tourism sector. Sedgemoor has the highest number of staying visitors in Somerset, the Burnham, Berrow and Brean areas have a significant proportion of these staying visitors and a concentration of employment in Tourism with fewer sources of alternative employment. Therefore these impacts are likely to affect the local economy and quality of life of local people.
Start Date: 1/9/16	Total Project Costs: £203500
Completion Date: 30/6/2017	Amount applied for: £65000
CIM Fund Manager Comments:	<p>The applicant has submitted a range of information, evidence and data to support the need for their project in relation to impacts of the HPC development on the community and tourism in Somerset and has evidenced engagement with the Hinkley Point Tourism Partnership. The applicant has evidenced the links of the project with other planned activity in the area and has how the project supports the HTAP and wider impact mitigation work through the provision of a new tourism installation in the area. The applicant has carried out consultation with visitors that evidences support for the project.</p> <p>Costs of works are estimated based on quotes obtained for section of project in North Somerset, estimates provided by SCC and standard rates per running meter. When the tender process is complete and</p>

	<p>the budget finalised I recommend that the budget should be review to ensure the project remains financially viable before any funding is released.</p> <p>The applicant is awaiting funding decisions expected August 2016.</p> <p>Works planned to begin in September 2016.</p> <p>As the organisation has only recently been established, if the application is approved, I recommend that the applicant should be asked to provide frequent updates on the financial position of the organisation and the project, relevant policies such as Health and Safety, Safeguarding and Equalities and a copy of their Public Liability certificate.</p>
POB recommendation:	<p>To recommend the release of £65000 from the 1st Annual Payment to Greenways and Cyclerooutes Ltd to support the Brean Down Way project with the conditions that funding will not be released until:</p> <ul style="list-style-type: none"> • The applicant has provided copies of its policies, insurance documents and current financial position. • The budget has been reviewed following the tender process to ensure project is viable.

5.5

Project Name:	West Somerset Community Employment Hubs - Future Development and Sustainability Project
Expression of Interest Ref No:	164
Organisation Applying:	West Somerset Council on behalf of the WS Employment Hub Network and West Somerset Employment and Skills Group
Summary of Project:	To set up 2 new community led Employment Hubs and provide intensive support in order to build capacity for the network of Employment Hubs in West Somerset. The project will assist communities to set up their own employment hubs; engage employers; provide support and training to volunteers; set up an overarching body through which the network of hubs can run sustainably and explore the potential to provide income generating services. Funds are requested to appoint a 'Hub Development Officer' for 2 years and for start-up costs, website development, volunteer training and premises hire. The hubs aim to ensure that local people are in a position to take best advantage of local work opportunities (especially those created by HPC) now and in the future.
Impacts mitigated as stated in application:	The HPC development will create significant opportunities for employment through HPC related jobs or in local back-fill jobs. However local people can only access these opportunities if they have the skills to take advantage of the benefits of the HPC development. West Somerset is predominantly characterised by low wages, poor attainment levels and seasonal employment. The project aims to use the opportunities created by the development of HPC to address some of these issues. Additional impacts on the community are the potential for reduced mobility due to increases in traffic and journey times creating greater pressure to find employment locally in West Somerset.
Start Date: 1/7/16	Total Project Costs: £89,236

Completion Date: 1/7/18	Amount applied for: £57,036
CIM Fund Manager Comments:	<p>The applicant has submitted a range of information, evidence and data to support the need for two additional hubs in West Somerset to mitigate the impacts of changes to the local labour market and to take advantage of the opportunities presented by the HPC project. The proposed development officer will be tasked to establish the best location for the second additional hub and consider the potential for a 'pop up' hub in more rural locations across West Somerset.</p> <p>The applicant has evidenced how the project will directly link to other service providers (DWP, Childrens Centres, Advice Bureau, Mental Health services) and the HPC Brokerage and Job Services Team to provide holistic support to address individual skills and employment needs.</p> <p>The Hinkley Employment and Skills Operations Group ESOG is supportive of the application as it meets a gap in local provision.</p> <p>The hubs are a cost effective model of community service delivery and have been highlighted as exemplar following cost benefit analysis carried out on the activity of the 3 existing hubs. The hubs provide significant benefits for those utilising the service, the development officer post will assist the hubs to become self-sustaining to ensure the community will benefit into the future.</p> <p>Important Note: If funding is approved West Somerset Council will act as the host employer to the Hub Development Officer post and will undertake basic line management and employer duties on behalf of the West Somerset Employment Hubs Network.</p>
POB Comments:	<p>The Board are supportive of the project and the links that have been established with HPC jobs brokerage and employment team.</p> <p>7 people recently made redundant from Watchet Paper Mill have found full time employment at HPC through the Watchet Employment Hub.</p>
POB recommendation:	To recommend the release of £57,036 from the West Somerset ring-fence to West Somerset Council (on behalf of WS Employment Hub Network and West Somerset Employment and Skills Group) to support the West Somerset Employment Hubs project.

5.6

Project Name:	School and Community Street Design Project
Expression of Interest Ref No:	169
Organisation Applying:	Sustrans
Summary of Project:	Sustrans will work with 2 primary schools (St Marys in Bridgwater and Wembdon) and their local communities to encourage active travel behaviour and to remove barriers to active travel by improving spaces and infrastructure. The project will assess the current walking and cycling provision for those wishing to choose

	<p>active forms of transport; identify barriers to active travel and combine urban design improvements with travel behaviour changing activities to reduce reliance on cars for local journeys in Bridgwater and Wembdon.</p> <p>Funding is required to manage the engagement with schools and communities, minor capital works, managing the project and project monitoring.</p>
Impacts mitigated as stated in application:	<p>The HPC development will increase traffic on the main access roads in Bridgwater, impacting local communities and residents living adjacent to the main transport route. Cumulative impacts of traffic and increased numbers of HGVs, new housing and population increases are likely to impact on the local communities in these areas. The local schools in particular will be under more pressure to provide school places for new residents, and therefore the number of journeys to school will increase. The Local Impact Report suggests that increased traffic volume will impact on pedestrian amenity and severance and safety. Helping communities to choose different ways to travel will help to mitigate these impacts.</p>
Start Date: 01/08/16	Total project costs: £96,848
Completion Date: 30/09/17	Amount applied for: £96,048
CIM Fund Manager Comments:	<p>A good community project with clear impact mitigation outcomes for the community, plans for engagement and a strong likelihood of delivering positive outcomes for the schools and community. However the daily rates for each paid member of staff appear to be high compared to other community based projects and the number of days to be spent on community engagement is also disproportionate compared to other similar projects.</p> <p>Evidence of involvement with or support by the Parish or Town Council in the development of the project has not been evidenced with the application.</p> <p>The applicants have not approached any other funders for match funding, however plans to share resources with other projects is likely to add value to the project.</p>
POB Comments:	<p>The Board recognises that there are high volumes of children attending these schools and there is a clear need for a project of this type in the area to help mitigate the impacts of the HPC project on transport and travel choices.</p> <p>However the Board understands that £1.6m of funding has been made available to Somerset County Council specifically for projects that aim to reduce congestion, improve safety for road users and encourage active travel behaviours.</p> <p>The Board therefore would wish to advise the applicants to engage with Somerset County Council on the delivery of active travel projects in Bridgwater and explore the potential to deliver a project of this type as part of the plans to spend the available funding.</p>

POB recommendation:	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 has the potential to duplicate other section 106 transport schemes being developed by Somerset County Council.
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6 Links to Corporate Aims / Priorities

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

7 Finance / Resource Implications

- 7.1 On 6th May 2016, EDF has made the payment for the second anniversary of phase two under the Site Preparation Work (SPW) 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	Hinkley Community Impact Mitigation Fund Approval Balances
Appendix B	
Appendix C	

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Appendix A

HPC Community Impact Mitigation Fund Approval Balances

	TOTAL £	West Somerset £	Sedgemoor £	Cannington £	1st Annual payment £	2nd Annual Payment £	Stogursey £
CIM Fund Received(including Inflation Uplift)	6,700,000	2,000,000	1,000,000	500,000	1,600,000	1,600,000	500,000
Inflation Uplift	724,395	134,529	67,265	33,632	151,749	337,220	33,632
TOTAL Received	7,424,395	2,134,529	1,067,265	533,632	1,751,749	1,937,220	533,632
<u>Less previously approved allocation</u>							
Stogursey PC - 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 Y & C 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)					
Current Uncommitted Balance	5,385,078	1,028,637	358,846	346,446	1,713,929	1,937,220	331,545
<u>Less Requested approvals</u>							
Greenways and Cycle Routes Ltd	(65,000)				(65,000)		
West Somerset Council - Employments Hub	(57,036)	(57,036)					
Uncommitted Balance if all requests were approved	5,263,042	971,601	358,846	346,446	1,648,929	1,937,220	331,545

Report Number: WSC 71/16

West Somerset Council

Council Meeting – 20 July 2016

Hinkley Tourism Action Plan - Phase 2 Delivery 2016/17

This matter is the responsibility of Cabinet Member Cllr Karen Mills

Report Author: Robert Downes, Tourism Officer

1 Executive Summary / Purpose of the Report

- 1.1 To consult with Council on the contents of Phase 2 of the Hinkley Tourism Action Plan (Appendix B), developed by the Hinkley Tourism Action Partnership (HTAP) for delivery during 2016-17, and which continues work from Phase 1 of the plan in 2015-16.
- 1.2 To outline proposals to Council for the drawdown of the second contribution for tourism from the Hinkley Point C Site Preparation Section 106 agreement (described in 4.4 and 4.5), which totals £171,926k (including £11,926 indexation uplift).

2 Recommendations

- 2.1 That Cabinet recommends to Council formal approval of Phase 2 of the Hinkley Strategic Tourism Action Plan for delivery in 2016-17, subject to the inclusion of any amendments or comments that are made at the Cabinet meeting.
- 2.2 That Council approves 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.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
The tourism industry suffers adverse effects from the development of Hinkley Point C, including a negative perception of the area by visitors, impacts on travel and accommodation, and restrictions to growth and competition.	4	4	16
<i>By delivering HTAP strategies and plans to improve the visitor experience, attract and retain new customers and increase industry resilience, the risks will fall accordingly.</i>	2	3	6

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 some time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4 Background and Full details of the Report

4.1 Hinkley Tourism Action Partnership

4.1.1 The Hinkley Tourism Action Partnership (HTAP) was set up in 2014 to fulfil the requirements of the Hinkley Point C (HPC) Site Preparation Section 106 agreement for tourism. This included the preparation and delivery of a tourism strategy and action plans, visitor and business monitoring surveys and visitor travel management plans. The partnership includes officers and representatives from West Somerset Council, Sedgemoor District Council, Somerset County Council, EDF Energy, Visit Somerset, Exmoor Tourism and Exmoor National Park Authority.

4.1.2 HTAP seeks to provide strategic direction for the tourism sector by putting in place plans to maximise the economic opportunities and mitigate any potentially negative impacts from the development of HPC across Somerset and Exmoor. As per the agreed process for tourism within the section 106 agreement, plans that are devised by HTAP are then put to members for consideration and to West Somerset Council for final approval.

4.2 Hinkley Tourism Strategy and Action Plan Structure

4.2.1 The HPC Site Preparation Section 106 agreement included two contributions of £160k for tourism marketing and promotional activity. These were paid to West Somerset Council in May 2014 and May 2015. In February 2015, West Somerset Council approved

proposals from HTAP that included the Hinkley Tourism Strategy 2015-20 (Appendix A) and **an Action Plan for 2015/16 that set out a first phase of activity utilising the first section 106 contribution.**

- 4.2.2 This report is now requesting approval **to deliver a second phase of activity during 2016/17 using the second section 106 contribution for tourism.** These proposals are described in detail in 4.5, but in principal the two phases have been deliberately designed to overlap. This allows for work, and contracts where required, to be continued seamlessly. Phase 1 runs until Sep 2016, while Phase 2 begins in July 2016, with a final end point of autumn 2017. **The two plans for these phases have now been amalgamated into one document** (Appendix B) showing the budgets for each phase, targets and achievements utilising both HPC section 106 contributions.
- 4.2.3 The overarching strategy (Appendix A), which was devised following significant consultation with the tourism industry, identifies the key challenges facing the sector in the coming years, as well as potential opportunities for growth. Activity is guided by three strategic aims: to **improve the visitor experience; attract and retain customers; and increase industry resilience**, as well as nine priorities highlighted in the table in 4.3.2.
- 4.2.4 At the heart of the strategy is the core principal for managing opportunities and impacts from the development of HPC. In terms of delivery this means that activity is most often **focused on a core area of impact for tourism** (determined by HTAP), **typically covering the West Somerset / Sedgemoor coastal region.** An example of this is the support provided to Watchet during the development of the Washford Cross roundabout. Another example is the 50 Secrets of Somerset and Exmoor campaign, which features a high percentage of secrets in the core area of impact, as opposed to an even spread across the county.
- 4.2.5 At other times opportunities exist in developing activity at a wider Somerset and Exmoor level. To deliver this HTAP is supported by and **working equally closely with both industry bodies – Visit Somerset and Exmoor Tourism.** In the past West Somerset Council has tended to work more closely with Exmoor Tourism to promote the Exmoor brand and the Visit Exmoor website. However, the nature of the area of impact requires West Somerset to work closely with both industry bodies, utilising the potential of both marketing brands and websites to ensure visitor messaging is successful, and to tap into different visitor markets. This will bring the greatest level of benefits to West Somerset.

4.3 **Tourism Action Plan Phase 1 Achievements in 2015-16**

- 4.3.1 Phase 1 of the plan very much focused on dealing with some of the early impacts from the development of HPC, as well as putting in place the necessary processes, strategies and plans to support industry growth and be in a position to deal with potential issues. Highlights of work delivered by HTAP in 2015/16 have included:

- Communications Strategy to guide HTAP audience engagement
- PR agency procured and delivering a year-long plan
- Digital training providers procured to deliver 75 workshops and mentoring clinics
- Pilot Visitor Travel Plan around roadworks at Huntworth Roundabout
- Research agency procured and delivering two visitor surveys
- Secret Somerset & Exmoor campaign launched

- New Somerset Heritage e-book and Hinkley Workers microsite developed
- Three year marketing strategy agreed
- Seven target-led SLA's delivered by industry bodies and TIC's
- £46k of match funding found to support £170k budget

4.3.2 As of 1 July 2016, the following outputs had been achieved against each priority:

Priority	2015-17 Targets	To Date	Highlights (to 1 Jul 2016)
1. Fostering positive perception and awareness	25 pieces of successful PR	13	6 campaigns of activity achieving 27 pieces of national and regional coverage, 3 new social media platforms, 4 media visits
2. Creating a welcoming and informed travel experience	15 visitor travel initiatives	10	1 Welcome International training programme for 60 tourism businesses, 5 TIC's supported, 1 travel plan, 3 new travel tools
3. Monitoring impacts on visitors and businesses	2000 visitor and business surveys	900	Two visitor surveys achieving 900 responses.
4. Evolving new products for changing customer needs	12 new products and partnerships	8	2 joint campaigns encouraging day and staying visits, support for 6 new products/events/attractions
5. Capitalising on digital trends and tools	30,000 new digital interactions	16.9k	1.5k downloads of new Somerset e-book, 4.5k new social media followers, 10.9k unique users of new web content
6. Delivering evidence based, targeted marketing campaigns	4 targeted advertising campaigns	0	*** Please see 4.3.3 ***
7. Building the strategic capacity of the industry	20% digital and 10% member growth	27% & 3%	Visit Somerset and Exmoor Tourism have achieved significant web and social growth of 25-60%, but only 3% growth in new members.
8. Encouraging higher value sustainable growth	120 businesses supported	65	30 businesses attended COOL Toolkit training and 35 businesses attended workshops in Get Business Get Digital programme
9. Supporting local distinctiveness and action	6 plans with successful outcomes	2	Watchet and Tropicquaria supported separately in managing impacts from Washford Cross development.

4.3.3 With delays to the development of HPC, which has limited the number of impacts so far, HTAP decided to limit significant spend on advertising. Time was taken to consult on a 3 year marketing strategy, which included a review and identification of six key target markets. The first year's marketing action plan focused on maximising the potential of the 'Great Escapes', 'Secret Somerset and Exmoor' and 'Somerset E-book' campaigns using £15k of the £65,385 budget. With work at HPC expected to increase, the process

to procure an advertising agency has now begun. This process will be completed by September 2016, with the intention of running campaigns in the autumn and spring to attract staying visitors in the shoulder months. Phase 2 plans aim to continue this work throughout 2017 to enable significant sustained promotion of the area.

4.4 **The Context of Phase 2 Tourism Action Plans for 2016-17**

4.4.1 Activity proposed for Phase 2 is set out in the Hinkley Tourism Action Plan (Appendix B). The plan will run from July 2016 to autumn 2017. The Action Plan also shows the budget approved by West Somerset Council for phase 1 activity in 2015/16, plus the targets and achievements to date. As per Phase 1, work will be delivered by officers and representatives of HTAP. Four sub-groups (Communications, Monitoring, Marketing and Industry) have been set up to deal with issues and the detail of delivering strategies and actions. HTAP itself meets quarterly to review the progress of the plan.

4.4.2 The general approach of Phase 2 is to continue work from Phase 1. The Hinkley Tourism Strategy emphasised the need to put in place plans, processes and strategies in order that the industry is prepared for potential impacts from the HPC development. To date no new issues have arisen that have not already been factored into planning. Therefore, although there are a few new actions, by and large activity is being taken forward. For example the employment of a specialist PR agency and delivery of visitor monitoring surveys in 2016/17. Other activity has been created as result of reviews carried out, such as proposals to support visitor travel plans and a Local Ambassador Scheme.

4.4.3 This is not to say that there isn't flexibility within the plan to deal with new issues should they arise. The Marketing Strategy in particular identifies the need to re-focus promotional budgets if required. Practically this might mean re-directing budgets from generally promoting the area to new visitors based outside the region, to developing promotional activity in the local area to deal with specific issues when visitors arrive. For instance if visitors face difficulties in travelling around the area.

4.5 **Proposals for the drawdown of the second tourism contribution**

The following proposals feature only those pieces of activity from the action plan (Appendix B) that require funding in 2016/17.

4.5.1 **Aim 1: Improve the Visitor Experience**

The proposal requests funding support for continuing PR activity, developing a 'Local Ambassador' scheme, delivery of activities in the visitor travel plan, funding of a business monitoring survey and annual tourism volume and value data for 2015. Funding for visitor monitoring is not required as the contract currently in place runs until 2017.

Total drawdown request for strategic aim 1		£51,926
1. Fostering positive perception and awareness	Action 2: Work will continue to raise the profile of Somerset and Exmoor in national and regional media, including inspirational campaigns that engage new audiences and the media to write about the area.	£20,000

2. Creating a welcoming and informed travel experience	Action 4: Development of a volunteer led 'local ambassador' scheme to enhance the visitor experience, including any set up costs, insurance and literature costs.	£25,000
	Actions 5 & 3: Support for the delivery of the visitor travel plan, which includes the development of tools and information for use by visitors and businesses (e.g. itineraries, videos, FAQ sheets, literature), developing communication channels (e.g. e-newsletters, social media work), customer service training, and a road network signage review.	
3. Monitoring impacts on visitors and businesses	Action 8: Using funding from the Phase 1 plan, procurement is now taking place to employ a credited agency for delivery of a business monitoring survey in 2016/17. HTAP partners have decided that this survey needs to run for two years in order to capture comparative data, and therefore a further £5k of funding is required to support delivery into 2018.	£6,926
	Action 9: £1.9k is required to purchase the 2015 tourism volume and value research for Somerset, West Somerset and Sedgemoor, along with data for the towns of Watchet, Minehead, Cheddar and Burnham-on-Sea.	

4.5.2 Aim 2: Attract and Retain Customers

Three specific pieces of work require support under the second strategic aim to help deliver the three year Marketing Strategy. Funding is required to carry out advertising campaigns to reach identified target markets. This budget is being supported by funds carried over from Phase 1, which will enable significant sustained advertising activity over the next 12-14 month, just as HPC begins to be developed. Two new projects to match fund a bid to develop and promote the coast path, and maximise the potential of social media in marketing the area are also included.

Total drawdown request for strategic aim 2		£70,000
4. Evolving new products for changing customer needs	Action 13: Work with partners to support the marketing and promotion of new products. In particular an opportunity exists to match fund a project to develop and promote the new Somerset section of the England Coast Path. Funds would be used to match fund money from Natural England and make additional funding bids.	£25,000 (budget to cover)

5. Capitalising on digital trends and tools	Action 16: Procurement of a specialist to help in realising the potential of Visit Somerset and Visit Exmoor social media activity, and enable industry bodies to become a leader in the field. This will help in building capacity and providing new benefits to members. Work will involve helping to define a strategic approach, better understanding of current customers and use of current assets, training, content creation strategies and recommendations for future delivery.	work in priorities 4 & 5 – to be called ‘Products & Tools’)
6. Delivering evidence based, targeted marketing campaigns	Action 19: Delivery of targeted advertising campaigns in line with the ambitions of the marketing strategy. A procurement process has just begun to employ the services of an advertising agency to deliver 4 targeted campaigns in autumn 2016, spring and summer 2017. Phase 1 allocation will fund the first two, and Phase 2 the last two to ensure sustained marketing activity as the HPC construction begins to ramp up.	£45,000

4.5.3 Aim 3: Increase Industry Resilience

Proposals for strategic aim 3 centre on building the capacity of industry bodies, business and community networks to deliver economically beneficial activity locally. Small budgets are requested to continue providing marketing expertise to businesses and in developing new major funding bids. Less funding is required in priority 8 as a contract to deliver digital workshops and business mentoring clinics is in place until October 2016.

Total drawdown request for strategic aim 1		£50,000
7. Building the strategic capacity of the industry	Actions 20 & 21: It is proposed that work should continue, via target driven service level agreements, in grant supporting the two main industry bodies – Visit Somerset and Exmoor Tourism – in growing membership, commercial opportunities and developing digital marketing activity.	£30,000
	Action 22: Up to £5k required to procure an individual to clean and refine Visit Somerset’s entire business contact database for use by industry bodies and HTAP partners in communicating key messages and providing base data for research.	(budget to cover work in priorities 7 and 8 to be called ‘Industry & Growth’)
8. Encouraging higher value sustainable growth	Actions 24 & 26: Support is required to drive up business quality and marketing knowledge. The proposal is to procure the services of experts to deliver presentations and workshops at key industry events and support businesses in entering regional and national excellence award schemes.	

	Action 25: HTAP partners have developed ideas for a new major EU funding bid based around driving up skills in tourism and hospitality. In particular developing Minehead as one centre of excellence. In developing the bid expenses may be required for travel to discuss ideas with partners and/or contribute to costs of employing an expert to lead development of a bid.	
9. Supporting local distinctiveness and action	Actions 27: Support is required to assist local communities and businesses in different ways. As was the case with Watchet, during the development of Washford Cross, funds may be required to support specific places if and when issues arise. One potential location that might require support is Cheddar, where large quantities of quarry stone will be taken to HPC.	£20,000
	Action 28: highlights the need for HTAP to support key economic centres in the area of impact, and plans to regenerate key areas of towns for visitors. Minehead is currently putting together plans to regenerate its sea front and esplanade area, while Burnham-on-Sea is facing significant challenges with its tourism offer. A focus on supporting key centres will bring significant benefits to the wider area.	
	Action 29: At times it might be opportune for HTAP to support other local business networks with small grants for match funding tourism activity that benefits local businesses and visitors.	

5 Links to Corporate Aims / Priorities

- 5.1 The Council's second key theme around Business & Enterprise aims to 'Support and promote West Somerset's vital tourism and agricultural sectors', as well as 'Maximise the local economic benefits from Hinkley Point C'.
- 5.2 The third key theme around Our Place & Infrastructure also aims to 'Mitigate negative impacts on the community from the construction phase of Hinkley Point C'.
- 5.3 The Second Strategic Tourism Action Plan sets out activity to promote the area, attract new markets, improve the visitor experience and increase industry competitiveness. Actions are also included to managing impacts from potential negative perceptions of the area, congested roads and visitor accommodation taken by Hinkley workers.

6 Finance / Resource Implications

- 6.1 The HPC Site Preparation Section 106 agreement included two £160k allocations for tourism. The first was paid to WSC on 6 May 2014 and the second on 6 May 2015. With indexation added, the first contribution totalled £170,385, and the second £171,926.

- 6.2 Drawdown of the first contribution was approved for use in delivering Phase 1 of the Hinkley Tourism Action Plan. **The request is now being made to drawdown the second contribution of £171,926 for Phase 2 work.** The following table summarises the activity within the 2016/17 plan (Appendix B) that will require funding:

Area of activity	Budget
PR	£20,000
Visitor Travel	£25,000
Monitoring	£6,926
Products and Tools	£25,000
Marketing & Advertising	£45,000
Industry & Growth	£30,000
Local Delivery	£20,000
TOTAL	£171,926

7 Legal Implications (if any)

- 7.1 The recommendations that form part of this Report are in line with the requirements of the HPC Site Preparation S106 – Schedule 15.

8 Environmental Impact Implications (if any)

- 8.1 The principles of sustainable tourism are enshrined within the strategic action plan devised by Hinkley Tourism Action Partnership.

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

- 9.1 There are no safeguarding or community safety implications of the activity proposed.

10 Equality and Diversity Implications (if any)

- 10.1 The equality and diversity values of West Somerset Council are embedded into all work with the tourism industry and requested of those companies that are commissioned to deliver activity in the Strategic Tourism Action Plan 2016-17.

11 Social Value Implications (if any)

- 11.1 The proposals do include the procurement of services in areas such as PR, advertising, training and digital expertise. Local companies will be invited to bid for work alongside

others in line with West Somerset Council procurement processes. Local business and community networks will receive support in delivering local tourism activity, which in turn will have local economic and social benefits.

12 Partnership Implications (if any)

- 12.1 Proposals do include joint working activities. The Hinkley Tourism Action Partnership includes 7 partners led by West Somerset Council. The partnership meets to discuss and agree on issues, and review the strategic action plan on a quarterly basis.
- 12.2 Some of the work in the action plan will be delivered by industry bodies (e.g. Visit Somerset and Exmoor Tourism) and local networks (e.g. Minehead and Watchet Coastal Community Teams). Where funding support is provided, service level agreements and grant agreements are put in place to manage relationships and delivery of activity and targets.

13 Health and Wellbeing Implications (if any)

- 13.1 Active and family markets are identified in the Hinkley Tourism Action Partnership Marketing Strategy (a separate document not included) as key target markets. Marketing is targeted at a range of visitors via different campaigns, including staying visitors from domestic and overseas markets and local and regional visitors on day trips. Getting active in the outdoors is a key theme of promotional activity.

14 Asset Management Implications (if any)

- 14.1 There are no asset related issues described in the proposals.

15 Consultation Implications (if any)

- 15.1 This plan and the proposed activity/allocations of funding have been agreed and signed off by partners in the Hinkley Tourism Action Partnership. This includes Somerset County Council, Sedgemoor District Council, EDF Energy, Exmoor National Park Authority, Visit Somerset and Exmoor Tourism.

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

- 16.1 To come...

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – Yes / No** (delete as appropriate)

- **Cabinet/Executive – Yes / No** (delete as appropriate)
- **Full Council – Yes / No** (delete as appropriate)

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

List of Appendices (delete if not applicable)

Appendix A	Hinkley Tourism Strategy 2015-20
Appendix B	Hinkley Tourism Action Plan 2015-17, including Phase 2 activity for 2016-17

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WSC Council Report for Hinkley Tourism Action Plan Phase 2

Covering Note of changes from report presented to Cabinet Agenda Setting on 22 June

Council Report changes

4.2.4 & 4.2.5 – An improved explanation has been provided of the ‘tourism area of impact’, and of how West Somerset Council works equally closely with Visit Somerset and Exmoor Tourism to promote West Somerset.

4.3.2 – Achievements have been updated to 1 July 2016.

4.4.3 – An improved explanation of the flexibility in the marketing budget is provided.

4.5.3 – The descriptions of actions 27, 28 and 29 have been modified.

Appendix B – Hinkley Tourism Action Plan changes

- 1) Achievements have been updated to 1 July 2016 in line with 4.3.2 in council report.
- 2) Changes have been made to the wording of achievements for priorities 1, 4, 5, 7 and 8.
- 3) Actions 13, 27 and 29 have been amended
- 4) Action 28 has been added into the planning and describes a the focus on supporting key economic centres with support and match funding for regeneration projects (e.g. Minehead).

Hinkley Tourism Action Partnership

Hinkley Tourism Strategy 2015-20

Successfully managing opportunities and challenges for tourism in Somerset and Exmoor during the development of Hinkley Point C



Executive Summary

The development of Hinkley Point C (HPC) nuclear power station will provide opportunities and challenges for the tourism industry in Somerset and Exmoor. The Hinkley Tourism Action Partnership (HTAP) is tasked with developing successful management plans and making recommendations to local authority councils for spending tourism allocations available.

The overarching vision of the strategy is that Somerset and Exmoor will have a strong tourism industry that has successfully capitalised on opportunities from the HPC development, leaving a legacy of one of the best managed visitor experiences in the country where businesses are dynamic, resilient and working in partnership to operate at the highest level.

The strategy has been written to influence a six year period over which a total of £1.12 million of financial contributions will be paid by EDF Energy to local authorities for tourism activity aimed at delivering the strategy and carrying out monitoring surveys. Separate funding exists for six named information centres and tourism officer resource, which is also referenced.

Following an assessment by the partnership, and taking in views from tourism industry representatives and businesses, the strategy has been developed in the context of the current health and performance of the industry and the likely future influence of the project. It takes into account a number of anticipated opportunities including funds for marketing and development, an influx of visitors and increased international spotlight. At the same time it refers to potential challenges such as effects on traffic levels, perception and employment, which will need careful management.

Three principle aims are identified as being the focus of strategic activity - **improve visitor experiences, attract and retain customers** and **increase industry resilience**. These are supported by nine key priorities and objectives that can be measured to gauge success. The strategy will then be supported by annual action plans detailing specific activity and budgets.

Key Priorities

1. Fostering positive perception and awareness
2. Creating a welcoming and informed travel experience
3. Monitoring impacts on visitors and businesses
4. Evolving new products for changing customer needs
5. Capitalising on digital trends and partnerships
6. Evidence based, targeted marketing campaigns
7. Building long term capacity of industry
8. Encouraging higher value sustainable growth
9. Supporting local distinctiveness and action

Introduction

This document sets out strategic activity in Somerset and Exmoor in relation to successfully managing opportunities and potential challenges for the tourism industry from the development of Hinkley Point C (HPC) nuclear power station.

The development is a multi-billion pound development that will offer some 25,000 employment opportunities throughout a ten year build and which will eventually power some five million homes.

The Hinkley Tourism Action Partnership (HTAP), which has produced this document in consultation with the tourism industry and local authority councils, are responsible for providing strategic guidance to the tourism sector, managing and developing plans and making recommendations to council members for spending tourism allocations available.

Members of HTAP are: West Somerset Council, Sedgemoor District Council, Somerset County Council, EDF Energy, Exmoor National Park Authority, Visit Somerset and Exmoor Tourism.

HTAP was set up following the granting of planning permission to EDF Energy for the site preparation needed to build HPC. Permission included a legal agreement containing a planning obligation for tourism and detailing financial contributions to be paid by EDF Energy over a two year period.

A Development Consent Order for construction of the key buildings on the HPC site in West Somerset and associated development, mainly in Sedgemoor, will be enacted should EDF Energy decide to proceed with the next stage of the project. This consent includes a legal agreement detailing contributions by EDF Energy for tourism over a further four year period.

Under the terms of these agreements, a total of £1.12 million of tourism contributions will be provided on an annual basis and spread over a six year period for the purposes of delivering activity in accordance with a tourism strategy and action plan, and for carrying out a monitoring survey.

Separate contributions have been included in the agreements to cover employment of tourism officer resources and support for seven named information centre locations, originally identified in Minehead, Porlock, Watchet, Burnham-on-Sea, Bridgwater, A303 Cartgate and Sedgemoor M5 services.

This document sets out the context in which the strategy will operate, along with the aims, objectives and actions, initially over two years in line with the site preparation planning agreement, and then after a review, for the following four years if the scheme proceeds.

A number of key sources have been used in the development of this document, which can be found in the references section.

The Value of Tourism

Tourism is a key sector in Somerset's economy generating £1.3bn turnover, 2.6m staying trip visitors, 23m day visitors and employing 10% of the workforce.

In West Somerset and Sedgemoor tourism is significant, accounting for 40% of all staying visitor activity across the county. Sedgemoor receives 25% more visitor spend than any other district, while in West Somerset 27% of the workforce is engaged in Tourism.

Visitors are drawn to Somerset & Exmoor largely for its landscape and opportunities for outdoor pursuits. It is defined by its coastal scenery, seaside resorts, rural charm, heritage, village life, food and drink and festivals. Leisure and visiting friends and relatives (VFR) markets are by far the most significant with business tourism typically restricted to key towns.

The importance of landscape is backed up by visitor surveys where 'the scenery' features as the single most important factor, followed by heritage and things to see and do. Many of the best examples have become iconic such as Glastonbury Tor, Cheddar Gorge, Exmoor National Park and the Quantock Hills, and are prized for their tranquillity.

Visitor surveys also provide important information as to where visits originate. The vast majority are by UK domestic visitors from within three or four hours travelling time (e.g. West Midlands, South West, London and South East). Typically UK visitors stay 3.8 nights and spend £175 per person in West Somerset and Sedgemoor.

Overseas markets account for 8% of staying visits in Somerset. However, the value of overseas visitors shows that a typical trip will mean 6.9 nights and spending of £355 per person. French, German and Dutch markets are still the most significant in terms of those seeking landscape-based holidays.

Group Visits make up a particularly important sector for the area. Some 1300 coaches pass through Cartgate Services on the A303 on an annual basis. The industry bodies and key attractions such as West Somerset Railway and Burnham-on-Sea also put considerable resources into targeting groups.

The make-up of accommodation across the area varies markedly. West Somerset has a larger proportion of small serviced and self-catering hotels, B&B's and cottages with 27% more bed spaces and units than Sedgemoor. While Sedgemoor has 47% more bed spaces, pitches and units in camping, static and touring caravans and holiday centres.

A reduction in public sector funding has led to a fundamental change of approach in terms of supporting the tourism industry. In recent years nearly all funds for tourism activity have been sourced from external funding bodies or via industry advertising contributions. Funding has led to the development of websites, apps, training workshops, and support for information centres, events and marketing of the area.

In 2012 the four local authorities in HTAP secured £132k of match funding from EU Interreg working with partners in France and south east England under the COOL Tourism Project. Aimed at growing rural tourism the partnership has delivered activity in supporting business networks, research, marketing and training. The project has provided a successful example for HTAP of how strategic partnership working can maximise potential.

Information centres in the area have also been affected by the cuts in public funding. Alongside helping visitors to enjoy their stays, the centres are now expected to find ways of generating income to support their operations. Most rely on volunteers and operate limited opening hours.

Supporting the industry are two tourism industry bodies. The Somerset Tourism Association (STA), now trading as Visit Somerset, has evolved in a short space of time to take on responsibility for championing the cause of the County nationally. Its work includes the Visit Somerset website that receives 900,000 annual visits; an annual visitor brochure and mobile app.

The Exmoor Tourist Association (ETA) has been in existence since 1981 and has 240 members. In early 2015 the ETA merged with the wider strategic focused body, Exmoor Tourism Partnership. The new body, known as Exmoor Tourism, is responsible for the Visit Exmoor website and marketing the 'Exmoor: Dream, Discover, Explore' brand across the National Park, West Somerset and Quantock Hills.

In terms of the wider strategic picture, ambitions for tourism are cited in a variety of regional economic documents. Locally, Exmoor Tourism's Strategic Action Plan, sets out a plan for 2013-18 to increase the value of visitors and develop sustainable tourism. Visit Somerset are also in the process of developing a destination management plan for Somerset, including ambitions for increasing market share, bringing new benefits to members and developing rural tourism.

Influencing local tourism strategy, is Visit England's The Strategic Framework for Tourism in England 2010 – 2020, which sets out ambitions to increase global market share, deliver compelling destinations of distinction, champion a thriving industry and improve engagement with visitors.

At a glance

Somerset and Exmoor have: the **world's biggest** music festival; a **National** Park; the **largest** managed wetlands in western Europe; the **world famous** Cheddar gorge and caves; the **biggest** illuminated carnival in Europe; an **International** Dark Sky Reserve; the **largest** coastal realignment scheme in Europe; England's **first** Area of Outstanding natural Beauty; one of the **oldest** engineered roads in the world; the **highest** inland and coastal cliffs in the country; the **tallest** tree in England; the **longest** standard gauge heritage railway; **the origins** of Cheddar cheese, cider and skittles; the home of the **first** King of England and the site of the **last** battle on English soil.

Value of Tourism 2013

Indicator	West Somerset	Sedgemoor	Somerset
Domestic staying trips	346,000	612,000	2,389,000
Average domestic number of nights per trip	3.8	3.8	3.4
Average domestic spend per trip per person	£182	£171	£162
Overseas staying trips	26,000	40,000	212,000
Average overseas number of nights per trip	6.7	7.8	7.1
Average overseas spend per trip per person	£380	£375	£355
Day Visits	2,562,000	3,893,000	23,033,000
Day visitor spend	£83,319,000	£113,900,000	766,923,000
Total Spend (staying trips and day visits)	£160,025,000	£249,286,000	£1,283,779,000
Tourism workforce	3,663	6,198	35,051
Proportion of all employment in tourism	27%	11%	10%

Tourism during HPC construction

Opportunities

The financial contributions paid by EDF Energy to support tourism over six years, constitute a significant and consistent level of funding, which also provides the opportunity for match funding.

During the development of HPC some 25,000 jobs will be created. At the peak of activity there will be 5,600 full time equivalent roles operating on site. In addition to this will be large numbers of workers associated with support businesses. The opportunity is there to target these newcomers, their friends and families, and encourage them to visit the area for leisure and business in future.

The influx of workers will take place throughout the year and could help in addressing issues of seasonality and encouraging all year round employment. Visit England report that 70% of day visits into the countryside take place in the spring or summer. Development focused on extending stays and day visits, and greater flexibility in opening hours by the industry will be vital.

Another major opportunity will be the construction of the HPC Visitor Centre, which will promote the project and the wider area. It will provide a unique educational attraction that will help raise the profile of the area and bring in new types of customers.

The tourism contributions available for the seven named information centres in Minehead, Porlock, Watchet, Burnham-on-Sea, Bridgwater, on the A303 and M5 will provide an opportunity to evolve more effective services and develop new income streams, which will support long-term sustainability.

There are some key social trends that will have implications for marketing and development of tourism. Visit England predicts 'families are changing in size, shape and composition'. The concept of an 'ageing society' is well known,

but there are other crucial factors. Families are becoming increasingly 'vertical' in nature with fewer siblings and cousins, more generations, and younger grandparents more involved with childcare.

Despite the economic downturn consumers have continued to prioritise leisure spending. According to Visit England research, younger generations have a different attitude towards leisure time and see it as a need in their lives, rather than a luxury. Access to information via technology has been at the heart of this trend. People have become used to searching for deals, lots of choice and not paying over the odds for goods and services.

However, people are becoming time poor and despite the desire for choice, also want simplicity. It is predicted that short break, health, active and skills tourism markets are set to grow, which could present many opportunities for an area that is defined by its landscapes and scenery. Visitors are increasingly moving away from choosing holidays based on a destination towards seeking out new and specific experiences, which help to fulfil needs in their busy lives.

Another growing trend is the increasing use of web technology. The Office for National Statistics indicates that 38 million UK adults access the Internet every day. Travel and accommodation bookings are two of the four most popular activities online. Some 96% of 16-24 year olds, 74% of 45-54 year olds and 57% of 55-64 year olds access the internet using smartphones, laptops and tablets.

This use of technology has led to major changes in how companies target customers. Digital advertising overall has doubled in five years, with web search advertising worth £3.5bn alone, while traditional methods have been in decline. Even back in 2010, the Somerset visitor survey showed a drop from 18% to 11% of visitors using printed literature

to make holiday decisions. At the same time visits to the Visit Somerset and Visit Exmoor websites have increased rapidly.

Across the area, a number of tourism related projects are currently in development, which could lead to new jobs and tourism facilities. These include Steart Marshes, the Great Crane Project, Steam Coast Trail and the new Watchet Boat Museum. All opportunities for collaboration should be explored to maximise benefits for the area.

Challenges

The HPC development will impact on different parts of the area in a variety of ways. For instance the development includes a programme of highways alterations, while quarry stone is to be transported from Cheddar during construction. The strategy will need to have flexibility and to include specific actions for core areas as well as activity that benefits the wider area.

Following consultation the tourism industry has raised several concerns over the potential impacts of the HPC development. One of these is around perceptions, such as that the whole area is 'a construction site' or difficult to reach because of traffic delays.

In early 2014 the industry locally was badly affected by flooding. Although just 2% of the land was under water the perception was that the County was a 'no go area' and this meant that in some cases bookings fell by 40%. There are valuable lessons to be learnt in terms of media coverage, managing perception and building business resilience.

Traffic congestion is another major concern given the nature of the area's roads, and in particular the A39 and A358, which have been cited as a barrier to visits by the industry for many years. Currently 90% of visitors arrive by road, and with all HPC deliveries set to use the M5, there is the potential for congestion issues. EDF Energy and Highways have already put in place significant mitigation plans, but it

will be important that specific plans for tourism are developed to ensure that negative visitor experiences are kept to a minimum.

To house workers, EDF Energy have made plans that include making use of local visitor accommodation. However, the rural area around Hinkley has a limited number of businesses, and most of which are small in size. There is an added concern that some businesses may choose to focus efforts on solely serving Hinkley workers, further reducing bed spaces for visitors, particularly during peak times.

There is also a wider challenge around the potential pressures on tourism infrastructure both in terms of dealing with demand and maintaining and improving a quality experience. Another concern is that staff in the tourism industry could be attracted away to better paid roles at the HPC site, making it difficult for businesses to provide services.

Although the area has good provision of quality small accommodation businesses, there is a lack of mid and large sized properties, which reduces the scope for targeting groups and those visitors seeking a higher level of facilities. In order to remain competitive it will be important to prioritise quality and support new hotel developments.

The Somerset Growth Plan (2014) identifies the challenge: "The tourism sector is important to Somerset, but it is characterised by too little high value activity. This leads to seasonal, part time and low paid employment in many cases. There are opportunities to increase the value of activity through developing the quality of the product and targeting new markets to drive demand."

At a strategic level neither Visit Somerset nor Exmoor Tourism qualify for a place on Visit England's Destination Management Forum. It is vital that this is rectified so that businesses are represented and the area does not miss out on new funding/marketing opportunities.

Strategic Vision

Approach

A review of the current and anticipated tourism picture, taken in the context of the HPC development, reveals a number of opportunities and challenges. The key to managing many of these will be how effectively the area can respond, making use of its strengths to capitalise on opportunities and overcome weaknesses and potential threats.

While it is vital that plans are focused on protecting the tourism industry and improving interaction with visitors, it is important that resources are used proactively to target new customers and support higher value growth. This combination will enable the industry to grow and become more resilient. The strategy therefore has identified three principle strategic aims.

The following pages set out the vision, context for the strategic aims, key priorities and success indicators over the six years. Action plans will be developed on a yearly basis to tie in with annual allocations from EDF Energy, but will reference work that may impact on the following year's budget. A further logic value chain analysis will be used to evaluate targets, outputs and successes every 6 months.

SWOT Analysis

Strengths – current, internal	Weaknesses – current, internal
<ul style="list-style-type: none"> ▪ Important sector; major employer ▪ Diverse and quality rural and coastal landscape/wildlife, protected with multiple designations (e.g. National Park, AONB's, Reserves, SSSI's) ▪ Closer to London; good M/way link ▪ Internationally recognised attractions ▪ Strong in food & drink production ▪ Rich heritage & historical links ▪ Vibrant SME businesses 	<ul style="list-style-type: none"> ▪ Fragmented industry lacking one single voice, brand and trade communication channel ▪ Poor rural transport links ▪ Lack of 4/5 star mid-sized accommodation ▪ Traditionally low paid and low skilled sector ▪ Seasonal industry with many life-style and other businesses that close over winter ▪ No seat at national table for industry bodies ▪ Lack of funding to effectively target overseas visitors and other new markets
Opportunities – future, external	Threats – future, external
<ul style="list-style-type: none"> ▪ Trends in customers seeking short active leisure breaks and new experiences ▪ Influx of HPC workers, their friends & families ▪ Area in news spotlight due to HPC ▪ Inward investment including hotels ▪ Hi-speed broadband and digital technologies ▪ Match funding HPC contributions ▪ HPC Visitor Centre ▪ Ability to build on COOL project work ▪ New strategic partnerships and networks 	<ul style="list-style-type: none"> ▪ Risks from flooding ▪ Traffic congestion ▪ Planned additional road works ▪ Sustainability of information centres ▪ Perception of a 'nuclear' County, construction site and media focus on bad news stories ▪ Pressure on accommodation ▪ Leakage of workforce from tourism to HPC

Vision

Somerset and Exmoor will have a strong tourism industry that has successfully capitalised on opportunities from the development of Hinkley Point C, leaving a legacy of one of the best managed visitor experiences in the country and with businesses that are dynamic, resilient and working in partnership to compete at the highest level.

Strategic Aim 1 – Improve visitor experiences

Improve experiences for business and leisure visitors, during the development of Hinkley Point C by working in partnership with information centres and communities to create a visitor management legacy; that fosters positive perceptions, informs the travel journey, supports businesses and understands visitor movements.

Priorities

1. Fostering positive perception and awareness
2. Creating a welcoming and informed travel experience
3. Monitoring impacts on visitors and businesses

Strategic Aim 2 – Attract and retain customers

Attract and retain business & leisure visitors, taking advantage of opportunities to grow existing markets and new market segments by evolving vibrant visitor products and experiences, which will be promoted through targeted marketing campaigns, increasing use of digital tools and strategic partnerships.

Priorities

4. Evolving new products for changing customer needs
5. Capitalising on digital trends and partnerships
6. Evidence based targeted marketing campaigns

Strategic Aim 3 – Increase industry resilience

Increase industry resilience and competitiveness by focusing on encouraging higher value growth and quality, support for industry bodies in championing the area nationally, innovative funding partnerships, business support and locally led network activity that maximises opportunities.

Priorities

7. Building long term capacity of industry
8. Encouraging higher value sustainable growth
9. Supporting local distinctiveness and action

Key Success Indicators by 2020

Indicators will be measured over 6 years in line with the strategy, with the first milestone results due in 2016. They have been devised based on an assessment of currently available tourism data to the end of 2013, and anticipated economic and market trends.

To increase staying trips by domestic and overseas markets by 10%

To increase spend from all visitors by 2% annually

To increase day visits by 9%

To increase website traffic to Visit Somerset and Visit Exmoor by 20%

To achieve and maintain a 95% satisfaction rate with the overall visitor experience

Strategic Aim 1 – Improve visitor experiences

Aim

Improve experiences for business and leisure visitors, during the development of Hinkley Point C by working in partnership with information centres and communities to create a visitor management legacy; that fosters positive perceptions, informs the travel journey, supports businesses and understands visitor movements.

Approach

The development of HPC will bring a number of opportunities. However, the sheer size of the construction in an area already facing many rural and urban challenges potentially brings with it issues for visitors and residents, both real and perceived.

Early on in discussions about supporting tourism, a number of anticipated challenges were identified around areas such as traffic and travel, perception, accommodation and shortages in the tourism workforce. These are exacerbated by certain local characteristics and factors such as limited access into and around the area, the uncertain future of information centres, the nature of widely spread small and micro tourism businesses and the potential for parts of the tourism workforce to be tempted by better paid jobs at Hinkley.

The approach will need to be proactive in trying to anticipate and manage challenges on an area by area basis, while putting in place plans for dealing with potential issues if and when they arise. It will also seek to maximise any opportunities to raise awareness of the area locally and nationally. It is vital that significant funds are directed at supporting information centres and local communities to help in delivering a dynamic visitor experience from the ground up.

PRIORITY 1 – Fostering positive perception and awareness

During construction of HPC, the perception of the area as a place to visit is likely to be influenced by press coverage. The media has a tendency to focus on the negative so it must be expected that there will be stories about congestion, upheaval and disruption to normal life. Even if this is not the case, the constant reference to ‘construction of a new nuclear power station in Somerset’ will have connotations for some that the area is a place to avoid. As witnessed when the Levels were flooded, businesses right across Somerset and Exmoor were affected by reduced bookings so the strategy must consider the impact on the wider area.

To counteract any negative stories and to take advantage of the positive interest generated, it will be necessary to use a range of communications tools including PR, social media and events. This will be supported by a comprehensive tourism-specific communications plan that identifies key messages and activities. The other major element of raising awareness will be in providing all potential targets – visitors, businesses, communities, media and organisations – with timely and correct information to help inform their travel journey. A review of information provision will be carried out to identify potential gaps in the customer experience from when visitors leave home to reaching their destination.

PRIORITY 2 – Creating a welcoming and informed travel experience

The M5 will be the main route for all Hinkley road deliveries, which will see hundreds of lorry journeys a day during the peak of construction activity. The A39, A358 and A303 roads have long

Priorities

1. Fostering positive perception and awareness
2. Creating a welcoming and informed travel experience
3. Monitoring impacts on visitors and businesses

caused concerns for tourism businesses and their travelling visitors. Mondays and Fridays are changeover days at Butlins in Minehead, which can lead to an additional 6000 holidaymakers travelling in each direction along the A39 or A358. EDF Energy and Highways have been planning for this for some time and a number of road improvements are currently taking place, which will alleviate some problems. For visitors the journey is a considerable part of the overall experience so this strategy must address ways in which it can help make things easier.

A review of signage around the area for visitors is a 'must do' piece of activity, along with identifying funds to implement action. These efforts must be supported by good information using off and online methods. It will be important to set up local communication networks in order to send information out to all points (e.g. local businesses, websites and information centres) where visitors find information. Websites and variable message signs will have a part to play in keeping travellers informed. Some creative work will also be required to identify different ways in which to provide visitors with information and help them enjoy the area. Developing a 'Local Ambassadors' scheme is one such idea that could aid awareness and satisfaction rates.

There is a major role here for the information centres as a community conduit. Lack of funding recently has seen them scale back opening hours, reduce paid staff and rely more on volunteers. With efforts to attract new customers, and Hinkley workers staying all year round, it will be important to ensure sensible opening times. This applies to other tourism businesses too. Specific tourism contributions have been allocated to support the six named information centres. These funds should be used to help the centres in generating new income to improve long-term sustainability and developing a first class welcome for domestic and overseas visitors.

PRIORITY 3 – Monitoring impacts on visitors and businesses

As part of the planning agreements with EDF Energy, the HTAP is required to deliver a regular monitoring survey to measure visitor impacts during the construction of the power station. To ensure independence and a robust survey, it will be important that the research methodology is designed by an accredited research agency that employs professional researchers. A number of surveys have been carried out on visitors to Somerset and Exmoor over the years, which will provide a good starting point. The 2009/10 Somerset Visitor Survey in particular looked at visitor profiles, motivations, perception and satisfaction with the visit, as well as segmentation analysis, which provided crucial information about customers to support targeted marketing activity.

A separate business survey is necessary to measure impacts, particularly around visits to attractions and accommodation occupancy. A potential issue could arise in relation to Hinkley workers. At its peak the construction site will employ some 5,600 workers on site, a proportion of whom will use local accommodation. It will be important to understand whether visitors are finding it difficult to get accommodation during peak months, or how generally business has been affected.

The funded information centres are required to report on visitor feedback as part of their agreements and this will add to the picture being formed by the survey data. An annual review will take place of all available tourism data. As Hinkley will feature in national news stories it may be useful to pay for a cuttings service to monitor all references to the development so that communications plans can adapt accordingly. Locally it will be important to measure how car parks are used and results of any road monitoring surveys carried out by Highways will be noted.

Strategic Aim 2 – Attract and retain customers

Aim

Attract and retain business & leisure visitors, taking advantage of opportunities to grow existing markets and new market segments by evolving vibrant visitor products and experiences, which will be promoted through targeted marketing campaigns, increasing use of digital tools and strategic partnerships.

Priorities

4. Evolving new products for changing customer needs
5. Capitalising on digital trends and partnerships
6. Evidence based targeted marketing campaigns

Approach

Consistent levels of funding over a six-year period will enable a more sustained and targeted approach to marketing of the area. This will see a shift in emphasis away from purely promoting the destination to one focusing more on new product experiences and targeting them at specific market segments. This will be informed by the annual research programme and marketed increasingly through use of digital tools and online marketing techniques, although integration with traditional offline methods will still play an important part.

The vast majority of visitors to the area are from leisure domestic markets and are day visitors or seeking relatively short breaks (2-7nights), often to suit a specific need or purpose at a certain time of year. For example: a relaxing short break, walking weekend, self-catering family break, or a celebration. This is not to say that the ‘attract and disperse’ approach to destination marketing, whereby icons are used to target new customers before opening them up to less known attractions, is not still required. This approach works well in targeting first time customers who know little of an area so potentially will have its place in targeting overseas markets. It will also be important to use this approach when trying to manage perceptions, raise awareness and generate a ‘feel good’ factor during construction as covered in strategic aim 1.

PRIORITY 4 – Evolving new products for changing customer needs

Before considering other elements of the marketing mix it is necessary to take some decisions around the product. It can be considered that domestic markets have been maturing for some time. Visitors have become less motivated by the idea of a destination and more interested in the quality and value for money of the experience on offer. Customers are seeking new depth and sophistication to their experiences. As the competition improves expectations of quality rise. Many visitors are seeking unique experiences to remember and to recount to friends and family. Busy lives mean that people want things made easier with information readily available.

Current trends around a need for active lifestyles, learning new skills and a desire for unique experiences play to the area’s main strength - its natural landscape. The key to gaining a competitive advantage will be in working with businesses to develop the quality required to meet customer expectations, as well as ensuring that the attention to detail is taken on assembling distinctive all round products and experiences that will genuinely match messages to each market.

It is important that there is one eye on the future too, and plans are put in place to target potential new markets with new products. Although considerable data exists on families and couples, not enough is currently known in certain specific markets. The same can be said of the ambition to target Hinkley workers, as well as growing market share in traditional French, German and Dutch markets. Further research and analysis could also be carried out on how best to influence group operators to ensure that current activity remains competitive.

PRIORITY 5 – Capitalising on digital trends and partnerships

Any current approach to marketing should seek to take advantage of growing trends and mechanisms that bring significant added value to budgets. Strategic marketing partnerships offer one such solution for effectively targeting new customers. Partnerships could be at a local level between Visit Somerset and Exmoor Tourism to establish new advertising opportunities for members. At a wider level partnerships could be considered with other destinations, such as Visit Devon and Visit Bath, with Visit Britain for overseas markets, Visit England for domestic markets, and even other private sector companies that have significant power to reach the same target markets, such as walkers, cyclists and birdwatchers.

For some time now there has been a growing trend in using digital technology to not only research and book holidays online, but to enhance visitor experiences in destinations. Statistics to the Visit Somerset and Visit Exmoor websites have grown significantly and indicate that visitors are seeking inspiration about things to do. Visit England has recognised this by changing the focus of its own website away from destinations to 'having great experiences'. The success of websites such as 'Secret Escapes' and 'Greentraveller', show how thematic approaches can also be successful. Local examples such as the Coleridge Way story walk app and QR code poetry have shown how digital tools can enhance an experience. Going forward a review is required to identify new opportunities. This could include the use of augmented reality to bring alive walks and trails, or harnessing the power of Trip Advisor to champion quality accommodation.

PR, e-newsletters, blogs and social media campaigns will be employed to raise awareness and grow engagement with customers. Search advertising and careful placement of digital display and banner advertising should be increasingly used over more traditional tools in integrated campaigns. Creative use of videos, offers, competitions and content will need to play a key part in driving traffic back to websites.

PRIORITY 6 – Evidence based, targeted marketing campaigns

With the short timescales governing the HTAP funding initially, the plan for campaigns should first concentrate on growing market share in key strength areas, where products can be evolved quickly. This will specifically mean targeting family holidays and couples seeking short breaks in the shoulder months, as well as the day visitor market and of course HPC workers and their families. Work will continue in the background to develop other products for potential campaigns later in 2015 and into 2016, which could include overseas markets, cycling and wildlife.

Family campaigns should target parents with toddlers and pre-teenage children and position the offer as being great value, both in terms of price and the huge range of things to do. Traditional seaside and farm holidays present the best backdrop for this. Previous customer profiling survey results indicate that short break campaigns should target more mature and affluent markets with quality and unique added value walking, wildlife, romance and heritage experiences. The arrival of HPC workers will boost the visiting friends and family market so a specific day visit campaign to drive local and regional traffic to the new Visit Somerset mobile app makes perfect sense.

Overall the opportunity is there to grow the reputation of the Somerset and Exmoor brands by displaying the breadth of holiday choices on offer. Both have key strengths in the eyes of different sets of visitors that must be used to capitalise on potential. For instance the stars of any seaside or heritage offers should make most use of Somerset's strong established reputation, while the reputation of the Exmoor brand will be crucial in attracting customers for walking and wildlife breaks. Strong collaboration and cross-selling will be required to make this a reality.

Strategic Aim 3 – Increase tourism resilience

Aim

Increase industry resilience and competitiveness by focusing on encouraging higher value growth and quality, support for industry bodies in championing the area nationally, innovative funding partnerships, business support and locally led network activity that maximises opportunities.

Approach

Success in improving visitor experiences and attracting new customers may not be possible without focusing some resource at supporting the industry in adapting to meet changing customer needs. The overall approach needs to encompass the different layers of the industry and actively foster delivery in each, in order that maximum benefits can be brought to the local economy.

It is important that the tourism industry is represented at a wider regional and national level by strong industry bodies leading the way, supported by the experience and knowledge of the public sector. On an individual level it is vital that businesses have the tools to target new customers successfully, continue to raise quality levels, and tie in with destination marketing campaigns. Furthermore the approach will encourage more action from the ground up by supporting key community and business groups that may face specific challenges or be able to maximise opportunities from the HPC development.

Priorities

7. Building long term capacity of industry
8. Encouraging higher value sustainable growth
9. Supporting local distinctiveness and action

PRIORITY 7 – Building long term capacity of the industry

With the future of public sector funding being very unclear, it will be important that all efforts are made to support the main tourism bodies in achieving their ambitions to lead the industry. One key issue centres on the area's lack of voice at a national level. Neither Visit Somerset nor Exmoor Tourism have a place at Visit England's Destination Management Forum due to not yet meeting all of their criteria for membership. This means that businesses across the area are not being represented at the highest level and the area is missing out on marketing and funding opportunities. There is work to do to ensure that all criteria for joining the forum is met. Separately to this, work is also required to help both bodies grow commercially, improving membership benefits and long term organisational sustainability.

In recent times the public sector has been particularly successful in securing hundreds of thousands of pounds in external match funding for tourism and economic development activity. Using this knowledge it will be important to continue this trend. One potential opportunity will be around developing a new EU Interreg Tourism project following the success of the current COOL Tourism Project, which brought in an additional £135k for rural tourism and opened up new partnerships in France and Southeast England. Other opportunities may exist around LEADER funding, the Local Economic Partnership, other EU funding pots and coastal communities funds.

Overall, the strategic focus must be on encouraging higher value tourism activity. Typically the tourism sector is characterised by seasonal low paid and part-time work, and small/micro businesses often operating within tight margins. The development of HPC could provide new opportunities for people to take better paid jobs and all year round work. The strategy therefore needs to address this by encouraging, quality, hospitality careers and visitor infrastructure.

PRIORITY 8 - Encouraging higher value sustainable growth

Encouraging higher value growth will occur at different levels from support for individual businesses to local projects and major developments. In terms of businesses HTAP can draw on the success of the recent COOL Tourism Project, which supported individual businesses via the development of a business toolkit, training workshops and marketing initiatives. Support has focused on improving digital marketing presence, social media planning, customer service, quality and developing new products and experiences. This and other business support activity will help in aligning businesses with the overall plans HTAP develops for marketing the area.

On the horizon, a number of tourism related projects are being planned by various groups in the area that could have a direct impact on achieving higher value growth. These include, Somerset Wildlife Trust's Brilliant Coast project, the Onion Collective's work to transform Watchet Boat Museum, the cycling related Steam Coast Trail Project and the Crown Estate's ambitions to create a Dunster Forest Activity Park. HTAP will need to keep abreast of these projects as they develop to identify if and when support would provide added value.

As part of the HPC construction, EDF Energy are planning to build a new 'state of the art' visitor centre, which will provide new jobs and attract thousands of visitors annually. The Centre will focus on all types of energy creation from nuclear to green fuels, as well as promoting the local area. It will provide a unique all year round visitor attraction unlike any other in England, and will open up opportunities to attract new types of visitors including educational related groups.

PRIORITY 9 – Supporting local distinctiveness and action

In recent times, local authorities have invested considerable effort in supporting community and business network groups in developing local tourism and economic development activity. The principle being to foster a sense of local ownership and involvement in achieving ambitions. Partners involved in HTAP have continued this work through the COOL Tourism Project, supporting the development of new business networks. Communities have also been supported in developing funding bids for specific local projects. This has all led to a wide variety of valuable activity from new events, signage, smartphone apps, market stalls, social media activity and branding exercises. The essential principles of this work will be carried over into the HTAP strategy where appropriate.

It is already anticipated that the HPC development will impact upon specific places at different times during construction. For instance, 2014/15 work will take place on the new Washford Cross roundabout, which is part of overall plans to help alleviate traffic congestion around HPC. The closure of the exit to Watchet from the crossroads will mean that traffic is diverted through Williton for some months. This could lead to potential visitor issues for the town, and funding and resource needs to be directed at helping the community deal with challenges. During construction other areas such as the Steart Peninsular, Bridgwater, Combech and Cannington may well need specific assistance at times going forward, and therefore the HTAP strategy will need a degree of flexibility to manage this.

A theme that received significant support at the tourism industry workshop in 2014 was the concept of celebrating coastal heritage and wildlife. This is an important theme, and one that can be picked up in different ways. Marketing activity will certainly seek to maximise potential, while businesses should be supported in taking advantage of local distinctiveness. Another idea is that a coastal heritage festival could be developed. As has already been described a number of other coastal related projects are being planned, and so the opportunity exists to see how all these initiatives can collaborate and best be exploited.

References

A number of key documents have been used in the development of this document.

- Exmoor Strategic Action Plan for Sustainable Tourism 2013-18
- Visit Somerset Marketing and Business and Development Plan 2015/16
- Visit England Strategic Framework for Tourism in England 2010-2020
- Visit England Marketing Strategy and Action Plan
- Visit England Rural Tourism Action Plan
- Visit England Seaside Resorts Action Plan
- Somerset Volume and Value Data 2013
- Somerset Visitor Survey 2009/10
- Exmoor Visitor Survey 2010 and 2012
- Exmoor Business Survey 2013
- Exmoor Non Visitor Survey 2012
- Visit England Domestic Leisure Tourism Trends for the next Decade
- Visit Britain Overseas Trend Data for each Nation & Region
- Visit Britain Overseas Visits to different parts of the country
- www.visitbritain.org/insightsandstatistics
- Ofcom Communications Market Reports Aug 2014
- Somerset Growth Plan 2014
- West Somerset Economic Strategy 2011
- Somerset Economic Strategy

Map of the Somerset and Exmoor area around Hinkley Point C



Phase 1: Feb 2015 to Sep 2016

Phase 2: Jul 2016 to Sep 2017

*** See commentary on page 3 ***

Ambitions		Phase 1 Budget	Phase 2 Budget
Aims	Priorities	Phase 1 Budget	Phase 2 Budget
Improve visitor experiences	1. Fostering positive perceptions and awareness	£ 20,000	£ 20,000
	2. Creating a welcoming and informed travel experience	£ -	£ 25,000
	3. Monitoring impacts on visitors and businesses	£ 40,000	£ 6,926
Develop new products	4. Evolving new products for changing customer needs		£ 25,000

Actions		Leads	Sub-Group Delivery	Start	Budget Phase	Finish
No.	Action Detail	Leads	Sub-Group Delivery	Start	Budget Phase	Finish
1	Develop an industry focused Communications Plan with key messages for delivery during the HPC build.	VB	Comms	P1	B	P3
2	Procure professionals to help devise and deliver PR and social media campaigns from 2015-17.	RD, VB	Comms	P2	B, C	P6
3	Deliver training and support to TIC staff and businesses to improve customer service provision .	NM	Comms	P2	C	P5
4	Investigate the options for delivering a ' Local Ambassadors Scheme ' to enhance the visitor welcome.	NM	Comms	P3	C	P5
5	Devise Visitor Travel Plans, tools and information to mitigate impacts from road works and Hinkley traffic.	RD, VB	Comms	P2	B, C	P6
6	Support information centres using separate S106 budgets to improve services and monitor impacts.	CM	Comms	P1	A, B, C	P5
7	Procure a credited research agency to deliver visitor monitoring surveys and analyse results.	JC	Monitoring	P1	A	P5
8	Procure a credited research agency to deliver business monitoring surveys and analyse results.	JC	Monitoring	P3	C	P6
9	Purchase volume and value of tourism reports for HTAP partners annually and key towns every two years.	RD	Monitoring	P1	B, C	P5
10	Monitor impacts on accommodation by Hinkley workers, and devise mitigation plans if required.	RD	Monitoring	P4	C	P6
11	Continue work and focus of COOL Project in evolving and promoting distinctive visitor experiences .	RD, VB, JC	Marketing	P1	B, C	P5
12	Actively develop strategic marketing partnerships to maximise potential in key product areas.	RD, VB, JC, JT	Marketing	P1	B, C	P5
13	Maximise potential of the new Somerset England Coast Path for active markets to enjoy coastal areas.	RD, VB, JC	Marketing	P4	C	P4

Achievements		UPDATED: 01-Jul-16	
Targets	To Date	Current Success	
25 pieces of PR activity that successfully reach new audiences	13	6 mini PR campaigns has resulted in articles in 8 national (e.g. BBC, Sun, Mail, ITV, Metro, Landlove Mag) and 19 regional media, 3 new social media platforms and web copy inspiring 10k new visits, 4 journalist trips (Sun,).	
15 initiatives that benefit visitors and businesses	10	60 tourism business delegates attended 4 Welcome International training courses, 1 travel plan developed around Huntworth Roundabout road works. Tools to date include the interactive secrets map and checklist, itineraries and Huntworth FAQ pdf for businesses. Five TIC's have been supported with funds and SLA's to improve services (including monthle e-newsletters to West Somerset businesses).	
2000 visitors and businesses engaged in monitoring activity	900	Two of the four planned visitor surveys have been completed with over 900 responses. Overall visitor satisfaction remains high. An agency is beign procured in Summer 2016 to deliver business surveys in 2017 and 2018. 2014 and 2015 tourism volume and value reports have been purchased. Figures highlight a 2-3% annual increase in staying visitors.	
12 products and partnerships	8	2 marketing partnerships included continuation of COOL Project Great Escapes campaign and support for south west destinations overseas marketing activity. 6 products supported including GWR one-ticket solution, Watchet Boat Museum, Garsington Opera for events in Bridgwater/Burnham, Brean Down Way, Steam Coast Trail and Coleridge Way.	

Attract and retain custo	5. Capitalising on digital trends and tools	£ 65,385	£ 25,000	14	Develop information for Hinkley Workers and their families, including a microsite on Visit Somerset.	52 JT	Marketing	P1	B	P2	30,000 new followers, likes, downloads and viewings of new tools and content	16,964	New Somerset e-book - 1,500 downloads, New social media sites - 4,553 followers, New Secrets web pages - 10.9k views,
				15	Investigate and develop new digital tools and content (e.g. Somerset e-book, new social media platforms).	RD, JT	Marketing	P2	B, C	P5			
	16	Procure a specialist to refine and develop a strategic social media approach for Somerset and Exmoor.	RD	Marketing	P4	C	P5						
	6. Delivering evidence based, targeted marketing campaigns	£ 45,000	17	Review potential market segments and their product needs in overseas and domestic markets.	RD	Marketing	P2	B	P2				
			18	Develop, implement and review a marketing strategy , which sets out target markets and ambitions.	RD	Marketing	P2	B, C	P2				
			19	Procure an agency to deliver off and online targeted advertising campaigns .	RD	Marketing	P3	B, C	P5				
Increase Industry Resilience	7. Building the strategic capacity of the industry	£ 20,000	£ 30,000	20	Support Visit Somerset to grow strategically and commercially (e.g. membership, marketing, funding).	JT	Industry	P2	B, C	P5	20% annual digital growth and 10% membership growth	27% digital & 3% membership ship	Visit Somerset and Visit Exmoor have witnessed significant digital growth. Exmoor has seen a 45% increase in unique web visits and Somerset 25%. Both bodies have grown twitter by about 25%. But only Somerset have managed to increase membership slightly.
				21	Support Exmoor Tourism to grow strategically and commercially (e.g. membership, marketing, funding).	ET	Industry	P2	B, C	P5			
				22	Clean business databases used to communicate with industry and provide data for tourism research.	JT	Monitoring	P4	C	P4			
	8. Encouraging higher value growth	£ 20,000	£ 30,000	23	Procure a specialist digital business training provider with partners to deliver workshops and mentoring.	RD	Industry	P2	B	P4	120 tourism employees and businesses supported through activity	65	30 tourism delegates attended four COOL Toolkit workshops and 35 tourism businesses have so far attended workshops and mentoring clinics with over 100 other businesses on the Get Business Get Digital Programme.
				24	Procure a specialist to deliver workshops supporting businesses in using the COOL Tourism Business Toolkit .	NM	Industry	P2	B, C	P5			
				25	Work with partners to realise a new EU Interreg funding bid to drive up skills in tourism and hospitality.	JC	Industry	P3	C	P5			
				26	Support new regional awards scheme for Bath, Bristol and Somerset to drive up quality.	VB	Industry	P4	C	P5			
	9. Supporting local distinctiveness and action	£ 5,000	£ 20,000	27	Support communities and businesses to mitigate potential impacts from HPC when they arise.	RD, VB	Monitoring	P1	A, C	P4	6 local plans supported leading to successful outcomes	2	Watchet CCT and Tropiquaria were both supported with HTAP and CIM funds to deal with Washford Cross in 2015. Going forward Minehead has plans to regenerate its esplanade area. Burnham is facing significant challenges in its tourism offer. A number of local tourism groups in the area of impact might warrant support.
				28	Support plans to regenerate key economic centres in area of tourism impact (Minehead, Burnham-on-Sea).	RD, VB	Industry	P4	C	P5			
29				Support local networks in area of impact for delivering new economically beneficial tourism activity.	RD, VB	Industry	P4	C	P6				

Summary and Notes

Section 106 Site Prep Allocations	Year 1 and Year 2 Plans Sub-Totals	£ 170,385	£ 171,926
	Site Prep S106 Grant Total	£	342,311
	Strategic Aim 1	£	111,926
	Strategic Aim 2	£	135,385
	Strategic Aim 3	£	95,000
	Match Funding to date	£	46,000
	TOTAL VALUE to DATE	£	388,311

Action Plan Overview
<p>This plan has been developed by the Hinkley Tourism Action Partnership in order to achieve the ambitions of the Hinkley Tourism Strategy 2015-20. It is a top level, and rolling, strategic action plan, which is in part due to the fact that budget allocations were provided in different phases.</p> <p>Many of the actions represent mini projects in their own right (e.g. procurement processes or development of specific plans). Each has a lead and is assigned to one of four sub-groups, where a variety of HTAP and other external partners take responsibility for delivery.</p> <p>All allocations have come from the Site Prep Section 106 agreement between EDF Energy and West Somerset, Sedgemoor and Somerset Councils. These four partners are represented in HTAP, along with Visit Somerset, Exmoor Tourism and Exmoor National Park Authority.</p>

LEADS
RD = Robert Downes, WSC
VB = Vicky Banham, SDC
JT = John Turner, Visit Somerset
JC = John Carter, SCC
NM = Nicki Maclean, WSC
CM = Corinne Matthews, WSC
ET = Exmoor Tourism
VS = Visit Somerset

Start and Finish Periods	
Jan-Jun 2015	P1
Jul-Dec 2015	P2
Jan-Jun 2016	P3
Jul-Dec 2016	P4
Jan-Jun 2017	P5
Jul-Dec 2017	P6

Budget Phases
The phases relate to when S106 allocation were requested from West Somerset Council and drawn down.
A = £45,000 - Dec 2014
B = £125,385 - Feb 2015
C = £171,926 - Jul 2016

***** NOTES *****

Printing this spreadsheet should be done in landscape on **A3 paper, with 1 cm borders**. Printing in A4 will lose some columns.

Sorting data can be done by highlighting the data between **cells F4 and L31 ONLY**. Highlighting other parts of the sheet can't be done as some cells are merged, and it will distort the data.

Report Number: WSC 80/16

West Somerset Council

Cabinet – 13th July 2016

Planning Obligations Allocation- Redesign of the play space at the Memorial Ground Watchet, and Multi-Use Games Area (MUGA) at Dunster Marsh Junior Playing Field

This matter is the responsibility of Cabinet Member Councillor Mandy Chilcott

Report Author: Tim Burton Assistant Director planning and Environment

1 Executive Summary / Purpose of the Report

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

2 Recommendations

2.1 Cabinet agree the allocation of:

2.1.1 £16,984 to Watchet Town Council for the redesign of the play space at the Watchet Memorial Ground, and

2.1.2 £12,240 to Dunster Parish Council for a Multi-Use Games Area (MUGA) at Dunster Marsh Junior Playing Field.

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
Failure to allocate monies in line with legal agreements causing requirement to repay	3	4	12
The proposals in this report are matched in the legal agreements and monies available in the area	1	4	4

Risk Scoring Matrix

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

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

4 Background and Full details of the Report

- 4.1 Watchet Memorial Ground: The current play area is well used by various age groups. The Town Council is looking to redesign and enhance the facilities available in line with the Watchet Community Strategic Plan. One of the strategic aims of that plan is to maximise the social, health, leisure and educational benefits to the community through increased participation in sports and leisure activities. This proposal aligns well with those aims.
- 4.2 The proposal seeks funding for four pieces of equipment. The total cost of the project is £25,109 with £5,125 of that coming from Watchet Town Council and £3,000 anticipated from Awards for All. The running costs and future maintenance costs will be covered by Watchet Town Council.
- 4.3 Funding from planning obligations:
- 4.3.1 £64.74 Planning Ref: 3/37/11/013
- 4.3.2 £16,919.26 Planning Ref: 3/37/13/015 will be allocated to this project.
- 4.4 The proposal was considered and supported by the Planning Obligations Group at its meeting on 31st May 2016.
- 4.5 Dunster Marsh Junior Playing Field MUGA: This is a partnership proposal from Dunster Parish Council and Dunster Marsh Junior Playing Field Committee. They have been working closely together and with the community to ascertain their needs. The Playing

Field is well used and it has also been identified in the Dunster Parish Community Plan as a priority for improvement.

4.6 The proposal seeks funding to install a multi-use play area, MUGA, in the children's playing field. The funding will be used to prepare the area, lay an area of tarmac, add fences, goal mouths, basketball nets and line marking for different sports. While primarily to benefit children, who will be able to take part in a variety of physical activities including football, basketball and tennis, there are plans to encourage its use by all members of the community.

4.7 Funding from planning obligation:

4.7.1 £12,240 Planning Ref: 3/10/11/001

4.8 The proposal was considered and supported by the Planning Obligations Group at a meeting on 27 June 2016. Supporting the application, would ensure the applicant has a sufficient proportion of the total costs for this project to enable them to apply to other funding bodies and so draw in match funding.

5 Links to Corporate Aims / Priorities

5.1 Key theme 1 – Helps community remain sustainable and vibrant.

5.2 Key theme 3 - Supports community as it develops the place and infrastructure valued by residents.

6 Finance / Resource Implications

6.1 There is sufficient Planning Obligations funding available to support the above allocations.

7 Legal Implications

7.1 None

8 Environmental Impact Implications

8.1 No adverse impacts

9 Safeguarding and/or Community Safety Implications

9.1 Positive – these facilities are specifically designed to attract children and young people and therefore provide diversionary activities in a safe space and away from neighbouring streets.

10 Equality and Diversity Implications

10.1 The equipment has been identified to suit people of all physical abilities.

11 Health and Wellbeing Implications

11.1 This project has positive Health and wellbeing implications

Contact Officers Tim Burton Assistant Director Planning and Environment
t.burton@tauntondeane.gov.uk

PLANNING OBLIGATIONS

27-Jun-16

Summary of monies received, allocated to projects & released

Carhampton

PI. Ref No: 3/05/13/006

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £10,100.0	18/11/2015		

Detail of agreed works:

Rec Cont.

11.1.1 To pay to the Council 50% of the community facilities contribution prior to the commencement of the development of the barn conversion scheme.

11.1.2 To pay the council the remainder of the community facilities contribution prior to occupation of the 5th dwelling in the barn conversion scheme.

11.1.3 Not to commence the development of the barn conversion scheme until 50% of the community facilities contribution has been paid to the council.

11.1.4 Not to permit occupation of the 5th dwelling of the barn conversion scheme until the remainder of the community facilities contribution has been paid to the council.

Main Road Carhampton

To Be Used By:

Developer: Hastoe Housing Association Ltd

Cost Centre:**Total Released** £0.00**In the parish of : Carhampton**

Amount owing to WSC - active planning obligations £10,100

Amount received by WSC: £10,100

Amount allocated to projects by WSC: £0

Total remaining available for allocation: £10,100

Crowcombe

PI. Ref No: 3/07/09/006

Detail of agreed works:

Cond. 4 (3/07/09/006) No part of the development hereby permitted in respect of units 1, 2, & 3 shall be commenced until a suitable mechanism to secure the relevant level of contribution towards off site community recreational provision and/or enhancement has been agreed in writing by the Local Planning Authority.

Crowcombe

Developer: Mr Richard Marks

Amount Due to WSC

Stage 1: £2,000.00

TOTAL DUE:
£2,000

Cost Centre:

Date received

16/04/2014

15/05/2014

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 : Crowcombe

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

Dunster

PI. Ref No: 3/10/11/001

Detail of agreed works:

The Environmental & Recreation Contribution for the provision or enhancement of community recreation facilities and/or provision or enhancement of environmental or community safety scheme within the parish of Dunster and for no other purpose, shall be paid in accordance with the following provisions; The sum of £24,000, twenty four thousand pounds. Twelve thousand pounds (£12,000) Index linked shall be paid to the Council prior to the Commencement on the development; The sum of 12,000(Twelve thousand pounds) Index linked shall be paid to the council prior to the Occupation of more than 50% of the Open Market dwellings.

Marsh Lane Dunster

Developer: Strongvox Ltd

Amount Due to WSC

Stage 1: £12,240.0

Stage 2: £12,000.0

TOTAL DUE:
£24,240

Date received

05/04/2016

TOTAL Rec'vd
£12,240

Total Allocated to projects: £0.00

TOTAL Remaining: £12,240.00
Available for allocation

To Be Used By: five years of the date of receipt by the council together

Total Released £0.00

In the parish of : Dunster

Amount owing to WSC - active planning obligations £24,240

Amount received by WSC: £12,240

Amount allocated to projects by WSC: £0

Total remaining available for allocation: £12,240

Minehead

PI. Ref No: 3/21/05/038	Amount Due to WSC	Date received	Total Allocated to projects: £18,450.00	>	Applicant: Sustrans Cycle W.S. Project - COMPLETED	£10,625.00
Detail of agreed works: Towards improvements being carried out to cycling and walking facilities in the Alcombe area as part of the Local Transport Plan Programme.	Stage 1: £20,000.0	06/02/2006	TOTAL Remaining: £1,550.00		COMPLETED 2006/07	
ALCOMBE ROAD	TOTAL DUE: £20,000	TOTAL Rec'vd £20,000	Available for allocation		COMPLETED 2006/07	
MINEHEAD			To Be Used By: No expiry date		Applicant: Alcombe Activity Area - Green Gym	£7,825.00
Developer: Churchill Property Group / Abbey National	Cost Centre: 31004		Total Released £18,450.00		Phase 1 – Connecting Path	
					Awaiting Full Application - was discussed meeting 11 March 2014: Alcombe Activity Area (Minehead Outdoor Cycle Track) MTC surveyed local community; closing date for survey is 28.2.14. Aiming to produce an analysis of the survey results and distribute these to three suppliers to produce designs for consultation with the community. Applied for funding from SCC Health & Wellbeing Scheme.	
PI. Ref No: 3/21/07/106	Amount Due to WSC	Date received	Total Allocated to projects: £614.90	>	Applicant: St Michael's C of E 1st School PTA - COMPLETED	£614.90
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.	Stage 1: £1,000.00	30/09/2011	TOTAL Remaining: £385.10		New swimming pool with enhanced access - COMPLETED 2013/14	
LOWER MEADOW ROAD	TOTAL DUE: £1,000	TOTAL Rec'vd £1,000	Available for allocation		PAID 12/6/13	
ALCOMBE			To Be Used By: No expiry date			
Developer: Mr & Mrs K Gould(applicant)new develop	Cost Centre: 31065		Total Released			

PI. Ref No: 3/21/08/029

Amount Due to WSC **Date received** **Total Allocated to projects:** £0.00
 Stage 1: £3,000.00 15/04/2016

Detail of agreed works:

Towards the provision and or enhancement of community recreational provision in the vicinity of the land. Condition 2.

TOTAL DUE: **TOTAL Rec'vd** **TOTAL Remaining:** £3,000.00
 £3,000 £3,000 Available for allocation

THE AVENUE MINEHEAD

To Be Used By: 5 years after payment

Developer: Arrested Development Ltd (check if owner

Cost Centre:

Total Released £0.00

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

Amount Due to WSC **Date received** **Total Allocated to projects:** £500.00
 Stage 1: £1,000.00 24/07/2013

Detail of agreed works:

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

TOTAL DUE: **TOTAL Rec'vd** **TOTAL Remaining:** £500.00
 £1,000 £1,000 Available for allocation

THE PARADE MINEHEAD

To Be Used By:

Developer: Mashru & Co Investments Ltd (check if ow

Cost Centre: 31092

Total Released £500.00

> **Applicant:** Minehead Town Council - £500.00
 COMPLETED

Culvercliffe Play Area Redevelopment

Environmental Health has confirmed there are no issues with the site (previously used for landfill). Property Services are supportive of MTC. Photo shoot Oct '14. redeveloping the play area. School children responded with climbing frame, gym equipment and basket swing as their favourite items.

PI. Ref No: 3/21/08/106**Amount Due to WSC****Date received****Total Allocated to projects:** £0.00**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),
payments £200/month recvd 04/09/2012, 2nd payment
3/10/12 3rd payment 6/11/12 4th payment
11/12/12. Letter out 13/6/13 14days to pay

QUIRKE STREET

MINEHEAD

Developer: Mr C Cooper

Cost Centre: 31076**TOTAL Remaining:** £1,000.00
Available for allocation**To Be Used By:** No expiry date.**Total Released** £0.00**PI. Ref No:** 3/21/09/009**Amount Due to WSC****Date received****Total Allocated to projects:** £0.00**Detail of agreed works:**

Prior to the commencement of any work on site, details shall be submitted to and be approved in writing by the Local Planning Authority of a mechanism (ie Unilateral Undertaking under Section 106 of the Town and Country Planning Act 1990) to secure the relevant contribution

towards the provision of community recreation facilities in Minehead

Reason To ensure that an appropriate contribution from the proposed development is received to accord with the requirements of policies PO/1and R/4(a). Condition 2. Send letter

BLLENHEIM ROAD

MINEHEAD

Developer: Miss P Thistlethwaite

Cost Centre: 31098**TOTAL Remaining:** £1,000.00
Available for allocation**To Be Used By:** No expiry date**Total Released** £0.00

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

Detail of agreed works:

Community facilities contribution; 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

Stage 1: £103,500.

Stage 2: £103,500.

TOTAL DUE:

£207,000

Date received

24/08/2012

12/03/2015

TOTAL Rec'vd

£207,000

Total Allocated to projects:

£103,500.0



TOTAL Remaining:

£103,500.00

Available for allocation

Applicant: Minehead Cricket Club Pavilion - COMPLETED £50,000.00

New Pavilion building Minehead Cricket Club - COMPLETED 2012/13

COMPLETED 2012

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 EYE Community Interest Company - COMPLETED £3,500.00

Bouldering room - COMPLETED 2013/14

PROJECT COMPLETED

Photo 20/8/13

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

Changing room & Kitchen COMPLETED 2013/14

Building Control signed off the works. Invoice paid.

PHOTO 24 August

To Be Used By: £103,500 2017 & 2nd amount 2020

Total Released £103,500.00

Cost Centre: 31075

PI. Ref No: 3/21/13/084

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £82,400.0	06/10/2015		

Detail of agreed works:

Community Infrastructure Contribution - a financial contribution in the sum of £160,000 (one hundred and sixty thousand pounds) to be paid to the Council as a contribution towards the cost of the provision of community infrastructure/facilities within the Parish of Minehead.

Stage 2: £80,000.0

TOTAL Remaining: £82,400.00

TOTAL DUE:

£162,400

TOTAL Rec'vd

£82,400

Available for allocation

Minehead

To Be Used By:

Developer: Strongvox

Cost Centre: 2423/3110

Total Released £0.00

In the parish of : Minehead

Amount owing to WSC - active planning obligations £396,400

Amount received by WSC: £316,400

Amount allocated to projects by WSC: £123,065

Total remaining available for allocation: £193,335

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**

Stogumber

PI. Ref No: 3/31/10/008

Detail of agreed works:

The developer hereby undertakes on behalf of himself & its successors in title with the intention of binding each & every part of the land to pay the Council £1,000 for the newly created dwelling as a contribution towards the provision and/or enhancement of community recreational provision in the parish of Stogumber prior to any works commencing. No details with c tax (12/7/12).

CASTLAKE LANE

STOGUMBER

Developer: Miss Claire Dyer

Amount Due to WSC

Stage 1: £1,000.00

TOTAL DUE:
£1,000

Cost Centre:

Date received

25/11/2015

TOTAL Rec'vd
£1,000

Total Allocated to projects:

£0.00

TOTAL Remaining: £1,000.00
Available for allocation

To Be Used By:

Total Released

£0.00

Applicant: Stogumber Parish Council £1,000.00

Beacon Field car park, Stogumber

NB: Delegated decision, did not go to Cabinet.

In the parish of : Stogumber

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

Watchet

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)

Supplemental agreement in place for second trigger.

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
COMPLETED

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

ALL COMPLETED 2010

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

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

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

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

PROJECT COMPLETED IN 2010

COMPLETED - OLD PROJECT PRIOR TO OCT '10

Applicant: Knights Templar £1,975.00
Swimming Pool - COMPLETED

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**Amount Due to WSC****Date received****Total Allocated to projects:** £10,000.00 >**Applicant:** Watchet Sea Scouts Group - COMPLETED £6,000.00**Detail of agreed works:**

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

Stage 1: £14,000.0

07/01/2009

TOTAL Remaining: £0.00

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

ST DECUMENS ROAD

WATCHET

TOTAL DUE:
£14,000**TOTAL Rec'vd**
£10,000**Available for allocation****To Be Used By:** Agreement not on file - N/A - all money committed

COMPLETED Sept 2010 On website Project 10 -

Applicant: Knights Templar Swimming Pool - COMPLETED £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:** 3/37/07/030**Amount Due to WSC****Date received****Total Allocated to projects:** £0.00**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.

Stage 1: £1,000.00

04/11/2011

TOTAL Remaining: £1,000.00

ANCHOR STREET

WATCHET

TOTAL DUE:
£1,000**TOTAL Rec'vd**
£1,000**Available for allocation****To Be Used By:** No Expiry date.

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 >**Applicant:** Watchet Town Council - COMPLETED £960.00**Detail of agreed works:**

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

Stage 1: £1,000.00

06/09/2011

TOTAL Remaining: £40.00

Two picnic benches - COMPLETED 2012/13

SOUTH ROAD

WATCHET

TOTAL DUE:
£1,000**TOTAL Rec'vd**
£1,000**Available for allocation****To Be Used By:** No Expiry date.COMPLETED - AGREED £1,000 total
PAID £960 ON 3/10/12 On website Project 11 -

Developer: D Quartley

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

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

Amount Due to WSC

Date received

Total Allocated to projects: £5,995.00



Applicant: Watchet Gym (was Roots) - COMPLETED £5,995.00

Detail of agreed works:

Stage 1: £6,000.00

09/06/2011

TOTAL Remaining: £5.00

Outdoor Community Gym

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.

Stage 2: £4,000.00

Available for allocation

Completed on website

TOTAL DUE:

TOTAL Rec'vd

£10,000

£6,000

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

To Be Used By: No expiry date.

Developer: ACORN Developments (SW) Ltd.

Cost Centre: 31060

Total Released £0.00

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

Amount Due to WSC

Date received

Total Allocated to projects: £0.00

Detail of agreed works:

Stage 1: £2,000.00

12/03/2012

TOTAL Remaining: £2,000.00

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

TOTAL DUE:

TOTAL Rec'vd

£2,000

£2,000

Available for allocation

SWAIN STREET

WATCHET

To Be Used By: NO EXPIRY DATE

Developer: MR JOHN STONE

Cost Centre: 31066

Total Released £0.00

PI. Ref No: 3/37/10/017**Amount Due to WSC****Date received****Total Allocated to projects:** £8,342.41**Applicant:** Knights Templar pool committee - COMPLETED £8,342.41**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).

Stage 1: £12,000.0

21/02/2011

Stage 2: £20,000.0

TOTAL Remaining: £3,657.59

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

TOTAL DUE:
£32,000**TOTAL Rec'vd**
£12,000**Available for allocation**

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

WEST STREET

WATCHET

To Be Used By: No expiry date

Developer: Watchet Leisure Homes Limited

Cost Centre: 31054**Total Released** £8,342.41**PI. Ref No:** 3/37/11/013**Amount Due to WSC****Date received****Total Allocated to projects:** £32,935.26**Applicant:** Watchet Town Council - COMPLETED £10,872.00**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.

Stage 1: £16,500.0

08/06/2011

Stage 2: £16,500.0

07/07/2011

TOTAL Remaining: £64.74

Play Equipment 2 - COMPLETED 2011/12

TOTAL DUE:
£33,000**TOTAL Rec'vd**
£33,000**Available for allocation**ALL PAID/COMPLETED. On website Project 6 - <http://www.westsomersetonline.gov.uk/Home/News/New-play-equipment-for-Watchet-Memorial-Ground>

Churchill way

Watchet

To Be Used By: 2016 - 5 Yrs of date each payment 50% by 08/06/11 and**Applicant:** Watchet Community Cinema - COMPLETED £7,527.26

Projector and blinds - COMPLETED 2012/13 & 2013/14

COMPLETED 2013

14.9.13 photoshoot.

Applicant: Watchet TC - COMPLETED £14,536.00

Liddymore Estate Play Equipment - COMPLETED 2012/13

COMPLETED. Invoice received and processed 14.3.13

AGREED AT POG 18/12/12.

Developer: Summerfield Homes

Cost Centre: 31058**Total Released** £32,935.26

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

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £1,800.00	30/11/2012		

Detail of agreed works:

Clause 6.18

The Developer shall pay to the Council on completion of this Agreement the reasonable costs of the Council incurred in the negotiation preparation and execution of this Agreement in the sum of One thousand pounds £1,000.

TOTAL DUE:
£1,800

TOTAL Rec'vd
£0

TOTAL Remaining: £0.00
Available for allocation

Clause 6.19

The Developer shall pay to the Council on completion of this Agreement the reasonable costs of the Council incurred in monitoring compliance with the obligations on the part of the Owner and Developer contained in of this Agreement in the sum of Eight Hundred Pounds (£800).

Mill Street

Watchet

To Be Used By:

Developer: Mark Thomas

Cost Centre:

Total Released £0.00

PI. Ref No: 3/37/13/015

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £37,000.0	28/04/2016		

Detail of agreed works:

This is a supplemental agreement which superceeds the previous legal agreement. In relation to application 3/37/06/007.

The 2006 Undertaking shall be construed as if the following wording:

"£37,000 upon first occupation of the nineteenth (19th) dwelling to be occupied on the land" had been deleted and replaced with the following:

"£37,000 on the sooner of:

(a) first occupation of the third (3rd) dwelling to be constructed pursuant to the Revised Permission on the Revised Development Land; or

(b) the expiration of a period of 2 years following the date on which the Revised Permission has been granted"

Such sum to be used for the provision of and/or enhancement of community facilities/infrastructure within the Parish of Watchet.

Cleeve Hill Watchet

Developer: Regal Heritage

Cost Centre:

TOTAL Remaining: £18,480.00
Available for allocation

TOTAL Rec'vd
£18,480

TOTAL DUE:
£37,000

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

Total Released £0.00

In the parish of : Watchet

Amount owing to WSC - active planning obligations £205,800

Amount received by WSC: £120,480

Amount allocated to projects by WSC: £95,233

Total remaining available for allocation: £25,247

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
Detail of agreed works:	Stage 1: £8,000.00	21/05/2008			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:	TOTAL Rec'vd	TOTAL Remaining:	£5,000.00	Improvements to Brownie HQ - COMPLETED 2009/10
HALF ACRE	£8,000	£8,000	Available for allocation		COMPLETED 2009
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:	TOTAL Rec'vd	TOTAL Remaining:	£2,000.00	
LONG STREET	£2,000	£2,000	Available for allocation		
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
 Stage 1: £1,000.00 10/10/2012

Detail of agreed works:

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.

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

Surgery phoned 3/9/12 hadnt received letter sent eletronicly on 3/9/12 with dec notice requesting payment. Payment & unilateral recvd 10/10/12.

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.

HIGH STREET WILLITON

To Be Used By: No expiry date.

Developer: Dr Louw

Cost Centre: 31078

Total Released £0.00

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

Amount Due to WSC **Date received** **Total Allocated to projects:** £3,270.00
 Stage 1: £9,000.00 13/07/2009

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.

TOTAL DUE: **TOTAL Rec'vd** **TOTAL Remaining:** £5,730.00
 £9,000 £9,000 Available for allocation

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

Enhance play area with new equipment -
 COMPLETED 2012/13
 COMPLETED 2012
 On website Project 10

TOWNSEND WILLITON

To Be Used By: No expiry date

Developer: Charter (SW) Ltd

Cost Centre: 31037

Total Released £3,270.00

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

Amount Due to WSC **Date received** **Total Allocated to projects:** £0.00
 Stage 1: £1,000.00 01/01/2001

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.

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

BRIDGE STREET WILLITON

To Be Used By: No expiry date

Developer: Mr & Mrs J Freeman

Cost Centre: 31047

Total Released £0.00

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

Amount Due to WSC **Date received** **Total Allocated to projects:** £0.00
 Stage 1: £1,000.00 08/03/2011

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.

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

LONG STREET WILLITON

To Be Used By: No expiry date

Developer: Mark Holmes

Cost Centre: 31055

Total Released £0.00

PI. Ref No: 3/39/13/013

Detail of agreed works:

Community Recreation. (Part 4).

25. The Community Infrastructure Contribution shall be paid in accordance with the following provisions:
Payment index linked.

If any payment due in this ded is late inteest will be payable on the amount which has not been paid from the date on which payment is due to the date on which payment is made.

25.1 The sum of Twenty One Thousand Pounds (£21,000) Index Linked shall be paid to the Council prior to the Commencement of Development;

25.2 The sum of Twnety One Thousand Pounds (£21,000) Index Linked shall be paid to the Council prior to the Practical Completion of more than 75% of the dwellings.

25.3 The development shall nt be Commenced until the sum to be paid pursuant to paragraph 25.1 of this schedule has been paid to the council

25.4 No more than 75% of the Dwellings shall be Completed untilthe sum to be paid pursuan t to Paragraph 25.2 of this Schedule has been paid to the Council.

North Croft

Williton

Developer: Somerset County Council

Amount Due to WSC

Stage 1: £21,000.0

Stage 2: £21,000.0

TOTAL DUE:

£42,000

Date received

16/03/2015

TOTAL Rec'vd

£21,000

Total Allocated to projects: £21,000.00

TOTAL Remaining: £0.00

Available for allocation



Applicant: Williton War Memorial Recreation Ground Committee

£21,000.00

Pavillion Project and MUGA

Awaiting Full Application. Planning application has been submitted. No application has been received to date.

www.westsomersetonline.gov.uk/getattachment/Council---Democracy/Council-Meetings/Full-Council/Full-Council---22-July-2015/Council-22-07-15.pdf.aspx

To Be Used By: Within five years of the date of receipt.

Total Released £0.00

PI. Ref No: 3/39/13/013

Amount Due to WSC	Date received	Total Allocated to projects:	£0.00
Stage 1: £1,200.00	25/01/2016		

Detail of agreed works:

Administration and monitoring payment due prior to commencement.

TOTAL DUE:	TOTAL Rec'vd	TOTAL Remaining:	£1,200.00
£1,200	£1,200	Available for allocation	

General Obligations;

The first owner shall provide the Council with 14 days prior written notice of the following events:

26.1 The Commencement of Development

26.2 The date on which 25% of the Open Market Dwellings are completed.

26.3 The date on which 75% of the Open Market Dwellings are completed.

Payment index linked.

If any payment due in this deed is late interest will be payable on the amount which has not been paid from the date on which payment is due to the date on which payment is made.

North Croft

Williton

To Be Used By: Within five years of the date of receipt.

Developer: Somerset County Council

Cost Centre:

Total Released £0.00

In the parish of : Williton

Amount owing to WSC - active planning obligations £65,200

Amount received by WSC: £44,200

Amount allocated to projects by WSC: £27,270

Total remaining available for allocation: £16,930

ALL PARISHES TOTALS:

Due to WSC under active Planning Obligations **£705,740**

Received by WSC: **£507,420**

Allocated to projects: **£245,568**

Total remaining available for allocation: **£261,852**

WSC 83/16

West Somerset District Council

Cabinet – 13 July 2016

Quarter 4 2015/16 Performance Report

This matter is the responsibility of The Leader of the Council, Cllr Anthony Trollope-Bellew

Report Author: Paul Harding, Corporate Strategy & Performance Manager

1 Purpose of the Report

- 1.1 This report provides Members with key performance management data up to the end of quarter 4 2015/16, to assist in monitoring the Council's performance.

2 Recommendations

- 2.1 It is recommended that:-

- The Cabinet review the Council's performance and highlight any areas of particular concern;

3 Risk Assessment

Risk Matrix




Description	Likelihood	Impact	Overall
The key risk is that the Council fails to manage its performance and use the subsequent information to inform decisions and produce improved services for customers.	Likely (4)	Major (4)	High (16)
The mitigation for this will be the continued strong leadership from Lead Members and JMT to ensure that performance management remains a priority.	Unlikely (2)	Major (4)	Medium (8)

4 Background and Full details of the Report




- 4.1 Regularly monitoring our performance is a key element of the Council's Performance Management Framework.
- 4.2 There are **62** individual measures which are reported within the Corporate Scorecard.

- 4.3 The WSC Corporate Scorecard at Appendix A contains details of the Quarter 4 2015/16 position against the Council's key priorities, finance and corporate health indicators. It should be stressed that this information is at **31st March 2016**.
- 4.4 Each action/measure is given a coloured status to provide the reader with a quick visual way of identifying whether it is on track or whether there might be some issues with performance or delivery or an action.
- 4.5 The key used is provided below:

KEY:

	Performance Indicators target achieved.		Performance indicators did not achieve target. Close to target. Not significant issue.		Performance indicators did not achieve target. Significant variance.
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- 4.6 The table below provides an overview of the reported indicators within the Corporate Scorecard.

GREEN 	AMBER 	RED 	NOT DUE	NOT AVAILABLE	TOTAL
37 (41)	8 (11)	5 (3)	3 (3)	9 (4)	62

(Figs in brackets relate to Q3)

Please refer to Appendix A for full details of each of the reported measures.

- 4.7 Further detail is provided concerning the red measures below:

Reference	AD	Measure	Previous Year Performance	Comments
KPI 160	Richard Sealy	Staff Sickness - Average of 8 days or lower per FTE	7.89 days 2014/15	For the year an average of 8.86 days per FTE. Significant long term sickness has contributed to this increase. (5.5 days long term 3.36 days short-term)

KPI 5	Paul Fitzgerald	Average processing times for new Housing Benefit claims - 22 days or lower	22.69 days	<p>Q1 = 30.67 days Q2 = 28.23 days Q3 = 26.32 days Q4 = 28.51 days</p> <p>Ave 28.4 days for the year.</p> <p>2015/16 has been an untypical year in so far as processing speed performance has dipped largely due to two one-off factors. Firstly, the diversion of some resource away from day to day processing activity toward helping with the conversion of the benefits system from one platform to another. Secondly, the need for staff to become familiar with the new system.</p>
5.1.2	Andrew Goodchild	Facilitate the delivery of 30 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies.		<p>Qtr 4 has seen 4 additional bed-spaces delivered.</p> <p>20 bedspaces have been delivered 15/16, 10 less than originally anticipated</p>
5.1.3	Andrew Goodchild	Facilitate the delivery of 50 bed spaces by private developers using the enabling fund within the Hinkley Section 106 agreement		We are currently in discussion with private developers to bring forward suitable schemes, although discussions are proving difficult.

KPI 56a	Chris Hall	<p>Environmental Health % of requests completed within stated service standard (60 days)</p> <p>Target 75% or higher</p>	66%	<p>For Q4 the target was missed. 62.5% achieved against a target of 75%.</p> <p>This was largely due to two significant and resource-intensive investigations impacting on the team's ability to service other requests.</p> <p>However, for the year as a whole the target was met. An average of 78.3% of all requests were completed within the service standard, against a target of 75%. (Q1=95%, Q2=73%, Q3=73%, Q4=62.5%)</p>
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5 Links to Corporate Aims / Priorities

5.1 This report includes highlights of progress against delivery of the corporate priorities.

6 Finance / Resource Implications

6.1 The scorecard references some financial performance measures, a separate more detailed financial performance report for the quarter is listed as a separate item on this agenda.

7 Legal Implications

7.1 There are no legal implications associated with this report.

8 Environmental Impact Implications

8.1 There are no direct environmental impact implications associated with this report although the scorecard includes measures relating to fly-tipping and parks and open spaces.

9 Safeguarding and/or Community Safety Implications

9.1 There are no safeguarding and /or community safety implications associated with this report.

10 Equality and Diversity Implications

10.1 There are no equality and diversity implications associated with this report.

11 Social Value Implications

11.1 There are no Social Value implications associated with this report.

12 Partnership Implications

12.1 A number of corporate aims and objectives reported within the corporate scorecard are delivered in partnership with other organisations, in particular through shared services arrangements with Taunton Deane Borough Council. .

13 Health and Wellbeing Implications

13.1 There are no direct health and wellbeing implications associated with this report although the corporate scorecard includes measures relating to disabled facilities grants which enable residents to live independently, for example.

14 Asset Management Implications

14.1 There are no direct asset management implications associated with this report.

15 Consultation Implications

15.1 The performance scorecard has been reviewed by JMT at the performance review day held on 19th May 2016. This performance report will be published on the Council's website for public scrutiny and information.

Democratic Path:

- **Scrutiny - Yes**
- **Cabinet – Yes**
- **Full Council – No**

Reporting Frequency: 6 Monthly.

List of Appendices (delete if not applicable)

Appendix A	Corporate Scorecard
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Contact Officers

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Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
1.5.1	Bruce Lang	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Develop more effective mechanisms for communicating the Council's priorities, performance and key messages to our residents and businesses.	Increase the number of followers of the WSC Twitter account by 20% during 2015/16 (compared to a baseline set in March 2015)	2360 followers at the end of Q4 2014/15.	GREEN	GREEN	GREEN	GREEN	Q4 = 3,059 Followers as at 1/4/16 (increase of over 500 followers since 1st April 2015 - Target exceeded)
1.6.1	Richard Sealy	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Obtain customer feedback regarding overall satisfaction in the Council and Value for Money	The percentage of West Somerset respondents who agree that the Council provides value for money is equal or greater than the 2014/15 level of 82.9% (Reported Q1)	82.9%	GREEN	NOT DUE	NOT DUE	NOT DUE	83% of respondents agree that the Council provides value for money.
1.6.2	Richard Sealy	1. WSC Local Democracy	1. WSC Local democracy and accountability remains within West Somerset by working with Taunton Deane Borough Council to further develop shared service delivery models that deliver effective, efficient services and retain customer satisfaction.	Obtain customer feedback regarding overall satisfaction in the Council and Value for Money.	Overall satisfaction with the way in which WSC runs things is equal or greater than the 2014/15 level of 81.5% (Reported Q1)	81.5%	GREEN	NOT DUE	NOT DUE	NOT DUE	81% of respondents were satisfied with the way in which WSC runs things.
3.1.3	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	To ensure that potential applicants are offered advice within 10 working days of submitting an Expression of Interest Form	90%		GREEN	GREEN	GREEN	GREEN	Q1 8 OF 8 - 100% (3 of which receiving further officer/Engage support) Q2 7 OF 7 - 100% (0 of which receiving further officer/Engage support) Q3 6 OF 6 - 100% (2 of which receiving further officer/Engage support) Q4 10 of 10 - 100% (8 of which received further advice from officers)

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
3.1.4	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	To ensure that general enquires regarding the CIM Fund are answered within 10 working days	Target - 95%		GREEN	GREEN	GREEN	GREEN	West Somerset Enquiries only Q1 10 OF 10 - 100% Q2 9 OF 9 - 100% Q3 12 OF 12 - 100% Q4 18 of 18 - 100%
3.4.1	Andrew Goodchild	2. WSC New Nuclear	3. WSC Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and are supported in delivering funded projects and initiatives	By March 2016 to deliver a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point	Working with SASP and Sport England identify and secure match funding opportunities for the leisure contributions and submit proposals to the WSC Planning Obligations Group	N/A	GREEN	GREEN	GREEN	GREEN	Q1 •Report presented and approved by members in July 2015. This included 20 expressions of interest for leisure projects along the coastal strip. Hinkley Leisure Planning Obligations Group had their inaugural meeting on 14.10.15 and approved: oHL13 Beach Hotel - YMCA – Fitness Suite oHL20 Williton Parish Council – Pavilion Project Q3 - HL13 Beach Hotel - YMCA - Fitness Suite Project has been completed and the grant paid to the applicant. Three of the projects have been approved for funding. A further six are in the process of preparing their full application. SASP are working with the remaining three to help progress their projects to application stage. The final project has not been able to meet the funding requirements and SASP are working with them to try and seek other sources of funding.
4.1.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Provide bespoke business support activity to build the capacity and capability of businesses to realise the opportunities offered by the Sites Services requirement of the HPC Project. To include encouraging collaboration and upskilling of existing staff.	Number of businesses attended training events of min 2 hours duration - 75 Number of new businesses registered on Supply Chain Portal - 20		GREEN	GREEN	GREEN	GREEN	30 new Supply Chain registrations this year - total for WSC now 342. Target exceeded 81 businesses have attended a min of 2 hours training this year. Target exceeded.
4.1.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Diversify the local economy and build additional resilience by supporting the key sectors of niche specialist manufacturing / creative Industries/ food & drink and retail.	Number of business collaborations - 5		GREEN	GREEN	GREEN	GREEN	Total of 9 initiatives this year. Target exceeded. Networks include Tourism and Retail businesses in Watchet supported through collaboration on social media 'whatsonwatchet' promotion, radio advertisement, leaflet promotion and infographic activity map. Target exceeded. 1 new collaboration Business Start-up networking Group

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
4.2.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Address identified skills gaps and raise attainment levels through delivering packages of support to ensure that individuals are suitably skilled for work and are able to make the most of job opportunities.	Number of skills initiatives delivered - 8		GREEN	GREEN	GREEN	GREEN	Target met. 8 initiatives in total through employment hubs, skills swap, practical land management activity and business start-up event for unemployed 50 attended. 22 hub volunteers have been trained this year.
4.2.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Raise aspirations and improve motivation through developing knowledge of local employment and training opportunities and associated progression routes. Identify specific training needs and seek to deliver within the locality.	Number of initiatives delivered - 8		GREEN	GREEN	GREEN	GREEN	Target Met. Contacts made via employment hubs have identified employers willing to participate in work placement and apprenticeships. Work carried out with JCP on facilitating work placements for those on JSA. A referral system is being set up with Minehead JCP to establish client support. Land Management and Skills Confidence building programme commencing with two taster days in October.
4.2.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Address identified barriers which are restricting individual's access to employment and training opportunities. Provide access to mentoring, training and employment opportunities to support those furthest away from the labour market.	Number of people reached – 300 Number of people into employment - 15		GREEN	GREEN	GREEN	GREEN	Target met and number assisted into employment exceeded. 16 have been supported into work through the employment hubs initiative. The third hub opened in Minehead in January. £10,000 was secured from DWP DCLG this quarter to further assist with initiatives. Volunteers currently being recruited for a potential Stogursey hub.
4.1.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with key partners and EDF Energy to support businesses to gain economic benefits from the development in terms of contracts awarded to local suppliers, as well as helping to make businesses more resilient in terms of any displacement and leakage of staff.	Provide bespoke support for businesses to become more resilient in respect of dealing with the effects of displacement of activity or staff to the HPC development. To include Improving the quality of their offering and upskilling and development of current employees. Target: Number of individuals accessing specific business support programmes on a 1:1 basis - 50		GREEN	GREEN	GREEN	GREEN	Business Support Programme 'Get Business Get Digital' has now been set up in partnership with Sedgemoor DC and HTAP with delivery of workshops and 1-2-1 support to commence in November 2015. 81 businesses have been supported to date, so target has been exceeded.

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
4.1.4	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with key partners and EDF Energy to support businesses to gain economic benefits from the development in terms of contracts awarded to local suppliers, as well as helping to make businesses more resilient in terms of any displacement and leakage of staff.	Continue to build and develop relationship with the Heart of the South West LEP to understand and exploit funding opportunities via Hinkley Strategic Delivery Forum, Senior Economic Development Officers Group and 1:1 opportunities Target: Funding bids considered and submitted as appropriate		GREEN	GREEN	GREEN	GREEN	Somerset Chamber has been issued the contract for the interim HPC Supply Chain LEP wide Contract to which WSC has contributed, therefore continuity of provision continues. WS based businesses have received intensive support in respect of supply chain contracts from Hinkly Enabling Team (confidentially commercial information)
4.3.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Work with Hinkley Tourism Action Partnership to commission and deliver the following requirements of the S106 Agreement (1) Tourism Monitoring Surveys (2) Visitor Management & Travel Plan Target: Number of tourism surveys undertaken - 1 Number of businesses directly communicated with visitor management information - 500		GREEN	GREEN	GREEN	GREEN	*** Both targets achieved by Q2. work ongoing ***
4.3.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Work with the Hinkley Tourism Action Partnership to deliver the key activity / actions identified within the HTAP Action Plan for 2015/16 Targets: Number of marketing and promotional initiatives delivered - 5 Number of initiatives delivered promoting day visits - 4 Number of initiatives delivered promoting week-end visits - 4		GREEN	GREEN	GREEN	GREEN	All targets delivered during 2015/16
4.3.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Work with tourism partners to mitigate the negative effects of the development and take advantage of any opportunities created.	Deliver capacity building support for the Tourism Industry (via key Organisational groupings and networks) and identify and bid for external funding streams to add value to this activity. Target: Number of business support initiatives delivered - 8 Number of business collaborations - 4		GREEN	GREEN	GREEN	GREEN	All targets have been met for 2015/16.

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
4.4.1	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Support place based community groupings to achieve their economic development / regeneration aspirations by helping with accessing external funding / making dealing with Local Authority Departments as easy as relevantly possible (single conversation) and influencing other stakeholders. Target: Number of projects Supported - 4		GREEN	GREEN	GREEN	GREEN	Consultant commissioned to deliver Minehead Economic Plan - consultation events on-going. Contract meeting deadlines and milestones. 3 Coastal revival fund bids with in WS successful leveraging in over £90K. Steam Coast Trail, Watchet Rope Walk and Minehead Enterprising Esplanade. Managing and commissioning activity for the former. Porlock Oyster Project achieved £85K Power to Change funds. Target of support for 4 externally funded projects exceeded
4.4.2	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Support local groups and Parish / Town Councils to achieve public realm and public vitality and vibrancy activity (signage / street furniture / street markets / interpretation / digital infrastructure and events) Target: Number of projects supported - 4		GREEN	GREEN	GREEN	GREEN	Transfer of assets to allow Minehead Farmers Market to be independant of Council achieved. Funding acheived for renovations of Minehead zig zag Funding acheived for Porlock Oysters website development Tree lights in Avenue achieved
4.4.3	Andrew Goodchild	2. WSC New Nuclear	4. WSC The economic opportunities that arise from the development and associated activities are maximised	Support, enable and facilitate placed based regeneration projects and initiatives.	Identify appropriate funding streams and programmes to assist in the delivery of schemes. Assist in formulation of funding application bids to secure funding for projects Target: Number of applications made / supported - 4		GREEN	GREEN	GREEN	GREEN	Porlock Oyster Project - Power to Change bid successful (£75K) Team provided support to Porlock Futures. 3 successful CRF bids (£90K) - 2 written by WS Team Our Place - further £10K awarded for employment & skills activity DWP award for Minehead employment hub. (Circa £4K) CIM fund bid - scoped for Employment Hub expansion Princes Countryside Fund bid scoped for rural transport / employment project
5.1.5	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Provide 4 first time buyer loans to supplement tenants savings thereby freeing up private/social rented properties		AMBER	AMBER	AMBER	AMBER	All policies have been agreed and we are now ready to start identifying potential purchasers No referrals made to date

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
5.1.4	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Provide empty property grants and advice to deliver 5 bed spaces through bring properties back into use		AMBER	AMBER	AMBER	GREEN	Q4 - 5 bedspaces
5.1.6	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 100 bed spaces through the landlord and tenant services scheme		GREEN	NOT AVAILABLE	GREEN	GREEN	(information from SWELT) – 548 bedspaces advertised on Homelet, 5 grants via YMCA under the lodging scheme; 4 Landlord training provided and 5 Tenant Ready schemes funded
5.3.1	Paul Fitzgerald	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	To work with landlords and owners of empty properties to reduce the number of long-term empty homes in the District as measured by the 1st October CTB1 return.	At least 5% reduction compared to previous year CTB1 return (October)	New measure	NOT DUE	GREEN	NOT DUE	NOT DUE	This is an annual measure and was reported annually in October 2015. 202 long term empty properties as at 5/10/15 compared to 224 at 6/10/15
5.1.2	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 30 bed spaces by housing associations in priority areas through Implementation of their Downsizing Policies.		AMBER	AMBER	AMBER	RED	Qtr 4 has seen 4 additional bed-spaces delivered. 20 bedspaces have been delivered 15/16, 10 less than originally anticipated

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
5.1.3	Andrew Goodchild	2. WSC New Nuclear	5. WSC Increase the availability of housing supply within West Somerset to mitigated the extra demands linked to Hinkley Point workers	Using the Hinkley Point Housing Fund to provide 185 additional bed spaces in the West Somerset area by 31st Mar 2016	Facilitate the delivery of 50 bed spaces by private developers using the enabling fund within the Hinkley Section 106 agreement		AMBER	AMBER	AMBER	RED	We are currently in discussion with private developers to bring forward suitable schemes, although discussions are proving difficult.
6.2.3	Andrew Goodchild	2. WSC New Nuclear	6. WSC The development at Hinkley Point is carried out in accordance with approved plans and ensuring that the Council actively monitors the development and responds to any complaints received in a timely and sound manner	To monitor and publicise Noise and Air Quality Data on the Councils website to enable communities affected to access data and, following the agreed complaints procedure, to respond appropriately to issues which arise from development activity.	Investigate and respond proactively to complaints received in relation to the development being carried out at Hinkley Point within 10 working days		GREEN	GREEN	GREEN	GREEN	No complaints in Q2, Q3 & Q4 as there is limited activity on site.
7.1.1	Andrew Goodchild	2. WSC New Nuclear	7. WSC Minimise the effects on the environment by working with partners to positively respond to opportunities to enhance the environment in the affected communities using secured funding within Section 106 agreements are mitigated	Develop a programme of investment within West Somerset for the ecology funding provided directly to the council from the development at Hinkley Point	Using data supplied from EDF Energy develop a range of sites suitable for the provision of ecology mitigation Target: TBC		AMBER	AMBER	AMBER	AMBER	The Major Projects Manager who was leading this work is no longer in post and this project has not been progressed. An equivalent post of Planning Lead will be appointed as part of the Energy Infrastructure structure in due course. Status is amber as there is no time bound commitment for WSC to progress this project
KBI 132	Paul Fitzgerald	Corporate Health	Corporate Health	% of undisputed invoices for commercial goods and services paid within 30 days of receipt	90% or more	92.26%	GREEN	AMBER	RED	GREEN	In Q4 89.96% were paid within 30 days.

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 133	Paul Fitzgerald	Corporate Health	Corporate Health	Number of invoices received	Measure only - no target.	2771 received	GREEN	GREEN	GREEN	GREEN	493 Invoices were received in Qtr4
KPI 21	Richard Sealy	Corporate Health	Corporate Health	Number of unique visitors to Council Website	Target - 80,000	162,000 (although a significant number in Q3 were resultant from external testing)	GREEN	GREEN	AMBER	GREEN	Q4 = 30,302
HC5.32	Terry May	Service Measure	Corporate Health	Increase supply of affordable housing within West Somerset	34 homes pa average (102 homes over 3 years) (Based on 35% of the emerging Local Housing Plan annualised new build housing figure of minus 30% to take account of small sites.)	28 homes for 2014/15	AMBER	AMBER	GREEN	GREEN	21 Affordable Homes Completed – 8 x Affordable Rent and 4 x Shared Ownership at Croft Court, Williton (Knightstone Scheme) 9 x social rent at Ellicombe Gardens, Alcombe (Magna scheme) Development pipeline indicates the target of 102 affordable homes over 3 years should be met during 2016/17
KPI 25	Richard Sealy	Service Measure	Service Measure	Customer Access Abandoned in queue call rate %	Target - <8%	7.86%	GREEN	AMBER	GREEN	AMBER	Q1 = 7.24% Q2 = 8.83% Q3 = 5.22% Q4=11.01% The reason it is so high in Q4 is the combined impact of staff absence and the significant increase in calls due to the council tax bills hitting the doormats. However, for the year as a whole the target was met with an average % of abandoned calls at 8.07% against a target of 8% or fewer.

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 90B	Tim Burton	Service Measure	Service Measure	% minor planning applications determined within 8 weeks	80%	85.9%	RED	GREEN	RED	AMBER	Q1=48% Q2= 85.1% Q3 = 46% Q4 = 72% Out of 36 minor applications determined, 26 of these were dealt within 8 weeks or an agreed extension of time. The Q3 drop in performance was explained by periods of staff sickness with little resilience to cover that workload. Temporary additional resource was brought in at the start of December to cover and performance has started to improve as a result.
KPI 90C	Tim Burton	Service Measure	Service Measure	% of other planning applications determined within 8 weeks	95%	94.2%	GREEN	GREEN	RED	AMBER	Q1=95% Q2=95.7% Q3=74% Q4 = 92% Out of 47 other applications determined, 43 of these were dealt within 8 weeks or an agreed extension of time.
KPI 123	Richard Sealy	Service Measure	Service Measure	Customer Complaints	95% of complaints responded to with 20 working days	New WSC Measure	AMBER	AMBER	AMBER	AMBER	Q4 = 0 decisions investigated by the ombudsman requiring a remedy (excludes minor injustices) 82% of customer complaints received and recorded by the Council, have been closed and had a full response with 20 working days . (9 responded within time and closed). There are however a further 2 recorded complaints where the due date has passed but the response date and copy of the response has not been recorded so it is not clear whether the target response date for those two cases was achieved. The outcome of those complaints could improve the % recorded above.
HC5.15	Simon Lewis	Service Measure	Service Measure	Average overall waiting time for high priority DFGs (once recommendation made by OT) KPI 52a (The priority is determined by the Occupational Therapist and the assessment is determined on the combined risk and functional independence score. The score puts them into High, Medium or Low. Low = 0 - 8 points, Medium = 9 - 14, High = 15+ points).	Measure Only - no target	New Measure	NOT AVAILABLE	NOT AVAILABLE	RED	AMBER	Q3 - 2 cases in the high priority band were completed in the quarter. Average completion 70 weeks. However it must be noted that due to the budget position, these cases were on the waiting list since 2013 and 2014. Allocated to a Technical Officer at the end of January 2015. Q4 - 1 case high priority, 24 weeks. Picture continuing to improve.

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
HC5.22	Simon Lewis	Service Measure	Service Measure	% of homeless applications accepted as statutory homeless (lower is better). KPI 46	23% or lower	29.25%	GREEN	GREEN	GREEN	AMBER	<p>Q1: 8 accepted cases which was 53% of the overall homeless applications. (last year Q1 where we accepted 8 cases = 24%)</p> <p>Q2 9 accepted cases which is 50% of overall homeless applications. (last year Q2 which shows 11&nbsp;accepted cases = 32%.)</p> <p>Q3: 8 homeless cases accepted</p> <p>Q4: 9 homeless cases accepted (approx. 50% of applications received).</p> <p>total for the year is 34 cases accepted</p> <p>NB we are focusing on prevention so we will expect to see a decrease in application numbers but this will see a rise in acceptances as a percentage due to the majority of failed prevention are acceptable homeless cases. We would have had an increase in the number of applications in the past two quarters however the focus on prevention has caused a marked rise in cases being prevented before becoming homeless applications.</p>
HC5.20	Simon Lewis	Service Measure	Service Measure	Number of Households making homeless applications (lower is better). KPI 45	195 or fewer for the year	124 applications	GREEN	GREEN	GREEN	GREEN	<p>Q1 - 15</p> <p>Q2 - 18</p> <p>Q3 = 13</p> <p>Q4 = 17</p> <p>Total for the year is 63 homeless applications</p>
HC5.14	Simon Lewis	Service Measure	Service Measure	Disabled facilities grants - Average time to complete DFG process once allocated by SWPSHP Measures the time from allocating the case until the work has been completed. KPI 52	Average time to complete DFG process once allocated by SWPSHP Target - 24 Weeks (as per the Home Improvement Agency's target)	New Measure - Introduced for Q3	NOT AVAILABLE	NOT AVAILABLE	GREEN	GREEN	<p>Q3 - Removing exceptions from the report, the time taken was 23 weeks. The exception was a case which was held up considerably by the client. With the exception included, the time taken is 30 weeks.</p> <p>Q4 - 22 weeks. Continuing improvement, close monitoring</p>
KPI 90A	Tim Burton	Service Measure	Service Measure	% major planning applications determined within 13 weeks (or within agreed extension of time)	60%	74%	GREEN	GREEN	AMBER	GREEN	<p>Q3 = 33%</p> <p>Q4 = 67%</p> <p>Out of 3 major applications determined, 2 of these were dealt within 13 weeks or an agreed extension of time.</p>

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KBI 3	Paul Fitzgerald	Service Measure	Service Measure	Housing Benefit - % Local Authority error against overall expenditure (lower is better)	<0.48%	0.30%	GREEN	GREEN	GREEN	GREEN	Q1 = 0.41% Q2 = 0.3% Q3 = 0.3% EOY = 0.37%
KPI 6	Paul Fitzgerald	Service Measure	Service Measure	Average processing times for changes in circumstances (lower is better).	9 days or lower	6.52 days	GREEN	GREEN	GREEN	GREEN	Q1 = 9.25 days Q2 = 7.82 days Q3 = 7.40 days EOY = 8.15 days
KPI 10	Paul Fitzgerald	Service Measure	Service Measure	% Council Tax collected	97.0% by 31st March	97.25%	GREEN	GREEN	GREEN	GREEN	Q1 = 32% Q2 = 49% Q3 = 90.96% Q4 = 97.44%
KPI 12	Paul Fitzgerald	Service Measure	Service Measure	% Business Rates collected	98% or more by 31st March	98.73%	GREEN	GREEN	GREEN	GREEN	Q1 = 50.06% Q2 = 63.1% Q3 = 91.8% Q4 = 98.99%

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 124	Richard Sealy	Service Measure	Service Measure	FOI requests provided with substantive response within 20 days.	Measure: - Number of FOI enquiries received. Target 75% answered witin 20 working days.	New WSC Measure	GREEN	GREEN	GREEN	GREEN	222 FOI received in Q4 87% responded within 20 working days in quarter (742 FOI Received in 15/16)
KPI 54	Chris Hall	Service Measure	Service Measure	Environmental Health Average time taken to respond to initial request for service (days)	Average of 4 days or lower	1.5 days	GREEN	GREEN	GREEN	GREEN	Q2 perf: 90% of service requests in WSC were responded to within 4 days. Ave 0.5 days (96%) for Q3 Q4 average time taken for a response to EH complaints only is 1.2 days.
KPI 59	Chris Hall	Service Measure	Service Measure	Licensing % of licenses issued on time.	90%	94%	AMBER	GREEN	GREEN	GREEN	Crystal report shows 98% of licences were issued on time in Q4.
HC5.24	Simon Lewis	Service Measure	Service Measure	Number of homelessness events prevented (higher is better). KPI 47	TBC	76	NOT DUE	GREEN	GREEN	GREEN	Q1: 7 Q2: 32 Q3: 29 cases where homelessness prevented Q4: 17 cases prevented total is 85 for the year

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
HC5.27	Simon Lewis	Service Measure	Service Measure	Number of households in B&B accommodation. KPI 48	TBC	New WSC Measure	GREEN	GREEN	GREEN	GREEN	Q1: 0 Q2: 1 Q3: 0 Q4: 0
HC5.29	Simon Lewis	Service Measure	Service Measure	Number of households in temporary accommodation (excluding B&B for which there is a separate measure). KPI 49	TBC	New WSC Measure	GREEN	GREEN	GREEN	GREEN	Q1: 5 Q2: 6 Q3: 1 Q4: 2
KPI 103	Chris Hall	Service Measure	Service Measure	Street Cleansing % service requests actioned within 5 working days	85% target	93%	GREEN	GREEN	GREEN	NOT AVAILABLE	Q3 = 100% Q4 = data not provided
KCI 81	Chris Hall	Service Measure	Service Measure	Street Cleansing - No. of complaints (lower is better)	Average of 20 or fewer over the year		GREEN	GREEN	GREEN	NOT AVAILABLE	None received in Q3 Q4 = Not provided

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 88	Chris Hall	Service Measure	Service Measure	Waste & Recycling Fly-tipping: % removed within 48 hrs	75%	82.5%	GREEN	GREEN	GREEN	NOT AVAILABLE	Q4 = not provided
KPI 90	Chris Hall	Service Measure	Service Measure	Waste & Recycling Fly-tipping: No of incidents	No target -measure only	98 Incidents	AMBER	AMBER	AMBER	NOT AVAILABLE	Q3 = 43 (Total to Q3= 136) Q4=not provided
KPI 87	Chris Hall	Service Measure	Service Measure	Waste & Recycling % missed collections collected within 24 hours	100%	98.78%	AMBER	AMBER	AMBER	NOT AVAILABLE	Q4 = not available
KPI 86	Chris Hall	Service Measure	Service Measure	Waste & Recycling % of waste recycled and composted	target - 41%	48.94%	GREEN	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	Q4 = not available

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 94	Chris Hall	Service Measure	Service Measure	Building Control Dangerous structures - % of incidents responded to within 24 hrs.	Target - 95%	100%	GREEN	GREEN	GREEN	NOT AVAILABLE	Q1 = 100% (4 Dangerous structures reported. All seen within 24 hours) Q2 = 100% (5 Dangerous structures reported. All seen within 24 hours) Q3 = 100% (3 dangerous structures, all responded to within 24 hours) Q4= not provided
KPI 92	Chris Hall	Service Measure	Service Measure	Building Control % applications registered within agreed timescale (5 days)	Target - 95%	97%	GREEN	GREEN	GREEN	NOT AVAILABLE	Q1 = 96.84% Q2 = 95% (which is very good - seeing it was holiday time). Q3 = 95% Q4=not provided
KPI 93	Chris Hall	Service Measure	Service Measure	Building Control % of inspections carried out on day registered	Target - 95%	99.01%	GREEN	GREEN	GREEN	NOT AVAILABLE	Q1 = 100% Q2 = 95% (one inspector during some of this quarter due to holidays – this is an excellent result). Q3 = 100% Q4=not provided
KPI 160	Richard Sealy	Service Measure	Service Measure	Number of days sickness per FTE	Average of 8 days or lower per FTE	7.89 days 2014/15	GREEN	AMBER	AMBER	RED	Q1 = projection of 7.4 days is below the target of 8.1 days for 2015/16. Q2 - 4.13 days/ projection of 8.3 days per FTE for the year. Q3 7.55 days per FTE per annum (projection of 10 days per FTE for the year based on current trends) Q4 average of 8.86 days per FTE for the 2015/16 year (5.5 days long term 3.36 days short-term)

Reference	AD	Corporate Aim/Priority	Corporate Objective	Description	Measure	Previous Year	Q1 (RAG)	Q2 (RAG)	Q3 (RAG)	Q4 (RAG)	Comments
KPI 5	Paul Fitzgerald	Service Measure	Service Measure	Average processing times for new Housing Benefit claims	22 days or lower	22.69 days	AMBER	AMBER	AMBER	RED	Q1 = 30.67 days Q2 = 28.23 days Q3 = 26.32 days Q4 = 28.51 days
KPI 56a	Chris Hall	Service Measure	Service Measure	Environmental Health % of requests completed within stated service standard (60 days)	75% or higher	66%	GREEN	GREEN	AMBER	RED	<p>We are currently in discussion with private developers to bring forward suitable schemes, although discussions are proving difficult. For Q4 the target was missed. 62.5% achieved against a target of 75%.</p> <p>This was largely due to two significant and resource-intensive investigations impacting on the team's ability to service other requests.</p> <p>However, for the year as a whole the target was met. An average of 78.3% of all requests were completed within the service standard, against a target of 75%. (Q1=95%, Q2=73%, Q3=73%, Q4=62.5%)</p>

Report No. WSC 82/16

West Somerset Council

Cabinet – 13th July 2016

REVENUE AND CAPITAL OUTTURN 2015/16

This matter is the responsibility of Councillor Mrs Mandy Chilcott

Report Author: Steve Plenty, Finance Manager

1 Executive Summary

- 1.1 The purpose of this report is 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 2015/16.
- 1.2 Monitoring the budget is an important part of the Council's performance management framework.
- 1.3 The Revenue Outturn position for 2015/16 is a net underspend of £199,132.
- 1.4 The General Reserves position for 2015/16 shows a closing balance of £1,073,242 including the net underspend for the year. Transfers approved in 2016/17 reduces the current balance to £706,786 which is £106,786 above the recommended minimum of £600,000.
- 1.5 The Earmarked Reserves balance is £4,370,642, of which £3,388,863 relates to the Business Rates Smoothing Reserve, the details of which are given in 4.15.
- 1.6 The General Fund Capital Outturn position for 2015/16 is a net underspend of £33,999 against the approved programme, with £1,822,723 being spent during the year and £2,817,866 of the approved Programme planned to be spent in future years.

2 Recommendations

- 2.1 That Cabinet notes 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.
- 2.2 That Cabinet supports a recommendation to Full Council to approve the net Earmarked Reserve transfers as set out in **Table 4** and **Appendix B** of this 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**.
- 2.3 That Cabinet supports a recommendation to Full 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 S106 contributions (as set out in **Appendix D** of this report).

- 2.4 That Cabinet supports a recommendation to Full Council to approve the proposed Capital Programme Budget Carry Forwards totalling £1,282,629 for Hinkley S106-funded schemes (as set out in **Appendix D** of this report).
- 2.5 That Cabinet notes the residual net underspend of £33,999 in relation to the Capital Programme for general schemes in 2015/16.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
That the Authority overspends against the approved budget	2	4	8
Regular budget monitoring reports are produced and managers actively manage the budgets under their responsibility	1	4	4

Risk Scoring Matrix

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

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

4 Background and Full details of the Report

- 4.1 Members have received financial performance information throughout the year, with reports submitted to Scrutiny and Cabinet in line with the agreed reporting arrangements. This report provides details of the position at the end of the financial year, and enables Members to compare in year forecasts with the actual outturn (end of year) position. It also describes how the year end position impacts on the important objective for achieving financial sustainability.
- 4.2 Effective financial management forms an important part of the Council's overall performance management framework. It is also vital that the Council maintains strong financial management and control in the face of continuing and unprecedented financial pressures as funding for council services is squeezed, and our community continues to face up to the effects of wider economic pressures.
- 4.3 The Outturn figures in this report are provisional (pending end of year audit) and have been used as part of the completion of the Unaudited Statement of Accounts, which will be approved by the S151 Officer. Should the External Auditor identify any changes to the Accounts these will be reported to the Audit Committee in September 2016.

REVENUE BUDGET OUTTURN 2015/16 AND RESERVES

- 4.4 The Council has reported an overall net underspend of £199,132. This comprises of a £40,204 underspend in respect of net expenditure on services after reserve transfers, plus a further reported underspend in respect of business rates retention funding 'accounting timing differences' of £158,928. The forecast outturn as at Q3 (April to December 2015) was a projected net underspend of £45,267.
- 4.5 Below is a table showing the main variances between Q3 and the final outturn position:

Table 1 – Main Differences between Q3 and Outturn Variances 2015/16

	Q3 £000	Change £000	Q4 £000
Member Services	0	-22	-22
Rent Allowances	-87	87	0
Waste Service	-24	-10	-34
Garden Waste Collection	-16	-16	-32
Parking Services	0	-48	-48
Environmental Health	0	-20	-20
Street Cleaning	0	-9	-9
Design and Print	0	-30	-30
Corporate and Democratic Core	0	-25	-25
Temporary Accommodation Costs	15	-12	3
Homelessness and Housing Staff	0	-25	-25
Assets - Estates	0	-96	-96
Roughmoor Depot and Enterprise Centre	0	-35	-35
Economic Development	0	12	12
Tourism	0	10	10
Interest and Other Income	0	-10	-10

Revenue Contribution to Capital Outlay (RCCO)	0	-46	-46
Transfers from Earmarked Reserves	0	-144	-144
Transfers to Earmarked Reserves	100	447	547
Funding Variances – Business Rates	-33	-125	-158
Other Variances	0	-37	-37
TOTAL – over / (under) spend	-45	-154	-199

4.6 The main changes since the Q3 report are explained below:

- **Member Services:** Underspend on budgeted Members Allowances and general expenses, due to some combined roles meaning responsibility allowances not taken. Some councillors also did not claim their entitlement.
- **Rent Allowances:** Underspend on Rent Allowances due to ongoing benefit adjustments that were being recovered from claimants in respect of Housing Benefit overpayments offset by a reduction in budget following a recommendation in Q3 to transfer the predicted underspend to Business Rates Retention and Sustainability Earmarked Reserves.
- **Waste Service:** The original 2015/16 budget for waste included a duplicate amount in error for waste containers as it was established that this is included within main monthly service charge from the Somerset Waste Partnership (SWP). SWP set out revised budgets for 2015/16 in January which also reduced the amount charged to West Somerset offset by a reduction in budget following a recommendation in Q3 to transfer the predicted underspend to Business Rates Retention and Sustainability Earmarked Reserves.
- **Garden Waste Collection:** Additional income received from garden waste collection service. As the price for this service was increased in April 2015 the budget estimates were cautious in terms of service demand however the number of customers has exceeded the budget assumption.
- **Parking Services:** Car parking income received exceeded original budget estimates, reflecting usage of the facilities provided. There were also savings made in the year in enforcement contract costs.
- **Environmental Health:** This is due to a change in contract for the outsourced dog warden and kennelling service, which delivers the service at a reduced cost to West Somerset.
- **Street Cleaning:** Street Sweeping and Bin Emptying came in under budget through negotiated contract savings and use of more fuel efficient vehicles.
- **Design and Print:** Saving on printing costs compared to budget estimates.
- **Corporate and Democratic Core:** Budget for Duty Officer Payments no longer required as incorporated into core roles through JMASS, plus savings where subscriptions budget not fully utilised.
- **Temporary Accommodation Costs:** Bed and Breakfast temporary accommodation costs reflects the cost of demand being higher than estimated, although the final overspend has less than forecast in Q3.
- **Homelessness and Housing Staff:** Homeless prevention and Housing staff shared service cost savings due to vacancies in the services.
- **Estates – Assets:** Less Maintenance carried due to compliance works, therefore proposal to transfer underspend to earmarked reserves.
- **Roughmoor Depot and Enterprise Centre:** Additional income received (£11,000),

together with vacancies (£7,000) and reduced running costs (£16,000) lead to overall underspend for this cost centre.

- **Economic Development:** Final service delivery costs higher than assumed when the budget was set.
- **Tourism:** Increased tourism delivery costs to Exmoor Park and Tropiquaria.
- **Interest and Other Income:** Higher than budgeted investment income received mainly due to cash balances remaining higher than forecast in the budget estimates.
- **Revenue Contribution to Capital Outlay (RCCO):** Underspend due to timing of spend in the Capital Programme, therefore proposed to be transferred to an earmarked reserve for use in 2016/17 to fund associated Capital Programme carry forwards (see Appendix C).
- **Transfers from Earmarked Reserves:** Funds have been withdrawn from earmarked reserves at the end of the financial year to match with spend incurred in line with the purpose of the reserves. However, the budgets not amended hence a variance is shown which offsets variances in in other budget headings.
- **Transfers to Earmarked Reserves:** Underspends in other budget headings have been set aside to fund spend in 2016/17 due to timing differences between financial years.
- **Funding Variances – Business Rates:** The final total for rating income for the year was less than previously estimated, mainly due to an increase in the provision for appeals and refunds. Perversely, this reduction in income leads to a reported 'surplus' in the year as the Levy Payment to government is lower, however this is not a real surplus – it is due to accounting timing differences in the Business Rates Retention calculations. There is a delayed impact of the 2015/16 Business Rates Collection Deficit, and the 'surplus' in year has been allocated to the Smoothing Reserve offset the deficit which will hit the 2017/18 budget.

4.7 Table 2 below provides a summary the revenue budget and outturn for the year.

Table 2 – Summary Revenue Outturn 2015/16

	Original Budget £	Revised Budget £	Predicted Outturn £	Variance £
Corporate	88,640	563,943	545,262	-18,681
Operations	3,528,383	3,421,986	3,196,749	-225,237
Housing and Communities	573,727	435,434	271,499	-163,935
Growth and Development	449,383	242,202	263,941	21,739
Hinkley		-150,726	-151,712	-986
Subtotal - Net Service Costs	4,640,133	4,512,839	4,125,739	-387,100
Interest costs and income	20,000	-8,800	-18,670	-9,870
Revenue Funding of Capital Costs	76,633	97,633	51,558	-46,075
Capital debt repayment ("MRP")	225,300	0	0	0
Subtotal – Net Costs	4,962,066	4,601,672	4,158,627	-443,045
Transfers from Earmarked Reserves	-149,928	-433,545	-577,878	-144,333
Transfers to Earmarked Reserves	0	500,000	1,047,174	547,174
Transfers to/from General Reserves	0	344,011	344,011	0

	Original Budget £	Revised Budget £	Predicted Outturn £	Variance £
NET BUDGET AND EXPENDITURE	4,812,138	5,012,138	4,971,934	-40,204
Business Rates Funding	-1,554,776	-1,754,776	-1,913,411	-158,635
Revenue Support Grant	-880,491	-880,491	-880,491	0
New Homes Bonus	-571,015	-571,015	-574,551	-3,536
Council Tax	-1,885,584	-1,885,584	-1,882,341	3,243
Collection Fund Deficit - Business Rates	149,928	149,928	149,928	0
Collection Fund Surplus - Council Tax	-70,200	-70,200	-70,200	0
TOTAL FUNDING	-4,812,138	-5,012,138	-5,171,066	-158,928
NET UNDER(-)/OVERSPEND FOR THE YEAR	0	0	-199,132	-199,132

- 4.8 Further analysis and commentary on the main variances reported for the year as a whole is provided in **Appendix A**. The net underspend automatically transfers to General Fund Reserves as part of the financial year end process.

General Fund Reserves

- 4.9 The following table summarises the movement on the General Reserves Balance during the year.

Table 3 – General Reserves Balance 31 March 2016

	£
Balance Brought Forward 1 April 2015	530,099
<i>Supplementary Budget Allocations:</i>	
Wheddon Cross Public Convenience	-12,000
Exford Public Convenience	-9,000
Asset Compliance Costs	-80,000
<i>2015/16 Budget Decisions</i>	
Transfer of In-Year Budget Savings	212,092
Transfer of In-Year Earmarked Reserve Savings	156,119
Transfer of MRP savings in 2015/16 (revised policy)	82,200
Transfer of MRP savings in 2015/16 (funded by capital receipts)	143,100
Transfer of surplus earmarked reserves	51,500
Transfer to Business Rates Smoothing Reserve	-200,000
Approved Balance 31 March 2016	874,110
2015/16 Outturn Variance	199,132
Balance Carried Forward 31 March 2016	1,073,242
<i>2016/17 Approved Budget Decisions</i>	
Transfer to JMASS Reserve 2016/17	-166,456
Transfer to Planning Service Earmarked Reserve 2016/17	-50,000
Supplementary allocation for asset maintenance	-150,000
Budgeted Balance 31 March 2017	706,786
Recommended Minimum Balance	600,000

	£
Projected Balance above recommended minimum	106,786

- 4.10 The balance on 31 March 2016 (subject to audit) is £1,073,242. Approved allocations from General Reserves in 2016/17 reduce the current balance to £706,786. This is £106,786 above the recommended balance of £600,000.
- 4.11 In view of the Council's future financial position the strong advice is maintain reserves above the recommended minimum, to provide some resilience for unknown costs and to provide some flexibility to support measures to address ongoing financial sustainability.

Earmarked Reserves

- 4.12 Earmarked Reserves are amounts that have been set aside for specific purposes from existing resources, where the expenditure is expected to be incurred in future years. The table below provides a summary of the movement in earmarked reserve balances during 2015/16 financial year, highlighting that earmarked reserve balances have increased by £469,296 to a total of £4,370,642 at 31 March 2016.
- 4.13 It is important to note the significant majority of these reserves are needed to meet the deficit on business rates collection fund.

Table 4 – Earmarked Reserves Balance 31 March 2016

	Actual £
Balance Brought Forward 1 April 2015	3,901,346
Transfers From Earmarked Reserves in 2015/16	-577,878
Transfers To Earmarked Reserves in 2015/16	1,047,174
Balance Carried Forward 31 March 2016	4,370,642

- 4.14 The following paragraphs 4.15 - 4.21 provide explanation for the larger items included within the earmarked reserves balances. Further detail for all earmarked reserves is provided in **Appendix B**.
- 4.15 **Business Rates Smoothing Reserve:** The balance in the reserve on 31 March 2016 is £3,388,863 including a transfer of £158,635 at the year end. The Business Rates Collection Fund deficit at 31 March 2016 is £2,935,582, which will be charged to the General Fund in 2016/17 and 2017/18 and be offset by the Smoothing Reserve. This leaves £453,281 in the reserve towards future funding volatility.
- 4.16 **Sustainability Reserve:** Earmarked for initiatives that have a positive impact upon the long term sustainability of the Authority. Including a further budgeted allocation of £22,302 from the 2016/17 Final Settlement, the Sustainability Reserve will hold £40,000 to help support invest to save schemes plus £50,000 to support other measures to help smooth the transition as the Council implements change.
- 4.17 **Housing Options:** Remainder of the homelessness prevention grant received as part of the Revenue Support Grant in 2014/15 and the remainder of the Mortgage Rescue Grant. Right to Move Grant received in 2015/16 to be used to fund changes to Homefinder Somerset (Choice Based Lettings system) in 2016/17.

- 4.18 **Joint Management and Shared Services:** Funding to support transformation costs under JMASS. Includes a 2015/16 underspend and overachievement of JMASS Savings.
- 4.19 **Planning Policy Reserve:** Monies have been set aside to be drawn down to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption.
- 4.20 **Capital Financing Reserve:** Underspend on Revenue Contribution to Capital Outlay (RCCO) budget in 2015/16 earmarked to fund slippage on capital programme.
- 4.21 **Budget Carry Forwards For Specific Services:** Funds have been transferred to earmarked reserves in respect of requests to carry forward budget underspends to support service costs in 2016/17. These are set out in detail within Appendix B.

5 HINKLEY FUNDED PROJECTS

- 5.1 As at 31 March 2016 West Somerset Council has received £14.508m in funding from EDF as part of the s106 agreement to mitigate the construction of Hinkley Point C.
- 5.2 Of this total, the largest contributions received have been in respect of the Community Impact Mitigation Fund (£5.487m), Housing (£4.004m) and a contribution towards the cost of officers dealing with the work generated by this agreement (£2.033m).
- 5.3 During 2015/16, the Council approved a number of capital and revenue funded schemes totalling £7,135,522. Actual spend during 2015/16 was £4,765,011 and the main capital schemes supported include the following:
- Improvements to Williton Pavilion
 - The Boat Museum Project in Watchet
 - Improving Otterhampton Play Area
 - Enhancing Coronation Park in Bridgwater
- 5.4 The main revenue schemes supported in 2015/16 include the following:
- A number of leisure, land management and economic development schemes
 - Continuing support to the Tourist Information Centres in both West Somerset and Sedgemoor.
- 5.5 For information, West Somerset Council also received £2,060,000 from EDF in early 2016/17 and this consisted of the second anniversary payment of Phase 2 as well as Development Consent Order (DCO) staff funding that has been brought forward.
- 5.6 Currently, the Authority is still waiting for EDF to make their financial investment decision ahead of the transition to the DCO agreement, which would follow shortly afterwards.
- 5.7 Full details of spend against funding can be found in **Appendix C** to the report. A detailed annual review related to Hinkley is underway and will be reported in August. The information in this report is intended only to give a financial position statement.

6 **BUSINESS RATES RETENTION**

- 6.1 The Business Rates Retention (BRR) funding system is proving to be both challenging and volatile, with the Council facing significant risks particularly in respect of appeals against rateable values by rate payers. The required accounting arrangements also result in some ‘timing differences’ which can skew the funding position across financial years.

General Fund Retained Business Rates Funding

- 6.2 The Council’s share of business rates funding is directly linked to the total amount of business rates due and collected in the area. The amounts credited to the General Fund Revenue Budget in 2015/16 are based on business rates yield and BRR figures from different sources – a combination of the 2015/16 NNDR1 (Original Budget Estimate) and the 2015/16 NNDR3 (End of Year position):

Business Rates Funding Timing Differences

<p>In Year Funding based on NNDR1 Original Budget Estimates (fixed amount for the year based on budget):</p>
--

- | |
|---|
| <ul style="list-style-type: none"> • 40% Standard Share of BR Income • Tariff to Government • Share of Previous Year’s Collection Fund Surplus/Deficit |
|---|

<p>In Year Funding based on NNDR3 actual amounts due for the year (variable amount for the year based on actuals):</p>
--

- | |
|---|
| <ul style="list-style-type: none"> • Section 31 Grant (Government-funded Reliefs/ Discounts) • Levy Payment to Government • Safety Net Receipt from Government |
|---|

- 6.3 At the end of the financial year there will be a Surplus or Deficit on the Business Rates Collection Fund, and this sum will be distributed in future years based on Standard Shares – so 40% for West Somerset Council.
- 6.4 The following table summarises the net position in respect of retained business rates funding for the Council in 2015/16 based on required accounting entries.

Table 5 – Business Rates Funding Outturn for West Somerset Council

	Forecast Sept 2015 £	Forecast Dec 2015 £	Actual For 2015/16 £
40% Share of Business Rates Income	4,607,581	4,607,581	4,607,581
Tariff to Government (fixed amount)	-3,036,366	-3,036,366	-3,036,366
Section 31 Grant Funding for enhanced Small Business Rates Relief / Flooding Relief/Retail Reliefs	407,909	388,858	422,795
Amount Retained By West Somerset Council For Renewable Energy rates	0	26,000	26,745
50% Levy Payment to Government	-203,859	-198,030	-96,207
14/15 Safety Net Accrual Adjustment	0	0	-11,137
Subtotal	1,775,265	1,788,043	1,913,411
Previous Year's Collection Fund Deficit	-149,928	-149,928	-149,928
Total Retained Business Rates Funding 2015/16	1,625,337	1,638,115	1,763,483

- 6.5 As has been previously reported, the introduction of the Business Rates Retention system has introduced new financial risks for the Council. The Council's share of business rates funding is directly linked to the total amount of business rates due and collected in the area. Although the total retained funding accounted for in 2015/16 is above previous forecasts, this is skewed by the timing differences in the required accounting.
- 6.6 The Council will need to pay additional funds into the business rates Collection Fund in 2016/17 and 2017/18 to bring the Fund back into balance, and has set aside funds in the Business Rates Smoothing earmarked reserve during the 2015/16 financial year. As part of the outturn, the net income 'surplus'- due to timing differences - of £158,635 has been transferred to the Business Rates Smoothing earmarked reserve, subject to formal approval by Cabinet and Council. The year-end balance on the Reserve is £3,388,863 (see 4.18 above and Appendix B). The Council's 40% share of the Collection Fund Deficit as at 31 March 2016 is £2,935,582, therefore £453,281 will remain in the reserve to fund any future deficits.

7 CAPITAL BUDGET OUTTURN 2015/16

- 7.1 The final Capital Programme budget for 2015/16 for General Schemes was £2,517,814, with actual spend incurred during the year of £948,578 on these schemes, funded through a combination of capital receipts plus grant funding received for disabled facilities grants. Budget carry forward is requested to complete approved schemes in the Programme totalling £1,535,237 with an actual underspend reported of £33,999 against the approved budget.
- 7.2 The key areas of spend included: Street Cleansing Vehicles (£133,000), Disabled Facilities Grants (£137,946) and the Clanville Grange Low Cost Housing Scheme (£207,084).

- 7.3 During 2015/16 a number of Capital Budget allocations were approved for schemes funded through Hinkley S106 contributions, totalling £2,156,774. The costs for these schemes is expected to be incurred over more than one year, with £874,145 actually spent during 2015/16 and £1,282,629 carried forward to complete the approved schemes in subsequent years.
- 7.4 The key areas of spend included: Living over the Shop (£204,750), Wembdon Village Hall and Playing Field (£250,000) and Coronation Park Enhancement (£188,500).
- 7.5 The following table summarises the position for both general schemes and Hinkley-funded programmes:

Table 6 – Summary Capital Programme Outturn 2015/16

	General Schemes £	Hinkley Funded Schemes £	Total £
Capital Budget including carry forward	1,367,719	684,149	2,051,868
Supplementary Budget Approvals	1,150,095	1,472,625	2,622,720
Revised Capital Budget 2015/16	2,517,814	2,156,774	4,674,588
Actual Spend in 2015/16	948,578	874,145	1,822,723
Carry Forward Requests	1,535,237	1,282,629	2,817,866
Total Outturn Plus Planned Spend	2,483,815	2,156,774	4,640,589
Net Underspend	33,999	0	33,999

- 7.6 A scheme by scheme analysis summary of the 2015/16 Outturn is set out in **Appendix D**. The net underspend arises from a number of small variances against approved schemes.
- 7.7 There has been no increase in the underlying capital borrowing requirement during the year.

Capital Receipts Reserve

- 7.8 The uncommitted General Fund capital funding balance is £1,278,509 taking into account the current Capital Programme requires funding of £647,428 from the Useable Capital Receipts Reserve and the proposed 2016/17 Capital Programme requires funding of £17,500. The 2016/17 Budget also includes a recommendation to implement a three year MRP “holiday” which will provide a revenue saving of £143,100 in 2015/16, 2016/17 and 2017/18. This relies on a mitigating action of setting aside the equivalent amount in capital receipts reserves (£143,100 x 3 years) thus making a prudent reduction in capital debt whilst relieving some of the pressure on the revenue budget.

Table 7 – Useable Capital Receipts Reserve Balance 31 March 2016

	Actual £
Balance Brought Forward 1 April 2015	896,581
Capital Receipts income in 2015/16	2,053,602
Capital Receipts Used in 2015/16 to support capital spend	-577,446
Capital Receipts used in 2015/16 to repay capital debt	-143,100
Balance Carried Forward 31 March 2016	2,229,637
Proposed Funding of Carry Forwards from 2015/16	-647,428
2016/17 Approved Capital Programme (Appendix E)	-17,500
Use of Capital Receipts for debt repayment in 2016/17 and 2017/18	-286,200
Uncommitted Balance	1,278,509

7.9 For information, details of the approved 2016/17 Capital Programme are set out in **Appendix E** of this report.

Capital Debt Position

7.10 The approach in recent years has been to reduce outstanding capital debt significantly by using capital receipts income to repay loans. When the 2015/16 budget was set the intention was to use a further £1.7m of surplus capital receipts to reduce debt. This strategy has been reconsidered by Members through the budget process in recognition of the need to hold adequate capital reserves to meet future capital investment requirements such as for transformation projects that will produce ongoing revenue savings. Instead of using £1.7m of capital reserves, £429,300 of the current capital receipts balance will be used between 2015/16 and 2017/18 to repay capital debt, instead of the annual Minimum Revenue Provision (MRP) charge to the revenue budget.

7.11 The total amount of capital debt held by the Council is represented by the Capital Financing Requirement (CFR). The total CFR on 31 March 2016 is £5,489,600.

Table 8 – Capital Financing Requirement (CFR)

	2015/16 Actual £	2016/17 Estimate £	2017/18 Estimate £
CFR Balance Brought Forward:			
External borrowing	1,000,000	0	2,000,000
Internal borrowing	4,632,700	5,489,600	3,346,500
Total CFR	5,632,700	5,489,600	5,346,500
Additional borrowing required	0	0	0
Repayment of borrowing using capital receipts in lieu of MRP “holiday”	-143,100	-143,100	-143,100
CFR Balance Carried Forward:			
External borrowing	0	2,000,000	2,000,000
Internal borrowing	5,489,600	3,346,500	3,203,400
Total CFR Balance	5,489,600	5,346,500	5,203,400

7.12 The above table shows that the majority of the CFR balance is held as ‘internal borrowing’. This takes advantage of temporary cash flow surpluses that reduced the

need to take out physical loans. It is currently projected that there will be a period of 9-12 months spanning the current financial year end where no external borrowing is required, however it is expected that external borrowing will be required again towards the end of 2016/17 when the full impact of the Hinkley B business rates refund affects underlying cash flow balances.

8 Links to Corporate Aims / Priorities

8.1 The financial performance of the Council underpins the delivery of corporate priorities and therefore all Corporate Aims.

9 Finance / Resource Implications

9.1 Contained within the body of the report.

10 Legal Implications

10.1 There are no legal implications associated with this report.

11 Environmental Impact Implications

11.1 None for the purpose of this report.

12 Safeguarding and/or Community Safety Implications

12.1 None for the purpose of this report.

13 Equality and Diversity Implications

13.1 None for the purpose of this report.

14 Social Value Implications

14.1 None for the purpose of this report.

15 Partnership Implications

15.1 None for the purpose of this report.

16 Health and Wellbeing Implications

16.1 None for the purpose of this report.

17 Asset Management Implications

17.1 None for the purpose of this report.

18 Consultation Implications

18.1 None for the purpose of this report.

19 Scrutiny Comments / Recommendation(s)

19.1 To be added following the Scrutiny Committee meeting.

Democratic Path:

- Scrutiny – Yes 16th June 2016
- Cabinet – Yes 13th July 2016
- Full Council – Yes 20th July 2016

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

List of Appendices

Appendix A	Summary of Revenue Variances 2015/16
Appendix B	Summary of Proposed Earmarked Reserves
Appendix C	Hinkley Funding Position 2015/16
Appendix D	Capital Programme Outturn 2015/16
Appendix E	Capital Programme 2016/17

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SUMMARY OF REVENUE VARIANCES TO REVISED BUDGET 2015/16

Group and Detail	Q3 Forecast Variance £	Q4 Actual Variance £	Comments
Corporate			
Member Services		-22,031	Underspend on budgeted Members Allowances and general expenses.
Other minor variances	0	3,350	
Group Total	0	-18,681	
Operations			
Rent Allowances	-87,000	0	Underspend on Rent Allowances due to ongoing benefit adjustments that were being recovered from claimants in respect of Housing Benefit overpayments. Budget adjusted following recommendations in the Q3 report.
Waste Service	-24,000	-34,134	The original 2015/16 budget for waste included an amount for waste containers however it has since been established that this is included within Somerset County Council's budget and monthly precept. Somerset Waste Partnership set out revised budgets for 2015/16 in January which reduce the amount charged to West Somerset. Budget adjusted following recommendations contained in the Q3 report.
Garden Waste Collection	-16,000	-32,000	Additional income received from garden waste collection bins.
Parking – Off Street	0	-47,925	Additional car parking income received.
Environmental Health	0	-19,717	Dog and Kennelling service savings as a result of a re-negotiated contract.
Street Cleansing	0	-9,070	Street Sweeping and Bin Emptying contract savings as a result of salary savings due to vacancies and use of more fuel efficient vehicles
Design & Print	0	-30,482	Saving on printing costs compared to budget
Corporate and Democratic	0	-24,841	Duty Officer payments and corporate subscription savings.
Other minor variances		-27,068	
Group Total	-127,000	-225,237	

Housing and Communities			
Temporary Accommodation Costs	15,000	2,834	Bed and Breakfast temporary accommodation costs reflects the cost of demand being higher than estimated, although the overspend has reduced in Q4.
Homelessness & Housing Staff		-24,640	Homeless prevention and shared service cost savings.
Estates - Assets	0	-96,429	Less Maintenance carried due to compliance works - proposed transfers to reserves 2015-16.
Roughmoor Depot and Enterprise Centre	0	-34,586	Additional income received (£11k), vacancies (£7k) and reduced running costs (£16k).
Other minor variances		-11,114	
Group Total	15,000	-163,935	
Growth and Development			
Economic Development	0	11,933	Increased shared service costs
Tourism	0	10,214	Increased tourism delivery costs to Exmoor Park and Tropiquaria
Other minor variances	0	-408	
Group Total	0	21,739	
Hinkley			
Other minor variances		-986	
Group Total		-986	
Other Variances			
Interest and other income	0	-9,870	Additional investment income received.
RCCO	0	-46,075	Underspend on revenue contribution to capital outlay due to timing differences, therefore proposed to be transferred to an earmarked reserve for use in 2016/17.
Transfers from Earmarked Reserves	0	-144,333	Proposed transfers from earmarked reserves during Q4 2015/16
Transfers to Earmarked Reserves	100,000	547,174	Proposed transfers to earmarked reserves during Q4 2015/16
Funding Variances – Business Rates	-33,267	-158,635	Additional Business Rate Retention income received, therefore proposed to be transferred to the Business Rates Smoothing Reserve.

Other Funding Variances	0	-293	
Total Underspend (-) / Overspend for the Year	-45,267	-199,132	

APPENDIX B

SUMMARY OF PROPOSED EARMARKED RESERVES AS AT 31 MARCH 2016

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March Balance £	Comments
Business Rates Retention Smoothing Account	2,930,156	608,635	-149,928		3,388,863	The balance brought forward of £2,930,156 is required to fund the Council's 40% share of the Business Rates Collection Fund Deficit reported for 2014/15 and forecast for 2015/16. This reflects the impact of total £7.18m refund for Hinkley B. Transfer of £608,635 to the reserve includes £200,000 approved as part of the Q1 report, £50,000 approved as part of the Q3 report, £200,000 approved as part of the 2016/17 budget setting process and £158,635 proposed to be transferred as part of the outturn recommendations. Transfer of £149,928 from the reserve approved as part of the 2015/16 budget setting process. This leaves £453,281 towards future funding volatility.
Area Based Grant	84,384		-84,384		0	Fund 40% of economic regeneration manager. Approved by Full Council on 18 th Nov 2015 that £45,000 be returned to General Reserves and on 24 th Feb 2016 recommended balance of £39,384 also be returned to General Reserves.
Community Safety	3,533				3,533	External funding specifically earmarked for community safety initiatives.
Land Charges	25,511		-25,511		0	Government grant specifically earmarked for providing refunds when due. Monies transferred to a provision in 2015/16.
Tourism	12,107		-13,887	1,780	0	Specifically earmarked for tourism and is topped up by Exmoor National Park Authority.

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March Balance £	Comments
Sustainability Reserve	57,698	50,000	-40,000		67,698	Earmarked for initiatives that have a positive impact upon the long term sustainability of the Council. Transfer of £40,000 from the reserve in respect of essential asset maintenance and health and safety works (approved by Full Council 19 August 2015). Transfer of £50,000 to the reserve approved by Full Council on 16 March 2016 as part of the underspend reported in the Q3 financial monitoring report.
Minehead Events	396				396	Mary Portas grant – specifically earmarked.
DHP Reserve	44,861		-44,861		0	Government Grant received 'on account' and unused balance held in reserve pending repayment to Government under regulations. During 2015/16 £44,861 was deducted at source from the Government Grant paid in the current year, therefore balance held returned to General Reserves. Approved by Full Council on 18 th Nov 2015.
Water Bathing Signs	1,266				1,266	Environmental grant specifically earmarked.
Other Election Reserve	23,663	19,436	-23,663		19,436	Funds to meet the additional costs of Individual Electoral Registration.
Inspire	7,131		-3,740		3,391	Earmarked for costs under the Inspire Directive.
Transparency Code	2,588	8,100	-2,588		8,100	Earmarked to meet the cost of complying with the Transparency Code. Approved by Full Council on 18 th Nov that £2,588 be returned to General Reserves. A further £8,100 received in 2015/16.
Exmoor at your Fingertips	1,780			-1,780	0	LARC Fund to fund the Exmoor at your fingertip project.
Minehead Town Centre Signage	500		-385		115	Contribution from Minehead Chamber of Trade and Morrison s106 to fund the signs.
Our Place	10,934				10,934	Contribution for the Our Place project.
CCTV	1,565				1,565	Monies set aside to fund the purchase of a new CCTV camera.

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March Balance £	Comments
Housing Options	43,620	3,040			46,660	Balance of Homeless Prevention funding plus remainder of Mortgage Rescue Grant.
Morrison's Footpath	6,000				6,000	Earmarked to part fund the footpath upgrade.
JMASS Reserve	275,714	65,960	-39,352		302,322	Funding to support transformation costs under JMASS.
Community Right to Challenge	5,000				5,000	Government Grant set aside to support the administration of applications under regulations.
Assets of Community Value	10,000				10,000	Government Grant set aside to support the administration of applications under regulations.
Planning Policy Reserve	61,725		-40,800		20,925	Monies set aside and to be drawn down to cover additional costs arising and relating to the West Somerset Local Plan preparation through to examination and beyond to adoption.
Cuckoo Meadow Reserve	0	10,010			10,010	Lottery monies earmarked to be used in future years.
Steam Coast Trail Reserve	0	23,218			23,218	Monies received to date set aside in respect of the West Somerset Council is working with Friends of the Steam Coast Trail and Sustrans to deliver the Steam Coast Trail Project - a vision of safe cycling routes linking Minehead and Williton.
Capital Financing Reserve	0	46,000			46,000	Underspend on Revenue Contribution to Capital Outlay (RCCO) earmarked to fund slippage on capital programme.
District Election Reserve	30,000		-30,000		0	Earmarked for costs of 2015 elections.
Customer Service Equipment Reserve	666		0		666	Specialised Chair Required (Health and Safety).
Minehead Harbour Dredging Reserve	5,500		0		5,500	Monies set aside to fund works in future years.
Online DHP Reserve	5,375		0		5,375	Online Software Requirement for Revenues and Benefits.

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March Balance £	Comments
Strategic Housing Market Area Assessment Reserve	1,000		0		1,000	Contribution towards the Strategic Housing Market Area Assessment.
Planning Reserve	20,000				20,000	Monies set aside to fund specialist technical advice for major planning applications. E.g. Landscape visual impact assessments, retail studies etc.
Somerset Growth Board	957		0		957	Growth Board core costs.
Dulverton Mill Leat	12,195				12,195	Monies set aside to fund works required.
Hinkley Corporate Cost Reserve	50,000		-50,000		0	To Earmark Hinkley Contribution to the Corporate Core (Full Cost as we are still under the SPW Agreement at 31st March) to cover salary cost in the event that the transition to the DCO is significantly delayed or does not happen. Approved by Full Council on 18 th Nov that £50,000 be returned to General Reserves.
Licensing Staff Reserve	10,000		-1,909		8,091	Monies set aside to fund extra resource within West Somerset Council.
Car Parking Reserve	15,767		-5,767		10,000	Monies set aside in respect of maintenance and signage required during 2015/16. Approved by Full Council on 18 th Nov that £5,767 be returned to General Reserves.
Sub Total	3,761,592	834,399	-556,775		4,039,216	
Budget Carry Forwards For Specific Services						
Watchet Harbour Dredging	13,200	7,000	-13,200		7,000	Underspend earmarked to fund additional dredging.
Environmental Health Reserve	3,718	363			4,081	Destitute Burial Reserve.

Earmarked Reserve Account	1 April Balance £	Transfers In	Transfers Out	Transfers Between Accounts	31 March Balance £	Comments
Compliance Works – Estates	26,736	121,700			148,436	Asset maintenance compliance works to be completed in 2016/17.
Business Development Reserve	3,195	11,092			14,287	Funding for initiatives to support small businesses.
Revenues and Benefits Reserve	67,905	17,370	-7,903		77,372	Monies set aside to mitigate reduction in New Burdens grant and provide service resilience. Approved by Full Council on 18 th Nov that £7,903 be returned to General Reserves. Transfer of £17,370 in 2015/16 relates to an underspend on Universal Credit set aside to cover 2016/17 related costs.
Training Reserve	10,000	4,560			14,560	Monies set aside to meet future training needs across the organisation.
Finance Reserve	15,000	9,000			24,000	Monies set aside to provide service resilience.
Public Relations	0	120			120	West Somerset's contribution to the purchase of an iPhone
Open Spaces	0	10,000			10,000	Funding for tree survey costs in 2016/17.
Street Cleaning	0	17,000			17,000	Cost of procurement for street cleaning contract and driver training.
Housing Projects	0	10,870			10,870	Public Health Grant funding. Monies have been fully allocated, but will be spent in 2016/17.
AD Property & Development	0	3,700			3,700	Funding for additional cost of agency staff in 2016/17.
Total – Budget Carry Forwards For Specific Services	139,754	212,775	-21,103		331,426	
Totals	3,901,346	1,047,174	-577,878	0	4,370,642	

Hinkley Point S106 EDF Funding Position as at 31st March 2016

	Total Funding Received As At 31 March 2016	Approvals As At 31 March 2016		Actual Spend As At 31 March 2016		Approved Expenditure Remaining As At 31 March 2016		Unallocated Funding As At 31 March 2016
		Capital	Revenue	Capital	Revenue	Capital	Revenue	
Housing Strategy	4,004,053	873,346	1,127,640	491,110	1,073,554	382,236	54,086	2,003,067
Community Impact Mitigation	5,487,175	1,240,712	95,369	740,319	37,153	500,393	58,216	4,151,094
Stogursey CIM	533,632	-	2,640	-	2,088	-	552	530,992
Ecology	250,000	-	-	-	-	-	-	250,000
Economic Development	130,641	-	130,641	-	53,918	-	76,723	-
Health	20,000	-	20,000	-	-	-	20,000	-
Landscape Art	80,000	-	77,000	-	77,000	-	-	3,000
Land Management	127,789	-	127,000	-	4,538	-	122,462	789
Leisure	266,816	-	263,000	-	61,667	-	201,333	3,816
Stogursey Leisure	533,632	400,000	23,600	-	18,475	400,000	5,125	110,032
Community Outreach	15,198	-	10,000	-	8,590	-	1,410	5,198
Fit to Work Programme	30,396	-	30,000	-	12,016	-	17,984	396
Tourism Marketing	342,312	-	170,385	-	50,961	-	119,424	171,927
Tourist Information Centre	210,699	-	150,050	-	141,100	-	8,950	60,649
Stolford Fund	81,631	-	-	-	-	-	-	81,631
Hinkley Officers	2,032,864	-	2,032,864	-	1,907,804	-	125,060	-
Technical Support	361,275	-	361,275	-	84,718	-	276,557	-
	14,508,113	2,514,058	4,621,464	1,231,429	3,533,582	1,282,629	1,087,882	7,372,591
Totals		7,135,522		4,765,011		2,370,511		7,372,591

APPENDIX C									
Hinkley S106 Funded Capital Schemes									
Scheme	Previous Year Approval	Previous Year Spend	Carry Forward	In Year Approval	Current Budget	Actual Spend to Date	Total Spend to Date	Funding Remaining	Total Approval
Housing Strategy									
Former Withycutter	-	-	-	80,000	80,000	-	-	80,000	80,000
Living Over the Shop	204,750	-	204,750	-	204,750	204,750	204,750	-	204,750
Monmouth Street	-	-	-	-	-	-	-	-	-
Three Crowns Scheme	192,560	192,560	-	-	-	-	192,560	-	192,560
Old Croft Housing Scheme	56,000	56,000	-	-	-	-	56,000	-	56,000
Prospect House YMCA	37,800	-	37,800	-	37,800	37,800	37,800	-	37,800
	491,110	248,560	242,550	80,000	322,550	242,550	491,110	80,000	571,110
Community Impact Mitigation									
Williton Bowling Club	13,000	-	13,000	-	13,000	13,000	13,000	-	13,000
Westfield Street Café	110,000	-	110,000	-	110,000	-	-	110,000	110,000
Kilve Cricket Club	-	-	-	22,000	22,000	-	-	22,000	22,000
Williton Pavilion	-	-	-	250,000	250,000	-	-	250,000	250,000
Onion Collective	-	-	-	243,119	243,119	51,883	51,883	191,236	243,119
North Petherton Playing Field Trust	-	-	-	46,000	46,000	46,000	46,000	-	46,000
Coronation Park Enhancement	-	-	-	200,000	200,000	188,500	188,500	11,500	200,000
Cannington Village Hall	-	-	-	186,186	186,186	6,567	6,567	179,619	186,186
Watchet War Memorial Recreation Ground	-	-	-	7,500	7,500	7,500	7,500	-	7,500
Otterhampton Play Area	-	-	-	37,820	37,820	-	-	37,820	37,820
Tropiquaria - Primate Relocation	40,000	40,000	-	-	-	-	40,000	-	40,000
Tropiquaria - Play Area	37,350	19,879	17,471	-	17,471	17,471	37,350	-	37,350
SYCSA	9,600	9,600	-	-	-	-	9,600	-	9,600
Burgage Road Play Area	90,373	39,245	51,128	-	51,128	50,674	89,919	454	90,373
Wembdon Village Hall	250,000	-	250,000	-	250,000	250,000	250,000	-	250,000
	550,323	108,724	441,599	992,625	1,434,224	631,595	740,319	802,629	1,542,948
Leisure									
Stogursey Victory Hall	-	-	-	400,000	400,000	-	-	400,000	400,000
	-	-	-	400,000	400,000	-	-	400,000	400,000
CAPITAL TOTAL	1,041,433	357,284	684,149	1,472,625	2,156,774	874,145	1,231,429	1,282,629	2,514,058

									APPENDIX C
Hinkley S106 Funded Revenue Schemes									
Scheme	Previous Year Approval	Previous Year Spend	Carry Forward	Supplementary Estimates	Current Budget	Spend in Year to Date	Total Spend to Date	Funding Remaining	Total Approval
<u>Housing Strategy</u>									
Somerset Homelet	20,790	10,964	9,826	-	9,826	6,090	17,054	3,736	20,790
Flexible Rent Support	107,100	73,500	33,600	-	33,600	-	73,500	33,600	107,100
Furniture Packages	31,500	21,000	10,500	-	10,500	-	21,000	10,500	31,500
Tenant Ready Scheme	47,250	46,500	750	-	750	-	46,500	750	47,250
Sustainable Management Service	168,000	60,000	108,000	-	108,000	105,000	165,000	3,000	168,000
Homes Moves Plus	60,000	-	60,000	-	60,000	60,000	60,000	-	60,000
Minor Improvement Fund	147,000	-	147,000	-	147,000	147,000	147,000	-	147,000
Rent a Room Scheme	126,000	-	126,000	-	126,000	126,000	126,000	-	126,000
Empty Homes Grant	194,250	-	194,250	-	194,250	194,250	194,250	-	194,250
Empty Homes Loan	110,250	-	110,250	-	110,250	110,250	110,250	-	110,250
First Time Buyer Loans	105,000	-	105,000	-	105,000	102,500	102,500	2,500	105,000
Landlord Accreditation	10,500	-	10,500	-	10,500	10,500	10,500	-	10,500
	1,127,640	211,964	915,676	-	915,676	861,590	1,073,554	54,086	1,127,640
<u>Community Impact Mitigation</u>									
Student Employer Mentoring Project	-	-	-	18,295	18,295	18,295	18,295	-	18,295
Victoria Park Community Centre	-	-	-	14,524	14,524	6,308	6,308	8,216	14,524
Sydenham Together	-	-	-	60,000	60,000	10,000	10,000	50,000	60,000
Small Schemes (Under £1k)	800	800	-	1,750	1,750	1,750	2,550	-	2,550
	800	800	-	94,569	94,569	36,353	37,153	58,216	95,369
<u>Stogursey CIM</u>									
Stogursey Earplug Scheme	2,640	-	2,640	-	2,640	2,088	2,088	552	2,640
	2,640	-	2,640	-	2,640	2,088	2,088	552	2,640
<u>Economic Development</u>									
Building a Business Database	15,000	7,268	7,732	-	7,732	989	8,257	6,743	15,000
Food & Drink Sector	4,000	4,000	-	-	-	-	4,000	-	4,000
Business Mentoring	10,000	3,216	6,784	-	6,784	-	3,216	6,784	10,000
Tourism & Hospitality Sector	15,000	14,000	1,000	-	1,000	(500)	13,500	1,500	15,000
Town/Village Centre Support	20,000	12,563	7,437	-	7,437	2,382	14,945	5,055	20,000
Supply Chain Enhancement	-	-	-	20,470	20,470	5,000	5,000	15,470	20,470
Small Business & Enterprise Support	-	-	-	26,171	26,171	5,000	5,000	21,171	26,171
Local Economic Initiatives Support	-	-	-	20,000	20,000	-	-	20,000	20,000
	64,000	41,047	22,953	66,641	89,594	12,871	53,918	76,723	130,641
<u>Health</u>									
Task & Finish Group	20,000	-	20,000	-	20,000	-	-	20,000	20,000
	20,000	-	20,000	-	20,000	-	-	20,000	20,000
<u>Landscape Art</u>									
Artlife	77,000	77,000	-	-	-	-	77,000	-	77,000
	77,000	77,000	-	-	-	-	77,000	-	77,000

									APPENDIX C
Hinkley S106 Funded Revenue Schemes									
Scheme	Previous Year Approval	Previous Year Spend	Carry Forward	Supplementary Estimates	Current Budget	Spend in Year to Date	Total Spend to Date	Funding Remaining	Total Approval
Land Management									
LMSS General	-	38	(38)	-	(38)	-	38	(38)	-
Conservation Grazing Skills	-	-	-	6,000	6,000	-	-	6,000	6,000
Landscape Tree Management	-	-	-	6,000	6,000	-	-	6,000	6,000
Building Resilience	-	-	-	15,500	15,500	-	-	15,500	15,500
Historic Hedges	-	-	-	2,500	2,500	-	-	2,500	2,500
Orchards	-	-	-	6,000	6,000	-	-	6,000	6,000
Species Identification & Monitoring	-	-	-	6,000	6,000	-	-	6,000	6,000
Land Management Skills	-	-	-	15,000	15,000	4,500	4,500	10,500	15,000
Landscape Skills Flexible Dev Grant	-	-	-	20,000	20,000	-	-	20,000	20,000
Project Enabling Match Funding Budget	-	-	-	50,000	50,000	-	-	50,000	50,000
	-	38	(38)	127,000	126,962	4,500	4,538	122,462	127,000
Leisure									
Steam Coast Trail Feasibility Studies	4,000	-	4,000	-	4,000	-	-	4,000	4,000
1610 Outreach Work	-	-	-	2,500	2,500	-	-	2,500	2,500
Age UK - Watchet Exercise Class for Elderly	-	-	-	9,500	9,500	-	-	9,500	9,500
Carhampton Rec - New Showers	-	-	-	10,000	10,000	-	-	10,000	10,000
Dunster Marsh Playing Field - Multi Use Games Area	-	-	-	10,000	10,000	-	-	10,000	10,000
Minehead EYE Extreme Sport Instructor	-	-	-	2,500	2,500	-	-	2,500	2,500
Minehead Golf Club Indoor Training Facilities	-	-	-	5,000	5,000	-	-	5,000	5,000
Minehead Tennis Club Floodlights	-	-	-	5,000	5,000	-	-	5,000	5,000
Alcombe Activity Area & Green Gym	-	-	-	12,500	12,500	-	-	12,500	12,500
Watchet Bowling Club	-	-	-	50,500	50,500	-	-	50,500	50,500
Watchet PT & ABC Boxing Club	-	-	-	20,000	20,000	-	-	20,000	20,000
Williton Football Club Youth Team Equipment	-	-	-	1,500	1,500	-	-	1,500	1,500
Williton Pavilion & MUGA Project	-	-	-	70,000	70,000	-	-	70,000	70,000
YMCA - Minehead Silver Gym	-	-	-	50,000	50,000	50,000	50,000	-	50,000
Steam Coast Trail Feasibility Studies	-	-	-	4,000	4,000	1,917	1,917	2,083	4,000
Leisure Consultancy	10,000	9,750	250	-	250	-	9,750	250	10,000
	10,000	9,750	250	253,000	253,250	51,917	61,667	201,333	263,000
Stogursey Leisure									
Victory Hall Feasibility Study	15,000	-	15,000	8,600	23,600	18,475	18,475	5,125	23,600
	15,000	-	15,000	8,600	23,600	18,475	18,475	5,125	23,600
Community Outreach									
Access to Employment	3,400	2,266	1,134	-	1,134	-	2,266	1,134	3,400
Job & Career Fair	600	325	275	-	275	-	325	275	600
Currach Project	500	500	-	-	-	-	500	-	500
Our Place Project	5,000	5,000	-	-	-	-	5,000	-	5,000
Sea Angling Community Learning Project	500	500	-	-	-	-	500	-	500
	10,000	8,591	1,409	-	1,409	-	8,591	1,409	10,000
Fit to Work Programme									

									APPENDIX C
Hinkley S106 Funded Revenue Schemes									
Scheme	Previous Year Approval	Previous Year Spend	Carry Forward	Supplementary Estimates	Current Budget	Spend in Year to Date	Total Spend to Date	Funding Remaining	Total Approval
Pathway to Employment	1,000	283	717	-	717	-	283	717	1,000
Community Learning	5,250	4,600	650	-	650	-	4,600	650	5,250
Intensive Support	16,750	5,600	11,150	-	11,150	-	5,600	11,150	16,750
Digital Skill Project	2,000	-	2,000	-	2,000	-	-	2,000	2,000
Upskilling Flexibility	3,000	1,400	1,600	-	1,600	-	1,400	1,600	3,000
Business Start-up	2,000	94	1,906	-	1,906	38	132	1,868	2,000
	30,000	11,977	18,023	-	18,023	38	12,015	17,985	30,000
Tourism Marketing									
Visitor & Mon Survey	40,000	1,795	38,205	-	38,205	9,676	11,471	28,529	40,000
Watchet HTAP	5,000	(979)	5,979	-	5,979	349	(630)	5,630	5,000
PR & Social Media Support	20,000		20,000	-	20,000	5,000	5,000	15,000	20,000
Marketing Plan Activity	65,385		65,385	-	65,385	(6,977)	(6,977)	72,362	65,385
Industry Body Capacity Building	20,000		20,000	-	20,000	20,000	20,000	-	20,000
Business Support Tourism & Hospitality	20,000		20,000	-	20,000	22,097	22,097	(2,097)	20,000
	170,385	816	169,569	-	169,569	50,145	50,961	119,424	170,385
Tourist Information Centre									
Minehead Information Centre	55,950	57,000	(1,050)	15,000	13,950	15,000	72,000	(1,050)	70,950
Porlock Visitor Centre	11,600	11,600	-	4,000	4,000	4,000	15,600	-	15,600
Watchet Tourist Office	2,500	2,500	-	1,000	1,000	1,000	3,500	-	3,500
Contribution to Sedgemoor District Council	15,000	15,000	-	20,000	20,000	20,000	35,000	-	35,000
Contribution to Somerset County Council	15,000	15,000	-	10,000	10,000	-	15,000	10,000	25,000
	100,050	101,100	(1,050)	50,000	48,950	40,000	141,100	8,950	150,050
Service Level Agreement									
Staff Cost	1,895,144	1,555,707	339,437	137,720	477,157	352,097	1,907,804	125,060	2,032,864
Technical Support	103,730	68,518	35,212	257,545	292,757	16,200	84,718	276,557	361,275
	1,998,874	1,624,225	374,649	395,265	769,914	368,297	1,992,522	401,617	2,394,139
REVENUE TOTAL	3,626,389	2,087,308	1,539,081	995,075	2,534,156	1,446,274	3,533,582	1,087,882	4,621,464

2015/16 CAPITAL PROGRAMME AS AT 31st March 2016								APPENDIX D				
Scheme	Original Budget	Carry Forward	Supplementary Estimates	Revised Budget	Actual Spend	Variance Against Revised Budget	Proposed Carry Forward	Proposed Funding Of Carry Forward Requests				Total Funding Of Carry Forward Requests
	2015-16	2014-15	2015-16	2015-16	2015-16	Budget	2015-16	Capital Receipts	Grants	RCCO	S106	£
	£	£	£	£	£	£	£	£	£	£	£	£
GENERAL FUND												
General Schemes												
Street Cleansing Vehicles	0	138,000	0	138,000	133,000	(5,000)	0					0
Exford Public Conveniences	0	0	9,000	9,000	0	(9,000)	9,000			9,000		9,000
Wheddon Cross Public Conveniences	0	0	12,000	12,000	0	(12,000)	12,000			12,000		12,000
Superfast Broadband	240,000	0	0	240,000	0	(240,000)	240,000	240,000				240,000
JMASS ICT Transformation	221,000	52,915	0	273,915	6,205	(267,710)	267,710	267,710				267,710
Single IT Platform Revenues	0	71,680	0	71,680	64,813	(6,867)	6,867	6,867				6,867
Microsoft Licence	12,000	0	0	12,000	10,832	(1,168)	0					0
IS Annual Projects	61,000	0	0	61,000	40,726	(20,274)	20,274	11,367		8,907		20,274
Dulverton Weir	0	2,191	0	2,191	0	(2,191)	0					0
Disabled Facilities Grants	241,000	50,080	0	291,080	137,946	(153,134)	153,134		153,134			153,134
Decent Homes	0	21,200	0	21,200	5,289	(15,911)	15,911		15,911			15,911
Stair Lift Recycling	0	1,000	0	1,000	240	(760)	760		760			760
Former Visitor Information Centre Disposal Costs	0	4,200	0	4,200	0	(4,200)	0					0
7 The Esplanade, Watchet	15,000	0	0	15,000	0	(15,000)	15,000			15,000		15,000
East Wharf Contingent Disposal Costs	0	64,684	0	64,684	0	(64,684)	64,684	64,684				64,684
Demolition of the Cargo Shed	0	0	50,000	50,000	48,181	(1,819)	0					0
Harbours - Pre Cast Concrete Columns (Watchet)	0	23,574	0	23,574	4,704	(18,870)	18,870	18,870				18,870
Harbours - Pile Bracket Fixings (Watchet)	0	18,330	0	18,330	9,900	(8,430)	8,430	8,430				8,430
Harbours - Replacement Ladder (Watchet)	0	3,000	0	3,000	0	(3,000)	3,000	3,000				3,000
Steam Cost Trail	0	0	557,150	557,150	54,326	(502,824)	502,824		502,824			502,824
Cuckoo Meadow	0	0	40,920	40,920	37,972	(2,948)	2,948		2,948			2,948
Seaward Way Housing Land	0	21,500	88,700	110,200	83,700	(26,500)	26,500	26,500				26,500
Seaward Way Leisure Land	0	7,208	0	7,208	0	(7,208)	0					0
Land Disposal Costs	0	13,900	15,000	28,900	23,800	(5,100)	0					0
Clanville Grange Low Cost Housing Scheme	0	0	210,000	210,000	207,084	(2,916)	0					0
Rural Initiatives Fund	0	0	0	0	(663)	(663)	0					0
Car Parks - All Costs	0	0	0	0	(1,769)	(1,769)	0					0
Infrastructure	0	0	0	0	(720)	(720)	0					0
Public Conveniences	0	0	0	0	(789)	(789)	0					0
												0
Sub-total - General Schemes	790,000	493,462	982,770	2,266,232	864,777	(1,401,455)	1,367,912	647,428	675,577	44,907	0	1,367,912
S106-Funded General Schemes												
Burgage Road Play Area, Stogursey (s106)	0	2,000	0	2,000	2,000	0	0					0
Heritage Trail Minehead (s106)	0	18,743	0	18,743	18,287	(456)	0					0
Watchet Outdoor Gym Project (s106)	0	24,995	0	24,995	24,995	0	0					0
Illuminations Project (s106)	0	38,519	0	38,519	38,519	0	0					0
Williton Pavilion	0	0	149,500	149,500	0	(149,500)	149,500				149,500	149,500
Huish Champflower Village Hall	0	0	10,000	10,000	0	(10,000)	10,000				10,000	10,000
Land Upgrade - Marshfield Road	0	0	7,825	7,825	0	(7,825)	7,825				7,825	7,825
Sub-total - S106 Schemes	0	84,257	167,325	251,582	83,801	(167,781)	167,325	0	0	0	167,325	167,325
General Fund Programme Total	790,000	577,719	1,150,095	2,517,814	948,578	(1,569,236)	1,535,237	647,428	675,577	44,907	167,325	1,535,237
Hinkley-Funded Schemes												
Burgage Road Play Area, Stogursey (CMF)	0	51,128	0	51,128	50,674	(454)	454					454
Tropiquaria Play Equipment (CMF)	0	17,471	0	17,471	17,471	0	0					0
Prospect House (HF)	0	37,800	0	37,800	37,800	0	0					0
Williton Bowling Club (CMF)	0	13,000	0	13,000	13,000	0	0					0
Kilve Cricket Club	0	0	22,000	22,000	0	(22,000)	22,000				22,000	22,000
Williton Pavilion	0	0	250,000	250,000	0	(250,000)	250,000				250,000	250,000
Westfield United Church (CMF)	0	110,000	0	110,000	0	(110,000)	110,000				110,000	110,000

2015/16 CAPITAL PROGRAMME AS AT 31st March 2016								APPENDIX D				
Scheme	Original Budget	Carry Forward	Supplementary Estimates	Revised Budget	Actual Spend	Variance Against Revised Budget	Proposed Carry Forward	Proposed Funding Of Carry Forward Requests				Total Funding Of Carry Forward Requests
	2015-16	2014-15	2015-16	2015-16	2015-16	Budget	2015-16	Capital Receipts	Grants	RCCO	S106	£
	£	£	£	£	£	£	£	£	£	£	£	£
Living Over The Shop (HF)	0	204,750	0	204,750	204,750	0	0					0
Wembdon Village Hall and Playing Field (CMF)	0	250,000	0	250,000	250,000	0	0					0
Onion Collective	0	0	243,119	243,119	51,883	(191,236)	191,236				191,236	191,236
North Petherton Playing Field Trust	0	0	46,000	46,000	46,000	0	0					0
Coronation Park Enhancement	0	0	200,000	200,000	188,500	(11,500)	11,500				11,500	11,500
Cannington Village Hall	0	0	186,186	186,186	6,567	(179,619)	179,619				179,619	179,619
Former Withycutter	0	0	80,000	80,000	0	(80,000)	80,000				80,000	80,000
Watchet War Memorial	0	0	7,500	7,500	7,500	0	0					0
Otterhampton Play Area	0	0	37,820	37,820	0	(37,820)	37,820				37,820	37,820
Stogursey Victory Hall	0	0	400,000	400,000	0	(400,000)	400,000				400,000	400,000
Hinkley Fund Programme Total	0	684,149	1,472,625	2,156,774	874,145	(1,282,629)	1,282,629	0	0	0	1,282,175	1,282,629
TOTAL CAPITAL PROGRAMME ALL SCHEMES	790,000	1,261,868	2,622,720	4,674,588	1,822,723	(2,851,866)	2,817,866	647,428	675,577	44,907	1,449,500	2,817,866

Approved Capital Programme 2016-17

Capital Programme 2016-17	Funding			
	Cost	Capital Receipts	Grants	Total Funding
	£	£	£	£
Offsite Backup Facility This will enable automated offsite backups of the Council's data to be taken every night rather than the weekly manual tape based process at the moment. The solution consists of a hardware back up 'appliance' that would be situated remotely – not at West Somerset House.	15,000	15,000		15,000
IT Hardware Replacement This provides a limited contingency budget for essential desktop and laptop computer replacements over four years old to ensure staff work efficiently and effectively to reduce the number of helpdesk calls regarding the usage of old computers	2,500	2,500		2,500
Disabled Facilities Grants The Council has a statutory duty to provide grants to enable the adaptation of homes to help meet the needs of disabled residents.	358,000		358,000	358,000
TOTAL	375,500	17,500	358,000	375,500

