

To:

Members of Scrutiny Committee

(Councillors P H Murphy (Chairman), N Thwaites (Vice Chairman), I Aldridge, R Clifford, G S Dowding, B Leaker, B Maitland-Walker, J Parbrook, and R Woods)

Members of Cabinet

(Councillor A Trollope-Bellew (Leader), M Chilcott (Deputy Leader), M Dewdney, K J Mills, C Morgan, S J Pugsley, K H Turner, D J Westcott)

Our Ref CS

Contact Clare Rendell c.rendell@tauntondeane.gov.uk

Date 08 February 2017

**THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING
THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGE PRINT, BRAILLE, TAPE FORMAT
OR IN OTHER LANGUAGES ON REQUEST**

Dear Councillor

I hereby give you notice to attend the following meeting:

SCRUTINY COMMITTEE

Date: Thursday 16th February 2017

Time: 3.30 pm

Venue: Council Chamber, Council Offices, Williton

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

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

Therefore unless you advise otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact Committee Services on 01643 703704.

Yours sincerely



BRUCE LANG
Proper Officer

RISK SCORING MATRIX

Report writers score risks in reports uses the scoring matrix below

Risk Scoring Matrix

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

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

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

SCRUTINY COMMITTEE

Meeting to be held on Thursday 16 February 2017 at 3.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Scrutiny Committee held on 19 January 2017, to be approved and signed as a correct record – **SEE ATTACHED.**

3. Declarations of Interest

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

4. Public Participation

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

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

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

5. Notes of Key Cabinet Decisions/Action Points

To review the Key Cabinet Decisions/Action Points from the Cabinet Meeting held on 4 January 2017 – **SEE ATTACHED.**

6. Cabinet Forward Plan

To review the latest Cabinet Forward Plan for the months of February onwards, published on 1 February 2017 – **SEE ATTACHED.**

7. Chairman's Announcements

An opportunity to update the Committee on any matters of interest or matters arising.

8. New Traffic Regulation Order (Off Street Parking)

To consider Report No. WSC 17/17 to be presented by Tracey-Ann Biss – **SEE ATTACHED.**

The purpose of the report is to seek agreement to revoke the West Somerset District Council (Off-Street Parking Places) Order 2016 and bring into operation from June 2017, The West Somerset District Council (Off-Street Parking Places) Order 2017 for the purpose to:

- Bring into line the Dulverton permit cost with those across the District and modifying the car parks covered by these permits;
- Consolidate the “Named” parking permits for Watchet into one permit to all car parks;
- Introduce an overnight parking tariff for Motor Homes in selected car parks;
- Incorporate both the Boat Trailer Parking Area, Watchet and the car park area to the north of Quay West into the Order to regularise their use.

9. Scrutiny Committee Work Plan

To receive items and review the Scrutiny Committee Work plan for 2017. - **SEE ATTACHED.**

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

The Council’s Vision:

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

The Council’s Corporate Priorities:

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

SCRUTINY COMMITTEE

Minutes of the Meeting held on 19th January 2017 at 3.30 pm

Present:

Councillor P H MurphyChairman
Councillor N ThwaitesVice-Chairman

Councillor R Clifford
Councillor B Maitland-Walker
Councillor R Woods

Councillor G S Dowding
Councillor J Parbrook

Members in Attendance:

Councillor M Chilcott
Councillor M Dewdney

Councillor B Heywood
Councillor A Trollope-Bellew

Officers in Attendance:

Assistant Director – Operational Delivery (C Hall)
Assistant Director – Resources (P Fitzgerald)
Finance Manager and Deputy s151 Officer (J Nacey)
Somerset Waste Partnership – Business Improvement Officer (M Blaker)
Democratic Services Manager (R Bryant)
Democratic Services Officer (C Rendell)
Democratic Services Officer (A Randell)

SC 61 Apologies for Absence

Apologies were received by Councillor I Aldridge, B Leaker, K Mills and K Turner.

SC 62 Minutes

(Minutes of the Meeting of the Scrutiny Committee held on 15 December 2016 – circulated with the Agenda.)

RESOLVED that the Minutes of the Scrutiny Committee held on 15 December 2016 be confirmed as a correct record.

SC 63 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.	Description of Interest	Personal or Prejudicial or Disclosable Pecuniary	Action Taken
Cllr B Maitland - Walker	All Items	Carhampton	Personal	Spoke and voted
Cllr P H Murphy	All Items	Watchet	Personal	Spoke and voted
Cllr J Parbrook	All items	Minehead	Personal	Spoke and voted
Cllr N Thwaites	All items	Dulverton	Personal	Spoke and voted

Further declarations were stated by:-

Councillor Maitland-Walker declared a personal Interest as a Member of the Somerset Waste Board

SC 64 Cabinet Forward Plan

(Copy of the Cabinet Forward Plan published 4 January 2017, circulated at the meeting)

- It was requested for an item of reviewing the achievability of the transfer of public toilets to be added to the forward plan for a future meeting date.

RESOLVED that the Cabinet Forward Plan published on 4 January 2017, be noted.

SC 65 Somerset Waste Partnership Business Plan

The report WSC 2/17 was introduced and presented by Chris Hall and Mark Blaker.

The purpose of the report was to seek approval for the Somerset Waste Partnership's Draft Business Plan for 2017-2022, which was attached to the report. Whilst the business plan had a 5 year horizon Members were requested to approve the plan for the financial year 2017/18. The cost increase in comparison with 2016/17 was set at £25,000. The budget for 2017/18 was set with a contract increase in mind however the actual increase was greater than planned, adding an additional pressure of £4,000 pa.

During discussion, the following points were raised:-

- Confirmation was given that green waste was a statutory service.
- In reference to the risk register it was requested that a bid to the CIM fund be considered to match the wages of similar job roles advertised at

the Hinkley Point site to mitigate against loss of employees from the Somerset Waste Partnership.

- It was confirmed that waste generated at the Hinkley point site was commercial, therefore the costs for this would be covered by the project.
- It was established that there were no plans to adopt a 4 weekly cycle.

RESOLVED that:- The Scrutiny Committee:

- 1) Review and approve the Somerset Waste Partnership's Budget for 2017-2018.
- 2) Note the content for the business plan 2017-2022.

SC 66 Transfer of Public Conveniences Update

The report WSC 3/17 was presented by Councillor Murphy.

The report made reference to the outcome of the Cabinet Report WSC 1/17 which was considered at the meeting of Cabinet held on 4th January, 2017. The report provided an update on the latest position in regard to the transfer of public conveniences and considered the most effective way in which the Scrutiny Committee could monitor the implementation of the agreed policy.

During discussion, the following points were raised:-

- Members expressed concerns over viring monies from harbour budgets for the purposes of funding the transfer of public conveniences. It was suggested that the use of general reserves be considered.
- The improved situation in relating to the ongoing the asset transfers and work undertaken in resolving issues was commended.
- Councillors requested for a further update to be provided at the committee in March.

RESOLVED that:- The Scrutiny Committee noted the progress to date of the transfer of public conveniences and requested a further update report be provided in March

SC 67 Financial Standing and Medium Term Financial Plan 2017/18

The report WSC 4/17 was introduced by Councillor Chilcott and presented by Jo Nacey and Paul Fitzgerald.

The purpose of the report was to provide the Scrutiny Committee with an update on budget estimates for 2017/18 and Medium Term Financial Plan (MTFP) forecasts, and to consult with Members on the proposed means of closing the residual Budget Gap for 2017/18.

During discussion, the following points were raised: -

- Members were made aware that the Somerset Rivers Authority had not been designated as a precepting authority. This was part of the Home and Communities Bill being considered through parliament. It was anticipated for this to be resolved by next year and there would be no difference in terms of charge at council tax setting.
- Councillors expressed disappointment over the 'top slicing' of New Homes Bonus funding, it was suggested for a letter to be written to central government, making them aware of the effect this has on rural and deprived areas.
- Confirmation was given that a formal letter had been sent out on behalf of the leaders of both Councils. This was still an ongoing issue.
- The use of reserves for 2017/18 was discussed, members stressed the need for identifying underspends along with the importance of funding to remain available in the business rates smoothing reserve.
- Deprivation in rural areas remained a concern, ascertaining the levels of this in the area remained challenging.

RESOLVED that:- The Scrutiny Committee noted the latest budget estimates.

SC 68 **Capital Programme Draft Budget Estimates 2017/18**

The report WSC 5/17 was introduced by Councillor Chilcott.

The purpose of the report was to provide members with the detail of the Capital bids for the 2017/18 Capital Programme and the proposed source of funding.

No comments or questions were raised.

RESOLVED that:- The Scrutiny Committee noted the Draft 2017/18 Capital Programme totalling £372,500 and the current unallocated capital resources position.

SC 69 **Loan to Somerset Waste Partnership for Vehicles to support the New Operating Model**

The report WSC 5/17 was introduced by Councillor Chilcott.

The purpose of the report was to provide detail in relation to a request to lend between £1.26m and £3.5m to the Somerset Waste Partnership (SWP) for the purchase of new vehicles associated with the New Operating Model.

During discussion, the following points were raised: -

- The committee voiced broad support in supporting the proposals and encouraged similar ideas and projects with other partnerships.
- The combined benefits of a return of interest from the loan in addition to a reduction in costs of the service was commended.
- In the event of the Somerset Waste Partnership being dissolved the local authorities would take ownership of the vehicles.
- Members suggested the use of internal borrowing to fund this.
- Reassurance was given that this still allowed room for additional borrowing capacity if needed. Borrowing capability was based on income along with reserves.

RESOLVED that:- The Scrutiny Committee:

1) Noted the report and support the principle of providing a capital loan to the Somerset Waste Partnership up to £3.5m.

2) Noted the potential benefits and risks for the Councils financial position through the generation of additional net interest income.

Scrutiny Committee Work Plan

RESOLVED that:- the Scrutiny Forward Plan published on 11 January 2017 be noted.

The meeting closed at 5.05pm.

MEETING: CABINET

DATE: 4 January 2017

NOTES OF KEY DECISIONS

**Note: The details given below are for information and internal use only
and are not the formal record of the meeting**

AGENDA ITEM	DECISION	CONTACT LEAD OFFICER
Forward Plan (Agenda Item 5)	Agreed that the Forward Plan for the month of February 2017 be approved.	Assistant Chief Executive
Transfer of Public Conveniences (Agenda Item 7)	Agreed (1) that the transfer of the public conveniences listed in section 4.5 of the report to town, parish councils or community groups either freehold at £1 or leasehold at £1 per annum (if demanded) or a licence, be approved. Agreed (2) that all other terms and conditions of the transfers to be agreed by the Asset Manager with the approval of the Lead Member for Resources and Central Support. Agreed (3) that if sites are not transferred as in resolution (2), then alternative options are to be progressed of commercial freehold or leasehold disposal, development, demolition or alternative use to be agreed by the Asset Manager with the approval of the Lead Member for Resources and Central Support. Agreed (4) that the use of the sustainability reserve as set out in Appendix A be approved. Agreed (5) that it be recommended to Council to formally approve the addition of £43,200 to the Capital Programme to create the Capital Sustainability Fund expenditure budget which will be funded from ring-fenced capital receipts. Agreed (6) that delegated authority be approved to Assistant Director Chris Hall and Assistant Director Terry May in consultation with the Lead Member of Resources and Central Support to review bids to the sustainability reserve and allocate resources.	Asset Manager and Assistant Director Operational Delivery

For a record of the reasons for the decision; details of any alternative options considered and rejected by the decision-making body at the meeting at which the decision was made; a record of any conflict of interest relating to the matter decided which is declared by any member of the decision-making body which made the decision; and in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service, please use the attached link below, to the Council's website where the minutes and relevant reports can be viewed:

<http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Cabinet-Meetings/Cabinet---4-January-2017.aspx>

Date: 5 January 2017

Weekly version of Cabinet Forward Plan published on 1 February 2017

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/17/2/01 02/08/2016	8 February 2017 By Lead Member Resources & Central Support	Title: Annual Budget & Council Tax Setting 2017-18 Decision: to provide Members with all the information required for Council to approve the revenue budget and capital programme for 2017/18 for recommendation to Council	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/17/2/02 02/08/2016	8 February 2017 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/17/2/03 02/08/2016	8 February 2017 By Lead Member Resources & Central Support	Title: Draft Capital Programme 2017-18 Decision: to present the draft Capital Programme 2017/18 for recommendation to Council.	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680
FP/17/2/04 02/11/2016	8 February 2017 By Lead Member Resources & Central Support	Title: Hinkley Point C Housing Fund Strategy Decision: to recommend to Council to approve the HPC Housing Fund Strategy	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 635218
FP/17/2/05 09/12/2016	8 February 2017 By Lead Member Regeneration and Economic Development	Title: HPC Development Consent Obligation Section 106 – Business Support Initiatives Decision: to recommend to Council to agree the allocation of funding in the HPC S106 DCO for the initiatives set out in the report	No exempt / confidential information anticipated	Gordon Dwyer, Senior Economic Development Officer 01984 635219
FP/17/2/06 05/01/2017	8 February 2017 By Lead Member Resources & Central Support	Title: Treasury Management Strategy Decision: to recommend to Council to approve the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy 2017/18	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680

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/17/2/07 19/01/2017	8 February 2017 By Lead Member for Environment	Title: SWP Business Plan Decision: to seek approval for the Somerset Waste Partnership's Draft Business Plan for 2017-2022	No exempt / confidential information anticipated	Chris Hall, Assistant Director Operational Delivery 01823 356499
FP/17/3/02 02/08/2016	1 March 2017 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/17/3/03 02/08/2016	1 March 2017 By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 635218
FP/17/3/04 02/08/2016	1 March 2017 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held – Quarter 4 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/17/3/07 24/01/2016	1 March 2017 By Lead Member for Regeneration and Economic Growth	Title: Dulverton Permit Charges Decision: re recommend to Council the Dulverton Permit Charges	No exempt / confidential information anticipated	Chris Hall, Assistant Director Operational Delivery 01823 356499
FP/17/3/08 26/01/2017	1 March 2017 By Lead Member Community and Customer	Title: West Somerset Opportunity Area Decision: to update Members on the West Somerset Opportunity Area	No exempt / confidential information anticipated	Corinne Matthews, Economic Regeneration and Tourism Manager 01984 635287

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/17/3/09 31/01/2017	1 March 2017 By Lead Member Housing, Health and Wellbeing	Title: Seaward Way – Future Investment and Development Decision: to recommend to Council to approve the proposals on the future investment and development of Seaward Way, Minehead	Contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information)	Tom Gillham, Assistant Director Asset Development Projects 07585 306981
FP/17/5/01 02/08/2016	17 May 2017	Title: Cabinet Appointments on Outside Bodies Decision: to appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2018 (except where specific periods are stated)	No exempt / confidential information anticipated	Bruce Lang, Assistant Chief Executive 01984 635200
FP/17/5/02 02/08/2016	17 May 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/17/7/01 02/08/2016	12 July 2017 By Leader of Council	Title: Corporate Performance Report Quarter 4 Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services	No exempt / confidential information anticipated	Richard Doyle, Corporate Strategy and Performance Officer 01823 356309
FP/17/7/02 02/08/2016	12 July 2017 By Lead Member Resources & Central Support	Title: Financial Monitoring Report Quarter 4 Decision: to provide Members with details of the Council's expected financial outturn position in 2017/18 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/17/7/03 02/08/2016	12 July 2017 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

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/17/7/04 19/10/2016	12 July 2017 By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 635218
FP/17/7/05 19/08/2016	12 July 2017 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/17/9/01 19/10/2016	6 September 2017 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/17/9/02 19/10/2016	6 September 2017 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/17/11/02 19/01/2017	1 November 2017 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/17/11/03 19/01/2017	1 November 2017 By Lead Member Resources & Central Support	Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund	No exempt / confidential information anticipated	Lisa Redston, CIM Fund Manager 01984 635218

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/17/11/04 19/01/2017	1 November 2017 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/17/11/05 04/06/2015	1 November 2017 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/18/1/01 19/01/2017	3 January 2018 By Leader of Council	Title: Corporate Performance Report 2017-18 Quarter 2 Decision: to provide Members with an update on progress in delivering corporate priorities and performance of council services	No exempt / confidential information anticipated	Richard Doyle, Corporate Strategy and Performance Officer 01823 356309
FP/18/1/02 19/01/2017	3 January 2018 By Lead Member Resources & Central Support	Title: Budget Monitoring Report Quarter 2 Decision: to provide Members with details of the Council's expected financial outturn position in 2017/18 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/18/1/03 19/01/2017	3 January 2018 By Lead Member Resources & Central Support	Title: Allocation of Section 106 funds held Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position	No exempt / confidential information anticipated	Tim Burton, Assistant Director Planning and Environment 01823 358403
FP/18/1/04 19/01/2017	3 January 2018 By Lead Member Resources & Central Support	Title: Fees and Charges 2018/19 Decision: to propose levels of fees and charges for the period 1 April 2018 to 31 March 2019 (in some cases fee increases will be implemented earlier, this will be stated in the relevant sections of the	No exempt / confidential information anticipated	Paul Fitzgerald, Assistant Director Resources 01823 358680

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
		report) for recommendation to Council		
FP/18/1/05 19/01/2017	3 January 2018 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

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.

Report Number: WSC 17/17

West Somerset Council

Scrutiny – Thursday 16th February 2017

New Traffic Regulation Order (Off-Street Parking)

This matter is the responsibility Lead Member Cllr Karen Mills

Report Author: Tracey-Ann Biss

1 Executive Summary

To seek agreement to revoke the West Somerset District Council (Off-Street Parking Places) Order 2016 and bring into operation from June 2017, The West Somerset District Council (Off-Street Parking Places) Order 2017 for the purpose to:

- Bring into line the Dulverton permit cost with those across the District and modifying the car parks covered by these permits;
- Consolidate the “Named” parking permits for Watchet into one permit to all car parks;
- Introduce an overnight parking tariff for Motor Homes in selected car parks;
- Incorporate both the Boat Trailer Parking Area, Watchet and the car park area to the north of Quay West into the Order to regularise their use.

2 Recommendations

Scrutiny to support the following recommendations to Cabinet to revoke the 2016 Order and replace with the 2017 Order from June 2017. Further recommended to:

- 2.1 Bring Dulverton (6 and 12 month) permits in line with “Named” permit across the District.
- 2.2 Use increased revenue created to support the maintenance of these car parks.
- 2.3 Removal of the Lion Stables (short stay) car park from the Dulverton permit.
- 2.4 Introduction of a tariff allowing Motor Homes to park overnight in designated car parks for a maximum of 48hrs with no return within 7 days.
- 2.5 Incorporate the Boat Trailer Park area at West Pier, Watchet within the Order and combine the payment of daily slipway fees and trailer parking charges.
- 2.6 Consolidation of the Watchet “Named” permit to one “Watchet” permit allowing parking in all Council car parks within Watchet.
- 2.7 Incorporate Quay West, Minehead north car park within the Order.

3 Risk Assessment (if appropriate)

Risk Matrix

Description	Likelihood	Impact	Overall
Reduction in the number of Dulverton parking permits purchased.	3	2	6
Potential for anti-social behaviour with the introduction of an overnight parking tariff for Motor Homes in selected car parks	3	3	9

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
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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 Dulverton car park permit costs have been set at a tariff which is significantly different to similar permits across the District. The proposed increased still provides substantial savings to meter prices, with any additional revenue available to support the maintenance of these car parks i.e. Lighting. Dulverton Town Council has been consulted on the proposal (refer to Appendix A).
- 4.2 The Lion Stables car park is located near to the Town Centre and is a short stay car park with a maximum stay of 3 hours. Initially it has been included within the Dulverton permit but the proposal is to remove this option to encourage the availability of parking spaces close to the town centre for visitors. Dulverton Town Council has been consulted on the proposal (refer to Appendix A).
- 4.3 Overnight sleeping in vehicles within the car parks is not currently permitted. The Council is aware that there is an increase expectation by visitors who are travelling via Motor Homes of the availability to use car parks as overnight stops for a limited period. The proposal is for a small number of designated Motor Home parking bays in Harbour Road, Watchet, Porlock Central and Warren Road Upper, Minehead. The new tariff would be enforced from 18:00 to 09:00 and permits overnight stops for a maximum of 48hrs with no return within 7 days. No services such as fresh water, electricity hook-up point etc. or the disposal of sanitary waste will be provided. Motor Homes which remain parked after 09:00 will be required to pay the standard car park tariff.
- 4.4 The Boat Trailer parking area is situated near the slipway at the West Pier, Watchet. It is currently unregulated and used by unauthorised vehicles, leaving no capacity for boat trailer parking. This has become an increase nuisance and misuse here could not be managed in any other way than to extend the area covered by the Order. Previous attempts to control this misuse have led to vandalism of the gate and locks. Watchet Harbour Advisory Committee have been supportive of extending the Order. The proposal is to regularise this area for Boat Trailer parking only and combine the payment of daily slipway fees and parking charges. Valid Weekly and Yearly Slipway Fees Permits issued via the Assistant Watchet Harbour Master will also be accepted in this car park.
- 4.5 It is proposed to merge the individual "Named" permit which cover Watchet car parks Anchor Road, Market Street, West Pier, Swain Street and Harbour Street into one "Watchet" car park permit to assist the distribution of parking across the Town during the busy Tourist season.
- 4.6 To the north of the Quay West car park, Minehead there is a small car park owned by the Council which is not regulated through the current Order. The proposal is to regularise this area.

5 Links to Corporate Aims / Priorities

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

6 Finance / Resource Implications

6.1

	2017/18	2018/19	Cumulative
Increase price of car park permit	£400	£7,000	£7,400
Introduction of an overnight tariff	£500	£700	£1,200
Combining of payment of daily slipway fees and parking charge	£1,000	£1,500	£2,500
Subtotal of income	£1,900	£9,200	£11,100
Implementation	£5,000		
Additional Enforcement	£1,000	£1,000	
Income less implementation	-£4,100	£8,200	

6.2 The Dulverton permit is available as a 6 month or 12 month permit. Table 1 shows the current and the proposed cost.

Table1 – Proposed Change to Tariff

Dulverton Permits	Current cost	Proposed Cost (from the 1 June 2017)
6 month	£50.00	£160.00
12 month	£90.00	£210.00

- 6.3 Parking charges are enforced seven days a week during the hours of 09:00 – 18:00. The all-day tariff for Dulverton is £4.50.
- 6.4 The proposed cost of £160 for a 6 month permit is equivalent to 36 days parking if paid at the meter. For a 12 month permit a cost of £210 is equivalent to 47 days parking if paid via the Pay and Display machine.
- 6.5 Introduction of a tariff of £5.00 per night permitting Motor Homes to park overnight in designated car parks for a maximum of 48hrs with no return within 7 days. Motor Homes which remain parked after 09:00 would be required to pay the standard car park tariff
- 6.6 The regularisation of the Boat Trailer Park and the combining of payment of daily slipway fees and parking charges as set from the 1 April 2017, is £14.50 per day. Weekly and Yearly slipway will be issued by the Assistant Harbour Master.
- 6.7 There will be work associated with the proposed changes to support its implementation such as cost of signage/tariff board, lining, re-programming of the machines, and implementation of the new Order estimated at a cost of £5k.
- 6.8 Incorporating both the Boat Trailer Parking Area, Watchet and the car park area to the north of Quay West into the Order to regularise their use and Motor Homes permitted use of car parks will increase Enforcement by approximately £1,000 per year.

6.9 Finance comments - In 2017/18 the cost implications of these changes will be slightly higher than the additional income received however this will be mitigated in future years and show a small overall increase in income (6.1). The main benefit of the changes is to bring the car park charging into line for all areas. There are no additional considerations as any changes relate to current charges; any additional income in future years will be used to support the maintenance of the car parks in the area.

7 Legal Implications

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

8 Environmental Impact Implications

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

9 Safeguarding and/or Community Safety Implications

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

10 The Equality and Diversity Implications (if any)

10.1 Refer to Appendix D

11 Social Value Implications

11.1 The regularisation of the Boat Trailer Park will enable greater access for Local and Visiting boat owners to use the slipway.

11.2 The introduction of Motor Home specific bays for limited overnight stops is specifically targeted at the tourist economy.

12 Partnership Implications

12.1 Increase in Parking Enforcement via Somerset County Council Agreement.

13 Health and Wellbeing Implications

13.1 Refer to Section 8

14 Asset Management Implications

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

15 Consultation Implications

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

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

16.1

Democratic Path:

- Scrutiny– Yes
- Cabinet– Yes
- Full Council – Yes

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

List of Appendices (delete if not applicable)

Appendix A	Response from Dulverton Town Council
Appendix B	Boat Trailer Park, West Pier, Watchet
Appendix C	Car Park area to the North of Quay West, Minehead
Appendix D	Equality Impact Assessment Form and Action Plan

Contact Officers

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Appendix A Response from Dulverton Town Council

Summary of Correspondence to Dulverton Town Council (DTC)

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

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

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

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

Response from Dulverton Town Council

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

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

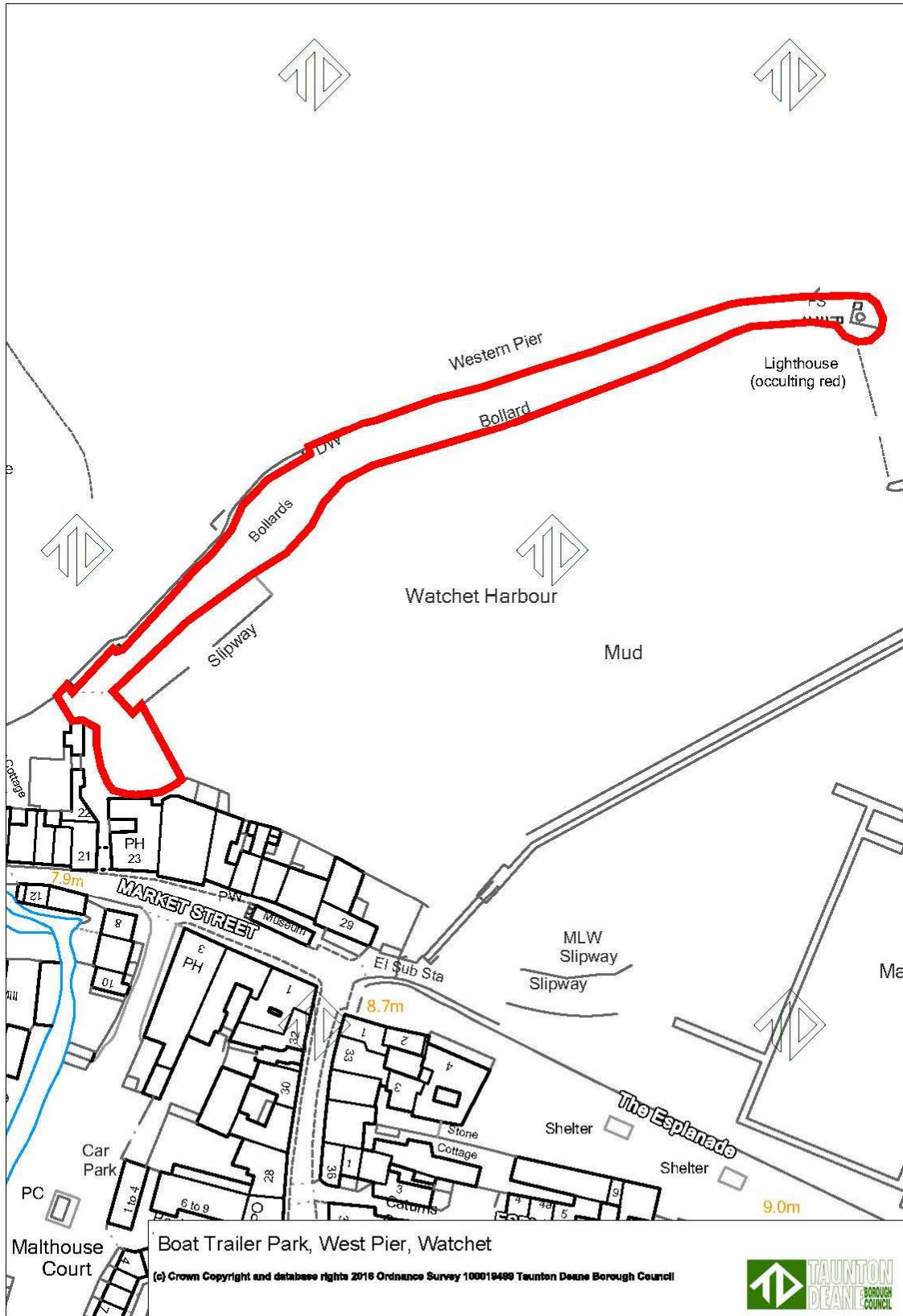
With regards the increase cost and use of permits:

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

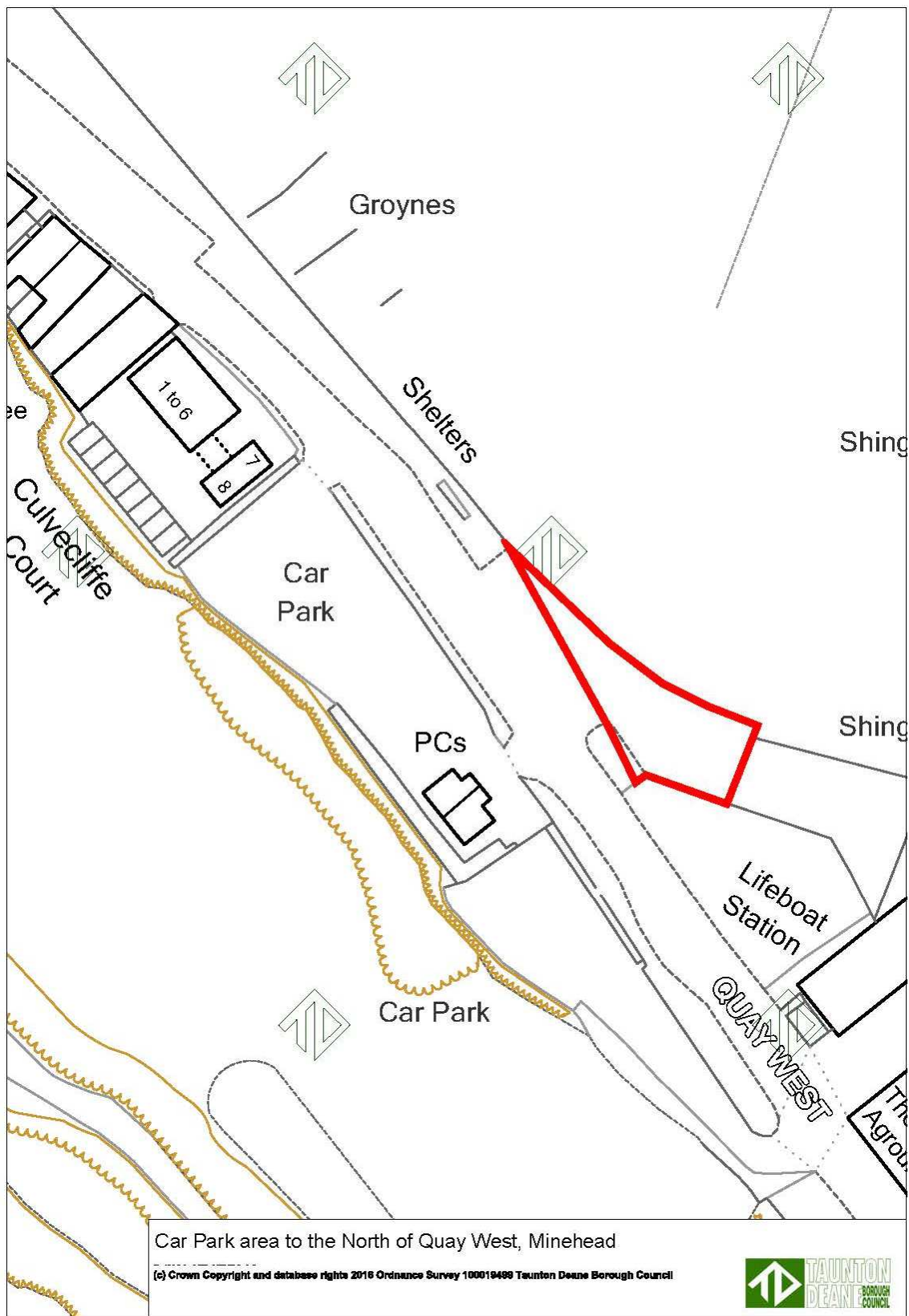
Clerk to the Council

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

Appendix B Boat Trailer Park, West Pier, Watchet



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



Appendix D Equality Impact Assessment Form and Action Plan

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

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

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

Equality Impact Assessment Action Plan

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

Scrutiny Committee – Work Programme 2016/17

February	April	June	August	October	TBC
Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Notes of any Key Cabinet Decisions / Action Points.	Education Update Report – Ec. Development/Scrutiny
New Traffic Regulation Order (Off-Street Parking) – T. Biss	Asset Transfers of Public Conveniences Update –				Health Services Review in the WS Region -
Somerset Rivers Authority Joint Scrutiny Panel Meeting Feedback – Cllrs Maitland-Walker & Woods.					