



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

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Extension 01984 635307
Date 10 May 2016

**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:

CABINET

Date: Wednesday 18 May 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 18 May 2016 at 4.30 pm

Council Chamber, Williton

AGENDA

1. Apologies for Absence

2. Minutes

Minutes of the Meeting of Cabinet held on 6 April 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 July 2016 – **SEE ATTACHED.**

6. Cabinet Action Plan

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

7. Cabinet Appointments to Outside Bodies

To appoint representatives to serve on outside bodies for the period to the Annual Meeting in 2017 (except where specific periods are stated) – **SEE ATTACHED.**

8. Exclusion of the Press and Public

To consider excluding the press and public during consideration of Item 9 on the grounds that, if the press and public were present during this items, 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:

Item 9 contains information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore proposed that after consideration of all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9. Business Rates Write Off Request

To consider Report No. WSC 61/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED**.

The purpose of the report is 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.

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

CABINET**MINUTES OF THE MEETING HELD ON 6 APRIL 2016****AT 4.30 PM****IN THE COUNCIL CHAMBER, WILLITON****Present:**

Councillor A Trollope-Bellew Leader

Councillor M Chilcott
Councillor K Mills
Councillor S Pugsley
Councillor D J WestcottCouncillor M Dewdney
Councillor C Morgan
Councillor K Turner**Members in Attendance:**Councillor I Aldridge
Councillor A Hadley
Councillor R Lillis
Councillor P Murphy
Councillor T VennerCouncillor G Dowding
Councillor B Heywood
Councillor B Maitland-Walker
Councillor N Thwaites**Officers in Attendance:**Chief Executive (P James)
Director of Operations/Section 151 Officer (S Adams)
Assistant Director Housing and Community Development (S Lewis)
Performance and Development Manager (S Doyle)
Interim Assistant Director Property and Development (T May)
Assistant Estates Officer (R Mulcaire)
Principle Estate Surveyor (A Priest)
Meeting Administrator (K Kowalewska)**Also in Attendance:**

C Trevelyan, Partnership Manager, South West Private Sector Housing Partnership

CAB108 Apologies for Absence

No apologies for absence were received.

CAB109 Minutes of the Meeting held on 2 March 2016

(Minutes of the Meeting of Cabinet held on 2 March 2016 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 2 March 2016 be confirmed as a correct record.

CAB110 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 I Aldridge | All | Williton | Spoke |
| Councillor B Maitland-Walker | All | Carhampton | Spoke |
| Councillor P Murphy | All | Watchet | Spoke |
| Councillor N Thwaites | All | Dulverton | Spoke |
| Councillor T Venner | All | Minehead / SCC | Spoke |

In addition, the following interests were declared:

| Name | Minute No. | Description of interest | Personal or Prejudicial | Action Taken |
|------------------------|------------|-------------------------|-------------------------|-----------------|
| Cllr M Chilcott | CAB114 | Landlord | Personal | Spoke and voted |
| Cllr S Pugsley | CAB114 | Landlord | Personal | Spoke and voted |
| Cllr A Trollope-Bellew | CAB114 | Landlord | Personal | Spoke and voted |
| Cllr K Turner | CAB114 | Landlord | Personal | Spoke and voted |
| Cllr D Westcott | CAB114 | Landlord | Personal | Spoke and voted |

CAB111 Public Participation

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

CAB112 Forward Plan

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

CAB113 Cabinet Action Plan

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

RESOLVED (1) that CAB94 – Draft Corporate Strategy 2016/20 be deleted as actioned.

RESOLVED (2) that CAB95 – Draft Capital Programme 2016/17 be deleted as actioned.

RESOLVED (3) that CAB96 – Annual Budget and Council Tax Setting 2016/17 be deleted as actioned.

RESOLVED (4) that CAB103 – Financial Monitoring Quarter 3 2015/16 be deleted as actioned.

RESOLVED (5) that CAB104 – HPC Planning Obligations Board Allocation of CIM Funding be deleted as actioned.

RESOLVED (6) that CAB106 – Dulverton Off-Street Parking Fees and Charges be deleted as actioned.

RESOLVED (7) that CAB107 – Tarr Steps Off-Street Parking Fees and Charges be deleted as actioned.

CAB114 Empty Homes in West Somerset and the Draft Empty Homes Strategy Review of the Empty Homes Coordinator

(Report No. WSC 55/16 – circulated with the Agenda.)

The purpose of the report was to consider the issue of empty homes. Empty homes are a particular concern for West Somerset which has some of the highest levels of long-term empty homes in England. The report sought to quantify this problem and the reasons for it. It then introduced the various initiatives that were seeking to address the problem of bringing empty homes back in to use, namely (1) Empty Homes Strategy (Draft) 2015-2018; and (2) projects that were currently being prepared/delivered to bring empty homes back in to use. The report considered the financial benefits of bringing empty homes back in to use, and also reviewed the effectiveness of the Empty Homes Coordinator post and provided a business case for the continued (temporary) employment of this post (the current contract ends in July 2016).

The Lead Member for Housing, Health and Wellbeing presented the item and outlined the contents of the report, drawing attention to the numbers and types of long term empty properties in West Somerset and explained how they had an impact on the New Homes Bonus grant funding the Council received from central government. He drew further attention to the work of the Empty Homes Coordinator, reporting that a £70 penalty had been introduced to support the validation process which would apply if the owner of an empty property failed to complete the necessary review form within 21 days of request.

The Lead Member proposed the recommendations which were duly seconded by Councillor D Westcott.

Various comments and issues were raised by Members in regard to:

- the importance of bringing more empty homes back into use and whether there was any additional officer capacity
- the need to publicise and emphasise enforcement action, and acknowledgment that each enforcement case would be assessed on its own merits
- council tax charges and exemptions on empty properties
- performance indicators – a request was made not to make them too complicated as this could detract from the job in hand
- the successful and valuable work already undertaken by the empty homes coordinator

The Assistant Director for Housing and Community Development advised that there was a strong invest to save basis in terms of the New Homes Bonus and the officer resource of 1 day a week for West Somerset was sufficient to carry out the review exercise. Furthermore, the penalty charge would greatly improve the amount of returns completed and returned, as well as reducing officer workload. He reported that support and advice to the Empty Homes Coordinator was provided from a range of partners in order to make it work more effectively.

RESOLVED (1) that the Draft Empty Homes Strategy be approved.

RESOLVED (2) that a two year extension to the contract for the Empty Homes Coordinator on the basis of 3 days per week (i.e. as existing: 1 day for West Somerset and 2 days for Taunton Deane) funded from the surplus Housing Benefit / Council Tax Reduction Admin Grant be approved.

CAB115 Freehold Transfer of Land at Mill Street, Watchet to Watchet Town Council

(Report No. WSC 51/16 - circulated with the Agenda.)

The purpose of the report was to consider the transfer of an area of land at Mill Street, Watchet to Watchet Town Council.

The Lead Member for Resources and Central Support presented the report and provided Members with the background information, advising that the legal requirements had been fulfilled. She went on to propose the recommendations which were duly seconded by Councillor C Morgan.

In response to a question, the Lead Member advised that the officer/legal costs associated with asset transfer work was similar regardless of the size of the land in question and the key was to carry out work efficiently and expediently to keep costs down.

Members queried whether £1 was a true valuation of the land. The Lead Member pointed out that for future land transfers it was important to include an overage clause which would be invoked if planning permission was obtained which increased the value of the land as the Council would benefit, and standardised wording was being looked at in this respect.

RESOLVED (1) that it be recommended to Council to approve the freehold transfer of an area of land at Mill Street, Watchet for a nominal £1 consideration.

RESOLVED (2) that it be recommended to Council that all other terms and conditions of the transfer to be agreed by the Assistant Director for Property and Development in association with the Lead Member.

CAB116 Planning Obligations Allocation – Mineral Line Poetry Pin

(Report No. WSC 53/16 - circulated with the Agenda.)

The purpose of the report was to agree the allocation of £3,000 to West Somerset Arts Consortium (ARTLife) for the Mineral Line Poetry Pin.

The Lead Member for Resources and Central Support presented the report and advised that the sum of money requested represented the final part of the allocation to the Hinkley Landscape Art Scheme, which had delivered several projects such as the Coleridge Way.

The Lead Member proposed the recommendation of the report which was seconded by Councillor K Turner.

Members expressed support for the project.

RESOLVED that the allocation of £3,000 to West Somerset Arts Consortium (ARTLife) for the Mineral Line Poetry Pin be agreed.

CAB117 Hinkley Point C Section 106 Agreement – Allocations of Housing Fund

(Report No. WSC 54/16 - circulated with the Agenda.)

The Leader reported that as part of the wider discussions between West Somerset, Sedgemoor, Somerset County and EDF Energy on the subject of Housing Enabling – a report on which was expected to be discussed at Annual Council in May – Sedgemoor District Council had agreed to find another way to fund the proposed scheme at Monmouth Street, Bridgwater, and therefore this item was withdrawn.

CAB118 Community Asset Transfer Policy

(Report No. WSC 56/16 - circulated with the Agenda.)

The purpose of the report was to provide Members with details of the recent consultation completed in respect of the Council adopting a Community Asset Transfer Policy.

The Lead Member for Resources and Central Support presented the item and provided background information. She reported that the revised Community Asset Transfer Policy was a much improved, useable and suitable version, and emphasised that a thorough consultation exercise had taken place. With regards to the Policy amendments, she pointed out it was useful to include the track changes in the appended document to the report. The officers were thanked for their hard work.

The Lead Member proposed the recommendation which was duly seconded by Councillor C Morgan.

The improved version of the Policy provided more flexibility and Members underlined how pleased they were to see detailed in the Initial Expression of Interest Form a whole raft of options for the types of transfer for consideration which would make it far more appealing.

RESOLVED that it be recommended to Council to approve the Community Asset Transfer Policy and the Initial Expression of Interest Form.

CAB119 Exclusion of the Press and Public

RESOLVED that the press and public be excluded during consideration of Item CAB120 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.

CAB120 Freehold Disposal of Barnsclose Industrial Estate, Dulverton

(Report No. WSC 52/16 - circulated with the Agenda.)

The purpose of the report was to consider the freehold disposal of Barnsclose Industrial Estate at Dulverton.

The Lead Member for Resources and Central Support presented the report and provided detailed background information. She explained the advantages of selling at auction and provided details of the overage clause.

Various questions and issues were raised by Members, and particular concerns were raised regarding the requirement for more information to allow Members to make an informed decision.

On consideration of the concerns raised, the Lead Member proposed that the item be withdrawn pending the receipt of a revised report to include further detailed information. This was seconded by Councillor S Pugsley.

RESOLVED that the item be withdrawn.

The meeting closed at 6.10 pm.

9
Cabinet Forward Plan July 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/16/7/01 02/09/2015 | 13 July 2016 By Lead Member Resources & Central Support | Title: Allocation of Section 106 funds held – Quarter 1 Decision: to make proposals for the allocation of monies secured through planning obligations to individual schemes, and to update members with the current funding position | No exempt / confidential information anticipated | Tim Burton Assistant Director Planning and Environment 01823 358403 |
| FP/16/7/02 02/09/2015 | 13 July 2016 By Lead Member Resources & Central Support | Title: Allocation of Hinkley Point C Community Impact Mitigation Funding Decision: to present the recommendations of the HPC Planning Obligations Board for the allocation of monies from the CIM Fund | No exempt / confidential information anticipated | Lisa Redston, CIM Fund Manager 01984 635218 |
| FP/16/7/03 9/12/2015 | 13 July 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/16/7/04 17/02/16 | 13 July 2016 By Lead Member Resources & Central Support | Title: Revenue and Capital Outturn 2015/16 Decision: to note the financial position and approve transfers to and from reserves and supplementary estimates | No exempt / confidential information anticipated | Paul Fitzgerald, Assistant Director Resources 01823 358680 |
| FP/16/7/06 6/01/2016 | 13 July 2016 By Lead Member Resources & Central Support | Title: Disposal of Church Street Public Conveniences, Dunster Decision: to recommend to Council to approve the disposal of Church Street Public Conveniences, Dunster | No exempt / confidential information anticipated | Tim Child, Asset Manager 07760260465 |

| 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/16/7/07 02/09/2015 | 13 July 2016 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 | Paul Harding, Corporate Strategy and Performance Manager 01823 356309 |
| FP/16/7/08 02/09/2015 | 13 July 2016 By Lead Member Resources & Central Support | Title: Budget Monitoring Report Quarter 4 Decision: to provide Members with details of the Council's expected financial outturn position in 2015/16 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/16/7/09 15/03/2016 | 13 July 2016 By Lead Member Housing, Health and Wellbeing | Title: Homefinder Policy Changes Decision: to provide Members with details of the changes to the Homefinder Policy | No exempt / confidential information anticipated | Mark Leeman Strategy & Partnerships Lead 01823 356411 |
| FP/16/7/10 04/06/2015 | 13 July 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/16/7/11 17/03/2016 | 13 July 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 |
| FP/16/7/12 21/01/2016 | 13 July 2016 By Lead Member for Housing, Health and Wellbeing | Title: Homefinder Somerset Common Allocations Policy Decision: To note the changes to the policy as required by changes in legislation | No exempt / confidential information anticipated | Mark Leeman Strategy & Partnerships Lead 01823 356411 |

CABINET ACTION PLAN

| 6 APRIL 2016 | |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Minute Number</p> <p>Action Required</p> <p>Action Taken</p> | <p>CAB115 Freehold Transfer of Land at Mill Street, Watchet to Watchet Town Council</p> <p>RESOLVED (1) that it be recommended to Council to approve the freehold transfer of an area of land at Mill Street, Watchet for a nominal £1 consideration.</p> <p>RESOLVED (2) that it be recommended to Council that all other terms and conditions of the transfer to be agreed by the Assistant Director for Property and Development in association with the Lead Member.</p> <p>At the Council meeting on 20 April 2016 it was</p> <p>RESOLVED (1) that the freehold transfer of an area of land at Mill Street, Watchet for a nominal £1 consideration be approved.</p> <p>RESOLVED (2) that all other terms and conditions of the transfer to be agreed by the Assistant Director for Property and Development in association with the Lead Member be approved.</p> |
| <p>Minute Number</p> <p>Action Required</p> <p>Action Taken</p> | <p>CAB118 Community Asset Transfer Policy</p> <p>RESOLVED that it be recommended to Council to approve the Community Asset Transfer Policy and the Initial Expression of Interest Form.</p> <p>At the Council meeting on 20 April 2016 it was</p> <p>RESOLVED (1) that the Community Asset Transfer Policy be approved.</p> <p>RESOLVED (2) that the Initial Expression of Interest Form be approved.</p> |

REPRESENTATION ON OUTSIDE BODIES 2016/2017

CABINET APPOINTMENTS (by virtue of office)

| ORGANISATION | INFORMATION | REPS 2015/16 | NOMINATIONS 2016/17 |
|-------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|
| ARTlife | Meets 6 times a year. A Deputy can be appointed. | Councillor K Mills Deputy: D Westcott | |
| CLOWNS | Meets 6 times a year. | Lead Member for Community and Customer – Councillor D Westcott | |
| South West Councils Employers Panel | Portfolio Holder (HR) or Leader. Meets twice a year in the South West. | Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott | |
| LGA General Assembly | Normally the Leader and Deputy Leader. | Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott | |
| Somerset Strategic Leaders Board | | Leader – Councillor A Trollope-Bellew | |
| South West Councils | Meets twice a year to discuss issues and offer opinions. One vote only. | Leader – Councillor A Trollope-Bellew Deputy Leader – Councillor M Chilcott | |
| SPARSE | Meets quarterly. | Councillor S Pugsley | |
| Dunster Working Group | Meets as and when required, not more than 2 or 3 times per year. | Lead Member for Regeneration and Economic Growth – Councillor K Mills | |
| Williton Regeneration Forum | Meets 4 times a year. POSTPONED | Councillors H J W Davies, I Aldridge, K Mills and K Turner | |
| Watchet Harbour Advisory Committee | Quarterly meetings. | Councillor D Westcott Councillor M Dewdney (PH) Deputy: Councillor R Woods | |
| Somerset Waste Board | Quarterly Board meetings. | 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) | Meets approx' ten times per year | Councillor K Mills 14 | |
| Exmoor Tourism | Meets approx six times per year | Councillor K Mills | |
| Connecting Exmoor and Dartmoor Board (established 3 Dec 2015) | | Lead Member for Regeneration & Economic Growth - Councillor K Mills | |
| Somerset Nuclear Energy Group (SNEG) | Meets every 2 months | Councillor A Trollope-Bellew – Leader Councillor C Morgan – Lead Member for Energy Infrastructure Councillor S Goss | |
| West Somerset Health Forum | Meets four times a year at Minehead Hospital | Councillor K Turner | |
| Somerset Rivers Authority | Meets quarterly | Leader – Councillor A Trollope-Bellew Deputy: Councillor M Dewdney | |
| Somerset Growth Board | Meets quarterly | Lead Member for Regeneration and Economic Growth - Councillor K Mills | |
| Somerset Strategic Housing Partnership | Meets every 2 months | Lead Member for Housing, Health and Wellbeing – Councillor K Turner | |
| West Somerset Housing Forum | Meets quarterly | Lead Member for Housing, Health and Wellbeing – Councillor K Turner | |