

CABINET

MINUTES OF THE MEETING HELD ON 6 JANUARY 2016

AT 4.30 PM

IN THE COUNCIL CHAMBER, WILLITON

Present:

Councillor K Mills..... In the Chair

Councillor M Dewdney
Councillor S J Pugsley
Councillor D J Westcott

Councillor C Morgan
Councillor K Turner

Members in Attendance:

Councillor G S Dowding
Councillor A P Hadley
Councillor R P Lillis
Councillor P H Murphy
Councillor T Venner

Councillor S Y Goss
Councillor B Heywood
Councillor B Maitland-Walker
Councillor N Thwaites

Officers in Attendance:

Assistant Chief Executive (B Lang)
Assistant Director Operational Delivery (C Hall)
Assistant Director Energy Infrastructure (A Goodchild)
CIM Fund Manager (L Redston)
Finance Manager (S Plenty)
Democratic Services Coordinator (E McGuinness)
Media and Communications Officer (D Rundle)
Meeting Administrator (K Kowalewska)

CAB77 Appointment of Chairman

RESOLVED that, in the absence of the Leader and Deputy Leader, Councillor K Mills be appointed as Chairman for the meeting.

CAB78 Apologies for Absence

Apologies for absence were received from Councillors M Chilcott and A Trollope-Bellew.

CAB79 Minutes of the Meeting held on 2 December 2015

(Minutes of the Meeting of Cabinet held on 2 December 2015 - circulated with the Agenda.)

RESOLVED that the Minutes of the Meeting of Cabinet held on 2 December 2015 be confirmed as a correct record.

CAB80 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 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 S Goss	All	Stogursey	Spoke
Councillor P Murphy	All	Watchet	Spoke
Councillor B Maitland-Walker	All	Carhampton	Spoke
Councillor N Thwaites	All	Dulverton	Spoke
Councillor T Venner	All	Minehead	Spoke

In addition, the following interests were declared:

Name	Minute No.	Description of interest	Personal or Prejudicial	Action Taken
Cllr C Morgan	CAB85	Involved in the Victory Hall project	Personal	Spoke and voted
Cllr K Turner	CAB87	Blue Badge holder	Prejudicial	Left the Chamber
Cllr S Goss	CAB85	Involved in the Victory Hall project	Personal	Spoke
Cllr S Goss	CAB87	Husband is a Blue Badge holder	Prejudicial	Left the Chamber

CAB81 Public Participation

No member of the public had requested to speak on any item on the agenda.

CAB82 Forward Plan

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

CAB83 Cabinet Action Plan

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

RESOLVED (1) that CAB73 – Council Tax Rebate Scheme Review to be carried forward to the Council meeting to be held on 20 January 2016.

RESOLVED (2) that CAB76 – Fees and Charges 2016/17 be deleted as actioned.

CAB84 HPC Planning Obligations Board – Allocations of CIM Funding

(Report No. WSC 3/16 – circulated with the Agenda.)

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

In the absence of the Lead Member for Resources and Central Support, the Lead Member for Energy Infrastructure presented the report and provided information on the three submitted applications for CIM funding.

The Lead Member for Energy Infrastructure proposed the recommendations of the report, which were duly seconded by Councillor M Dewdney.

During discussion of the item, Members were supportive of the Watchet War Memorial Ground application stating it was a worthwhile project; and various comments and issues were raised regarding The Princes Trust Building Brighter Futures project. It was suggested that The Princes Trust would benefit at looking at the work of the Our Place programme run by West Somerset Council and partner organisations, specifically in connection with the Employment Hubs, which supported employment and skills in the community. Other concerns raised related to what was the demand for the Building Brighter Futures project, whether it was value for money, how many jobs would be delivered and who would benefit from the project.

RESOLVED (1) that the recommendations of the Hinkley C Planning Obligations Board to release £7,500 from the CIM Fund ring-fenced for West Somerset to the Watchet War Memorial Ground Committee for the Pavilion Enhancement project be endorsed.

RESOLVED (2) that it be recommended to Full Council to endorse the recommendations of the Hinkley C Planning Obligations Board for projects applying for over £25,000 as follows:

(i) That the application from The Princes Trust should be refused and the applicant invited to work with the Employment and Skills Operations Group

and Somerset County Council in its role as Local Education Authority with a view to developing a revised project that reflects the scale of unmet provision in West Somerset, Sedgemoor and Taunton Deane.

(ii) That the application from Sedgemoor District Council for the Blake Gardens Enhancement Project is refused and that the applicant is asked to resubmit their application and provide additional information that addresses the following:

- Mitigation of the impacts of the HPC workforce on the community such as social cohesion and integration.
- The potential for increased levels of match funding from Bridgwater Town Council and other s106 funding streams.
- Submission of 3 quotes for the works.

CAB85 Request for Allocation of Hinkley Point C Planning Obligations Funds

(Report No. WSC 2/16 – circulated with the Agenda.)

The purpose of the report was for Cabinet to consider the recommendation of the Planning Obligations Board for the allocation of £400,000 of leisure funds ring-fenced to Stogursey parish towards the redevelopment of the Victory Hall in Stogursey.

In the absence of the Lead Member for Resources and Central Support, the Lead Member for Energy Infrastructure presented the report advising that a great deal of consultation had taken place at every stage of the Victory Hall project to ensure the parishioners remained informed; and he drew attention to the significant impacts and disruptions that the Hinkley Point C project would have on the residents of Stogursey and surrounding areas.

The Lead Member for Energy Infrastructure proposed the recommendations which were duly seconded by Councillor K Turner.

The Quantock Vale ward members were congratulated for their work on the steering group and Members felt it was an excellent flagship project which would be of huge benefit to the community.

RESOLVED (1) that it be recommended to Full Council to allocate £400,000 of the leisure fund ring-fenced to Stogursey parish towards the redevelopment of the Victory Hall in Stogursey.

RESOLVED (2) that £8,600 of the leisure fund ring-fenced to Stogursey parish be allocated to appoint 2MD Regeneration and Vivid Regeneration to develop funding bids and to continue to help manage the redevelopment project.

CAB86 Report of the Scrutiny Task and Finish Group

(Report No. WSC 1/16 - circulated with the Agenda.)

The purpose of the report was to present the recommendations of the Scrutiny Committee following their consideration of the findings of the Scrutiny Task and Finish Group established to consider the Community Impact Mitigation Fund (CIM Fund) following their review.

The Chairman of the Scrutiny Committee presented the report and provided Members with the background information detailing the process undertaken by the Task and Finish Group. He thanked the members of the Group and the officers involved for their work and commitment, as well as the community groups who took the time to meet the Task and Finish Group to give them the benefit of their experiences of the CIM Fund application process.

The following recommendations of the Scrutiny Task and Finish Group (as detailed in the report) were considered by Cabinet:

- “3.2 That the introduction of the application form for bids of less than £1k is monitored for a period of 6 months with a report back to members outlining the feasibility of introducing application forms for:
- Bids of less than £1k;
 - Bids of less than £25k; and
 - Bids over £25k.
- 3.3 That all application forms and accompanying guidance make the position on requiring match funding (or not) very clear to all potential bidders.
- 3.4 That following a Final Investment Decision, a report is presented to Scrutiny Committee outlining the process that will be followed to produce an Overarching Funding Strategy and how all members can engage in that process.
- 3.5 Members support the inclusion of a more detailed explanation of the eligibility and funding criteria in the new application form and guidance notes. Members also support the production of real life case studies to support applicants in the future.
- 3.6 That information given to potential applicants provides details on the roles and responsibilities of both the CIM Fund Manager and the Housing and Community Project Lead. This information should help distinguish between the roles of each of these posts. This section of the guidance document should also make the arrangement with Engage West Somerset explicitly clear.
- 3.7 That all correspondence with applications who have submitted a successful Expression of Interest and have subsequently been invited to make a full application continues to make it clear that such an invitation should in no way be seen as an indication of future success.

- 3.8 That a critical path diagram is produced to show applicants what happens and when and how they can seek help and advice throughout the process. This should contain information about the decision making process and how and when to engage with elected members.
- 3.9 That a consistent approach to Word Counts is used and this approach is clearly explained in any documentation.
- 3.10 To avoid confusion, ensure that each question within the re-designed application form is only one question, not a question within a question.
- 3.11 That clear guidance is provided to applicants about how they can engage with the CIM Fund Decision making process. Such guidance should remind applicants that they have the opportunity to address Cabinet and Council meetings of West Somerset Council for 3 minutes in which to state the case for their project.

The Task and Finish Group also recommend that the Planning Obligations Board consider inviting all applicants submitting an application for the second time should be invited to present at the POB meeting.

- 3.12 That the Scrutiny Task and Finish Group is invited at an appropriate time to consider the revised application form and guidance documents before they are made publically available.
- 3.13 An update report on all these recommendations is presented to Scrutiny 12 months after adoption in order to monitor progress.”

The Lead Member for Environment proposed amended recommendations at the meeting which were seconded by Councillor C Morgan; and following an in-depth discussion, it was:

RESOLVED (1) that Cabinet thank the Scrutiny Task and Finish Group for their findings and recommendations in relation to the CIM Fund.

RESOLVED (2) that Cabinet acknowledge Scrutiny Committee’s recommendations in relation to:

- a) Changes to the Guidance Notes and Application Forms regarding the role of match funding, word counts and clearer questions to provide clarity to potential applicants (Scrutiny recommendations 3.3, 3.9 and 3.10);
- b) More detailed explanations, decision making / critical path diagrams, guidance on how and when to engage in the decision making process and the production of case studies to assist applicants (Scrutiny recommendations 3.5, 3.8 and 3.11);

- c) Information on Roles and Responsibilities in providing advice and guidance to applicants in West Somerset (Scrutiny recommendation 3.6); and
- d) Making any decision at the Expression of Interest stage clear that it does not imply or guarantee future success (Scrutiny recommendation 3.7).

Cabinet would ensure that the necessary changes were made as soon as possible and prior to any further publicity in relation to the CIM Fund process. Acknowledging Scrutiny recommendation 3.12, Cabinet noted that the process for making these changes involved a range of partners and while comments from the Scrutiny Task and Finish Group on any 'final draft' changes would be welcome, it would be the Planning Obligations Board which approved the revised materials.

RESOLVED (3) that Cabinet note Scrutiny Committee recommendation 3.4 in relation to the production of an overarching funding strategy for West Somerset but confirm that this process will be begun with discussion at the Energy Infrastructure PAG involving All Members rather than a report to the Scrutiny Committee.

RESOLVED (4) that Cabinet support the creation of an amended application form for applications up to £1,000 and whilst noting Scrutiny Committee's recommendation (3.2) relating to additional application forms for applications between £1,000 and £25,000 do not support the creation of a third form at this time.

RESOLVED (5) that Cabinet do not support Scrutiny Committee's recommendation for changes relating to the process for inviting applicants to present to the Planning Obligations Board and will support the existing process of assessing the need for applicants to present to the Board on a case by case basis.

RESOLVED (6) that Cabinet support the request from the Scrutiny Committee that an update report is presented to Scrutiny Committee in 12 months' time.

CAB87 Parking Fees and Charges

(Report No. WSC 4/16, circulated with the Agenda.)

The report set out the changes to the charging process that supports traffic management of tourist industry by seeking to influence driver behaviour with the following outcomes:

- Incentive for commuters to use car parks away for the main tourist sites, freeing up space for tourist and visitors to the area.
- Continue investment in parking assets.

The report sought approval for changes to the summer car park tariffs; removal of the three hour zero tariff when valid blue badges are displayed in vehicles; and an increase to six months and yearly permits; and also

identified the ongoing investment needs to improve the assets, the customers experience and convenience.

The Lead Member for Regeneration and Economic Growth presented the item and outlined the key areas contained within the report. She further advised that contact had recently been made with the Compass Disability Services who had agreed to meet to discuss the pay and display machines and that an article would be placed in the Somerset County Council 'Your Somerset' magazine to inform the public of the proposed changes to the parking charges. Members were also informed that consultation and monitoring on the charges would continue to be undertaken.

The Assistant Director Operational Delivery apprised Members of written representation received from a local resident, Mr Tony Bullen, who had raised concerns regarding how the report had been written and on how, in his opinion, the parking income expenditure was spent by WSC. In consultation with the Portfolio Holder it was decided not to circulate Mr Bullen's correspondence as the references and assumptions he made differed from that proposed in the report. The Assistant Director confirmed that the Council's proposed increase in parking charges was not for the purpose of running or supporting other functions within the Council, but to support the parking operation.

The Lead Member proposed the recommendation which was seconded by Councillor M Dewdney.

A suggestion was made to consider changing the wording of Winter and Summer to High and Low Season on the car park signs to help clearly differentiate the periods; and various questions and issues were raised regarding the blue badge charging and the Assistant Director Operation Delivery noted them down for consideration/action.

RESOLVED that it be recommended to Full Council to support the changes to the fees and charges identified in the report.

The meeting closed at 5.55 pm