



To: All Councillors

Our Ref DS/KK
Contact Krystyna Kowalewska kkowalewska@westsomerset.gov.uk
Date 12 January 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:

COUNCIL MEETING

Date: Wednesday 20 January 2016
Time: 4.30 pm (Health and Safety Presentation at 4pm, prior to the Council meeting – see details below)
Venue: Council Chamber, Council Offices, Williton

There will be a short presentation by Catrin Brown, Health and Safety Manager and a question and answer session at 4.00 pm in the Council Chamber to which all Councillors are invited.

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

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

BRUCE LANG
Proper Officer

WEST SOMERSET COUNCIL
West Somerset House Killick Way Williton Taunton TA4 4QA
T 01643 703704 F 01984 633022 DX 117701 WILLITON
E customerservices@westsomerset.gov.uk W www.westsomersetonline.gov.uk

WEST SOMERSET DISTRICT COUNCIL

Meeting to be held on Wednesday 20 January 2016 at 4.30 pm

Council Chamber, Williton

AGENDA

1. **Apologies for Absence**

2. **Minutes**

Minutes of the Meeting of Council held on 16 December 2015 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. **Chairman's Announcements**

6. **Somerset Waste Partnership Business Plan 2016 - 2021**

To consider Report No. WSC 11/16, to be presented by Councillor M Dewdney, Lead Member for Environment – **SEE ATTACHED.**

The purpose of the report is to seek approval for the Somerset Waste Partnership's Draft Business Plan for 2016-2021.

7. **Council Tax Rebate Scheme Review for 2016/17**

To consider Report No. WSC 183/15, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support. This report has previously been made available and can be viewed via this link <http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Full-Council/Full-Council---16-December-2015.aspx>

The purpose of this report is to provide Full Council with information on our existing Council Tax Rebate scheme and the context for reviewing our scheme for Working Age applicants from 2016/17; to advise Full Council of the outcome of the public consultation on our Council Tax Rebate scheme in 2016/17; and to advise Full Council of Cabinet's recommendation on the preferred revisions to our Council Tax Rebate scheme in 2016/17; to obtain agreement from Full Council on our Council Tax Rebate scheme for 2016/17

PLEASE NOTE: Members are required to read all documentation when/before making a decision. Therefore, it is important that you read Appendix 1 – West Somerset District Council - Council Tax Reduction Scheme, and consider the implications detailed in the Equality Impact Statement.

8. Parking Fees and Charges

To consider Report No. WSC 8/16, to be presented by Councillor K Mills, Lead Member for Regeneration and Economic Growth – **SEE ATTACHED.**

The report sets 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 from the main tourist sites, freeing up space for tourist and visitors to the area.
- Continue investment in parking assets.

The report seeks 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 identifies the ongoing investment needs to improve the assets, the customers experience and convenience.

9. HPC Planning Obligations Board – Allocations of CIM Funding

To consider Report No. WSC 10/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of this report is to present the recommendations of the Hinkley Point C Planning Obligations Board and West Somerset Council Cabinet, 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.

10. Request for Allocation of Hinkley Point C Planning Obligations Funds

To consider Report No. WSC 9/16, to be presented by Councillor M Chilcott, Lead Member for Resources and Central Support – **SEE ATTACHED.**

The purpose of this report is for Full Council to consider the recommendation of Cabinet for the allocation of £400,000 of leisure funds ring fenced to Stogursey Parish towards the redevelopment of the Victory Hall in Stogursey.

11. **Minutes and Notes for Information**

Notes and minutes relating to this item can be found on the Council's website using the following links:

- Notes of the Watchet, Williton and Quantock Vale Area Panel held on 8 December 2015
<http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Watchet,-Williton-and-Quantock-Area-Panel/Watchet,-Williton---Quantocks-Area-Panel---8-Decem.aspx>
- Notes of the Minehead Area Panel held on 9 December 2015
<http://www.westsomersetonline.gov.uk/Council---Democracy/Council-Meetings/Minehead-Area-Panel/Minehead-Area-Panel---9-December-2015.aspx>

COUNCILLORS ARE REMINDED TO CHECK THEIR POST TRAYS

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.

WEST SOMERSET COUNCIL**Minutes of the Meeting held on 16 December 2015 at 4.30 pm****in the Council Chamber, Williton****Present:**

Councillor G S Dowding Chairman
Councillor B Heywood Vice-Chairman

Councillor I Aldridge	Councillor A Behan
Councillor M J Chilcott	Councillor M O A Dewdney
Councillor S Y Goss	Councillor A P Hadley
Councillor T Hall	Councillor I Jones
Councillor R P Lillis	Councillor B Maitland-Walker
Councillor K M Mills	Councillor C Morgan
Councillor P H Murphy	Councillor S J Pugsley
Councillor R Thomas	Councillor N Thwaites
Councillor A Trollope-Bellew	Councillor K Turner
Councillor T Venner	Councillor D J Westcott
Councillor R Woods	

Officers in Attendance:

Chief Executive (P James)
Assistant Chief Executive/Monitoring Officer (B Lang)
Director Growth and Development (B Cleere)
Assistant Director Resources (P Fitzgerald)
Assistant Director Planning and Environment (T Burton) – Item 10
Planning Policy Manager (N Bryant) – Item 10
Principal Planning Officer (Policy) (M Wilsher) – Item 10
Revenues and Benefits Manager (H Tiso) – Item 6
Asset Manager (T Child) – Item 15
Meeting Administrator (K Kowalewska)

C83 Apologies for Absence

Apologies for absence were received from Councillors R Clifford, H Davies, B Leaker and J Parbrook.

C84 Minutes

(Minutes of the meeting of Council held on 18 November 2015, circulated with the Agenda.)

RESOLVED that, subject to including Councillor I Jones to the list of Members present and including an extra bullet point to Minute No. C80 to read “An issue was raised regarding a litter bin on The Esplanade in Watchet.”, the Minutes of the meeting of Council held on 18 November 2015 be confirmed as a correct record.

C85 **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
Cllr I Aldridge	All	Williton	Spoke and voted
Cllr S Goss	All	Stogursey	Spoke and voted
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr C Morgan	All	Stogursey	Spoke and voted
Cllr P Murphy	All	Watchet	Spoke and voted
Cllr R Thomas	All	Minehead	Spoke and voted
Cllr N Thwaites	All	Dulverton	Spoke and voted
Cllr A Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr K Turner	All	Brompton Ralph	Spoke and voted
Cllr T Venner	All	Minehead & SCC	Spoke and voted
Cllr D J Westcott	All	Watchet	Spoke and voted

In addition the following interests were declared:

- Councillor A Trollope-Bellew made reference to a potential prejudicial interest in respect of Item 7 Fees and Charges 2016/17 as owner of a private water supply and Chairman of the AONB, and advised that if the matter of private water supply charges or AONB charges were to be specifically discussed he would leave the Chamber during this item.
- Councillor A Trollope-Bellew declared a prejudicial interest in respect of Item 10 Consideration of Potential Amendments to the West Somerset Local Plan to 2032 and Interim Release of Sites as owner of land in Crowcombe and left the Chamber during the discussion of this item.
- Councillor R Woods declared a prejudicial interest in respect of Item 10 as she lived near to the WAT9 site in Watchet and left the Chamber during the discussion of this item.
- Councillor C Morgan declared a prejudicial interest in respect of Item 10 as the owners of the SGR3 and SGR2 sites in Stogursey were close personal friends and left the Chamber during the discussion of this item.

C86 **Public Participation**

Agenda Item 10 - Consideration of Potential Amendments to the West Somerset Local Plan to 2032 and Interim Release of Sites

Phil Gannon spoke on behalf of Old Cleeve Parish Council concerning two sites - land east of Washford Mill, Washford (WAS4); and land south of A39 between Halscombe House and Blenheim House, Washford (WAS5) and gave reasons as to why the sites were unsuitable for housing development.

Teresa Bridgeman spoke on behalf of the West Somerset Flood Group commenting on the unsuitability of the WAS5 site for housing in relation to it being in a high flood risk area and urged Members to reject the site for development. She also raised concerns about the process and information by which the Strategic Housing Land Availability Assessment panel had based its recommendations on.

Faye Barringer-Capp spoke on behalf of Carhampton Parish Council and raised concerns and observations relating to the site at land adjacent to Garlands, Withycombe Lane, Carhampton (CAR6). She requested that Members of the Council reject this site as it was unsuitable for housing on the grounds that it would exacerbate the flooding problems in Carhampton, and there would be increased difficulties due to limited visibility for vehicles and pedestrians.

C87 Chairman's Announcements

26 November 2015	Attended the Police Awards at Congresbury
7 December 2015	Visited Minehead Sorting Office with Councillor K Mills to observe the handling of the Christmas mail

C88 Consideration of Potential Amendments to the West Somerset Local Plan to 2032 and Interim Release of Sites in response to matters raised by the Examination Inspector in initial correspondence

(Report No. WSC 189/15, circulated with the Agenda.)

The purpose of the report was to consider the wording of potential changes to the Plan's policies for forwarding to the examining Inspector in respect of the compliance issues which he has identified. The report also looked to identify potential additional sites that would supplement the strategic sites included in the Submission Draft in order to provide a range of different sized sites across the LPA area that could be developed in the early years following adoption of the Local Plan. These could be supplemented by further allocated sites, to cover the remainder of the plan-period (2012 – 2032), in a subsequent development plan document, post adoption of the currently submitted Local Plan document.

The Lead Member for Housing, Health and Wellbeing presented the report, summarising the key issues contained within. He advised that a tremendous amount of work had been undertaken on the Local Plan to make it compliant to Government guidance; and highlighted the concerns raised by the Planning Inspector in relation to the policy amendments and the identification of additional sites. He further advised that the matter had been discussed at the Local Development Panel held on 25 November 2015, and at this meeting it was resolved to recommend to Council that only three of the nine sites identified be endorsed with a request for officers to give consideration to further alternative/additional sites in Stogursey and/or Crowcombe. Officers had looked at the alternative sites and they were found to be unsuitable for housing development.

The Lead Member emphasised the risks involved if the Inspector considered the Local Plan to be unsound and not suitable for adoption, and indicated that there was a sense of urgency to submit the additional sites in order that they could be considered by the Planning Inspector. He also made reference to the fact that the Council had to make sure there were enough sites of different sizes to accommodate the housing needs of West Somerset across the district to 2032.

The Lead Member proposed the recommendations of the report with an addition to the wording printed in the first line of recommendation 3.ii to state "Resolve to endorse additional sites as shown in the Summary Table in paragraph 5.24 of the report for residential development...". These were seconded by Councillor S Goss.

Concern was expressed that the recommendations of the report had no bearing on the debate that took place at the recent Local Development Panel. An amendment to recommendation 3.ii was proposed by Councillor M Dewdney and seconded by Councillor R Lillis to endorse the three SHLAA sites MIN4, WAT9 and SGR3, as recommended by the Local Development Panel, and that they form part of the submitted amendments to the West Somerset Local Plan to be considered by the Inspector through the examination process. In addition to these three sites, it was also suggested that further work be carried out with immediate effect to identify whether any more of the 124 sites nominated for consideration through the SHLAA process were suitable for residential development.

A lengthy debate ensued and various questions and issues were raised by Members and Officers. The main points of discussion focussed on:

- It was not acceptable to have only three sites as it would not be enough to contribute towards the Local Planning Authority's (LPA) five-year land supply and would not satisfy the Inspector.
- It was emphasised that any sites which the Inspector recommended for allocation would be subject to public consultation as part of the examination process, and all the issues and concerns raised would be addressed as a result.
- Failure to identify additional sites could considerably delay the Local Plan process and result in costs to the Council in terms of unsuccessfully being able to defend planning appeals.
- Concerns were raised that there was no safe easy pedestrian access to essential services and facilities in respect of sites in Washford, Carhampton and Minehead thereby not meeting the criteria of the SC1 policy.
- It would be sensible to carry out further investigation to identify alternative acceptable sites within Appendix A of the report.
- Concern that there may be a conflict with the Local Plan policies and whether any of the sites would be rejected on this basis; officers confirmed that a high level assessment had been undertaken in this regard.

- The officers advised that it was important to seek to address the issues raised by the Inspector, which were detailed within the report, and it was explained that the sites were only being identified as potential allocations for consideration at the present time. There would be an opportunity for the public to comment and it would be at the Examination Stage when the Examiner would decide whether the sites submitted were suitable, available and achievable and take a view on the appropriateness of the sites and whether they should be included in the Plan.
- Officers confirmed that there should be a range of sites across the Local Planning Authority area which contributed towards the Authority's obligation to provide a minimum five-year supply of land for housing. There was a risk of developers being able to challenge the local planning authority and developing in inappropriate locations if this was not fulfilled.
- Attention was drawn to the process of how the nine sites were selected for their suitability for residential development. The sites were assessed on their availability, suitability, achievability and viability, as well as accessibility to facilities and services; and all the information was included in the appendices to the report.

On being put to the vote the amendment was LOST.

Further discussion ensued concerning the original motion and the point was made that the recommended additional sites should be in sustainable locations. It was noted that in order to encourage people to work in West Somerset, there was a requirement for other land to be allocated for industry and commerce development which should be looked at in conjunction and close proximity to these sites.

Members were supportive of the suggested policy amendments to the West Somerset Local Plan.

It was agreed that the recommendations be voted on separately. On being put to the vote recommendation 3.i was CARRIED and recommendation 3.ii was LOST.

RESOLVED (1) that the potential amendments to the submitted West Somerset Local Plan policies set out at Appendix 1 to the report be endorsed, so that these may be forwarded to be considered by the Inspector through the examination process.

The meeting was suspended at 5.55 pm for 10 minutes by the Chairman to enable advice to be taken as to how most appropriately conclude this item with those Members who had withdrawn from the meeting due to declaring prejudicial interests, remaining outside of the chamber during the adjournment.

Upon the resumption of the meeting, in order to ensure that a range of sites existed across the Local Planning Authority area that would also contribute towards the Authority's obligation to provide a minimum five-year supply of land for housing in the early stages, post adoption, the Lead Member for Housing, Health and Wellbeing proposed that a process be agreed to vote separately on the nine sites that were listed in the Summary Table of Recommended Additional Sites contained within section 5.24 of the report, in order to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032. This proposal was seconded.

After some deliberations, the procedural motion was proposed and seconded that the question be now put on the process to vote on each of the nine sites one at a time. The Chairman agreed that the procedural motion should be put to the vote upon which it was declared CARRIED.

Members then voted on the proposed process whereby each of the proposed nine sites would be voted upon separately which was declared CARRIED.

RESOLVED (2) that MIN4 (Minehead and Exmoor Caravan and Camping Park, Middlecombe Cross, Minehead) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (3) that MIN5 (Land adjacent to Barberton, Middlecombe, Minehead) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (4) that MIN30 (Land at The Mount, Porlock Road, Minehead) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (5) that MIN41 (Land south-west of Minehead Cemetery, Porlock Road, Minehead) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (6) that WAT9 (Land at Liddymore Farm, Liddymore Lane, Watchet) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (7) that CAR6 (Land adjacent to Garlands, Withycombe Lane, Carhampton) be not endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (8) that SGR3 (Land south of Little Luke Farm, Shurton Lane, Stogursey) be endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (9) that WAS4 (Land east of Washford Mill, Washford) be not endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

RESOLVED (10) that WAS5 (Land south of A39 between Halscombe House and Blenheim House, Washford) be not endorsed for residential development to supplement the strategic sites already identified and included in the Submission Draft of the West Somerset Local Plan to 2032.

Note: With the agreement of the Chairman this item was brought forward on the Agenda.

C89 Timetable of Meetings 2016/17

(Report No. WSC 184/15, circulated with the Agenda.)

The purpose of the report was to submit a draft timetable for the 2016/17 Municipal Year for adoption in principle.

The Lead Member for Executive Support and Democracy presented the report and advised that a review had been undertaken on the number and type of meetings to produce cost savings and increase efficiency levels in order to make the best use of time and resources which had resulted in a proposal to reduce the number of Council, Cabinet and Scrutiny meetings; as well as combining the Policy Advisory Groups (PAG) into one Priorities PAG (excluding the Corporate PAG). The Lead Member drew Members' attention to the fact that there was always the option of calling special meetings should it be deemed necessary, and the timetable would be kept under review.

The Lead Member proposed the recommendation of the report and was seconded by Councillor M Dewdney.

On consideration of the report the following points were made:

- A concern was raised that bi-monthly meetings would increase the running time of the meeting.
- In light of concerns raised that there could be a knock-on effect with regards to the CIM Fund process as applicants would have to wait longer for a decision to be made, it was confirmed that this had been taken into account and the timescales would be made clearer in the process.
- It was incumbent upon Members to keep the length of the meetings under control.

RESOLVED that the draft timetable for meetings for the 2016/17 Municipal Year as set out in Appendix A to the report be adopted.

Note: With the agreement of the Chairman this item was brought forward on the Agenda.

C90 **Council Tax Rebate Scheme Review for 2017/17**

(Report No. WSC 183/15, circulated with the Agenda.)

The purpose of the report was to provide Full Council with information on our existing Council Tax Rebate (CTR) scheme and the context for reviewing our scheme for Working Age applicants from 2016/17; to advise Full Council of the outcome of the public consultation on our Council Tax Rebate scheme in 2016/17; and to advise Full Council of Cabinet's recommendation on the preferred revisions to our Council Tax Rebate scheme in 2016/17; to obtain agreement from Full Council on our Council Tax Rebate scheme for 2016/17.

The Lead Member for Resources and Central Support presented the item and recognised the amount of work and effort which had been undertaken on this matter and thanked the officers involved. She detailed the key points contained within the report and emphasised that the most significant change to affect the CTR scheme was to be a reduction in the Tax Credit income. The Lead Member reported that for next year's consultation a range of broader options would be consulted upon to increase flexibility as there was potential to save more money; and it was important to treat all council tax payers fairly.

Officers were congratulated on collecting 97.25% of the net collectable Council Tax income due for 2014/15.

The Lead Member proposed the recommendations contained within the report which were duly seconded by Councillor M Dewdney.

The Revenues and Benefits Manager answered a range of questions from Members relating to issues on applying a minimum income for self-employed applicants; council tax payable on unoccupied furnished properties; the amount of effort extended on collecting small sums of debt owed; and the tracking of empty homes and further investment for additional inspections. A request was made for the information collected in respect of the identified issues/negative impacts highlighted in the action plan contained within the report to be made available on a regular basis.

RESOLVED (1) that having regard to the consultation response and the Equality Impact Assessment (EIA - see Appendix 4 of the report), the recommendation from Cabinet that the 2016/17 Council Tax Rebate scheme should be amended to that shown in Appendix 1 of the report, (and illustrated in Model 15) to revise support for working age applicants in 2016/17 by:

- disregarding maintenance received for children
 - removing entitlement to applicants with capital over £6,000;
 - applying a Minimum Income for Self-Employed applicants; and
 - paying CTR at a level that would be no more than for a Band C property
- be approved.

RESOLVED (2) that the 2016/17 Council Tax Rebate Scheme be approved for 2016/17 only.

Administrator's Note: On circulation of the agenda, Members were advised to read the policy (Appendix 1 of the report), and to consider the implications detailed in the Equalities Impact Assessment.

C91 Fees and Charges 2016/17

(Report No. WSC 187/15, circulated with the Agenda.)

The purpose of the report was to approve the proposed fees and charges for the period 1 April 2016 to 31 March 2017.

The Lead Member for Resources and Central Support presented the report emphasising the key issues contained within the report. She went on to propose the recommendation set out in the report which was duly seconded by Councillor B Heywood.

An explanation was provided that in order for the Council to be able to operate on a cost neutral basis it was proposed to increase the fee for Planning Type 1 Other Developments pre-planning advice.

RESOLVED that the proposed Fees and Charges for 2016/17 be approved on the following basis:

The following fees are unchanged:

- Hackney Carriage Licences
- Private Hire Licences
- Acupuncture/Tattooing/Skin Piercing/Semi-Permanent Skin-Colouring Licences
- Scrap Metal Dealers Licensing
- Animal Welfare Licences
- Street Trading Licences
- Gambling Licences
- Caravan Site Licences
- Land Search Fees
- Housing Inspections for Immigration Purposes
- Freedom of Information Enquiries

The following changes are proposed:

Amended charge structure for:

- Building Control Charges

Increased charges for:

- Harbour Mooring and Slipway Fees
- Pleasure Boat Dues
- Various Waste Charges
- Pre-Planning Advice

Decreased charges for:

- Court Summons and Liability Orders for Council Tax and Business Rates

C92 Licensing Officer Post – West Somerset Council

Item withdrawn as the matter had already been determined by Cabinet.

C93 Devolution

(Update report – circulated with the Agenda)

The Leader of the Council advised that the Devolution Bid had not yet been finalised and that a further meeting would be held in the new year to resolve the matter. The Leader confirmed he would report back to Members accordingly.

C94 Standards Advisory Committee

(Minutes of the Standards Advisory Committee held on 13 October 2015 circulated with the Agenda.)

RESOLVED that the Minutes of the Standards Advisory Committee held on 13 October 2015 be adopted.

C95 Minutes and Notes for Information

(Minutes and Notes relating to this item, circulated via the Council's website.)

RESOLVED that the notes of the Dunster Area Panel held on 6 October 2015 be noted.

C96 Exclusion of the Press and Public

RESOLVED that the press and the public be excluded during consideration of C97 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:

C97 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 was 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.

C97 **Minehead Customer Services Centre, 1 and 3 Summerland Road, Minehead**

(Report No. WSC 186/15, circulated with the Agenda.)

The purpose of the report was to seek approval for the exercise of a contractual break notice to be exercised by the Council as Tenant on the Council's landlord. This notice would be served in accordance with the lease giving not less than 12 months' notice and to determine on 25 December 2016.

The Lead Member for Resources and Central Support presented the item and proposed the recommendation which was seconded by Councillor D Westcott.

RESOLVED that the exercise of a contractual break giving not less than 12 months' notice and to determine on 25 December 2016 be approved.

The meeting closed at 7.17 pm

Report Number: WSC 11/16
Presented by: Councillor Martin Dewdney
Author of the Report: Chris Hall
Contact Details:
 Tel. No. Direct Line 01823 356499
 Email: c.hall@tauntondeane.gov.uk

Report to a Meeting of: Full Council
To be Held on: 20th January 2016
Date Entered on Executive Forward Plan
Or Agreement for Urgency Granted:

SWP BUSINESS PLAN 2016 - 2021

1. PURPOSE OF REPORT

- 1.1 The report seeks approval for the Somerset Waste Partnership's Draft Business Plan for 2016-2021 attached.
- 1.2 Whilst the business plan has a 5 year horizon Members are only requested to approve the plan for the financial year 2016/17
- 1.3 The inflationary figure for WSC is -0.2% which means a saving in the contract price for 2016/17. This position is better than normal years primarily due to reducing operating costs.

2. LINKS TO CORPORATE PRIORITIES

- 2.1 SWP is one of the Authority's key partnerships and takes client and operational responsibilities for the delivery of our recycling and waste priorities.

3. RECOMMENDATIONS

Full Council are recommended to

- i) Review and approve the Somerset Waste Partnership's Budget for 2016-2017.
- ii) Note the content for the business plan 2016 – 2021

4. RISK ASSESSMENT

- 4.1 The SWP risk register is reviewed annually and taken to the Somerset Waste Board for approval. The updated risk register is attached at Appendix 2.

5. BACKGROUND INFORMATION

- 5.1 The Somerset Waste Partnership has managed waste and recycling services on behalf of all local authorities in Somerset since October 2007. The partnership is governed through a Joint Committee known as the Somerset Waste Board. The SWB Constitution requires the single client team to prepare a Draft Business Plan with an accompanying Action Plan on an annual basis. The Board then approves a draft for consultation with the partners, so that each partner authority has the opportunity to comment on the plan. The Board considered the draft plan on 18 December 2015 and comments are requested by mid-February so that the Board can adopt the Plan and Budget.
- 5.2 The Board can, by a majority vote, amend the Business Plan in order to accommodate any unforeseen circumstances and to assist the Board to achieve the Aims and Objectives. Any partner council can request such an amendment at any time.
- 5.3 The Board is almost exclusively funded from contributions from partners and, apart from one-off funding bids, has no automatic block grant from Central Government or any reserves. It is therefore dependent on agreement between partners on the level of funding provided by each of them in line with the cost sharing formula. Business Planning and Budget setting are therefore part of the same process.
- 5.4 The Board has delegated authority for decision making across all services and therefore must make proposals to the partners on how savings can be made, taking into account any savings requirements from individual partners.
- 5.5 Under the terms of the Inter Authority Agreement, the Board cannot make a decision that has an adverse financial implication on any partner. But the Board does have discretion on how any savings targets handed down can be implemented, provided all partners sign up through approval of this draft plan.

6. PURPOSE OF THE BUSINESS PLAN

- 6.1 The Draft Business Plan and associated Action Plan, attached as appendix 1, are the means by which the partnership describes its business, evaluates changes to the operating environment, identifies strategic risks and sets out its priorities. The plan has a five year horizon with particular focus on the next 12 months. It is the primary means to seek approval for and to secure the necessary resources to implement its proposals from the partner authorities.
- 6.2 The plan also sets out the draft Annual Budget for the Waste Partnership for 2016/17, which for WSC represents only a minor saving of £2,554 against a budget of £1.15m.

7. RESPONSIBILITY OF THE BUSINESS PLAN

- 7.1 The Board has delegated authority for decision making across all services and therefore must make proposals to the partners on how savings can be made, taking into account any requirements to make savings and proposals on how this can be

achieved. Under the terms of the Inter Authority Agreement, the Board cannot make a decision that has an adverse financial implication on any partner without the consent of that partner. The Board cannot refuse to accept savings targets handed down – but it does have discretion on how those savings can be implemented, provided all partners sign up through approval of the draft plan.

8. CONSULTATION

- 8.1 Individual partners were previously asked to give an indication of any savings targets so that options to achieve these and associated risks could be assessed by the SWP in consultation with the Strategic Management Group. All partners have a need to control costs in this area and a number of initiatives have been underway to evaluate the opportunities and impacts of future cost management choices.
- 8.2 Specifically trials were undertaken in Taunton Deane which have, and will continue, to inform the nature of the service going forward for the entire partnership. These trials made temporary alterations to the material types that were collect at the kerbside and the frequency of collections.
- 8.3 A separate paper will be brought to Members to consider a new collection model once the business case for change has been completed. Therefore the budget presented in the attachment, for 2016/17, takes account of the know position at this time and makes no assumptions on savings as a result of a new service model.

9.0 KEY ACTIONS FOR 2016 – 21

- 9.1 There key actions are identified within the Draft Action Plan which is contained within Appendix 1 the Draft Business Plan. Of these Members attention is drawn to the following which are large scale projects which may produce significant changes to service delivery, the level of recycled materials and therefore positive impacts on the contract costs:
- Alternative refuse treatment
 - Recycle More, new service model
- 9.2 The Draft Plan has been brought together against the background of the continuing difficult economic situation but with a continuing desire from partners to deliver the following key priority areas:
1. Waste minimisation, high diversion and high capture
 2. Improved services for customers;
 3. Contract monitoring and review;
 4. Alternatives to landfill and optimising material processing;
 5. Investigating Recycling Centre options;
 6. Investigating collection service options;
 7. Organisational efficiency.

10. FINANCE COMMENTS

- 10.1 The Waste Partnership is largely funded from contributions from partners and has no block grant from Central Government or any reserves. It is therefore dependent on agreement between the partners on the level of funding provided by each of

them in line with the cost sharing formula. Business Planning and Budget setting are part of the same process.

- 10.2 The Annual Budget, once finally approved, will become the new measure for the financial performance of the Waste Partnership for 2016/17. SWP will continue to share the costs among partners in the approved format.
- 10.3 The Annual Audit letter has been received and there are no actions outstanding and the conclusions are entirely positive.
- 10.4 The inflationary figure is lower than initially anticipated as a result of operating costs being lower, primarily as a result of shared management with other local authorities and the contractor and reducing fuel costs.

11. **EQUALITY & DIVERSITY IMPLICATIONS**

Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process. The three aims the authority **must** have due regard for are:

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

- 11.1 Equalities and other Impact assessments have been made in respect of all savings proposals, even where these do not have an immediate public impact. Individual partners will consider the Draft Plan during January and early February 2016.

12. **LEGAL IMPLICATIONS**

- 12.1 The waste collection contract is one of the Authority's largest contracts. The Waste Partnership fulfils the Authority's statutory responsibilities in regard to waste collection.

13. **SCRUTINY COMMITTEE COMMENTS**

- 13.1 Comments to follow.

Background papers

Somerset Waste Board Constitution and Inter-Authority Agreement
<http://www1.somerset.gov.uk/council/boards.asp?boardnum=32>



SWP Business Plan 2016 – 2021

Table of Contents	
	Somerset Waste Partnership Business Plan 2016-2021
	Performance Table
	Draft Budget
	Appendix A - Action Table
	Appendix B – Risk Matrix
	Appendix C – New Service Model Considerations
	Appendix D – Asbestos and Plasterboard Charging Rationale
	Appendix E (Added 21/12/15) – Recycling Site Vehicle Permitting

1. About Somerset Waste Partnership

Somerset Waste Partnership (SWP) was established in 2007 to manage waste services on behalf of Mendip, Sedgemoor, South Somerset and West Somerset District Councils, Taunton Deane Borough Council and Somerset County Council. This made it the first county wide waste partnership in the country.

SWP has delegated authority to deliver household waste and recycling services throughout Somerset, including management of kerbside collections, recycling sites and disposal sites. These duties are in turn contracted to Kier (collection services) and Viridor Plc (recycling sites, landfill sites and recycling or disposal of food waste, garden waste and residual waste).

The SWP is accountable to the Somerset Waste Board (SWB), which consists of two members from each of the partner authorities.

For further information about Somerset Waste Partnership and the Somerset Waste Board please visit www.somersetwaste.gov.uk

2. Key Stakeholders

- Residents of Somerset
- Members and officers of partner authorities
- Kier MG CIC
- Viridor Plc

3. The SWP Vision

We will:

- Drive material up the waste hierarchy and, where sustainable markets exist, into the circular economy*.
- Avoid landfill and encourage high participation in waste avoidance, reuse, recycling and food waste collection schemes.
- Engage with local people, support economic wellbeing and use efficient, sustainable and affordable solutions at every stage of the process.
- Encourage and facilitate innovation, joined up strategy, policy and operations across the county

*A circular economy is one where resources once used are not disposed of, but become feedstock materials or energy for making new products, thus reducing reliance on raw materials and waste disposal. A “closed loop process” is a variation of this where recovered materials are recycled into the same product. The benefits of a circular economy include reduced energy consumption, resource security and lower environmental impacts. A circular economy works most effectively where there are clear incentives for all persons on the loop (manufacturers, retailers, consumers, local authorities, reprocessors) to move the material around the loop.

4. Key Issues and Challenges

4.1 Service Development

This Business Plan will take forward the decisions made by the Somerset Waste Board and agreed by the partner authorities in the period December 2015 to February 2016. These decisions have the potential to result in significant changes both to the kerbside collection services and the residual waste disposal processes.

4.2 External Pressures

The period of constraint on the public purse continues and SWP will need to contribute to ongoing savings, while striving to maintain the scope and quality of frontline services.

4.3 National and Local Waste Policy

European Commission Adopts Revision to Circular Economy Package

The latest communication from the EU on the Circular Economy (December 2015) proposes, among other measures, a 65% recycling of municipal waste target for member states and limiting landfill to a maximum of 10% of residual waste by 2030. The proposals also cover national targets for recycling packaging waste. The proposals also include extending eco-design and increased national targets for recycling packaging waste.

SWB hopes that the outcome of the current work on alternatives to landfill will enable Somerset to achieve the latter at least 10 years ahead of this timeframe.

At a macro level it is assumed that the 65% municipal recycling target will drive national policy and maintain economic pressure to encourage alternative recycling. While the proposed Recycle More model should drive the Somerset rate to a higher level, achieving 65% at a local level without additional national policy and economic drivers will be challenging.

DCLG and Weekly Collections

DCLG no longer aspire to a return to weekly refuse collections, removing pressure to return to systems that would increase costs and reduce effectiveness of recycling services.

Community Recycling Sites

The option to provide Community Recycling Sites, supported by an entrance fee, previously available under the Local Government Act, has been withdrawn from Local Authorities and will be phased out by April 1st 2020.

The Waste (England and Wales) Regulations 2011

The Waste (England and Wales) Regulations 2011 require from 1 January 2015 that waste paper, metal, plastic and glass are collected separately from general waste subject to this being necessary to ensure the recovery of high quality recyclates, and; technically, environmentally and economically practicable to do so.

Courtauld 2025

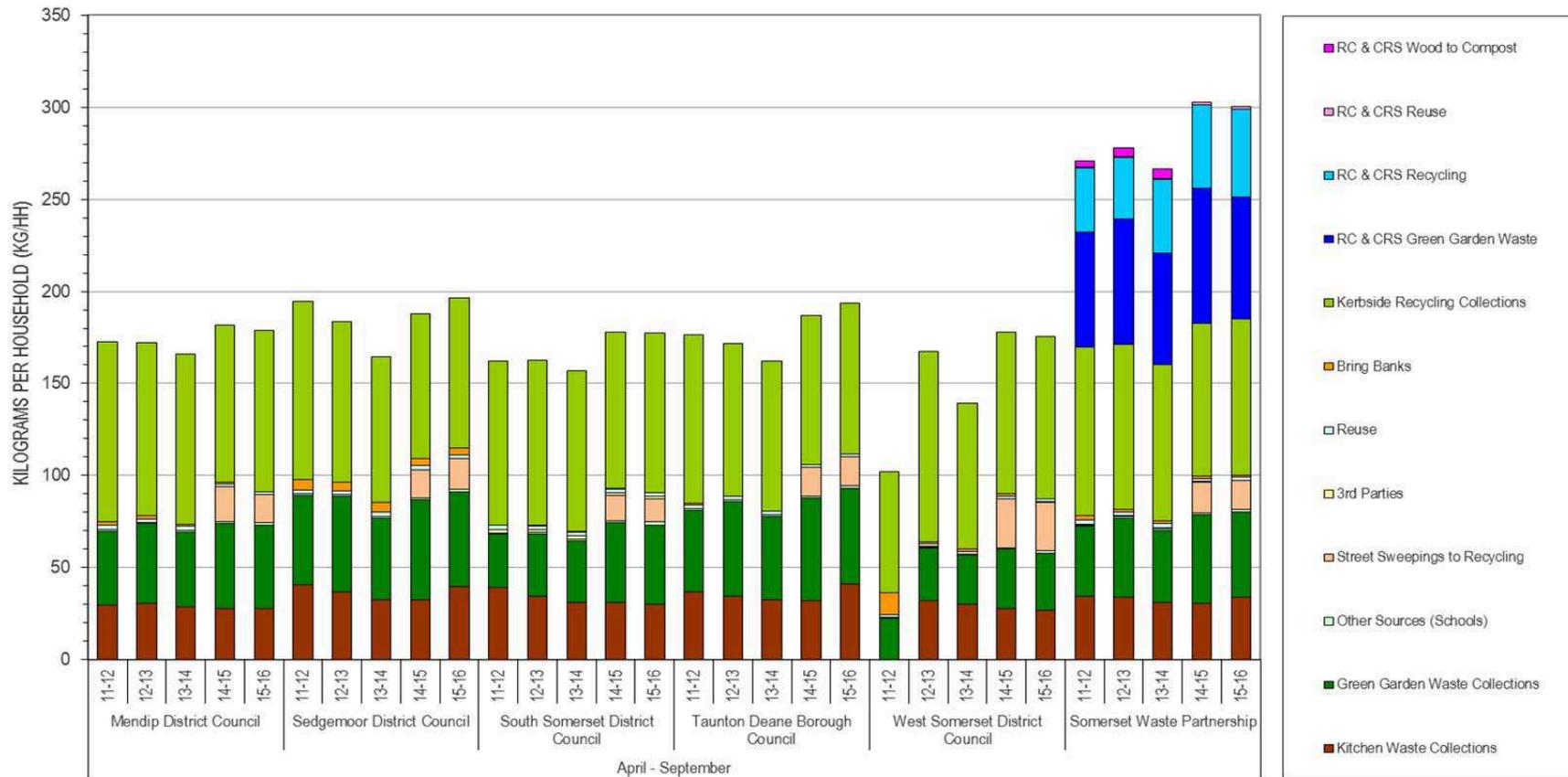
Somerset Waste Partnership supports the vision of Courtauld 2025 of “A world in which food and drink are produced and consumed sustainably.” and anticipates the launch of the programme, an “ambitious 10-year voluntary agreement that brings together a broad range of organisations involved in the food system to make food and drink production and consumption more sustainable.” Somerset Waste Partnership will seek to participate as a stakeholder, beginning with the launch of Courtauld 2025 by WRAP in March 2016.

4.4 Primary Contract Review

This business plan has a five year horizon. The Collection and Treatment contracts come to an end (unless extended) in 2021 and 2022 respectively. This means that it is within the horizon of this Business Plan to give consideration to future arrangements for the end to end delivery of waste services in Somerset. In order to ensure an effective future service is in place a full review should be conducted in 2019 – 2020.

5. Performance 2014/2015

**TOTAL HOUSEHOLD RECYCLING IN SOMERSET
KG/HH COMPARISON 2011-12 - 2015-16**



6. Key Aims and Priorities for 2016/17

For the period of this business plan we will continue the three priority areas established in the 2015 – 2020 Business Plan: -

<p>Alternative Refuse Treatment (Relates to actions in Section 1 of Action Table)</p>	<p>Negotiation, planning and implementation of changes resulting from decisions taken regarding future processing of residual waste.</p>
<p>New Service Model (Relates to actions in Section 2 of Action Table)</p>	<p>Negotiation, planning and implementation of changes resulting from decisions taken regarding the future model of kerbside collection services, considering: -</p> <ul style="list-style-type: none"> • Materials collected • Method of collection • Frequency of collection • Collection containers • Depot infrastructure • Reprocessing arrangements
<p>Addressing the Impact of Waste (Relates to actions in Section 3 of Action Table)</p>	<p>As last year there are also a large number of initiatives identified to address the financial, social and environmental impacts of waste. These will include waste minimisation campaigns and initiatives to improve and develop reuse options, SWP's ability to manage problem properties, recycling facilities in schools and flats, and safety in the delivery of services. SWP has a great record of securing external funding and will continue to follow up opportunities to assist with its objectives as they arise.</p>

Financial Pressures

In all considerations Somerset Waste Partnership will recognise the current and ongoing financial pressures facing partner authorities. Cost effectiveness and identifying opportunities to reduce overall costs must be at the heart of all decisions taken when implementing the future service.

7. SWP Budget 2015/16

The tables on the following pages show the projected five year budget for Somerset Waste Partnership if the current service model does not change in future years, effectively a “do-nothing” scenario with estimated inflationary indices based on contractual agreements. As noted above, SWP recognises the financial pressures facing partners.

7.1 Revenue Not Included

Control of income from residents for waste related services is retained by the collection authorities and is therefore not shown in this paper. The most significant portion of this is annual Garden Waste subscriptions, which will generate income for the district council of around £50.00 for each wheeled bin subscription in 2016/17. This is a significant offset of the cost of providing the service. Other income streams are Bulky Waste collection fees and sale of Garden Waste sacks.

7.2 Full Draft Budget Summary 2016/17

Business Plan 2016- 2021							
Summary Annual Budget 2016/2017							
Rounded £000s	Total	SCC	MDC	SDC	SSDC	TDBC	WSDC
Expenditure							
Salaries & On-Costs	866	422	96	102	144	98	4
Other Head Office Costs	210	96	23	24	35	24	8
Support Services	141	61	16	17	24	17	6
Disposal - Landfill	11476	11476					
Disposal - HWRCs	9098	9098					
Disposal - Food waste	1311	1311					
Disposal - Hazardous waste	214	214					
Composting	1592	1592					
Kerbside Recycling	8667		1781	1786	2672	1733	695
Green Waste Collections	2325		459	590	639	537	100
Household Refuse	5866		1198	1197	1786	1208	477
Clinical Waste	113		23	25	34	23	8
Bulky Waste Collection	79		18	12	25	16	8
Container Maintenance & Delivery	178		35	37	54	43	9
Container Supply	421		93	86	129	93	20
Pension Costs	69		1	2	63	2	1
Depot Costs	176		36	38	53	37	12
Village Halls	6			6			
Transfer Station Avoided Costs	310	310					
Recycling Credits	2401	2401					
Capital Financing Costs	231		52	41	78	39	21
Total Direct Expenditure	45750	26981	3831	3963	5736	3870	1369
Income							
Sort It Plus Discounts	-80		-16	-17	-24	-17	-6
Transfer Station Avoided Costs	-310		-63	-67	-94	-64	-22
May Gurney Secondment Saving	-44	-20	-5	-5	-7	-5	-2
Recycling Credits	-2376		-492	-488	-735	-481	-180
Total Income	-2810	-20	-576	-577	-860	-567	-210
Total Net Expenditure	42940	26961	3255	3386	4876	3303	1159

Business Plan 2016- 2021						
Summary Annual Budgets						
Rounded £000s	2016/17	2017/18	2018/19	2019/20	2020/21	
Expenditure						
Salaries & On-Costs	866	875	883	892	901	
Other Head Office Costs	210	210	210	210	210	
Support Services	141	141	141	141	141	
Disposal - Landfill						
Disposal - Landfill	11476	11082	11458	11843	12241	
Disposal - HWRCs	9098	9289	9485	9685	9888	
Disposal - Food waste	1311	1335	1359	1383	1408	
Disposal - Hazardous waste	214	220	227	233	240	
Composting	1592	1640	1689	1740	1793	
Kerbside Recycling						
Kerbside Recycling	8667	8913	9166	9426	9693	
Green Waste Collections	2325	2391	2459	2529	2600	
Household Refuse	5866	6022	6192	6378	6549	
Clinical Waste	113	116	120	123	127	
Bulky Waste Collection	79	81	82	84	86	
Container Maintenance & Delivery	178	183	188	194	199	
Container Supply	421	433	446	458	471	
Pension Costs						
Pension Costs	69	70	70	71	72	
Depot Costs						
Depot Costs	176	176	176	176	176	
Village Halls						
Village Halls	6	6	6	6	6	
Transfer Station Avoided Costs						
Transfer Station Avoided Costs	310	319	329	339	349	
Recycling Credits						
Recycling Credits	2401	2473	2547	2623	2702	
Capital Financing Costs						
Capital Financing Costs	231	231	231	231	231	
Total Direct Expenditure	45750	46206	47464	48765	50083	
Income						
Sort It Plus Discounts	-80	-80	-80	-80	-80	
Transfer Station Avoided Costs	-310	-319	-329	-339	-349	
May Gurney Secondment Saving	-44	-44	-44	-44	-44	
Recycling Credits	-2376	-2448	-2521	-2597	-2675	
Total Income	-2810	-2891	-2974	-3060	-3148	
Total Net Expenditure	42940	43315	44490	45705	46935	

Assumptions

0% pay award for 2016/17, 1% annual pay award for years 2017/18 - 2020/21

0.98% housing growth in 2016/17, then 1% annually for years 2017/18 - 2020/21.

Collection contract inflation -0.63% in 2016/17, 2% annually for years 2017/18 - 2020/21

Disposal contract inflation 1.5% annually for all years (2016/17 - 2020/21)

Tonnage growth 1.5% annually for all years (2016/17 - 2020/21)

Appendix A

Business Plan Action Table

Task	Description	Outcome/Target (completion by March 2017 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment/ Risk
1. Service Development Programme: Residual Waste Treatment			Steve Read			
1.1	Economically viable treatment option for residual waste.	Commencement of diversion of residual waste away from landfill.	David Oaten	Resource and budget to be confirmed separately. £72k budget assigned.	Likely to be significant, though dependent on final option agreed.	Budget from WDA contribution.
2. Service Development Programme: New Service Model			Steve Read			

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment/ Risk
2.1	Implementation of service changes resulting from decisions taken following collection service review.	Partial implementation of new service model; detailed plan for implementation across Somerset	Steve Read	Up to £235k (in principle from current year vehicle sales and associated income).	Significant planning and implementation resource, to be specified separately.	Budget from WCA contribution.

3. Projects and Activities to Manage the Impact of Waste

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment/Key Risk
3.1	Charging for deposit of Asbestos and Plasterboard at Somerset recycling sites designated to accept those materials.	From Monday 4th April we will charge residents to deposit plasterboard (£4 per sheet or part thereof) and asbestos (£12 per sheet or part thereof) at Recycling Centres in Somerset	David Oaten	Limited in year costs as publicity and signage will happen in Q4 2015/16 (approx. £5,000 for pre publicity and signage).		See accompanying Impact Assessment
3.2	Consider, plan and deliver agreed options to tackle unauthorised trade waste and waste from beyond Somerset being deposited at Somerset recycling sites.	Consider options for van/trailer permitting for Board consideration, with a view to possible implementation from October.	David Oaten	To be defined by separate proposal.		Impacts will be assessed at time of proposal.
3.3	Building on success of Priorswood reuse shop, develop a reuse shop at Chard Recycling Centre.	In the first quarter of the financial year we will construct a facility for selling reusable items at the Chard Recycling Centre	David Oaten	Subject to agreement - £30k infrastructure costs (recovered within 3 years), funded as Budget commentary	Officer oversight and management in Q1 2016/17	Opportunity to positively promote reuse in the Chard area. Risk that return will not be as speedy as

						estimated due to
3.4	Review of Contract Monitoring Processes.	By end of September 2016. In light of feedback from HSE to review and improve SWP contract monitoring procedures.	David Oaten	Staff time only	Officer review and administration.	Risk of liability if HSE recommendation are not reviewed and responded to.
3.5	Closed Landfill risk review	By end of December 2016 to report on potential savings to be made by reviewing the nature and frequency of closed landfill monitoring	David Oaten	Staff time only	Ten days officer time in Quarter 2/Quarter 3	Opportunity – identified cost reduction
3.6	Maintain COTC (Certificate of Technical Competence) capability	This Technical Competence Scheme is jointly delivered by CIWM and WAMITAB. It is an 'Approved Scheme' for demonstrating Technical Competence in relation to the Management of a Permitted Waste Facility. SWP will ensure that sufficient staff retain this qualification to ensure ability to effectively deliver commitments.	David Oaten	From head office training budget	Two officers Two days each, before Feb 2017	Risk of insufficient competence to deliver business requirements if not completed.
3.7	Restructure Minehead Recycling Centre	Alleviate local congestion and improve site performance by modernising and refreshing Minehead Recycling Centre	David Oaten	Capital Bid (between £50k and £200k if successful)	Management time for tendering and oversight.	Opportunity to reduce local congestion and improve the amenity and efficiency of the site.

Draft (Approved by SWB for Partner Consultation 18th December 2015)

3.8	Assisted Collection Review	Contractual obligation to ensure we regularly update the list of householders in receipt of assisted collection services. To be carried out in stages throughout the year.	Colin Mercer	£9k for mailing costs and processing of replies.	Administration of mailing and responses to around 5000 properties to be absorbed within collection budget.	Risk of non compliance with contract if not completed.
3.9	Roll out enhanced recycling facilities at communal properties	TEEP obligation to add plastic bottles and cardboard to communal recycling stores in block of flats.	Colin Mercer	Financing of new trucks through Public Loan Board (up to £600k that Kier will pay back); Provision of additional bins and signage in communal bin stores.	Planning and implementing roll out. 20 days officer time in Quarter 1.	Risk of non compliance with regulatory requirements if not completed
3.10	Vehicle fleet refreshment programme	Somerset's collection fleet is reaching the end of its planned life. A programme of refreshing the fleet is required regardless of any other decisions. Scope of this activity will reflect decisions taken for item 2.1	Colin Mercer	Financing as 3.9. Likely to be c£10million requirement	10 days Collections Manager Time and 10 days Finance Officer time	Risk of failing fleet and inability to deliver services if fleet not refreshed.
3.11	Enforcement Partnering Implementation (subject to separate Board approval)	Implementation of enforcement procedures, subject to separate Board decision, by October 2016.	Colin Mercer	£2k admin and payment processing costs	10 days Collections Manager time in Quarter 2	Risk - Ongoing, entrenched issues with anti social behaviour will not be resolved if not implemented.
3.12	Collection Contract Review	Review collection contract to ensure schedules are effective for management of	Colin Mercer	None	10 days Collections Manager time in	Opportunity to ensure definitions and

Draft (Approved by SWB for Partner Consultation 18th December 2015)

		the service.			Q3	guidance set out in the contract are relevant to the service as delivered.
3.13	Data Review	To review data inputs and outputs (both quantitative and qualitative) and ensure data is being used effectively and in line with industry best practice to guide business development and monitoring.	Mark Blaker	None	5 days Business Manager time in Q3	Opportunity to improve organisational efficiency.
3.14	Community Reuse Directory	To liaise with community groups engaged in reuse and scope whether there is a need to produce a directory	David Mansell	Budget will be drawn from existing budgets		
3.15	Develop work with community reuse organisations, especially in areas unlikely to have Reuse Shops.	Maintain network to explore options for joint-working on mutually beneficial projects and supporting funding applications as appropriate. Seek to improve reuse signage at recycling sites.	David Mansell	£3,000 for signage will be allocated subject to approval of separate business case. Additional budget will be drawn from existing budgets.		
3.16	Continue to work with community groups offering cloth nappy support.	Work with community groups to establish waste diversion impact of their activities.	David Mansell	£500 for support materials. Budget will be drawn from existing budgets		
3.17	Food Waste Champions	Maintain Somerset Food Champions scheme of volunteers; improve	David Mansell	£1,750 administration, support materials and volunteer expenses.		

		coverage across the county. Hold two training sessions. Provide ongoing support and collate feedback on their activities and resource use.		Budget will be drawn from existing budgets		
3.18	Compost Champions	Support for Carymoor Environmental Trust to recruit, maintain and motivate Compost Champions.	David Mansell	Carymoor SLA funded from Viridor Community Sector Plan fund. £250 for promotional materials from existing budgets.		
3.19	Continue to work with community groups offering food waste reduction support	Continue and develop work with partner organisations and community groups, including housing associations, children centres, food banks and Public Health team to promote food waste reduction and recycling.	David Mansell	£500 drawn from existing budgets.		
3.20	Update Waste Strategy	Review of waste strategy elements on website and plan for full review of strategy in 2017/18	David Mansell	None required		

3.21	Review effectiveness of on site promotion of fixed facilities (Recycling Site signage; Communal Recycling Point signage)	To develop a policy for fixed site signage by the end of Quarter 1; To commence phased implementation throughout the year.	Mark Blaker	£3,000 (from existing maintenance budgets)	Review of current provision; analysis of best practice; documentation – Business Manager – 15 days	
3.22	Develop Collection Day Reminder App	To procure a mobile App that will send collection day reminders to residents.	Mark Blaker	£6,000 (link to budget for 2.1)	Design of app and procurement of delivery; management of data processes. Business Manager – 5 days in Quarter 1.	Opportunity to reduce phone contacts and service complaints.
3.23	Conduct waste minimisation campaigns throughout the year based on proven case studies (including Recycle from your Bathroom)	Three clearly defined waste minimisation campaigns delivered in Somerset throughout the year.	Mark Blaker	From existing budget allocated for Comms/ Community engagement.	Press, Publicity and Promotions Office	Opportunity to raise awareness of waste minimisation options and thereby reduce costs..
3.24	Explore opportunities to mitigate future driver shortages in Somerset by partnering with contractors and local colleges on driver training programmes	Contact points identified and scoping discussions held	Mark Blaker	No additional resource requirements		Opportunity to mitigate risk of driver shortages impacting on SWP service.

Appendix B

Risk Register (See attached)

Appendix C

New Service Model for Future Collections

As approved by the Board in June 2015, work has been undertaken to assess a range of future collection options and to investigate related issues.

As indicated in the recommendations accompanying this report, the Board is asked to confirm their preferred option for future collections, so that a more detailed further report, based on the preferred option, can be submitted in February or March 2016.

Background

Somerset's current fleet of recycling vehicles will start to need replacing from 2016/17, which gives an opportunity to consider new service options. Flexible arrangements have already been made to replace refuse vehicles so these can be adjusted to match.

More than half of the waste currently put out in refuse collections could be recycled through current services. When fortnightly refuse collections were previously introduced throughout Somerset, it was found that these encouraged greater use of recycling services, but more could still be done to divert materials from costly waste disposal.

There is a high level of public interest in recycling more materials, especially more plastics. A representative survey in towns across Somerset in November 2015 found that the most requested improvement to collection services was to recycle more plastics.

Progress to date

Trials were completed in Taunton Deane in 2014, which successfully tested the addition of plastic pots, tubs and trays, cartons, small electricals and batteries to recycling collections; as well as different collection frequencies, involving weekly or fortnightly recycling and fortnightly or three-weekly refuse.

The highest performance was achieved on trial rounds with weekly recycling and three-weekly refuse. Full results were reported in a report to the Board in June 2015.

There were some initial concerns among the 1,200 households in the area where the three-weekly refuse collections were tested, but, once started, most found they coped more easily than expected due to the extra materials collected for recycling.

At the end of the trial, all households were invited to complete a short survey. In the area with enhanced recycling and three-weekly refuse, 86% of respondents said they would prefer to continue with the extra recycling and three-weekly refuse, rather than go back to the previous arrangements (fortnightly refuse collections without the enhanced recycling).

Most households also said their refuse bin continued to be the right size. This was due to the extra materials recycled, which allowed the same volume of refuse or less to be collected every three weeks as was previously collected every fortnight.

Since the June 2015 report, work has been undertaken to check and gain information on:

- Markets for new materials and compliance issues for separate collection regulations.
- Lessons from other local authorities, including those who have already introduced three weekly refuse collections (Bury, Falkirk and Gwynedd with more following).
- Implications for health and safety and equalities.

Independent advisers, Eunomia, were appointed to assess costs and performance for a range of collection options, which covered:

- Continued kerbside sort collections, including with current and different options for collection containers and vehicle designs.
- Twin stream comingled collections using a wheeled bin for most dry materials and a box for glass.
- Single stream comingled collections with all dry materials in a wheeled bin.
- Continued fortnightly refuse collections as well as options for fortnightly recycling collections and for refuse collections every three or four weeks.

Initially, the impact of options have been modelled for the Taunton depot which serves Taunton Deane, a zone covering Chard and Ilminster in South Somerset and a small part of Sedgemoor.

Option modelled and key features of each are:

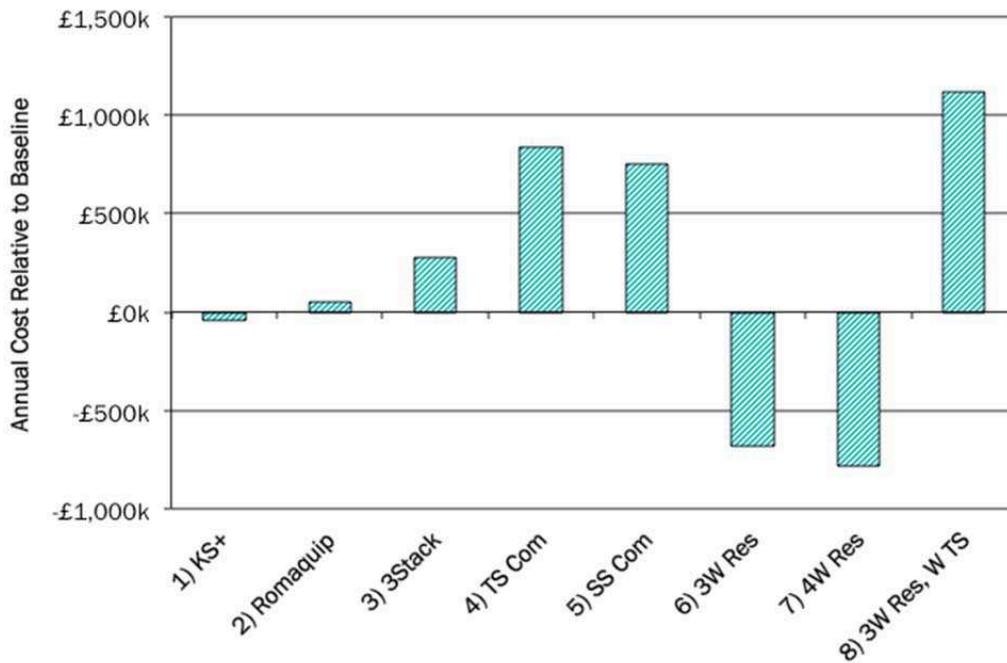
- 1) Current kerbside sort collections and modified vehicles with additional materials.
- 2) As 1) using Romaquip recycling collection vehicles.
- 3) As 2) using 3 Box Stack collection container system with trolley.
- 4) As 1) but with twin stream co-mingled fortnightly recycling collections using a wheeled bin and a box for glass with split-back compaction vehicles plus separate small tipping vehicles for food waste.
- 5) As 4) but with single stream co-mingled fortnightly recycling collections using a wheeled bin for all dry materials with compaction vehicles plus separate tippers for food waste.
- 6) As 1) but with 3-weekly refuse collections.
- 7) As 1) but with 4-weekly refuse collections.
- 8) As 4) but with weekly twin stream co-mingled recycling collections and 3-weekly refuse collections.

Of the above, options 7 and 8 were the highest performing according to the model. This echoes the results of the Taunton Deane trials. It is expected that option 6 would increase dry material recycling by 19-30% and food waste recycling by 8-15%. It is

believed option 7 would achieve slightly higher recycling levels, especially for food waste, although there is currently limited evidence available to confirm this.

The findings of the financial analysis undertaken by Eunomia is shown in the chart below.

Annual Costs of Collections Options Relative to Baseline of Current Collections for the Taunton Depot (Source: Eunomia)



The analysis confirms that Kerbside sort recycling collections had much lower costs than the comingled options. This is due to comingled collections needing to include a separate vehicle pass for food waste and to pay a gate fee for mixed materials to be sorted at a Materials Recovery Facility. Apart from plastics and cans, kerbside sort materials do not need further sorting and tend to be higher quality, so being more attractive to UK reprocessors and earning an income to partially offset collection costs.

Three and four weekly refuse services allowed a significant saving on collections and encouraged greater recycling, including for currently collected materials, so increasing material income and reducing refuse disposal costs.

Additional costs will be incurred during the roll-out of a new service model to cover communications and service support.

Final annual costs for a new service model will depend on the outcome of negotiations with Kier, with Eunomia’s costs providing an indication of what may be achieved if costs can be as assumed for modelling and if all savings can be achieved.

Confirming a new service model for Somerset

Findings from work to date were reported to an informal meeting of Somerset Waste Board and members considered the pros and cons of the various options. Since the meeting officers have undertaken briefings at most of the partner councils to gauge reaction to the potential options. The option which has emerged as of greatest interest is option 6 (additional materials, including plastic pots tubs and trays, to be recycled,

continued food waste on a weekly basis, continuing to use the kerbside sort recycling method with refuse collected every three weeks).

It is expected that the new collections would increase dry material recycling by 19-30% and food waste recycling by 8-15%. This would allow savings to be achieved by all SWP partner authorities. Subject to members' consideration at the meeting it is proposed to proceed to a more detailed evaluation of this option prior to a decision being taken in early 2016.

If confirmed, it would be expected to:

- call the new service model *Recycle More*, adopting the scheme name successfully used for the trials.
- apply to most housing in Somerset but, initially at least, not blocks of flats with communal collections who will continue to receive the same frequency of collections.

Further Report and Finance Issues

Once the preferred new service model is confirmed, further work will be undertaken on this option to prepare full proposals for future collections in Somerset, which it is planned to report to the Board in February 2016.

If confirmed as the preferred new service model, Recycle More services (option 6) will allow recycling collections to be improved and savings to be achieved, both through increased diversion of waste from disposal to recycling and reduced refuse collection frequency. Disposal savings on dry materials benefit all partners. Somerset County Council, as the Waste Disposal Authority, saves on disposal costs from materials diverted to recycling and these savings are shared through Recycling Credits with Districts, as the Waste Collection Authorities. Districts will also benefit from lower contract costs due to increased recycling income and reduced refuse collection costs.

Negotiations have started with SWP's collection contractor, Kier, and a formal notice of change will be served on them based on the Board's preferred option. Kier will then be required to provide detailed costings, which will be benchmarked against Somerset-wide costings that will be provided by Eunomia, and saving allocations for all partners will also be prepared.

There is a risk that negotiations with Kier will not be concluded in time for a report to the Board in February 2016, which would result in the report being made in March 2016.

In addition to information on costs, savings and service methods for the preferred new service option, the further report to the Board will include:

- Key lessons from other local authorities and information on markets for new materials.
- Impact assessments for health and safety to staff and residents and for the provision of revised service arrangements to residents.
- Compliance statement for separate collection regulations.
- Service rules and communication and roll-out plans for the new service model.

As detailed in the draft budget for 2016/17, considered alongside this report, it is proposed that the new service roll-out would commence in 2016/17 using ring-fenced income as a pump priming fund (section 2 of the Budget Report also on this agenda). It is not anticipated there would be any financial impact on district council partners in the 2016/17 financial year.

The principles for sharing costs and savings associated with the Recycle More project are set out in paragraph 2.3 and appendix 1 of the Draft Budget for 2016/17.

Once the Board have considered the further report and agreed detailed arrangements for a new service model for future collections, they will need to be ratified by each partner.

Appendix D

Charging For Asbestos and Plasterboard at Somerset Recycling Sites

In order to achieve Medium Term Financial Plan target savings of £136,000, Somerset Waste Partnership proposes to introduce charges to deposit plasterboard and asbestos at the Recycling Centres where these materials are currently accepted. The number of Recycling Centres that accept these materials will not change under the proposal.

If introduced from 4th April 2016, this will result in estimated savings of £78,000 for asbestos disposal and £67,000 for plasterboard disposal in the county. These charges will align Somerset policy to that of Devon County Council and elsewhere. The approach is consistent with the definitions of waste for which charges can be made in the Controlled Waste (England and Wales) Regulations 2012. Charges for other types of DIY and demolition type waste have been in place in Somerset since April 2011.

The attached impact assessment recognises that this proposal carries a number of risks which are considered to be manageable. Reluctantly, allowance has been made in the savings projection for the cost of dealing with elevated levels of flytipping, although this will continue to be discouraged through education and enforcement.

Somerset County Council, through SWP, currently cover the arrangements for and cost of removing asbestos fly tips. This position will not change. Plasterboard is non-hazardous in terms of handling and fly tipped plasterboard would continue to be dealt with by the District Council partners. Any reasonable increase in cost of dealing with plasterboard fly tips by the district partners will be accommodated through the existing formula agreed with the County Council in 2011.

There is no clear alternative to achieving this level of MTFP saving in 2016/17 without reducing the number of Recycling Centre / Community Recycling Sites which would have a significant impact on services delivered to Somerset residents in the catchment areas affected.

Appendix E (Added 21st December 2015)

Van and Trailers – Recycling Centre Permitting

Somerset Waste Board is proposing to consider introduction of a permitting scheme for vans and restrictions for trailers using Somerset's sixteen Recycling Centres / Community Recycling Sites from 3rd October 2016.

The proposal is primarily aimed at reducing congestion at peak times and to avoid the cost of processing unauthorised commercial waste or waste from residents who pay council tax to neighbouring authorities that exclude such vehicles from their own sites.

If, following consideration by SWB, the Van and Trailer Permitting proposal is adopted, double axle trailers (including horse boxes) will not be permitted to use Somerset's recycling sites at all. Single axle trailers will not be permitted to use sites at peak times (Saturday mornings between 8am & 1pm or at any time on a Sunday).

Residents using their own commercial van type vehicle to take their household waste to site will need a permit to deposit their waste. The van permit will be valid for three years. Residents hiring a van will not need a permit, but will need proof that they are Somerset residents and the vehicle is in use on a temporary basis (e.g. hire agreement). Commercial users who pay to use facilities will not require a permit but may be restricted to off-peak periods.

Full details including a full financial and equalities evaluation will be brought to a future meeting of the SWB for detailed consideration and decision. Any changes will advertised at all centres and using local press / media starting at least three months prior to start.

Other local authorities have introduced full resident permit schemes for all site users. This will also be looked at by the SWB during 2016/17 but this is not in the scope of the current proposal.

Somerset Waste Partnership - Risk Register 2016 to 2017 (draft)
Primary Risks

Ref	Area	Risk	Effect	Raw Score			Mitigation planned	Mitigated Score			Future Actions	Target		
				Impact	Prob.	score		Impact	Prob.	score		Impact	Prob.	Aim
R1	Financial	Pressure to reduce budgets places existing services under financial pressure.	Services may have to change or service providers have to save money by adjusting the service offered.	Med	Hi		Work with contractors to either reduce costs or change service offer to be more affordable.	Lo	Hi		Under guidance from the SWB , agree with contractors delivery of savings.	Lo	Hi	
R2	Financial	Waste growth per household leads to increased volumes of waste requiring collection and/or treatment/disposal	Budget pressure created by increasing waste volumes.	Med	Hi		Implement cost effective treatment and disposal methods. Continued public engagement and interventions to encourage diversion.	Lo	Hi		Meet with suppliers to discuss how to deliver efficiencies. Consider potential for waste to increase during implementation of new service model.	Lo	Hi	
R3	Political	DCLG continues challenge innovation in funding Recycling Centres	Potential to reduce services provided or lead to increased costs.	Med	Hi		Continue to base policy on performance, popularity, effectiveness and affordability. Work with members from all tiers of local government to seek flexibility to ensure continuity of services.	Med	Med		Keep members, and particularly Board Members, informed especially following changes to administration or portfolio holders.	Med	Med	
R4	Political	Political priorities can and will change over time.	Political priorities change. SWP directed to change strategic and operational priorities.	Med	Med		Ensure members are aware of the social, environmental and financial impacts of SWPs services. Keep up to date with latest thinking to ensure opportunities to innovate are	Med	Med		Keep members informed especially following changes to administration or portfolio holders.	Med	Med	
R5	Organisational	Inncorrect balance of operational and strategic support to Managing Director seconded out for c40% of time	Pressures on MD if insufficiently supported at a time of major service review.	Med	Med		Regular comms with link SMG member - Plan workload around highest priorities, reporting staff empowered to work effectively and efficiently under clear delegations	Med	Med		Review effectiveness of current set up by SMG link person and SMG	Lo	Lo	
R6	Operational	Ability of contractors to deliver is reduced or compromised	As pressure is placed on contractors to deliver more with less service may suffer resulting in increased complaints.	Med	Hi		Ensure SWP carries out sufficient monitoring to keep the contractor focused on meeting contractual standards.	Med	Med		Regular meetings with contractors to keep service levels under review and to joint plan developments.	Med	Lo	
R7	Operational	IT Systems - obsolescence and compatability	Inefficiencies due to inadequate IT systems	Lo	Hi		Work with ICT units to improve compatability. Encourage contractors to invest in appropriate infrastructure.	Lo	Med		Keep systems under review.	Lo	Lo	

R8	Operational	Driver shortages	Impact on service delivery if not all rounds deployed. Quality of delivery suffers where inexperienced drivers employed in service delivery.	Hi	Med		Work with contractors to ensure they have policies in place for driver training and retention.	Med	Med		Seek opportunities to improve role of drivers. Work with local colleges to promote driving as a career option.	Med	Med	
R9	Environmental	Weather related	Service disruption caused by weather. Risk of extended localised disruption caused by flooding.	Med	Med		Follow procedures to ensure least disruption to services.	Med	Med		Review and update procedures in light of experience.	Med	Med	
R10	Commercial	Capacity of contractors to develop/improve services/ make new proposals	As service providers broaden their scope resources can be stretched and other areas may be prioritised; performance and commitment to service development may suffer	Med	Med		Work with service suppliers to ensure changes are managed with appropriate resources and services and delivered to expected level.	Med	Lo		Ensure that expectations are made clear and embedded in contractor meetings	Lo	Lo	
R11	Financial	National Spending Review - Further pressure on local government at all levels	Strategic plans based on a short horizon, resulting in short term decisions where longer term planning would be better.	Med	Med		Plan service maintenance and development with long horizon in mind but consider alternatives. Flag risks as appropriate to MD, SMG or Board	Lo	Lo		Where relevant maintain log of service changes that could be reviewed in future subject to affordability.	Lo	Lo	
R12	Political	New service model review results in differing collection service models across Somerset.	Inability to implement county wide service model, resulting in implementation delays and sub-optimal financial savings; increased difficulty of communicating service rules to householders across Somerset.	Hi	Med		Ensure decisions are based on sound business case information, highlighting risks as appropriate, by ensuring SMG, SWP and partner authorities are clearly informed of the full facts. Build consensus through briefings etc	Med	Med		Seek alternative implementation timescales through the planning process to allow further discussion and debate.	Med	Lo	
R13	Operational	SWP resource capacity insufficient to deliver major changes and maintain service levels	Degradation of current service support, resulting increased complaints. Sub standard planning and implementation of any significant changes.	Hi	Med		Ensure Business Case for major changes includes full outline of resource requirements to deliver the changes so budget is available for support.	Lo	Med		Ongoing review of SWP client team structure and priorities.	Lo	Lo	
R14	Operational	Future service model may have unforeseen impacts	Unforeseen issues arise when introducing a new service model to 240,000 households in Somerset resulting in costs or complaints.	Med	Med		Full risk and impact assessments of NSM proposals to ensure key risks are identified and mitigation put in place.	Med	Lo		Constant review of arising risks through roll out of any service changes	Lo	Lo	
R15	Operational	Site infrastructure ages and degrades	Infrastructure at fixed site, particularly recycling sites, degrades to the point where it is hazardous to site staff or members of the public.	Med	Med		Ensure ongoing programme of site inspection, identification of issues and prioritisation of maintenance and repair based on assessed potential impact.	Lo	Med		Review Health and Safety inspection procedures to ensure risks identified and highlighted efficiently	Lo	Lo	

R16	Operational	Collection infrastructure degrades to point of unreliability	Aging collection fleet reaching the end of its expected service life becomes prone to mechanical issues, resulting in failure to collect waste from households and transport it to disposal/bulking points. Aging balers/bulking facilities result in failure to offload materials causing bottleneck at bulking facilities.	Med	High		Ensure ongoing programme of monitoring service issues resulting from mechanical failures. Proceed with vehicle procurement programme, regardless of outcome of New Service Model decisions.	Med	Med		Procure replacement collection fleet. Ensure contractor meeting requirements to provide fit for purpose infrastructure.	Lo	Lo	
R17	Operational	Contractors fail to deliver service to expected service standards	Unspecified issues result in failure to deliver services to contractual standards resulting in increased complaints and increased cost of processing and managing complaints.	Med	Med		Ensure contractors are addressing issues of repeat failure (failure demand) and that supervisory arrangements are as required by the contract.	Lo	Med		Progress with plans to fit trackers to collection vehicles.	Lo	Lo	
R18	Operational	Contractor lacks capacity (skill/experience/resource) to deliver service change effectively	Contractor skill base inadequate to plan and implement complex service change resulting in problems with service in the aftermath of implementation.	Med	High		Ensure contractors are briefed on requirements well in advance. Ensure contractor planning is scrutinised by suitably skilled SWP staff.	Lo	Med		Review contractor's skill base at regular operational meetings and agree actions to ensure it remains adequate in all areas.	Lo	Lo	
R19	Operational	Focus on service development detracts from day to day service delivery focus.	Monitoring and management of contractors reduces to point where service delivery fails resulting in increased complaints.	Med	Med		Ensure full resource allocation plan in place for whole of SWP, optimising staff time in all areas and identifying and mitigating pressure points well in advance. Short term recruitment of adequate staff to cover requirements.	Lo	Lo		Ongoing monitoring of requirements. Ensure staff are skilled to cover certain aspects of other roles as necessary.	Lo	Lo	
R20	Social	Increase in care in the community for people with clinical needs results in significant and sudden increase in demand for household clinical waste collections.	Pressure on current service model; Contractor requests review of contracted price resulting in increased costs.	Low	High		Review structure and role of clinical waste service. Seek cost effective alternatives.	Lo	Med		Build relationships with Health and Social Care teams to predict and plan for future demand.	Lo	Lo	
R21	Organisational	Changes in arrangements with administering authority support service suppliers results in lack of clarity about future of SWP systems support.	Internal systems (in particular CRM system) cease to be supported and fail	Med	Med		Liaise with SCC project management team and ensure SWP requirements are understood and noted so systems continue to be supported	Med	Lo		Explore alternative systems with improved support	Lo	Lo	

Report Number: WSC 8/16
Presented by: Councillor Karen Mills Lead Member for Economic Development and Regeneration.
Author of the Report: Tracey-Ann Biss – Parking and Civil Contingencies Manager
Contact Details:

Tel. No. Direct Line 01823 356356
Email: t.biss@tauntondeane.gov.uk

Report to a Meeting of: Full Council
To be Held on: 20th January 2016
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted:

PARKING FEES AND CHARGES

1. PURPOSE OF REPORT

- 1.1 This report sets 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.
- 1.2 It seeks 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.
- 1.3 It also identifies the ongoing investment needs to improve the assets, the customers experience and convenience.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 This report and the proposals contribute to the tourism industry within West Somerset

3. RECOMMENDATIONS

- 3.1 That Full Council support the changes to the fees and charges identified in the report.

4. RISK ASSESSMENT (IF APPLICABLE)

Description	Likelihood	Impact	Overall
The traffic management process being attempted does not work and leads to greater disruptions for drivers	2	4	8
<i>Officers consider the proposals viable without any additional mitigation</i>	2	4	8

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before and after the mitigation measures have been actioned.

- 4.1 As a tourism lead economy the parking income can fluctuates throughout the year and is subject to external influences such as weather, economy, events and infrastructure projects. The figures within this report are based on modelling of the occupancy levels within car parks where data exists.
- 4.2 Changes to Blue Badge Tariff - The car park tariff for vehicles displaying a valid blue badge is set at zero cost for three hours. No data exists on the use of Blue Badges within the car parks, therefore officers have used their knowledge to produce a workable model. The introduction of these charges may bring implications of increased vehicles displaying valid blue badges parking on-street resulting in implications for traffic management and reduced income in car parks, although the experience of South Somerset Council when they introduced this charge did not evidence a significant issue.
- 4.3 Permits – The proposal to increase permits may reduce demand and will be required to be monitored, however the discount is still a significant incentive.

5. BACKGROUND INFORMATION

- 5.1 In June 2015 a summer and winter tariff was introduced to the majority of the Council's Pay and Display car parks. It is clear that tourism is an import part of the local economy with an emphasis on ease of access to parking facilities. With this in mind the proposal is to encourage commuters to use car parks away for the main tourist areas which then free spaces for visitors and customers to these sites.

6. THE PROPOSAL

- 6.1 Summer Tariffs – it is proposed to amend some of the summer tariffs to discourage commuter parking in main tourist areas.
- 6.2 Remove of Display of Blue Badge three hour zero tariff – It is proposed to remove the three hour zero tariff and introduce an allowance of an additional 60 minutes to the expiry time if a valid blue badge is displayed in a vehicle and payment is made.
- 6.3 Parking Permits – The proposal is to increase the “Named”, “District” and “Business” and “Shoppers” permits whilst the “Weekly” permit remains at £25. The permits which are proposed to be increased still provide substantial savings to “meter prices”.

7. INVESTMENT

- 7.1 There is a continuing need to ensure the Council has provision to invest in the car parks, especially those situated along the coast which may require maintenance against erosion and tidal effects (e.g. accumulation of sand).
- 7.2 Additionally there is a need for a small budget, £5k, to support the work associated with the proposed changes. This is require for activities such as changing the signs and reprogram the machines etc.

8. **FINANCE**

- 8.1 The package of proposals provides funding to support maintenance due to climate change and long term investment plans.
- 8.2 These changes can be achieved for the new pricing structure implementation on Monday 4th April 2016.

	2016/17	2016/17	Cumulative
Increase price of shopper permits	£800		
Increase price of car park permit	£10,000		
Blue badge charges	£14,500		
Summer Car Park tariff	£4,700	5,000	
Subtotal of income	£29,000	5,000	£34,000

9. **EQUALITY & DIVERSITY IMPLICATIONS**

- a. **Members need to demonstrate that they have consciously thought about the three aims of the Public Sector Equality Duty as part of the decision making process.** The three aims the authority **must** have due regard for are:
- Eliminate discrimination, harassment, victimisation
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

- 9.1 Equalities impact assessments are attached for each of the proposed changes.

10. **LEGAL IMPLICATIONS**

- b. It is necessary for WSC to complete the work required to achieve the traffic regulation order changes.

11. **SCRUTINY COMMITTEE COMMENTS**

- 11.1 There was considerable discussion on the parking report and specifically concerns raised in regard to blue badge charging. – Officers were able to confirm that early consultation had been undertaken with Somerset County Council.
- 11.2 Scrutiny Members were in support of the report.

12. **CABINET COMMITTEE COMMENTS**

- 12.1 Cabinet heard written representations from Mr Bullen, a local resident of Minehead, who was drawing connections in the way he perceived the fees and charges report

was written, and a Public Interest Report from Grant Thornton, the external auditors of North Dorset District Council (NDDC).

Mr Bullen's comparison is not correct as the auditor's report was based around NDDC's decision to increase parking fees and charges for other uses. NDDC's fees and charges report states that:

"The income from the car parks was used to pay the business rates for each car park and helped to support discretionary services such as Toby's and Treads"

The decision was also noted as being *"to assist with maintaining the council's budget for the provision of key services"*

West Somerset Council is not making any statements of this nature and the section one of this report clear states the purpose of the report as being to influence driver behaviour with the following outcomes:

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

As a result of the key differences in approach we do not consider the recommendations of the NDDC's auditors to be directly related to our agenda item.

- 12.2 That was a suggestion that the references for Winter and Summer should be changed to High and Low season, this request will be considered by the portfolio holder.
- 12.3 There were a number of other details of the report debated and responded to leading to the support of the Cabinet Members.

TABLES

Table 1 Proposed Change to Summer Tariffs

Summer Tariff	Current Summer Tariff				Proposed Summer Tariff			
	Up to 1hr	Up to 2hrs	Up to 4hrs	All day	Up to 1hr	Up to 2hrs	Up to 4hrs	All day
MINEHEAD								
Quay West	£1.50	£2.80	£4.40	£5.90	£1.50	£3.00	£4.50	£6.00
Warren Rd Upper	£1.50	£2.80	£4.40	£5.90	£1.50	£3.00	£4.50	£6.00
Clanville		£2.20		£4.90		£2.50		£5.00
Alexandra Road	£1.00	£2.20	£2.70	£4.90	£1.00	£2.50	£3.00	£5.00
Summerland		£1.00				£1.00		
North Road	£1.50	£2.20	£2.70	£4.90	£1.00	£2.50	£3.00	£5.00
PORLOCK								
Porlock Central	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
Doverhay	£1.00	£1.70			£1.00	£2.00		
DUNSTER								
Dunster Steep		£1.70	£2.70	£4.90		£2.00	£3.00	£5.00
Park Street	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
WILLITON								
Central	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
WATCHET								
Anchor Street	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
Market Street	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
Swain Street	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
Harbour Road	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00
West Pier	£1.00	£1.70	£2.70	£4.90	£1.00	£2.00	£3.00	£5.00

Table 2 Permits

Permit Type	Current Charges		Proposed Increase	
	Period	Cost Per Permit	Period	Cost Per Permit
Named	6 months	£110.00	6 months	£160.00
Named*	12 months	£150.00	12 months	£210.00
District	6 months	£160.00	6 months	£180.00
District*	12 months	£250.00	12 months	£310.00
Business	6 months	£200.00	6 months	£220.00
Business*	12 months	£320.00	12 months	£400.00
Before 10.00am	12 months	£25.00	12 months	£25.00
Parson Street	12 months	£150.00	12 months	£150.00
Weekly		£25.00		£25.00
Shoppers	12 months	£35.00	12 months	£40.00

Table 3 Example of Possible Permit Savings

*Customer savings	Cost at Meter	Savings to Customer		
		Named	District	Business
(a) 5 days per week x 48 weeks @ £5.00 per day	£ 1,200.00	£ 990.00	£ 890.00	£ 800.00
(b) 5 days per week x 48 weeks @ £6.00 per day	£ 1,440.00	£ 1,230.00	£ 1,130.00	£ 1,040.00
		<u>Shoppers</u>		
(c) 2hrs per week x 48 weeks @ £2.00	£ 96.00	£ 56.00 saving		
(d) 2hrs per week x 48 weeks @ £3.00	£ 144.00	£ 104.00 saving		

Equality Impact Assessment – pro-forma

Responsible person	Tracey-Ann Biss	Job Title Parking and Civil Contingencies Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	X
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Pay and display parking charge change for summer tariffs.	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	The purpose is to change driver behaviour during peak tourist times. This change will mean more drivers use the other carparks improving traffic flow through the more urbanised areas.	
Which protected groups are targeted by the policy/decision/service?	No protected groups have been targeted through this proposal.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Management knowledge, occupancy data on car parking bays.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
Parking charges will increase for all groups and users.		

I have concluded that there is/should be:	
No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	X
Stop and remove the policy/decision/service	
Reasons and documentation to support conclusions The Council wished to influence driver behaviour and ensure traffic management through this option.	
Section four – Implementation – timescale for implementation	
April 2016	
Section Five – Sign off	
Responsible officer Tracey-Ann Biss Date 30 th Oct 2015	Management Team Date
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	

Equality Impact Assessment – pro-forma

Responsible person	Tracey-Ann Biss	Job Title Parking and Civil Contingencies Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	X
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Parking Permit charge changes	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	Whilst supporting the use of permits across the district this proposal seeks to reduce the current level of discount available to regular users of the car parks.	
Which protected groups are targeted by the policy/decision/service?	No Protected groups have been targeted through this proposal.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Management knowledge, permit volumes	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
Permit charges will increase for all users of the service but the level of discount is still much greater than neighbouring authorities.		

I have concluded that there is/should be:	
No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	X
Stop and remove the policy/decision/service	
Reasons and documentation to support conclusions The Council's financial position means that it is no longer viable to support the level of discount currently offered through the permitting scheme.	
Section four – Implementation – timescale for implementation	
April 2016	
Section Five – Sign off	
Responsible officer Tracey-Ann Biss Date 30 th Oct 2015	Management Team Date
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	

Equality Impact Assessment – pro-forma

Responsible person	Tracey-Ann Biss	Job Title Parking and Civil Contingencies Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	X
	Budget/Financial decision – MTFP	
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Blue badge charging for WSC car parks	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	<p>To make use of the car parks chargeable to blue badge holders whilst providing some mitigation in the time allowance blue badge holder have.</p> <p>The Department for Transport's blue badge scheme, rights and responsibilities leaflet states that the use of blue badges are intended for on-street parking use only and that off-street parking is governed by separate rules. As WSC are providers of off street parking it is a policy decision for this Council to issue parking charges. WSC provide specific off-street spaces for disabled use.</p> <p>To remove the current inequality where blue badge holders are the only users of the car parks that do not contribute to the financial operation of the service.</p>	
Which protected groups are targeted by the policy/decision/service?	<p>All those who meet the criteria to hold a blue badge, those who are:</p> <ul style="list-style-type: none"> • registered as blind/severely sight impaired • in receipt of the War Pensioners' Mobility Supplement • in receipt of the higher rate of the mobility component of Disability Living Allowance (DLA) • in receipt of the mobility component of Personal Independence Payment (PIP) and scored at least 8 points in relation to the 'moving around' activity in the PIP assessment, or least 12 points in the mobility activity for planning and following journeys 	

	<ul style="list-style-type: none"> • have been awarded a lump sum benefit from the Armed Forces Compensation scheme (tariffs 1 to 8) and have also been certified as having a permanent and substantial disability which means you can't walk or find walking very difficult • have been awarded a lump sum benefit from the Armed Forces Compensation scheme at tariff level 6 for a mental disorder • in receipt a government grant towards your own vehicle. • have a permanent or substantial disability which means you can't walk or find walking very difficult • a driver and have severe upper limb disabilities • as a result of a mental disorder, unable to follow the route of a familiar journey without the assistance of another person. Anyone aged over two years can be eligible under this condition, including people over 65. • applying on behalf of a child over two with a permanent or substantial disability which means they can't walk or find walking very difficult • applying on behalf of a child under three with a medical condition that requires them to be close to a vehicle for emergency medical treatment or transporting bulky medical equipment.
<p>What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used</p> <p>The information can be found on....</p>	<p>Management knowledge, discussions with SCC on the possible impacts to on street parking and the impacts that they have identified elsewhere in the county where blue badge charging has already been implemented.</p> <p>Further consultation and engagement with relevant groups is planned prior to implementation as is a review of the parking voucher options provided by South Somerset District Council.</p> <p>An assessment has been carried out into the accessibility of the pay and display machines as it is recognised that users of the car parks use both pay and display tickets and pay by phone. A schedule of works has been created to ensure accessibility of the machines prior to the implementation of this option.</p>
<p>Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality</p>	

It is considered that one of the greater limitations on blue badge holders is the time that it may take them to carry out the tasks that would be quicker for a non blue badge holder. Whilst this proposal will mean that all users of the pay and display car parks will pay towards the cost of the service there will be an additional free time allowance of + 60 minutes on all pay and display tickets or pay by phone payments where a valid blue badge is presented.

I have concluded that there is/should be:

No major change - no adverse equality impact identified	
Adjust the policy/decision/service	
Continue with the policy/decision/service	X (but with further consultation and mitigating actions)
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions
This option is a review of the Council's current policy.

Section four – Implementation – timescale for implementation

4th April 2016

Section Five – Sign off

Responsible officer Tracey-Ann Biss
Date 30th Oct 2015

Management Team
Date

Section six – Publication and monitoring

Published on

Next review date

Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area	Parking Services			Date	15/12/2015	
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	
Consultation needed	To engage with relevant groups to test that mitigations put forward	Tracey-Ann Biss	4 th April 2016	Through management controls	Agreement or alteration to the mitigations	
Access to pay and display machines	Make physical changes to some car parks for accessibility	Tracey-Ann Biss	4 th April 2016	Through contractor arrangements	At least one machine in each car park is accessible.	

Report Number: WSC 10/16
Presented by: Cllr M Chilcott, Lead Member for Resources and Central Support
Author of the Report: Lisa Redston, CIM Fund Manager
Contact Details:
 Tel. No. Direct Line 01984 635218
 Email: lredston@westsomerset.gov.uk

Report to a Meeting of: Full Council
To be Held on: 20th January 2016
Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: 29/04/2014

HPC PLANNING OBLIGATIONS BOARD – ALLOCATIONS OF CIM FUNDING

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

1.1.1 Present the recommendations of the Hinkley Point C Planning Obligations Board and West Somerset Council Cabinet, for the allocation of monies from the Community Impact Mitigation (CIM) Fund secured through the Section 106 legal agreement for the Site Preparation Works at Hinkley Point.

2. CONTRIBUTION TO CORPORATE PRIORITIES

2.1 The allocation of these funds will enable the Council to deliver against the Corporate Priority of '*maximising opportunities for West Somerset communities and businesses to benefit from the Hinkley development whilst protecting local communities and the environment*'.

3. RECOMMENDATIONS

3.1 That West Somerset Council notes the decision of West Somerset Cabinet as follows:

3.1.1 **To release £7500 from the CIM Fund ring-fenced for West Somerset to the Watchet War Memorial Ground Committee for the Pavilion Enhancement project.**

3.2 That Full Council endorses the recommendations of the Hinkley C Planning Obligations Board and West Somerset Council Cabinet:

3.2.1 **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.**

3.2.2 **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.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

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

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

5. BACKGROUND INFORMATION

5.1 Community Impact Mitigation (CIM) Fund

Applications are considered by the Planning Obligations Board against nine criteria outlined in the Section 106 legal agreement for the Site Preparation Works at Hinkley Point. A

recommendation is subsequently made to West Somerset Council's Cabinet. Any proposals above £25,000 also require approval by West Somerset's Full Council.

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

6. CIM APPLICATIONS CONSIDERED BY THE HPC PLANNING OBLIGATIONS BOARD

- 6.1 Three new applications were presented to the HPC Planning Obligations Board for consideration on 1st December 2015. The Board considered the applications against each of the nine criteria.
- 6.2 West Somerset Council Cabinet approved funding for one application of under £25,000 on 6th January 2016.
- 6.3 All applications have been subject to financial viability checks, any concerns in relation to the viability of an organisation or project are highlighted within the summary.
- 6.4 West Somerset Full Council are asked to consider the following 2 applications for CIM Funding.

6.5 The Princes Trust

Project Name:	Building Brighter Futures
Expression of Interest Ref No:	154
Organisation Applying:	The Princes Trust
Summary of Project:	To work with 490 young people (not in education, employment or training) over 3 years to capitalise on the economic opportunities created by HPC. The project will provide various interventions including engagement, skills development and technical training leading to jobs or self-employment. Young people will be engaged in activities (sports and science, technology, engineering etc.), develop skills through outdoor residential, community projects and work experience, attend employer led technical training, work placements and gain qualifications and be offered support and funding to help explore ideas and start their own business.
Impacts mitigated as stated in application:	HPC will lead to more jobs and business growth in Sedgemoor and West Somerset. Consultation with young people has identified the barriers young people will face in accessing these job opportunities. Increase in business investment will attract more people to the community, leading to greater competition for education and employment. Increase in investment will lead to house price increases, rent and living costs, placing pressure on young people to compete effectively in the labour market.
Start Date: 1/7/15	Total Project Costs: £1,011,589
Completion Date: 1/7/18	Amount applied for: £761,498
CIM Fund Manager Comments:	The Princes Trust has presented a well written application. The project scores well against many of the funding criteria, however it is worth noting: Priority Impact Zones - Although some of the young people targeted by the project will live directly adjacent to the site or main transport

	<p>routes some of the outreach work will benefit those living outside of West Somerset and Sedgemoor who are less likely to be directly impacted upon by the development.</p> <p>Community Need - Although the application evidences 'community need' for the project across Somerset in terms of youth unemployment and deprivation, it is important to note that West Somerset currently has low levels of the target demographic (young people who are NEET), and that unemployment levels across West Somerset and Sedgemoor are low at this time. The scale of project and amount of funding requested is high compared to identified need and gaps in provision noting that there is already a significant amount of provision targeting pre-employment across West Somerset and Sedgemoor.</p> <p>Sustainability - Benefits to participants are limited to the life (3 years) of the project and ongoing work with the target demographic will be dependent on the Princes Trust securing a similar level of funding from other providers.</p> <p>There are significant levels of spend on staff resources and administration costs. Over £700k is to be spent on staff time and over 50% of that money will be spent on staff who will be spending less than 50% of their time on this project. With 12% overhead costs this project has the potential to be very admin heavy with relatively few people 'on the ground'.</p> <p>The project is likely to draw £250k of match funding into Somerset.</p>
POB Comments:	<p>The Board agreed that the project was extremely well presented and that the Princes Trust were a credible organisation carrying out high quality work with young people.</p> <p>The board challenged the accuracy of the need for the project identified in the application, and challenged the potential for the project to meet its stated targets and questioned the appropriateness of the size and scale of the project in relation to recognised need especially in West Somerset and Sedgemoor.</p> <p>The Board also had some concerns that the applicant had not fully engaged with some key partners (e.g. SCCs Education team) to align the project with strategies and plans for provision for the target group.</p>
POB recommendation:	<p>To refuse the application and invite the applicants to work with the Education authority and the Employment and Skills Operations Group to develop a revised project that reflects the scale of the unmet provision for this particular target group.</p>

6.6 Sedgemoor District Council

Project Name:	Blake Gardens Enhancement Project – Lighting, Landscaping and Play Equipment
Expression of Interest Ref No:	138
Organisation Applying:	Sedgemoor District Council
Summary of Project:	To provide lighting, an improved cycle route and children's play equipment in Blake Gardens in Bridgwater as part of a wider park enhancement project. The wider project aims to provide a quality locally accessible Green space for central Bridgwater that provides multigenerational, integrated, informal recreational gardens that are free for all to use and a safe pedestrian and cycle route to the town centre.
Impacts mitigated as stated in application:	It is anticipated that there will be an 80 - 90% increase in heavy vehicles, buses and general traffic running along the route adjacent to the gardens. Having lighting in the gardens along the main path would encourage pedestrians and cyclists to utilize the gardens as an access route into the town centre and prevent possible collisions and injuries on the main A38 road. It is estimated that newly built accommodation blocks in Bridgwater will be housing 1500 workers and additional families living in Bridgwater during peak construction requiring provision of green open space and safe commuter links.
Start Date: 1/7/15	Total Project Costs: £178,000 (estimated)
Completion Date: 1/7/18	Amount applied for: £102,000
CIM Fund Manager Comments:	<p>A well-presented application that demonstrates community need and the ability of the project to provide long term community benefits for a good proportion of the local community significantly impacted upon by the HPC development.</p> <p>The applicant has requested that the application is considered before a full tender process has been completed due to time constraints as the delivery of the project is planned to coincide with other development work to be carried out by Wessex Water on the park from January to April 2016.</p> <p>Without a full tender process the affordability and value for money of the project are difficult to assess.</p> <p>Concerns that the community have not been consulted to establish public support for this project.</p> <p>If the applications is successful, the project budget should be reviewed following a full tender process and funding should not be released without approval of the actual project budget by the Planning Obligations Board.</p>
POB Comments:	<p>Although the Board recognised the significance of this particular public open space and the need for it enhancement the Board raised concerns about the projects ability to meet several of the CIM Fund criteria.</p> <p>The Board were concerned that the following had not been clearly demonstrated or explored:</p>

	<ul style="list-style-type: none"> • Mitigation of the impacts of the HPC workforce on the community including social cohesion and the need for workers to integrate into the community. • The potential for increased levels of match funding from Bridgwater Town Council and other s106 funding streams held by Sedgemoor District Council • The lack of market testing and consultation with the community to gauge support for this project and to substantiate the need for the project. • The affordability of the project as costs are estimated.
POB recommendation:	To refuse the application and invite the applicants to resubmit their bid after the tender process is complete and with additional information to support their application.

7. **FINANCIAL/RESOURCE IMPLICATIONS**

- 7.1 On 6th May 2015, EDF made the payment for the first anniversary of phase two under the Site Preparation Work (SPW) agreement. Under this, the CIM fund has received £1,751,749, inclusive of inflation uplift. This is in addition to the £3,735,426 previously under phase two, bringing the total CIM Fund received to £5,487,175.
- 7.2 Financial information regarding allocated funding from the Community Impact Mitigation Fund can be found in Appendix A.
- 7.3 These proposals will not have an impact on the Council's own resources.
- 7.4 All organisations applying for funding are subject to financial viability checks to reduce risk associated with the award of grant funding.

8. **COMMENTS ON BEHALF OF SECTION 151 OFFICER**

- 8.1 The rules relating to the Section 106 Agreement have been adhered to by bringing this report to Full Council for a decision. All monies are accounted for within the Community Impact Mitigation (CIM) Fund received from EDF and held by West Somerset Council.

9. **EQUALITY & DIVERSITY IMPLICATIONS**

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

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

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

- 9.2 Organisations applying to the CIM and Stogursey Contributions Funds are required to describe how their project will promote equal opportunities and will be accessible to all people in the community regardless of background, ability or personal circumstances.
- 9.3 Projects that restrict membership or access to services without being able to 'objectively justify' their reasons for doing so will not be eligible to be considered for funding. Projects that wish to limit access must be able to show that the less favorable treatment contributes to a 'legitimate' aim and that it is 'proportionate.'
- 9.4 Organisations are required to provide a copy of their Equal Opportunity Policy with their application to demonstrate awareness of their responsibility to deliver accessible services that advance equality.
- 9.5 Wider community benefit and the ability of the project to promote cohesive communities are both taken into account when scoring applications and making recommendations.

10. CRIME AND DISORDER IMPLICATIONS

- 11.0 There are no direct implications on crime and disorder in West Somerset as a result of the recommendations within this report.

11. CONSULTATION IMPLICATIONS

- 11.1 Applications to the CIM Fund are considered Planning Obligations Board. The Board consists of representatives from EDF, Sedgemoor District Council, West Somerset District Council and Somerset County Council.
- 11.2 All applicants are required to demonstrate that they have consulted with their local and wider communities on project proposals with the aim of informing their need appraisal and to shape delivery of their project.

12. ASSET MANAGEMENT IMPLICATIONS

- 12.1 There are no direct asset management implications as a result of this report

13. ENVIRONMENTAL IMPACT IMPLICATIONS

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

14. HEALTH & WELLBEING

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

- 14.2 The application and scoring process has been developed to prioritise funding of projects that aim to improve the health and wellbeing of people, families and communities affected by the development.
- 14.3 Applications are required to evidence and demonstrate that
- The communities is taking responsibility for their own health and wellbeing;
 - Projects provide benefits which empower communities to be thriving and resilient
 - Projects provide benefits which support people to live independently.

15. LEGAL IMPLICATIONS

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

Appendix A

Hinkley Fund Community Impact Mitigation Fund Approval Balances

	TOTAL	West Somerset	Sedgemoor	Cannington	1st Annual payment	Stogursey
	£	£	£	£	£	£
CIM Fund Received(including Inflation Uplift)	5,100,000	2,000,000	1,000,000	500,000	1,600,000	500,000
Inflation Uplift	387,175	134,529	67,265	33,632	151,749	33,632
TOTAL Received	5,487,175	2,134,529	1,067,265	533,632	1,751,749	533,632
<u>Less previously approved allocation</u>						
Stogursey Parish Council - Burgage Road Play Area	(90,373)	(90,373)				Stogursey Earplug Scheme (2,087)
Wembdon Village Hall - New VH & Play Area	(250,000)		(250,000)			
Somerset Youth & Community Sailing Association	(9,600)		(9,600)			
Tropiquaria - Relocation of primates	(40,000)	(40,000)				
Tropiquaria - Relocation of play area	(37,350)	(37,350)				
Porlock Shellfish Project	(800)	(800)				
Westfield Street Café	(110,000)		(110,000)			
Williton Bowling Club	(13,000)	(13,000)				
Kilve Cricket Club	(22,000)	(22,000)				
Onion Collective	(243,119)	(243,119)				
Williton Parish Council	(250,000)	(250,000)				
Stogursey Football Club	(750)	(750)				
North Petherton Playing Fields	(46,000)		(46,000)			
SDC - Sydenham Together	(60,000)		(60,000)			
Tropiquaria - Marketing	(1,000)	(1,000)				
Bridgwater Education Trust	(18,295)		(18,295)			
Sydenham and Bower FHWG	(200,000)		(200,000)			
Cannington Village Hall	(186,186)			(186,186)		
Victoria Park Community Centre	(14,524)		(14,524)			
Watchet War Memorial Pavilion	(7,500)	(7,500)				
Current Uncommitted Balance	386,678	1,428,637	358,846	347,446	1,751,749	531,545

73

Report Number: WSC 9/16

Presented by: Cllr Mandy Chilcott, Lead Member for Resources and Central Support

Author of the Report: Andrew Goodchild, Assistant Director Energy Infrastructure

Contact Details:

Tel. No. Direct Line 01984 635245

Email: agoodchild@westsomerset.gov.uk

Report to a Meeting of: Council

To be Held on: 20th January 2016

Date Entered on Executive Forward Plan Or Agreement for Urgency Granted: May 2015

REQUEST FOR ALLOCATION OF HINKLEY POINT C PLANNING OBLIGATIONS FUNDS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is for Full Council to consider the recommendation of Cabinet for the allocation of £400,000 of leisure funds ring fenced to Stogursey Parish towards the redevelopment of the Victory Hall in Stogursey.

2. CONTRIBUTION TO CORPORATE PRIORITIES

- 2.1 Key Task 3.4 of the 2015/16 Corporate Plan is that “by March 2016 to deliver a programme of investment within West Somerset for the leisure funding provided directly to the council from the development at Hinkley Point”
- 2.2 This is one part of the Council achieving Objective 3 of the Corporate Plan which is that: Communities in West Somerset can access and understand the process for accessing funding opportunities provided for by the development at Hinkley Point and, when funds become available, are supported in delivering projects and initiatives.

3. RECOMMENDATIONS

- 3.1 That Full Council approve the allocation of £400,000 of the leisure fund ring-fenced to Stogursey Parish towards the redevelopment of the Victory Hall in Stogursey.

4. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Failure to allocate monies correctly in line with the requirements of the legal agreement resulting in the need to repay contributions	3	4	12
<i>The proposals set out in the report have been developed to ensure that they accord with the requirements of the legal agreement</i>	1	4	4

Failure to spend contributions before the date by which they need to be returned if they remain unspent	2	3	6
<i>The proposals set out in the report have been developed in advance of the date by which they would need to be returned</i>	1	3	3
That the monies ring-fenced in Stogursey Parish are not spend on priority projects	2	3	6
<i>That proposals are supported by consultation and demonstrate community need</i>	1	3	3

The scoring of the risks identified in the above table has been based on the scoring matrix. Each risk has been assessed and scored both before the mitigation measures have been actioned and after they have.

5. **BACKGROUND INFORMATION**

- 5.1 The Section 106 agreement for the Site Preparation Works at Hinkley Point C provides a contribution of £500,000 for providing new, or improving existing sports/leisure facilities within the parish of Stogursey, this is separate and distinct from the CIM Fund. Having applied indexation, the contribution paid by EDF Energy was £533,632 of which £15,000 has been spent on the delivery of a feasibility study into the Victory Hall and village facilities in Stogursey, this activity and expenditure was approved by Cabinet in December 2014.
- 5.2 Stogursey Parish Council has provided a list of their top 10 projects which were derived from the Parish Plan and refreshed during the consultation and examination phases of the Hinkley Point C development. The Victory Hall is number 1 on that list and has been the subject of much discussion in the Parish as plans for how to mitigate the impact of the Hinkley Point C development have emerged. The feasibility study has enabled stakeholders including the District Council to take those discussions forward.
- 5.3 The feasibility study including two rounds of public consultation was completed and has been approved by the steering group (which comprised the Ward Members for Quantock Vale, three Parish Councillors who are also Trustees of the Victory Hall, the Assistant Director Energy Infrastructure and the Housing & Community Project Lead) in September and the Victory Hall Management Committee at their AGM in October. A summary of the feasibility study is presented to Cabinet and is attached at Appendix A. A full copy of the feasibility study is available to Members upon request.
- 5.4 The feasibility study includes the outcomes of both rounds of consultation, the evolution of the options following the initial consultation, selection of a preferred option, feedback on the preferred option, a business plan, a quantity surveyors report and an architect's brief on the preferred proposal. The total cost of the project as set out within the quantity surveyors report is £2.36m excluding VAT, the steering group determined that client site project management ought to be added to the overall costs of the project bringing the total to around £2.4m. The business plan indicates a £4,000 surplus each year on completion of the project.
- 5.5 Having been approved by both the steering group and the management committee, the next stage of the redevelopment project is for funding to be sourced, architects and project managers to be commissioned, planning permission sought and ultimately building works to be commenced. The purpose of this report is to seek approval to allocate funds from the leisure fund ring fenced for Stogursey Parish towards the redevelopment project. This report seeks Full Council approval to allocate £400,000 of the £510,000 left within the leisure fund. Cabinet, at their meeting on 6th January allocated a further £8,600 to be spent on additional support to help secure funding. Combined this leaves £101,029 unallocated.
- 5.6 Only 1 other of the Parish Priorities relates to a project with a leisure focus, the Burgage Road play area which was largely funded from the CIM Fund and recently opened. It is

therefore considered appropriate to allocate a significant proportion of the leisure fund towards this project. The Assistant Director Energy Infrastructure met with Stogursey Parish Council on 8th December and the Parish Council voted unanimously to endorse the approach. Indicatively, it is proposed to source £1m of the £2.4m from funds within the Section 106 agreement for Site Preparation Works (with the other £600,000 coming from the CIM Fund), with £1.4m being sourced from match funding partners i.e. a ratio of 40:60 Section 106 funds to match funding.

5.7 Clearly this is not an insignificant project and it is proposed to utilise a significant proportion of the funds available from the Section 106 agreement for Site Preparation Works at Hinkley Point C, even with the proposal to bring in £1.4m of match funding. Stogursey Parish is, as Members will know, the host Parish for the Hinkley Point C project and will be the most affected community. Member may wish to note that:

- Every HGV, LGV, bus and car movement will travel into and out of the Parish (unlike any other community);
- Stogursey will host a disproportionate amount of the workforce – around 1 in 6 people in the Parish will be from the workforce while the 500 bed on site campus is in use (compared with around 1 in 40 while the other 1000 bed campus is operational in Bridgwater);
- the construction at the main site under the Development Consent Order is permitted to take place 24 hours a day, other associate development sites are restricted and construction works there will not take place overnight; and
- the background noise level during the day at residential properties close to the site before construction began was between 32 and 35dB, the Consent requires that noise does not exceed 65dB during the day although the applicant can provide notice indicating that noise will rise to 75dB. Members may wish to note that 70dB is sixteen times louder than 30dB.

5.8 The Panel of Examining Inspectors concluded the following in relation to the impact on Stogursey Parish during their report to the Secretary of State:

“In combination, our view is that Hinkley Point C (if it goes ahead) would have a significant effect on life, particularly in those parts of the parish of Stogursey closest to the site. At times, the levels of noise would be increased and traffic volumes would increase significantly, particularly on the C182. A number of PRoW would be lost. In addition there would be adverse effects on the landscape and from many viewpoints in the locality the new power station would be readily visible alongside Hinkley Point A and B. There would also be some impacts associated with the plan to house a temporary workforce in the area and the make up of the community would be likely to change as some homeowners choose to sell up and move away, taking advantage of the Property Price Support Scheme.

“The concerns felt by the community was summed up by one interested party at our last open-floor hearing in September in Bridgwater, that should the DCO be made, Stogursey would be ‘stuffed’. Although we would not have described the situation in such strident terms, there is no doubt in our mind that the settlements closest to the site would be adversely affected and would face a much more rapid change than would be typical for a rural community of this nature.

“Overall our view is that the combination of specific compensation and mitigation measures for residents living near the site that would be secured by the requirements, together with the further mitigation that would be secured by the s106 Agreement and the two voluntary support schemes noted above, would go some considerable way to provide mitigation for the losses that the community would suffer. Whilst in general we take the view that the losses individuals would suffer would probably not be as severe as they fear, it has to be recognised that the impact would be real. For some, we recognise that no compensation for the losses they would suffer could ever be sufficient.”

- 5.9 Following the completion of the feasibility study and taking into account key dates attached to potential funding sources, it is considered important to allocate a significant sum of funding towards the project to demonstrate to potential match funders that others specifically the Council is committed to the project. It is hoped that this proposed allocation will greatly assist with applications for match funding to be made in the early part of 2016.

6. FINANCIAL/RESOURCE IMPLICATIONS

- 6.1 This proposal will have no impact on WSC General Fund as it all funded from the HPC Stogursey Leisure Fund. This pot had a total funding of £533,629, which consist of £500,000 as stated in Schedule 11 of the SPW s106 agreement plus indexation. On 3rd December 2014 (WSC 178/14), £15,000 was allocated from this fund for feasibility study leaving it with a balance of £518,629 prior to this proposal. This proposal has no impact on the £250,000 West Somerset Leisure Funding which has already been considered by Members.
- 6.2 This proposal will allocate £400,000 for the redevelopment of Victory Hall. On 6th January Cabinet agreed to spend £8,600 on commissioning 2MD Regeneration and Vivid Regeneration to help manage the project and to make funding bids to lever in additional funding for the project. The balance remaining after this proposal will be £110,029
- 6.3 For information, The Burgage Road Play Area Project has been allocated £90,373 of Community Impact Mitigation (CIM) funding on 17th September 2014 (WSC 126/14). After the completion of the project, the actual spend for this project was £89,919.

7. SECTION 151 OFFICER COMMENTS

- 7.1 The funding for providing leisure facilities is from the s106 agreement for the site preparation agreement Work at Hinkley Point C, not the council's own resources. However, we must be able to demonstrate to our stakeholders, in particular EDF Energy and other parties to the s106 agreement, that we have maximised the benefit from this fund in terms of mitigating of the impact of HPC on West Somerset.
- 7.2 The Councils procedures relating to all Section 106 Agreements and the Hinkley Point C Section 106 agreement have been adhered to by bringing this report to the Planning Obligations Group for them to make a recommendation to Cabinet. As this proposal is above the £25,000 threshold Cabinet's recommendation will need to be agreed by Full Council.

8. EQUALITY & DIVERSITY IMPLICATIONS

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

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

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

- 8.1 All sections of the community were included in the consultation events and activity to produce the feasibility study and it is anticipated that community cohesion will be significantly enhanced with the improved facilities on offer at the Victory Hall.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 It will be important to consider the crime and disorder implications within the detailed design, noting that on occasion the Victory Hall site has seen some anti-social behaviour. Overall, as a much enhanced community facility it is hoped that the additional activity will help to reduce crime and disorder within the Parish.

10. CONSULTATION IMPLICATIONS

- 10.1 The initial consultation period was conducted over three weeks in February to March 2015. 315 responses were returned representing 23% of the parish population, or nearly 50% of households.
- 10.2 A workshop of the owners and managers of the various existing community facing buildings in Stogursey was held on 18 March 2015.
- 10.3 16 young people were interviewed at the Youth Club during February 2015.
- 10.4 The consultation over the preferred proposal saw 65 of 72 respondents saying that they supported or strongly supported the proposals.
- 10.5 The emerging plans were discussed at the Main Site Forum in July 2015

11. ASSET MANAGEMENT IMPLICATIONS

- 11.1 The Victory Hall is entrusted to the Trustees who make up the management committee. The intention is for the management committee to continue to run the Victory Hall, the Councils involvement in the project is to facilitate the development.

12. ENVIRONMENTAL IMPACT IMPLICATIONS

- 12.1 The construction process for the redevelopment has the potential to impact on neighbours and it will be important that the planning process seeks to minimise any disruption. Some residents have raised some concerns with the relocation of the majority of the car park to the rear of the site, this issue along with the increased usage of the hall will need to be considered as part of the planning process.

13. HEALTH & WELLBEING

- 13.1 One of the main objectives of the feasibility study was to ensure that plans for the Victory Hall supported the health and wellbeing of residents, via sport, recreation, leisure and community facilities during the construction period of the Hinkley Point C project. The plans incorporate a range of facilities which will help to achieve this aim.

14. LEGAL IMPLICATIONS

- 14.1 There are no direct legal implications as a result of this report. Paragraph 2.2 of Schedule 11 of the Section 106 agreement for Site Preparation Works permits the use of up to £25,000 for a feasibility study from the £500,000 allocated to the parish of Stogursey.

1. Summary

A project brief was issued in October 2014 and in November 2MD Regeneration and Vivid Regeneration were jointly appointed to prepare a feasibility study for the future of the Victory Hall.

A Steering Group comprising members of the Victory Hall Management Committee, Stogursey Parish Council and West Somerset Council was formed and met throughout the project.

The Feasibility Study included two phases of consultation. The first sought information from residents, local organisations, hall users and other local facilities on how the Victory Hall is used and the types of facilities that would be required in the future. The consultation was supported by a team of resident community researchers. The second phase of consultation, comprising exhibitions, presentations and a household questionnaire, sought the views of local people on a preferred design option.

The Victory Hall is one of a number of community facilities in Stogursey. With the hall, kitchen, youth centre, multi-use games area and football pitch, it has the widest range of facilities. Of the 315 people returning the Phase 1 survey, 13% said they use the Victory Hall either often or sometimes (the most of any non-retail facility in the village). The most common use is for private parties but there are also a wide range of other activities taking place in the Hall. In terms of future activities, the most commonly requested are indoor sports, a gym and social club.

The Hall is owned by a registered charity and managed by a board of trustees, referred to as the Victory Hall Management Committee. In 2013/14 the charity operated with a modest £2000 surplus and held cash assets of £41,000.

The village and its surrounding hamlets are expected to see modest growth in the coming years. At the same time there is likely to be an increased proportion of older people. Support for health and wellbeing is, therefore, of increasing importance for policy makers.

●

The village also faces pressure from the proposed development of Hinkley C. This has prompted the creation of a Community Impact Mitigation fund which could potentially provide funding for works to the Victory Hall.

The Project Steering Group agreed a set of core objectives for the Feasibility Study:

- Meets the needs of existing regular users including football, tennis, youth etc.
- Fit for the future needs of the local community
- Sympathetic to the heritage of the building
- Must allow for continued use during the build programme
- Capable of being managed without requiring employed staff
- Costs are low enough to retain competitive pricing when compared with other local facilities
- Makes the most of the existing strengths but addresses weaknesses
- Complements other facilities in the village
- Capital cost is capable of being funded

The core objectives, the consultation, site constraints and good practice informed the preparation of four design options. These were distilled down into a hybrid or preferred option. This includes the demolition of the current youth centre, refurbishment of the existing Victory Hall and construction of a new extension to include a sub-dividable function room, a new kitchen, new bar and new toilets. The MUGA will also be covered and have new changing rooms attached. The surrounding area will be landscaped and a new car park provided at the rear.

The hybrid was presented for public consultation. Of 72 people showing preference, 65 said they supported or strongly supported the proposals. There were however a number of issues emerging, not least the impact upon neighbours. This led to some amendments to the hybrid option.

The capital cost of the redevelopment is forecast to be c.£2.4m (exc. VAT). A range of funding sources have been identified. Annual income, mostly from lettings, is forecast to be £27,000 and operating costs are estimated to be £23,000.



To progress the scheme, architects will need to be appointed to draw up detailed proposals firstly for planning and then tendering for construction. It is likely that funding applications will have to be submitted to pay for this first phase of work. Further applications will obviously be needed to fund the capital works.

The capacity of the Management Committee to proceed with the project needs to be addressed both in terms of internal governance procedures (in order to satisfy the requirements of funders) and the recruitment of new and younger members.

An appointment is likely to be needed to coordinate the development process on behalf of the Trustees.

This Feasibility Study was approved by the Steering Group in September 2015 and presented to the Victory Hall Management Committee in October 2015.

