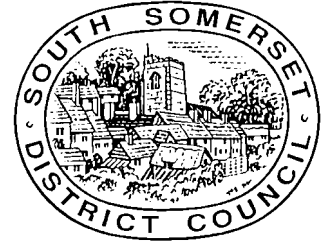


# South Somerset District Council

*Notice of Meeting*



## District Executive

*Making a difference where it counts*

**Thursday 4th February 2016**

**9.30 am**

**Council Chamber  
Council Offices  
Brympton Way  
Yeovil  
Somerset BA20 2HT**



Disabled access and a hearing loop are available at this meeting venue.

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Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox 01935 462148**, website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Wednesday 27 January 2016.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*

This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)



INVESTORS IN PEOPLE

# District Executive Membership

Ric Pallister  
Carol Goodall  
Peter Gubbins  
Henry Hobhouse  
Shane Pledger  
Jo Roundell Greene  
Sylvia Seal  
Peter Seib  
Angie Singleton  
Nick Weeks

## Information for the Public

The District Executive co-ordinates the policy objectives of the Council and gives the Area Committees strategic direction. It carries out all of the local authority's functions which are not the responsibility of any other part of the Council. It delegates some of its responsibilities to Area Committees, officers and individual portfolio holders within limits set by the Council's Constitution. When major decisions are to be discussed or made, these are published in the Executive Forward Plan in so far as they can be anticipated.

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the District Executive are held monthly at 9.30 a.m. on the first Thursday of the month in the Council Offices, Brympton Way.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk).

The Council's Constitution is also on the web site and available for inspection in Council offices.

The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

## South Somerset District Council – Corporate Aims

**Our key aims are:** (all equal)

- **Jobs** - We want a strong economy which has low unemployment and thriving businesses
- **Environment** - We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** - We want decent housing for our residents that matches their income
- **Health and Communities** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

# District Executive

Thursday 4 February 2016

## Agenda

### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 7<sup>th</sup> January 2016.

### 2. Apologies for Absence

### 3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. As a result of the change made to the Code of Conduct by this Council at its meeting on 15<sup>th</sup> May 2014, where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council. If you have a prejudicial interest you must comply with paragraphs 2.9(b) and 2.9(c) of the Code.

### 4. Public Question Time

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. The total period allowed for public participation shall not exceed 15 minutes except with the consent of the Council and each individual speaker shall be restricted to a total of three minutes. Where there are a number of persons wishing to speak about the same matter, they should consider choosing one spokesperson to speak on their behalf where appropriate. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. The public will be invited to speak in the order determined by the Chairman. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Council at that meeting.

### 5. Chairman's Announcements

*Items for Discussion*

6. **Somerset Waste Partnership - Draft Business Plan 2016-21** (Pages 5 - 38)
7. **Revenue Budget 2016/17 - Medium Term Financial Plan and Capital Programme** (Pages 39 - 200)
8. **Funding for South Somerset Voluntary and Community Action (SSVCA) 2016/17** (Pages 201 - 213)
9. **2015/16 Capital Budget Monitoring Report for the quarter ending 31st December 2015** (Pages 214 - 233)
10. **2015/16 Revenue Budget Monitoring Report for the quarter ending 31st December 2015** (Pages 234 - 261)
11. **Community Infrastructure Levy - Draft Charging Schedule** (Pages 262 - 303)
12. **Westland Leisure Complex - Progress Report** (Pages 304 - 311)
13. **The Proposed Leasing of 72 South Street, Yeovil** (Pages 312 - 315)
14. **Transfer of responsibility for pathways and footbridge at Cockle Moor, Langport** (Pages 316 - 320)
15. **Monthly News Snapshot** (Page 321)
16. **District Executive Forward Plan** (Pages 322 - 326)
17. **Date of Next Meeting** (Page 327)

# Agenda Item 6

## **Somerset Waste Partnership – Draft Business Plan 2016-21**

*Executive Portfolio Holders:* Cllr Jo Roundell Greene, Cllr Angie Singleton  
*Strategic Director:* Vega Sturgess, Operations and Customer Focus  
*Assistant Director:* Laurence Willis, Environment  
*Somerset Waste Partnership:* Steve Read, Managing Director  
*Lead Officer:* Vega Sturgess  
*Contact Details:* Vega.sturgess@southsomerset.gov.uk or (01935) 462200

### **1. Purpose of the Report**

- 1.1 To seek agreement for the Somerset Waste Partnership's Business Plan 2016-21. The Draft Business Plan (Appendix 1) attached to this report.

### **2. Forward Plan**

- 2.1 This report has been on the Executive Forward Plan for February 2016.

### **3. Public Interest**

- 3.1 The Draft Business Plan is the way in which Somerset Waste Partnership (SWP) describes its business, evaluates changes to the operating environment, identifies strategic risks and sets out its priorities. Although the plan has a five year horizon, it has particular focus on the next 12 months. It is the primary way that the Partnership seeks approval for its proposals and secures resources from the partner authorities to implement them.
- 3.2 Comments are invited. Any amendments suggested will be considered by the Somerset Waste Board (SWB) before the final version of the plan is agreed.

### **4. Recommendations**

- 4.1 That District Executive:

- (1) Approves the Draft Business Plan 2016-21 on behalf of the authority. If there are any major aspects that members cannot approve or would like to see amended it is requested that:
- (a) Members agree to any conditions or alternative proposals which would be acceptable to propose to the Board.
- (b) These comments be notified to all partners and taken back to the Board on 26 February 2016.
- (2) Provides any more general comments or suggestions for the Board to consider or for inclusion in the next iteration of the Plan.

### **5. Background**

- 5.1 The Somerset Waste Partnership (SWP) 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 (SWB). The

Board is made up from two elected members from SSDC and each of the other five partners. 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 12 February 2016 so that the Board can adopt the Plan and Budget at its meeting on 26 February 2016.

- 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. Key Actions for 2016–21**

- 6.1 The key actions may be seen in the Draft Action Plan which is Appendix 2 to the Draft Business Plan.
- 6.2 The Draft Business Plan is structured around a framework of three key areas, which are:
  - (1) **Alternative refuse treatment.** This is a project to identify alternative ways to process residual waste to reduce costs and move away from landfill as the SWP's disposal option for non-recyclable waste. Negotiation, planning and implementation of changes resulting from decisions taken regarding future processing of residual waste.
  - (2) **New Service Model.** Following a review of the kerbside collection services, detailed plans will be developed for a new collection model in order to increase recycling. A report will come forward to District Executive in the near future.
  - (3) **Addressing the impact of Waste.** The Business Plan contains a wide variety of initiatives to address the financial, social and environmental impacts of waste. These will include waste minimisation campaigns, 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.

## **7. Additional information relating to South Somerset**

- (a) Alternative refuse treatment. This proposal does not affect the recycling centres and the financial implications are covered by Somerset County Council. SWP

have secured two potential sites for waste transfer stations in anticipation of offering them to the market in a procurement exercise. Neither of these are in South Somerset. As the future service provider has not yet been determined, the use of a building at the Dimmer landfill facility for a transfer station still remains open to Viridor.

- (b) **New Service Model.** A member workshop was held on 23 November 2015 and there was complete consensus that the best option to pursue further was the option that kept weekly recycling of all existing materials, but also added small electrical items, batteries, Tetrapaks, plastic pots, tubs and trays to the materials collected. Residual waste volume in the household would be significantly reduced by this additional recycling and hence the smaller amount of remaining refuse could be collected on a three weekly basis. No decision has yet been made but a report will come to District Executive shortly.
- (c) **Addressing the impact of waste.** Many of the initiatives to address the impact of waste will be delivered across Somerset. Members should note that a facility for selling reusable items is proposed at the Chard Recycling Centre, Chard.

## **8. Recycling Centres and Community Recycling Sites**

- 8.1 A change in the law earlier this year prohibits local authorities charging for entry to Recycling Centres. Those authorities that already impose charges must discontinue the practice by April 2020. The Business Plan notes that the Board must give consideration to the issue in due course but there are no proposals in this iteration as to how this will impact on the Crewkerne and Dulverton (West Somerset) Community Recycling Sites.
- 8.2 In order to meet Medium Term Financial Plan savings targets for the County Council, the Board reluctantly proposes to introduce charging for acceptance of asbestos and plasterboard materials at Recycling Centres from April 2016. It is also looking to implement (free) vehicle permits for private vans and trailers from October 2016 along with restrictions on trailer size and hours of access for these as a measure to control trade abuse and manage congestion at peak times.

## **9. Health and Safety**

- 9.1 The Somerset Waste Board regularly receives reports on Health and Safety and there are no significant implications arising from the proposals in the Business Plan.

## **10. Consultation**

- 10.1 The broad approach and key areas of focus have been discussed with the Senior Management Group and also covered in reports to the Board at previous meetings. Pilots have been held on new collection models and consultation held with residents following the trials.

## **11. Financial Implications**

- 11.1 The Annual Audit Letter for the Somerset Waste Partnership dated 21 October 2015 gave the Partnership an unqualified opinion on the Partnership's financial statements and on value for money. A recent SWAP audit identified a need for us to develop a Risk Strategy and this was presented to Somerset Waste Board on 18 December 2015.

11.2 The Annual Budget, once finally approved, will become the new measure for SWP's financial performance for 2016/17. The SWP will continue to share the costs among partners in line with the Cost Sharing Agreement.

11.3 A summary of the Draft 2016/17 Annual Budget is included within the Business Plan.

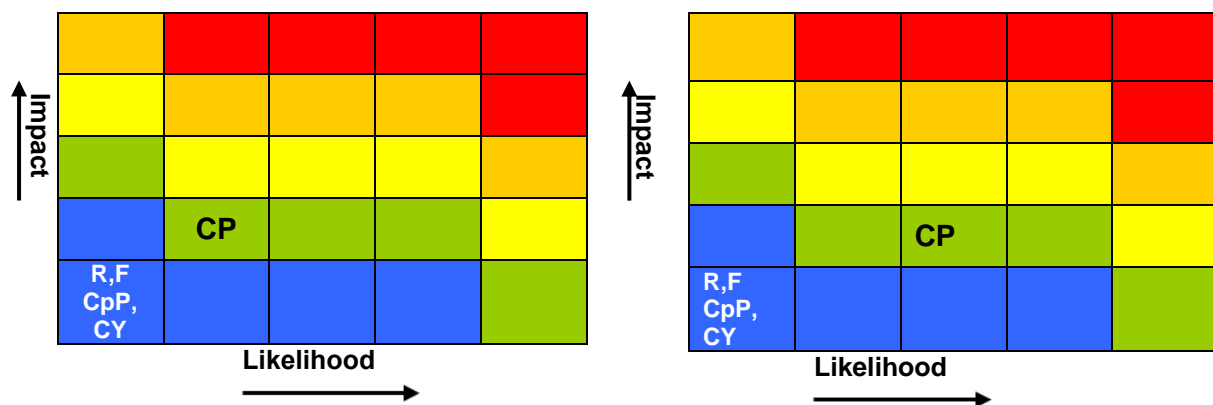
## 12. Risk Implications

12.1 The SWP risk register is reviewed annually and taken to the Somerset Waste Board for approval. The updated risk assessment will be made to the Somerset Waste Board at their meeting on 26 February 2016.

## 13. Risk Matrix

Risk Profile before officer recommendations

Risk Profile after officer recommendations



### Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## 14. Carbon Emissions and Climate Change Implications

14.1 The proposed revised vision of SWP within this draft business plan is reducing carbon emissions by driving materials up to the waste hierarchy, reducing reliance on raw materials and waste disposal. To do this by avoiding waste in the first place and assisting to recycle, compost or recover energy value from what remains.

## 15. Equality and Diversity Implications

15.1 Equalities and other impact assessments have been made in respect to 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.



## **16. Background papers**

Somerset Waste Board Draft Business Plan 2016-21.

### **Appendix 1**

SWP Business Plan 2016-2012

### **Appendix 2**

Risk Register 2016-2021



# **SWP Business Plan 2016 – 2021**

<b>Table of Contents</b>	
	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](http://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 1<sup>st</sup> 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**

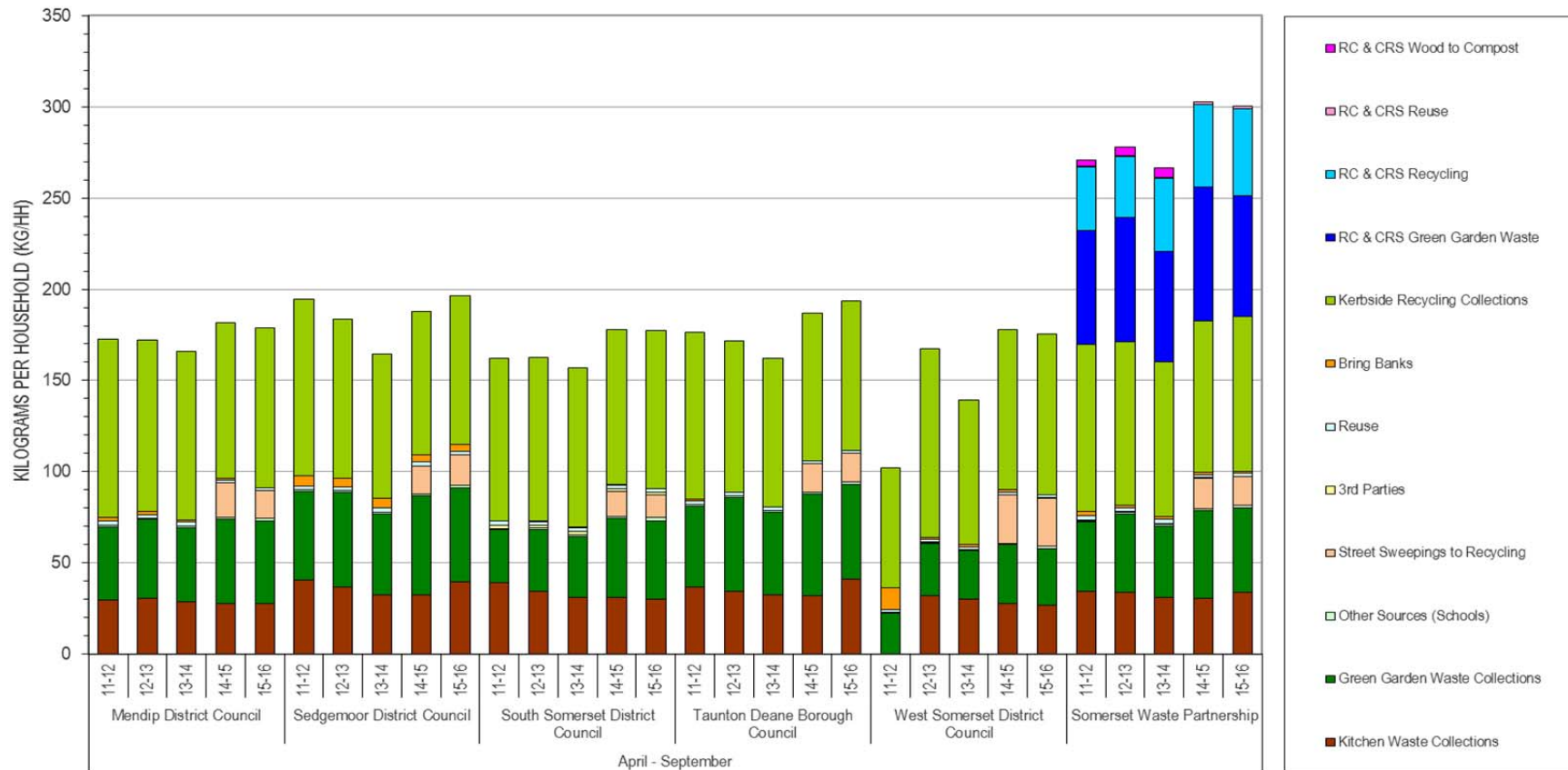
Somerset Waste Partnership supports the vision of Courtauld 2025 of “A world in which food and drink are produced and consumed sustainably.” and anticipates the launch of the programme, an “ambitious 10-year voluntary agreement that brings together a broad range of organisations involved in the food 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><b>Alternative Refuse Treatment</b> (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><b>New Service Model</b> (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"> <li>• Materials collected</li> <li>• Method of collection</li> <li>• Frequency of collection</li> <li>• Collection containers</li> <li>• Depot infrastructure</li> <li>• Reprocessing arrangements</li> </ul>
<p><b>Addressing the Impact of Waste</b> (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
<b>Expenditure</b>							
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
<b>Total Direct Expenditure</b>	<b>45750</b>	<b>26981</b>	<b>3831</b>	<b>3963</b>	<b>5736</b>	<b>3870</b>	<b>1369</b>
<b>Income</b>							
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
<b>Total Income</b>	<b>-2810</b>	<b>-20</b>	<b>-576</b>	<b>-577</b>	<b>-860</b>	<b>-567</b>	<b>-210</b>
<b>Total Net Expenditure</b>	<b>42940</b>	<b>26961</b>	<b>3255</b>	<b>3386</b>	<b>4876</b>	<b>3303</b>	<b>1159</b>

Business Plan 2016- 2021						
Summary Annual Budgets						
Rounded £000s	2016/17	2017/18	2018/19	2019/20	2020/21	
<b>Expenditure</b>						
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	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	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	69	70	70	71	72	
Depot Costs	176	176	176	176	176	
Village Halls	6	6	6	6	6	
Transfer Station Avoided Costs	310	319	329	339	349	
Recycling Credits	2401	2473	2547	2623	2702	
Capital Financing Costs	231	231	231	231	231	
<b>Total Direct Expenditure</b>	<b>45750</b>	<b>46206</b>	<b>47464</b>	<b>48765</b>	<b>50083</b>	
<b>Income</b>						
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	
<b>Total Income</b>	<b>-2810</b>	<b>-2891</b>	<b>-2974</b>	<b>-3060</b>	<b>-3148</b>	
<b>Total Net Expenditure</b>	<b>42940</b>	<b>43315</b>	<b>44490</b>	<b>45705</b>	<b>46935</b>	

## 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
<b>1. Service Development Programme: Residual Waste Treatment</b>			<b>Steve Read</b>			
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.
<b>2. Service Development Programme: New Service Model</b>			<b>Steve Read</b>			

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.

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

		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:

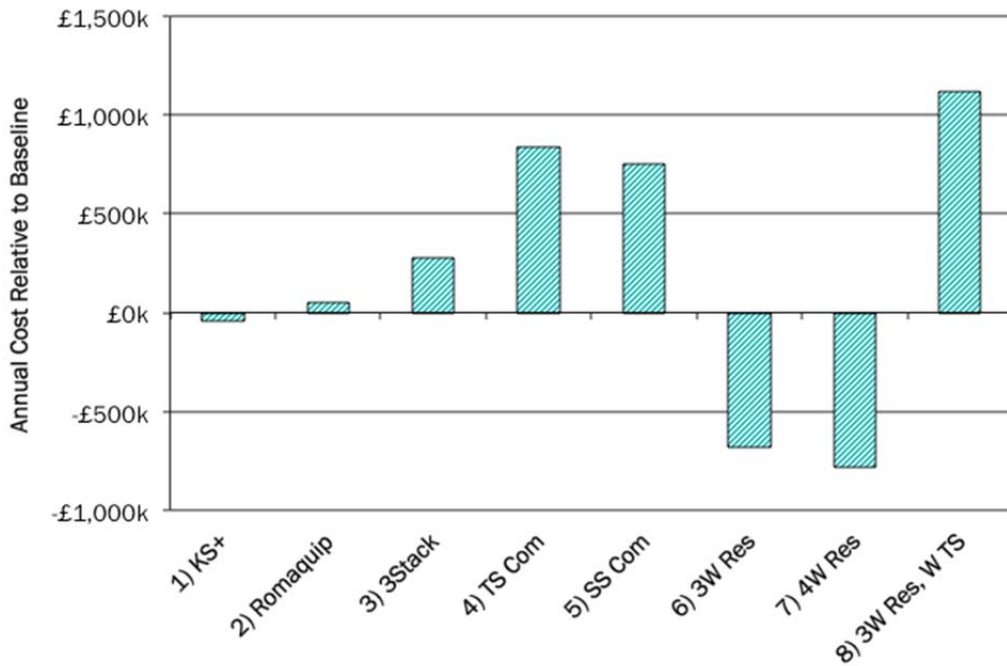
- 1) Current kerbside sort collections and modified vehicles with additional materials.
- 2) As 1) using Romaquip recycling collection vehicles.
- 3) As 2) using 3 Box Stack collection container system with trolley.
- 4) As 1) but with twin stream co-mingled fortnightly recycling collections using a 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 4<sup>th</sup> 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 3<sup>rd</sup> 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	

# Agenda Item 7

## **Revenue Budget 2016/17 - Medium Term Financial Plan and Capital Programme**

*Executive Portfolio Holder:* Councillor Peter Seib, Finance and Legal Services  
*Service Head:* Donna Parham, Assistant Director – Finance and Corporate Services  
*Lead Officer:* Jayne Beevor, Principal Accountant  
*Contact Details:* Donna.parham@southsomerset.gov.uk (01935) 462225

### **Purpose of Report**

1. To seek approval for the proposed 2016/17 Revenue Budget, Medium Term Financial Plan (Revenue Budgets for 2016/17 to 2020/21) and the Capital Programme that will be recommended to Full Council.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan for February 2016.

### **Public Interest**

3. This report sets out the budget for South Somerset District Council for 2016/17 and the estimated budgets for the following four years. It also asks members to approve capital schemes for funding in 2016/17.

### **Recommendation**

4. That the District Executive recommends to Council the following:
  - (a) approval of the overall Revenue Budget for 2016/17 of **£17,291,300** and the Revenue Account Summary as shown at Appendix A and note future year projections outlined in paragraph 44;
  - (b) approval of the detailed budgets for the District Executive and four Area Committees as shown at Appendix B;
  - (c) approve the increase of 1.95% (£2.88 per annum) in the Council Tax for 2016/17 for South Somerset District Council, which will result in a Band D charge of **£150.63**;
  - (d) approve a further increase of 1.25% (£1.85 per annum) to cover the precept for the Somerset Rivers Authority, producing an overall increase of 3.2% (£4.73 per annum) in the Council Tax for 2016/17 for South Somerset District Council, which will result in an overall Band D charge of **£152.48**;
  - (e) approval of the additional expenditure for budget pressure bids as shown in Appendix C;
  - (f) approval of the savings proposals in Appendix D in conjunction with the Equalities Impact Schedule at Appendix F;
  - (g) approve the once-off items of expenditure as shown in Appendix E;

- (h) note the current position and future estimation of reserves and balances as shown in paragraphs 69-72;
- (i) approval of the revised Capital Programme as shown in Appendix H;
- (j) approval of the new schemes to be included in the Capital Programme as shown in Appendix I;
- (k) note the scoring of new capital schemes outlined in Appendix K;
- (l) note the proposed funding of the Capital Programme as shown in paragraph 83;
- (m) note the detailed Capital Investment appraisal forms for new schemes, as shown at Appendix J;
- (n) approve the setting aside of £2.5 million for transformation costs to be delegated to District Executive;
- (o) approval in principle the use of new capital receipts to fund revenue costs pending a detailed report to District Executive.

## **Background**

- 8. District Executive and Scrutiny Committee have received update reports on the draft 2016/17 budget, Medium Term Financial Strategy and Medium Term Financial Plan. The drafts were subject to final amendments whilst awaiting clarity around Government grants and funding.
- 9. This report sets out the final proposals to be agreed by District Executive prior to submission to Council on 25th February 2016. The District Executive has delegated authority to manage and monitor the budget once it has been approved by Council.

## **The Council Plan**

- 10. The authority approved the Council Plan in February 2012. The Medium Term Financial Strategy, Capital Strategy and Medium Term Financial Plan will need to reflect the revised Council Plan in due course.

## **Medium Term Financial Strategy**

- 11. The Medium Term Financial Strategy (MTFS) outlines how the Medium Term Financial Plan (MTFP) i.e. the budget that will be delivered over the medium to long-term. The MTFP at South Somerset spans three years with a further two years added to show the likely longer-term picture. The Medium Term Financial Strategy links the resources required to deliver the Council Plan and the Council's strategies.
- 12. Currently the MTFP shows a projected budget gap for each year of the plan. The figures include all estimates for pay awards, council tax, business rates, Government grant, and inflation.
- 13. In October 2014 members agreed a two year savings plan to balance the budget over a two year period 2015/16 and 2016/17. Savings are to be achieved through the following key projects:-



- **Optimising Income** – actively increasing our income, earning income through new sources, and marketing existing services.
- **Service Redesign** – process improvement, EDM, specialist roles, channel shift and sharing (includes continuation of the Lean programme).
- **Contracts and Procurement** – reviewing how procurement is delivered and reducing spend on contracts.
- **Asset Savings** – identifying savings from council owned assets (land and buildings).

In addition to this budgets will continue to be reviewed in light of economic conditions, interest rates, and underspends.

### **Efficiency Strategy**

14. Central Government has announced that local authorities will be able under certain circumstances to utilise capital receipts for revenue expenditure for certain purposes. These include:-
  - Sharing back-office and administrative services with one or more other council or public sector bodies;
  - Investment in service reform feasibility work, e.g. setting up pilot schemes;
  - Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
  - Sharing Chief-Executives, management teams or staffing structures;
  - Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
  - Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, selling services to others);
15. SSDC may benefit from this approach over the next three years once a decision is made regarding joint working, setting up commercial or alternative delivery models, and transformation. The key areas that could be funded from capital receipts but are classified as revenue expenditure are redundancy costs and the legal costs of setting up of commercial or alternative delivery models.
16. The requirement will be to list each project that plans to make use of the capital receipts flexibility, and that it details the split of up front funding for each project between capital receipts and other sources, with a project by project basis a cost benefit analysis is included to highlight the expected savings. The strategy in future years will monitor the performance of projects approved in previous years.
17. The Strategy must be approved by Full Council. A revised strategy may be replaced by another during the year. It is therefore recommended that Members approve that an Efficiency Strategy will be presented in due course once projects have been agreed and new capital receipts identified.

### **Expected Outcomes from the Strategy and Plan**

18. The Council needs to deliver a balanced budget over the term of the plan. A balanced budget means that balances or reserves are not used to meet on-going expenditure commitments. SSDC will look to ensure sound plans are in place to balance the budget over the medium to longer term rather than year to year balancing.

19. The Council also needs to achieve as much stability as possible for both service delivery and staff in planning the moving of resources (both money and people) to areas of agreed priority.
20. SSDC also needs to continue the drive to make services as efficient as possible.
21. In addition the authority will need to continue to add value in procuring goods and services and manage its assets effectively.

### **Capital Strategy**

22. The Capital Strategy allows new receipts to be released for new capital schemes. A further sum of capital receipts will be released to meet needs that deliver the Corporate Plan once the effect on revenue is assessed and can be funded within the Medium Term Financial Plan.
23. The “Spend to Save” scheme enables projects to come forward at any time which prove to give a return of the same or greater than the loss of interest that could be earned. This allows for individual schemes showing innovation, efficiencies, and income generation to be considered.
24. Schemes will also be considered utilising “Internal Borrowing” where bids can be made for loans that repay both capital and interest at PWLB rates.
25. Members approved a process for releasing Infrastructure Funding. This allows for funding outside of the normal annual budget process but all projects must outline the revenue implications when approved and these commitments will be added to the Medium Term Financial Plan.
26. District Executive has delegated authority to approve the use of up to 5% of unallocated capital receipts in any one year (approx. £0.8 million). Approvals beyond this sum must be agreed through full Council.

### **Strategy for New Homes Bonus**

27. A sum equivalent to 80% of the average annual council tax is received in grant for every new home once occupied. This sum is payable for six years with an additional bonus of £350 for every affordable home occupied.
28. The agreed strategy for New Homes Bonus is to mainstream it with Revenue Support Grant to maintain services.
29. To ensure that risk is minimised the amount of NHB being used to fund the MTFP will be outlined each year. In addition it will always fund the current and next year’s budget giving the authority time to make any cuts necessary in a measured way.
30. The current strategy for the use of NHB in priority order is as follows:
  - Supporting revenue spending to retain services that benefit the community;
  - Supporting costs (revenue and capital) of spending on infrastructure before and on the introduction of CIL;
  - Supporting capital spending for affordable housing (from the affordable housing element of NHB);

- Supporting business growth for the retention of business rates to stabilise and increase business rate income.
31. Currently NHB is being fully utilised to support revenue spending – this will be reviewed annually as part of the Medium Term Financial Strategy and Plan.
  32. The current plan includes support of up to £3.0 million per annum from New Homes Bonus and assumed that NHB continued beyond the elections in 2015. At present SSDC has sufficient NHB to fund £3.0 million in 2016/17, up to £3.0 million in 2017/18 and £3.0 million for 2018/19.
  33. The maximum support from NHB in any one year for ongoing expenditure has been set at £3 million (10% of SSDC's gross spend). The limit and forward funding has been set to ensure that a reduction or the removal of NHB can be managed successfully over a reasonable length of time.
  34. The Government has released a consultation paper regarding amendments to NHB. This is likely to lead to a reduction for district authorities in future as the Government's aim is to utilise £800 million for adult social care. This would reduce SSDC's share to £2.1 million per annum (based on the provisional figure for 2016/17). However, the Governments profiling of the reduction shows that this would not fully impact on SSDC until 2018/19 which would still enable the Council to support revenue spend by £3 million over the current 5 year term of the plan.

### **Strategy for Non Domestic Rates Retention (NDR)**

35. The budget set for Non Domestic Rates has historically been set around the central Government baseline. The most prudent level to set NDR for any authority is at the safety net level as this is the guaranteed level of income for any authority. However, taking this course of action requires more budget savings from services that may ultimately not be required. The strategy is therefore to assess the expected outturn for 2015/16 and the budget for 2016/17 and set the budget based on the most reasonable set of assumptions at that time. The main risks are still the around economic growth and appeals.
36. SSDC has agreed to participate in the Somerset NDR Pool for 2016/17. The other member authorities of the pool are Bath and North East Somerset, North Somerset, Somerset County Council, Mendip District Council, Sedgemoor District Council, and Taunton Deane District Council. The pool enables the partners to retain more income from local growth by reducing the levy paid to central Government

### **Strategy for Balances and Reserves**

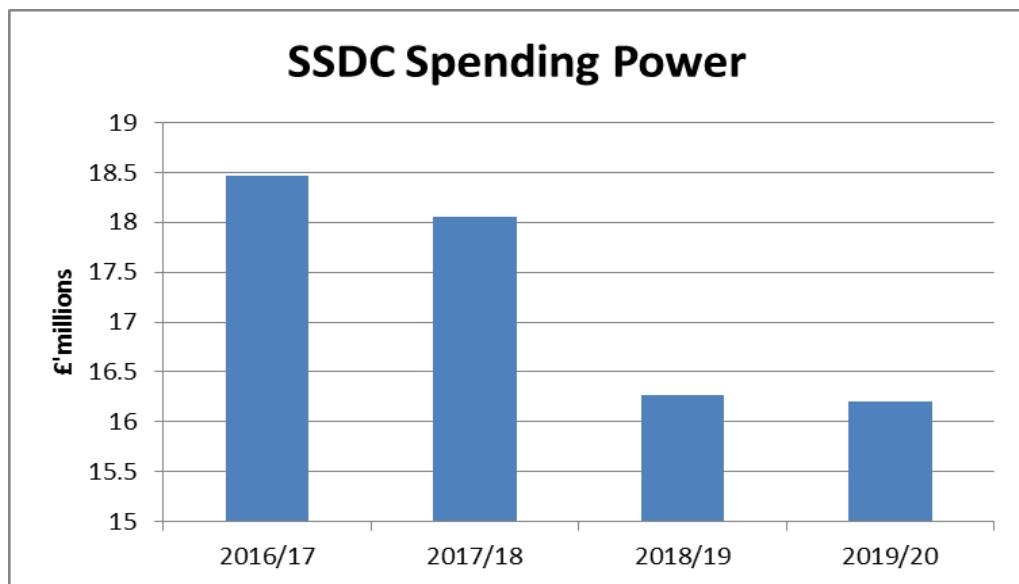
37. Reserves are set aside for specific purposes whereas balances are retained to meet unforeseen risks. A regular review of financial risks to assess the optimum levels of balances and reserves will be reported to members every quarter. This ensures that the authority has sufficient funds to meet its key financial risks. The strategy remains that balances remain at a level that covers these key risks.

### **Reviewing the Strategy**

38. This strategy will be reviewed annually to take into account changes within and external to the organisation. In more uncertain times the strategy will be reviewed more frequently.

## Analysis of the Government Settlement

39. The Medium Term Financial Strategy and Plan was set out in October 2015. At that time there were no Government figures available to assess what the financial outlook would be for local authorities. The November Autumn Statement in set out some high level changes but the details were only made available with the Provisional Settlement announced on the 17<sup>th</sup> December 2015.
40. The Government outlined that overall “Spending Power” for local authorities would only reduce by 0.5% over the next four year period. “Spending Power” is calculated by adding together income such as New Homes Bonus, Modified Settlement Funding Assessment (Revenue Support Grant and Retained Business Rates), Rural Services Grant, and Council Tax (an average increase of 1.75% plus expected tax base growth). The Government’s figures are shown in the graph below for SSDC:-



41. It shows that SSDC’s “Spending Power” is expected to reduce by 12.3% over the next four years. This is mainly due to New Homes Bonus (i.e. an assumption that the consultation changes are put in place) and Settlement Funding Assessment reducing to a negative £330k. The biggest change is shown in 2018/19 which I assume means that there will be a transition in the reduction of New Homes Bonus with a smaller cut in 2017/18 with the full impact only being implemented in 2018/19. If this is the case SSDC should be able to continue to use £3 million per annum to support the MTFP over the next five years.
42. The actual financial settlement itself outlines that by 2019/20 SSDC will fall into negative RSG of £330k. SSDC is one of 146 District Councils that will fall into negative RSG in 2019/20. The negative RSG will be deducted from SSDC’s local share of business rates. The reduction in funding has been calculated by taking into account each Council’s council tax raising ability i.e. income from council tax. This would seem to indicate further central Government control over local authority’s income streams.
43. The Government has outlined a four year projection of funding and this has been extremely useful for financial planning purposes. SSDC will be given an

opportunity to agree this as a four year fixed settlement. A report will follow in due course once the terms and conditions of acceptance are known.

## The Medium Term Financial Plan

44. The table below summarises the MTFP projections, showing future commitments over the current year's base budget:-

	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
Base budget	17,389.6	17,291.3	16,172.9	16,081.4	15,894.5
Additional payroll requirement	568.9	401.2	390.9	168.0	158.8
Inflation allowance on contracts	68.1	211.4	215.6	220.0	224.4
Unavoidable Budget Pressures	273.4	385.3	293.9	322.8	319.8
Change in Interest Receivable	(100.0)	0.0	0.0	0.0	0.0
Growth Bids	0.0	0.0	0.0	0.0	0.0
Savings	(1,234.4)	(78.0)	0.0	0.0	0.0
Revenue effects of Capital Programme	71.1	170.1	4.7	30.3	(5.9)
Once-Off Expenditure	254.6	(392.0)	0.0	0.0	0.0
Growth available	0.0	0.0	0.0	0.0	0.0
<b>Total Budget Requirement</b>	<b>17,291.3</b>	<b>17,989.3</b>	<b>17,078.0</b>	<b>16,822.5</b>	<b>16,591.6</b>
<b>Financed by:</b>					
Revenue Support Grant	1,675.5	797.5	269.6	0.0	0.0
Council Tax Reduction Scheme Grant to Town and Parish Councils	(314.1)	(103.4)	(35.0)	0.0	0.0
Council Tax Precept	8,926.5	9,058.8	9,326.8	9,584.5	9,841.4
Council Tax Funding for the Somerset Rivers Authority	(108.5)				
Surplus on Collection Fund (Council Tax)	189.6				
Business Rate Income	17,993.5	17,760.0	18,290.0	18,880.0	19,397.2
Business Rate Tariff	(14,065.3)	(14,340.0)	(14,770.0)	(15,240.0)	(15,697.2)
Business Rates Collection Fund Deficit net of S31 Grant	(2,643.6)				
Business Rates - Contribution from Volatility Fund	843.7				

Estimated Business Rates Safety Net Contribution from Somerset Pool (based on q3)	179.0				
Negative Revenue Support Grant to be Deducted from Business Rate Income				(330.0)	(330.0)
Confirmed New Homes Bonus to Support Revenue Budget	3,000.0	3,000.0	3,000.0	395.9	
New Homes Bonus Requirement Future Years	0.0	0.0	0.0	2,604.1	3,000.0
Once-offs funded from revenue balances	1,615.0	0.0	0.0	0.0	0.0
	<b>17,291.3</b>	<b>16,172.9</b>	<b>16,081.4</b>	<b>15,894.5</b>	<b>16,211.4</b>
<b>Budget Shortfall</b>	<b>0.0</b>	<b>(1,816.5)</b>	<b>(996.6)</b>	<b>(928.0)</b>	<b>(380.1)</b>

### Assumptions Made

45. There are several assumptions in line with the MTFS as part of the overall estimates contained therein:

	2016/17	2017/18	2018/19	Notes
Inflation	Contractual Obligations	Contractual Obligations	Contractual Obligations	Assumes inflation remains below 2%
Council Tax	1.95% £2.88 per Band D	1.99% £3.00 per Band D	1.99% £3.11 per Band D	Assumes remains broadly in line with inflation. Excludes the SRA Delement.
Pay	1%	1%	1%	In line with Government guidelines
Pensions	13.9% plus £1,040k	13.9% plus £1,240k	13.9% plus £1,440k	Assume employers contributions increases as per actuarial valuation
Investment Income	Base 0.5%	Base 0.5%	Base 0.5%	Assume earnings will be 1.01% for 2016/17. Interest rates may increase in 2016.
Revenue Support Grant	-38.2% -£1.03m	-52.4% -£0.9m	-66.2% -£0.5m	Based on provisional figures
Non-Domestic Rates	18.0% £599.8k	-12.94% -£508.2k	2.92% £100.0k	As per NDR1 for 2016/17 and then Government baseline
New Homes Bonus	£4.6m	£3.9m	£2.1m	Based on provisional figures and then reduced in line with Government reductions in "Spending Power"

### **Revenue Budget 2016/17**

46. Appendix A shows the General Revenue Budget Summary for 2016/17, which totals £17.291 million. Appendix B provides the detailed budgets for the four Area Committees and the District Executive. Once approved by Full Council, these

represent the financial plans that the Executive will manage under their delegated authority and monitor in accordance with the Financial Procedure Rules.

### **Revenue Support Grant**

47. The provisional grant for 2016/17 was announced on the 17<sup>th</sup> December. The figures show a £1.03 million (38.2%) reduction from 2015/16. The Government also outlined figures for 2017/18, 2018/19, and 2019/20 that shows a reduction in Revenue Support Grant to a negative £330k over that period. The negative Revenue Support Grant will in effect reduce the amount of local business rates that the Council retains.
48. The Government also announced that local authorities could accept the four year settlement to mitigate future risks. It is not known as yet if the offer will consider other elements of grant or will be limited to Revenue Support Grant only.

### **Savings**

49. Savings plans are outlined in Appendix D. All service savings over £25,000 will be monitored in 2016/17 and reported as part of the budget monitoring process.
50. There are no proposals within the 2016/17 budget to increase car parking fees. At Full Council on Thursday 16<sup>th</sup> July it was “agreed to investigate a change to the Council Car Parking Policy to enable an initial free period of up to 2 hours of parking to be made available, where parking is currently charged at a timed rate”. Those findings were presented to District Executive as part of the budget update in January 2016. Those findings are attached at Appendix G.

### **Unavoidable Budget Pressures**

51. Unavoidable budget pressures are detailed in Appendix C.

### **Somerset Rivers Authority and Council Tax Impact**

52. The Government has amended the Somerset Council Tax Levels to a notional amount to allow each of the Somerset authorities to raise 1.25% (£1.85 per band D for SSDC) interim funding for the Somerset Rivers Authority. This enables the Somerset authorities to raise council tax for other service needs up to the referendum limits. Members agreed at full council on the 21<sup>st</sup> January to precept for the additional sum and to passport it to the SRA.
53. The intention is that the amount will then be reduced when the SRA becomes a separate precepting body. The amount raised by South Somerset will then transfer to the SRA to ensure that taxpayers are not in effect levied twice.

### **Band D Equivalent Council Tax**

54. The MTFP has been prepared on the basis of 1.95% increase in Council Tax for 2016/17 and the Band D Council Tax charge will increase by £2.88 to **£150.63**. Once the SRA element is included the charge will increase by 3.2% overall to **£152.48** (an increase overall of £4.73 per Band D Council Tax charge). The tax base for 2016/17 is 58,543.00, an increase of 1,399.3 from 2015/16.
55. As billing authority, SSDC has to calculate a basic level of tax based on its own spending plans, to which is added the precepts from Somerset County Council,

Devon and Somerset Fire Authority, Avon and Somerset Police Authority and any town/parish council.

56. The actual total of Council Tax for South Somerset residents will be calculated once all precepting authorities have notified SSDC of their proposals. The total Council Tax will be approved at Full Council on 25th February 2016.
57. The Government has not offered a council tax freeze grant for 2016/17. The Government outlined that an increase greater than 2% will result in a local referendum.

### **Estimates for Future Years Band D Council Tax**

58. The current estimate within the Medium Term Financial Plan and Medium Term Financial Strategy is that Council Tax levels will remain in line with inflation estimated at 1.99% per annum for 2017/18, 2018/19, and 2019/20.

### **Council Tax Reduction Scheme**

59. Council approved the scheme for 2016/17 in January 2016. The Medium Term Financial Plan currently assumes the same number of recipients as at the end of November 2015 will continue into 2016/17. This reflects a further reduction in claimants and the estimated budget is £8.478 million compared to £8.707 million in 2015/16.
60. The tax base was set before the announcement was made that the Somerset Authorities could precept for the SRA and SCC had not made a decision at the time around the precept for Adult Social Care. It has been estimated that this would add £195k to the costs of CTRS in the year. Sufficient funds have been retained within the Collection Fund to fund this in 2016/17 but it will reduce the tax base for 2017/18.
61. The Government grant to support the Council Tax Reduction Scheme for local authorities and town and parish councils has been absorbed into Revenue Support Grant and cannot be identified separately. Members approved in October that £314,110 would be passported to Town and Parish Councils for 2016/17.
62. Since the Government announced the Provisional Settlement showing that all Revenue Support Grant will cease a letter has been sent to all of the Town and Parish Councils outlining that their grant will reduce to zero by 2019/20 to enable them to plan ahead for their budgets.

### **Non-Domestic Rates**

63. In 2013 the Government introduced Non Domestic Rate (NDR) Retention that passed some of the risks and rewards from NDR to local authorities. Each local authority must set a budget for the NDR they expect to retain and in South Somerset this has been delegated to the S151 Officer (Assistant Director – Finance and Corporate Services) because of the considerable time constraints in place. Central Government requires the budget to be set by the 31st January 2016.
64. The budget has been set on the NDR1 figure. Current estimations are that SSDC will retain approximately £3.9 million as well as any share or deficit from the pool. This is £568k above the baseline. The figures thereafter reflect the Government



baseline which is the most prudent approach given the volatility of business rate income.

65. There is a substantial deficit of £3.4 million on the Collection Fund that will require funding in 2016/17. This can be offset by S31 Grants of £0.8 million which are paid separately to SSDC as a recompense for the various Government initiatives within business rates. It is recommended that £0.8 million of the shortfall is funded through the NDR Volatility Fund leaving £0.6 million for future years and the remainder from General Fund Balances. The impact of this is shown in paragraph 70.

### **New Homes Bonus**

66. In October 2012 members agreed that New Homes Bonus would be mainstreamed as part of the overall funding package for SSDC services. This is because in effect the funding is top-sliced from grant and then reissued as New Homes Bonus. SSDC has now received a provisional figure of £4.658 million for 2016/17.

### **Public/Stakeholder Consultation**

67. Individual savings and additional income plans that were approved in principle are individually consulted upon where there is partnership, economic, or equalities issues to consider. There are no issues as part of this exercise to report to members.

### **Diversity and Equality**

68. Each saving put forward has been reviewed by the Equalities Officer to ensure that any impact the saving will have on diversity and equality has been assessed and to ensure that any issues are highlighted to members before a decision is made.

### **Revenue Balances and Contingency & Reserves**

69. In addition to the funds available for the Revenue Budget, the Council has certain balances and reserves. The Financial Strategy is to retain sufficient general balances to meet its major financial risks. Risks were reviewed in January 2016 once the budget figures had been completed, and general balances should be retained within the range of £3.6 to £4.0 million at the start of the new financial year. The current estimate of revenue balances by the year-end is £5.4 million with £1.6 million being required to fund the NDR Collection Fund deficit and once-off costs. The remaining sum is within the range to cover key risks in 2016/17. The key risks that have been taken into consideration are:

- a. Sustainability of base budget
- b. Reduced income
- c. Civil emergencies
- d. Litigation
- e. Medium Term Financial Plan
- f. Assets and property
- g. Bad debts
- h. Additional use of capital funds
- i. Bank failure/ bail-in
- j. Redundancies
- k. National increases to pay

- l. Reduction in business rates to the safety net
- m. Risks of the Council Tax Support Scheme

70. General Fund Balances represent accumulated revenue surpluses. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported:

<b>General Fund Balances</b>	<b>Estimated As at 31/03/16</b>
	<b>£000</b>
Balance 1/4/15	5,910
Allocations from balances 2015/16	(690)
Estimated underspend on Revenue Budget 2015/16	195
<b>Estimated Unallocated General Fund Balance at 31 March 2016</b>	<b>5,415</b>
Use of Balances for 2016/17 Budget once-offs including net Collection Fund Deficits	(1,615)
<b>Estimated Unallocated General Fund Balance at 1<sup>st</sup> April 2016</b>	<b>3,800</b>

71. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to meet the cost of the SSDC elections that occur every four years. The full list of specific usable reserves and the current balance on each is shown below: -

<b>Reserve</b>	<b>Expected Balance As at 31<sup>st</sup> March 2016 £'000</b>
Usable Capital Receipts	35,656
Capital Reserve	1,391
Revenue Support Fund	4,776
Cremator Replacement Capital Reserve	663
Infrastructure Reserve	967
Treasury Management Reserve	247
Voluntary Redundancy/Early Retirement Reserve	394
Housing Benefits Reserve	875
Revenue Grants Reserve	500
Local Plan Implementation Reserve	125
Local Plan Enquiry Reserve	79
Election Reserve	131
Yeovil Athletic Track Repairs Fund	137
LSP	105
Planning Delivery Reserve	26
Save to Earn Reserve	50
Yeovil Vision	100
Park Homes Replacement Reserve	145
Insurance Fund	40
Local Authority Business Grant Incentive (LABGI) Reserve	37
Artificial Grass Pitch Reserve	52

Health Inequalities Reserve	31
Business Support Scheme	165
Bristol to Weymouth Rail Reserve	12
Deposit Guarantee Claims Reserve	5
Wincanton Sports Centre Reserve	21
Closed Churchyard Reserve	9
Risk Management Reserve	11
Flooding Reserve	80
Planning Obligations Admin Reserve	36
NNDR Volatility Reserve	1,459
<b>Total Reserves</b>	<b>48,325</b>

72. A review of balances and reserves and the likely three-year forward prediction has been made. The levels of balances will continually be reviewed and additions from in year savings may be made to ensure they remain at the required level. The levels expected are shown below:

Year	Non-Earmarked Balances at Year End £'000	Capital Reserves at Year End £'000	Revenue Reserves at Year End £'000
2015/16	5,415	35,656	12,669
2016/17	3,800	33,483	13,289
2017/18	3,800	20,369	14,522
2018/19	3,800	16,403	14,815

### Robustness of 2016/17 Revenue Budget

73. Under Section 25 of the Local Government Act 2003 the S151 officer is required to report to Council on the robustness of the estimates made for the purpose of calculations of the budget and the adequacy of the proposed financial reserves.
74. The formulation of the budget has allowed for best estimates of inflation and commitments necessary to maintain service levels. With demand-led budgets this inevitably entails a degree of judgement.
75. There has been a significant degree of scrutiny of the proposed budgets and savings for 2016/17 by:
- The Finance team
  - Management Board
  - Portfolio Holders
  - Scrutiny Committee
76. These examinations of the budgets have led to refinements and provide considerable assurance about the robustness of the estimates.
77. There remains however some key risks inherent in the 2016/17 Revenue Budget since the budget is a financial plan based on assumptions. The current key risks will be managed by the individual officers as shown in italics below:
- (a) There remains substantial risk in the banking sector and the added risk of “bail-ins” protection of SSDC’s principal sums continue to be our primary

concern. The Finance team continues to take regular advice from its treasury advisors Arlingclose and are monitoring the situation closely. A loss of £4 million principal would mean a budget reduction of £36k through loss of interest and a £4 million reduction in revenue balances and reserves. *(Assistant Director – Finance and Corporate Services)*

- (b) Business Rates has been set using our own estimates from the NDR1 return. This shows income to be £568.2 above the Government's baseline figure. Business Rates continues to be a volatile income stream mainly due to appeals. The net deficit of £2.6 million on the Collection Fund for 2015/16 demonstrates this. However one of the main reasons for the deficit is increasing the appeals provision for future years. A further risk has come forward since the decision to continue to pool was made regarding Foundation Trusts requesting mandatory rate relief. The pool has not been allowed to revisit its decision to remain in place by the DCLG as the request was made after the deadline had passed. This will require close monitoring during the year I have therefore financed the deficit in the main from General Fund Balances to leave the NDR Volatility Reserve with £0.6 million towards those risks. *(Assistant Director – Finance and Corporate Services)*
- (c) SSDC are currently engaged in plans for Devolution. This may include joining some services and or joint funding. It may bring additional funding to the region as well as additional burdens *(Interim Chief Executive)*
- (d) A Consultation document has been circulated regarding amending the distribution of New Homes Bonus. Although this should not affect SSDC in the short to medium term it will impact on the budget longer term if the proposals are implemented. *(Assistant Director – Finance and Corporate Services)*
- (e) The new Council Tax Reduction Scheme carries risks of additional demand and non-collection. This will continue to be monitored through budget monitoring reports in 2016/17. *(Assistant Director- Finance and Corporate Services)*
- (f) Housing Benefit Subsidy is administered on behalf of Central Government by SSDC and a grant reimburses for expenditure incurred. Approximately £44m in benefit is paid out and the grant normally accounts for 100% of this, however adjustments reducing the grant are made for local authority errors. *(Assistant Director – Finance and Corporate Services)*
- (g) Planning income is still an area susceptible to economic downturn. A drop of 5% in income amounts to £63,750. *(Assistant Director - Economy)*
- (h) Building Control income remains vulnerable to economic downturn. A 5% reduction in income is £24,830. *(Assistant Director - Environment)*
- (i) Car parking income has continued to under achieve its budget in 2015/16. A further 5% reduction in usage across Yeovil car parks (which accounts for 70% of total income) is equivalent to £79,140 loss in car park income. Negotiations regarding the savings due to number plate recognition are yet to be finalised. If agreement cannot be reached there will be a shortfall of £200,000. *(Assistant Director - Environment)*
- (j) The Government is planning to transfer some land charge searches to the Land Registry Dept. Any impact on income will be monitored during 2016/17

and the impact assessed for 2017/18 MTFP. (Assistant Director – Legal & Corporate Services)

78. In conclusion the process for the formulation of budgets, together with the level of challenge and sensitivity analysis undertaken provides a reasonable assurance of the robustness of the budget as presented.
79. The level of the Council's reserves and balances have been reviewed in light of the risks outlined above and are currently predicted to remain at the required level.

### Capital Programme 2016/17 to 2020/21

80. Members are requested to approve capital bids totalling £6,884,900. These are split into £3,434,900 for 2016/17 and £3,450,000 for 2017/18. Full details of the revised Capital Programme are shown in Appendix H; new schemes are shown in bold type, with previously approved schemes in ordinary type. A summary of recommended schemes is included at Appendix I and the scoring of all bids at Appendix K. Attached at Appendix J are the Capital Investment Appraisal forms for all new schemes.
81. Members agreed in December 2013 to invest in infrastructure through the capital programme. The extension to Yeovil Innovation Centre as one of the highest priorities is included Appendix H.
82. A capital sum of £2.5 million has been set to one side to fund the transformation programme that will be brought forward to District Executive in the next financial year.

### Funding the Capital Programme for 2016/17

83. The table below shows how the 2016/17 Capital Programme will be financed:-

	2016/17 £'000	2017/18 £'000	2018/19 £'000
Gross Capital Programme Spend	9,464	1,861	0
Gross Reserve Scheme Spend	6,684	2,450	2,450
<b>Total Capital Programme to be Financed</b>	<b>16,148</b>	<b>4,311</b>	<b>2,450</b>
Financed by:-			
Capital Grants, Contributions & Loan Repayments as detailed on Programme	1,085	345	345
Grants & Other Contributions in Reserves	1,836		
Useable Capital Receipts	13,227	3,966	2,105
<b>Total Financing</b>	<b>16,148</b>	<b>4,311</b>	<b>2,450</b>

84. If members agree the current capital programme it leaves £16.4 million of capital receipts to invest in other projects.

### Impact of the Capital Programme on Prudential Indicators

85. The impact of the new capital schemes approved within the capital programme on the average Band D household is as follows:

Prudential Indicator 12	2016/17 £	2017/18 £	2018/19 £
Increase in Council Tax Band D	0.12	0.29	0.01

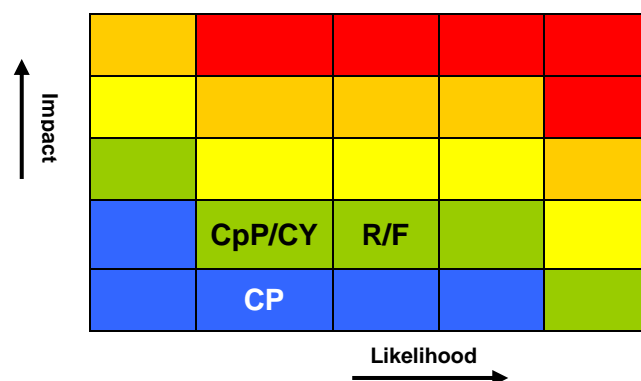
## Corporate Priority Implications

86. The budget is aligned to the current Council Plan.

## Carbon Emissions and Climate Change Implications

87. The budget is aligned to the Carbon Reduction Strategy and new capital projects to deliver the strategy will be included in the Capital programme once approved.

## Risk Matrix



## Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## APPENDICES:-

- Appendix A - Revenue Budget Summary 2016/17
- Appendix B - Detailed Revenue Budget Summary 2016/17
- Appendix C - Budget Pressures
- Appendix D - Savings
- Appendix E - Once Off Bids
- Appendix F - Equalities Check for Savings
- Appendix G - Car Parking Charges
- Appendix H - Revised Capital Programme
- Appendix I - New Bids with Interest
- Appendix J - Capital Investment Appraisals for New Schemes
- Appendix K - Capital Bid Scoring

## Background Papers

District Executive Outturn Report June 2015  
 District Executive MTFP Report Oct 2015 & Jan 2016

**APPENDIX A**

<b>2016/17 REVENUE BUDGET SUMMARY</b>	<b>Above the Line 2015/16 Original Budget</b>	<b>Pay &amp; Price Inflation</b>	<b>Unavoidable Budget Pressures</b>	<b>Virements</b>	<b>Savings</b>	<b>Revenue Effects of Capital</b>	<b>Approved Once Off</b>	<b>Above the Line 2016/17 Original Budget</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
<b>District Executive</b>								
<b>Chief Executive</b>								
Strategic Management	647.0	12.9	0.0	(0.4)	(115.1)	0.0	33.1	577.5
Financial & Corporate Services	2,957.8	247.7	227.0	21.8	(238.5)	71.1	(35.6)	3,251.3
Legal services & Corporate Services	1,462.0	11.1	10.0	(0.6)	(73.3)			1,409.2
<b>Strategic Director-Place &amp; Performance</b>								
Place & Performance	116.9	5.7			(12.0)			110.6
Economy	1,315.4	61.3	4.6	(7.9)	(153.8)			1,219.6
Communities	1,333.8	30.3	3.0	(1.9)	(29.5)			1,335.7
<b>Strategic Director-Operations &amp; Customer Focus</b>								
Operation & Customer Focus	477.4	6.1	(1.5)		(28.5)			453.5
Environment	6,846.2	114.9	30.3	(7.5)	(411.9)			6,572.0
Health & Wellbeing	2,233.1	47.0		(3.5)	(171.8)		257.1	2,361.9
<b>Total SSDC Revenue Budgets</b>	<b>17,389.6</b>	<b>537.0</b>	<b>273.4</b>	<b>0.0</b>	<b>(1,234.4)</b>	<b>71.1</b>	<b>254.6</b>	<b>17,291.3</b>
<b>Financed By</b>								
Revenue Support Grant	2,709.4							1,675.5
Business Rate Retention	3,328.4							
Business Rate Income								17,993.5
Business Rate Tariff								(14,065.3)
Business Rates Collection Fund Deficit net of S31 Grant								(2,643.6)
Business Rates Contribution from Volatility Fund								843.7
Estimated Business Rates Safety Net Contribution From Somerset Pool								179.0
New Burdens Grant	25.6							
New Homes Bonus to support Revenue	2,866.3							3,000.0
Surpluses on Collection Fund	163.0							189.6
Council Tax	8,442.9							8,926.5
Council Tax Reduction Scheme Grant passed to Town & Parish Councils	(351.4)							(314.1)
Council Tax funding from Central Government 2015/16	93.6							
Council Tax Funding for Somerset Rivers Authority								(108.5)
Once offs funded from Revenue Balances	111.8							1,615.0
<b>Total Financing</b>	<b>17,389.6</b>							<b>17,291.3</b>

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>Chief Executive/ Strategic Director (Corporate Services)</b>											
<b>STRATEGIC MANAGEMENT</b>											
Chief Executive : Rina Singh/Vega Sturgess											
MANAGEMENT BOARD	Expenditure	662,060	12,890	0	0	(15,380)	(115,100)	0	0	33,100	577,570
	Income	(15,000)	0	0	0	15,000	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	647,060	12,890	0	0	(380)	(115,100)	0	0	33,100	577,570
<b>TOTAL STRATEGIC MANAGEMENT</b>	<b>Expenditure</b>	<b>662,060</b>	<b>12,890</b>	<b>0</b>	<b>0</b>	<b>(15,380)</b>	<b>(115,100)</b>	<b>0</b>	<b>0</b>	<b>33,100</b>	<b>577,570</b>
	<b>Income</b>	<b>(15,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>647,060</b>	<b>12,890</b>	<b>0</b>	<b>0</b>	<b>(380)</b>	<b>(115,100)</b>	<b>0</b>	<b>0</b>	<b>33,100</b>	<b>577,570</b>



Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>FINANCE &amp; CORPORATE SERVICES</b> Assistant Director : Donna Parham											
<b>FINANCIAL SERVICES</b> Service Manager :											
AUDIT	Expenditure	105,540	0	0	0	0	(10,000)	0	0	0	95,540
	Income	0	0	0	0	0	0	0	0	0	0
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	105,540	0	0	0	0	(10,000)	0	0	0	95,540
CORPORATE COSTS	Expenditure	1,650,170	194,440	24,310	(50)	22,700	(112,460)	0	0	(10,000)	1,769,110
	Income	(636,580)	0	(1,320)	60,000	0	(87,100)	0	0	0	(665,000)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	1,013,590	194,440	22,990	59,950	22,700	(199,560)	0	0	(10,000)	1,104,110
FINANCIAL SERVICES AND ASSET MANAGEMENT	Expenditure	732,380	16,390	0	37,000	0	(1,070)	0	0	0	784,700
	Income	(32,440)	0	2,060	0	0	(5,000)	0	0	0	(35,380)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	699,940	16,390	2,060	37,000	0	(6,070)	0	0	0	749,320
TREASURY MANAGEMENT	Expenditure	59,090	1,000	0	0	0	0	0	0	0	60,090
	Income	(461,320)	0	(100,000)	0	0	2,700	62,600	0	0	(496,020)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	(402,230)	1,000	(100,000)	0	0	2,700	62,600	0	0	(435,930)
<b>TOTAL FINANCIAL SERVICES</b>	<b>Expenditure</b>	<b>2,547,180</b>	<b>211,830</b>	<b>24,310</b>	<b>36,950</b>	<b>22,700</b>	<b>(123,530)</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>2,709,440</b>
	<b>Income</b>	<b>(1,130,340)</b>	<b>0</b>	<b>(99,260)</b>	<b>60,000</b>	<b>0</b>	<b>(89,400)</b>	<b>62,600</b>	<b>0</b>	<b>0</b>	<b>(1,196,400)</b>
	<b>TOTAL</b>	<b>1,416,840</b>	<b>211,830</b>	<b>(74,950)</b>	<b>96,950</b>	<b>22,700</b>	<b>(212,930)</b>	<b>62,600</b>	<b>0</b>	<b>(10,000)</b>	<b>1,513,040</b>
<b>ICT SERVICES</b> Service Manager : Roger Brown											
INFORMATION SYSTEMS	Expenditure	975,020	17,990	18,220	0	(380)	(7,360)	8,500	0	0	1,011,990
	Income	(20,770)	0	0	4,000	0	0	0	0	0	(16,770)
<b>Portfolio Holder : Cllr Henry Hobhouse</b>	TOTAL	954,250	17,990	18,220	4,000	(380)	(7,360)	8,500	0	0	995,220
<b>TOTAL INFORMATION SYSTEMS</b>	<b>Expenditure</b>	<b>975,020</b>	<b>17,990</b>	<b>18,220</b>	<b>0</b>	<b>(380)</b>	<b>(7,360)</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>1,011,990</b>
	<b>Income</b>	<b>(20,770)</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(16,770)</b>
	<b>TOTAL</b>	<b>954,250</b>	<b>17,990</b>	<b>18,220</b>	<b>4,000</b>	<b>(380)</b>	<b>(7,360)</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>995,220</b>

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>PROCUREMENT &amp; RISK MANAGEMENT</b> Service Manager : Gary Russ											
PROCUREMENT & RISK MANAGEMENT	Expenditure	157,860	1,940	0	0	11,800	(10,000)	0	0	0	161,600
	Income	(13,680)	0	0	0	(11,800)	0	0	0	0	(25,480)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	144,180	1,940	0	0	0	(10,000)	0	0	0	136,120
<b>TOTAL PROCUREMENT &amp; RISK MANAGEMENT</b>	<b>Expenditure</b>	157,860	1,940	0	0	11,800	(10,000)	0	0	0	161,600
	<b>Income</b>	(13,680)	0	0	0	(11,800)	0	0	0	0	(25,480)
	TOTAL	144,180	1,940	0	0	0	(10,000)	0	0	0	136,120
<b>REVENUES &amp; BENEFITS</b> Service Manager : Ian Potter											
REVENUES & BENEFITS	Expenditure	1,564,230	72,710	0	0	(570)	(8,250)	0	0	(25,600)	1,602,520
	Income	(299,470)	0	0	0	0	0	0	0	0	(299,470)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	1,264,760	72,710	0	0	(570)	(8,250)	0	0	(25,600)	1,303,050
HOUSING BENEFIT SUBSIDY	Expenditure	46,084,750	0	0	0	(2,134,480)	0	0	0	0	43,950,270
	Income	(46,906,960)	0	0	126,050	2,134,480	0	0	0	0	(44,646,430)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	(822,210)	0	0	126,050	0	0	0	0	0	(696,160)
<b>TOTAL REVENUES AND BENEFITS</b>	<b>Expenditure</b>	47,648,980	72,710	0	0	(2,135,050)	(8,250)	0	0	(25,600)	45,552,790
	<b>Income</b>	(47,206,430)	0	0	126,050	2,134,480	0	0	0	0	(44,945,900)
	TOTAL	442,550	72,710	0	126,050	(570)	(8,250)	0	0	(25,600)	606,890
<b>TOTAL FINANCE &amp; CORPORATE SERVICES</b>	<b>Expenditure</b>	51,329,040	304,470	42,530	36,950	(2,100,930)	(149,140)	8,500	0	(35,600)	49,435,820
	<b>Income</b>	(48,371,220)	0	(99,260)	190,050	2,122,680	(89,400)	62,600	0	0	(46,184,550)
	TOTAL	2,957,820	304,470	(56,730)	227,000	21,750	(238,540)	71,100	0	(35,600)	3,251,270

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>LEGAL &amp; CORPORATE SERVICES</b> Assistant Director : Ian Clarke											
<b>DEMOCRATIC SERVICES</b> Service Manager : Angela Cox											
DEMOCRATIC & SUPPORT SERVICES	Expenditure	989,420	3,540	0	0	(14,200)	(26,680)	0	0	0	952,080
	Income	(8,420)	0	0	0	0	(1,000)	0	0	0	(9,420)
<b>Portfolio Holder : Cllr Carol Goodall</b>	TOTAL	981,000	3,540	0	0	(14,200)	(27,680)	0	0	0	942,660
<b>TOTAL DEMOCRATIC &amp; SUPPORT SERVICES</b>	<b>Expenditure</b>	989,420	3,540	0	0	(14,200)	(26,680)	0	0	0	952,080
	<b>Income</b>	(8,420)	0	0	0	0	(1,000)	0	0	0	(9,420)
	<b>TOTAL</b>	<b>981,000</b>	<b>3,540</b>	<b>0</b>	<b>0</b>	<b>(14,200)</b>	<b>(27,680)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>942,660</b>
<b>LEGAL SERVICES</b> Service Head : Angela Watson											
LEGAL SERVICES	Expenditure	505,140	15,320	560	0	3,390	(500)	0	0	0	523,910
	Income	(66,960)	0	80	0	0	(7,000)	0	0	0	(73,880)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	438,180	15,320	640	0	3,390	(7,500)	0	0	0	450,030
LAND CHARGES	Expenditure	102,160	10,920	0	0	(50)	(1,500)	0	0	0	111,530
	Income	(428,170)	0	0	0	0	(10,000)	0	0	0	(438,170)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	(326,010)	10,920	0	0	(50)	(11,500)	0	0	0	(326,640)
RIGHTS OF WAY	Expenditure	45,850	(8,780)	0	0	(140)	(1,500)	0	0	0	35,430
	Income	(26,500)	0	0	10,000	0	0	0	0	0	(16,500)
<b>Portfolio Holder : Cllr Peter Seib</b>	TOTAL	19,350	(8,780)	0	10,000	(140)	(1,500)	0	0	0	18,930
<b>TOTAL LEGAL SERVICES</b>	<b>Expenditure</b>	653,150	17,460	560	0	3,200	(3,500)	0	0	0	670,870
	<b>Income</b>	(521,630)	0	80	10,000	0	(17,000)	0	0	0	(528,550)
	<b>TOTAL</b>	<b>131,520</b>	<b>17,460</b>	<b>640</b>	<b>10,000</b>	<b>3,200</b>	<b>(20,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>142,320</b>

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>FRAUD &amp; DATA MANAGEMENT</b> Service Manager : Lynda Creek											
FRAUD & DATA MANAGEMENT	Expenditure	65,620	(19,040)	0	0	10,430	(11,720)	0	0	0	45,290
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Peter Seib	TOTAL	65,620	(19,040)	0	0	10,430	(11,720)	0	0	0	45,290
TOTAL FRAUD & DATA MANAGEMENT	Expenditure	65,620	(19,040)	0	0	10,430	(11,720)	0	0	0	45,290
	Income	0	0	0	0	0	0	0	0	0	0
	TOTAL	65,620	(19,040)	0	0	10,430	(11,720)	0	0	0	45,290
<b>HUMAN RESOURCES</b> Service Manager : Mike Holliday											
HUMAN RESOURCES	Expenditure	296,650	4,860	3,690	0	0	(13,430)	0	0	0	291,770
	Income	(12,840)	0	(30)	0	0	0	0	0	0	(12,870)
Portfolio Holder : Cllr Ric Pallister	TOTAL	283,810	4,860	3,660	0	0	(13,430)	0	0	0	278,900
TOTAL HUMAN RESOURCES	Expenditure	296,650	4,860	3,690	0	0	(13,430)	0	0	0	291,770
	Income	(12,840)	0	(30)	0	0	0	0	0	0	(12,870)
	TOTAL	283,810	4,860	3,660	0	0	(13,430)	0	0	0	278,900
TOTAL LEGAL & CORPORATE SERVICES	Expenditure	2,004,840	6,820	4,250	0	(570)	(55,330)	0	0	0	1,960,010
	Income	(542,890)	0	50	10,000	0	(18,000)	0	0	0	(550,840)
	TOTAL	1,461,950	6,820	4,300	10,000	(570)	(73,330)	0	0	0	1,409,170
TOTAL CHIEF EXECUTIVE	Expenditure	53,995,940	324,180	46,780	36,950	(2,116,880)	(319,570)	8,500	0	(2,500)	51,973,400
	Income	(48,929,110)	0	(99,210)	200,050	2,137,680	(107,400)	62,600	0	0	(46,735,390)
	TOTAL	5,066,830	324,180	(52,430)	237,000	20,800	(426,970)	71,100	0	(2,500)	5,238,010

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>Strategic Director (Place &amp; Performance) : Rina Singh</b>											
<b>PLACE &amp; PERFORMANCE</b>											
Service Manager : Rina Singh											
POLICY & PERFORMANCE	Expenditure	116,870	5,660	0	0	0	(11,920)	0	0	0	110,610
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	116,870	5,660	0	0	0	(11,920)	0	0	0	110,610
TOTAL PLACE & PERFORMANCE	Expenditure	116,870	5,660	0	0	0	(11,920)	0	0	0	110,610
	Income	0	0	0	0	0	0	0	0	0	0
	TOTAL	116,870	5,660	0	0	0	(11,920)	0	0	0	110,610
<b>ECONOMY</b>											
Assistant Director : Martin Woods											
<b>ECONOMIC DEVELOPMENT</b>											
Service Manager : David Julian											
ECONOMIC DEVELOPMENT	Expenditure	647,300	10,440	0	4,600	(29,990)	(16,120)	0	0	0	616,230
	Income	(405,210)	(7,710)	0	0	29,520	(66,000)	0	0	0	(449,400)
Portfolio Holder : Cllr Jo Roundell-Greene	TOTAL	242,090	2,730	0	4,600	(470)	(82,120)	0	0	0	166,830
TOURISM	Expenditure	198,600	1,620	40	0	(190)	0	0	0	0	200,070
	Income	(81,050)	0	0	0	0	0	0	0	0	(81,050)
Portfolio Holder : Cllr Jo Roundell-Greene	TOTAL	117,550	1,620	40	0	(190)	0	0	0	0	119,020
HERITAGE	Expenditure	58,210	410	0	0	0	0	0	0	0	58,620
	Income	(620)	0	0	0	0	(2,500)	0	0	0	(3,120)
Portfolio Holder : Cllr Nick Weeks	TOTAL	57,590	410	0	0	0	(2,500)	0	0	0	55,500
TOTAL ECONOMIC DEVELOPMENT	Expenditure	904,110	12,470	40	4,600	(30,180)	(16,120)	0	0	0	874,920
	Income	(486,880)	(7,710)	0	0	29,520	(68,500)	0	0	0	(533,570)
	TOTAL	417,230	4,760	40	4,600	(660)	(84,620)	0	0	0	341,350

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>DEVELOPMENT CONTROL</b> Service Manager : David Norris											
DEVELOPMENT CONTROL	Expenditure	1,520,920	40,430	0	0	(5,900)	(17,660)	0	0	0	1,537,790
	Income	(1,196,950)	0	0	0	0	(50,000)	0	0	0	(1,246,950)
Portfolio Holder : Cllr Angie Singleton	TOTAL	323,970	40,430	0	0	(5,900)	(67,660)	0	0	0	290,840
TOTAL DEVELOPMENT CONTROL	Expenditure	1,520,920	40,430	0	0	(5,900)	(17,660)	0	0	0	1,537,790
	Income	(1,196,950)	0	0	0	0	(50,000)	0	0	0	(1,246,950)
	TOTAL	323,970	40,430	0	0	(5,900)	(67,660)	0	0	0	290,840
<b>SPATIAL POLICY</b> Service Manager : Paul Wheatley											
PLANNING POLICY	Expenditure	297,650	12,080	0	0	(5,790)	(1,480)	0	0	0	302,460
	Income	(8,160)	0	0	0	5,600	0	0	0	0	(2,560)
Portfolio Holder : Cllr Angie Singleton	TOTAL	289,490	12,080	0	0	(190)	(1,480)	0	0	0	299,900
TRANSPORT	Expenditure	40,890	(430)	0	0	(190)	0	0	0	0	40,270
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	40,890	(430)	0	0	(190)	0	0	0	0	40,270
TOTAL SPACIAL POLICY	Expenditure	338,540	11,650	0	0	(5,980)	(1,480)	0	0	0	342,730
	Income	(8,160)	0	0	0	5,600	0	0	0	0	(2,560)
	TOTAL	330,380	11,650	0	0	(380)	(1,480)	0	0	0	340,170
<b>STRATEGIC HOUSING</b> Service Manager : Martin Woods											
STRATEGIC HOUSING	Expenditure	191,700	3,200	0	0	(760)	0	0	0	0	194,140
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	191,700	3,200	0	0	(760)	0	0	0	0	194,140
TOTAL STRATEGIC HOUSING	Expenditure	191,700	3,200	0	0	(760)	0	0	0	0	194,140
	Income	0	0	0	0	0	0	0	0	0	0
	TOTAL	191,700	3,200	0	0	(760)	0	0	0	0	194,140

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>EQUALITIES</b>											
Service Manager : Jo Morgan											
EQUALITIES	Expenditure	52,100	1,200	0	0	(190)	0	0	0	0	53,110
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	52,100	1,200	0	0	(190)	0	0	0	0	53,110
TOTAL EQUALITIES	Expenditure	52,100	1,200	0	0	(190)	0	0	0	0	53,110
	Income	0	0	0	0	0	0	0	0	0	0
	TOTAL	52,100	1,200	0	0	(190)	0	0	0	0	53,110
TOTAL ECONOMY	Expenditure	3,007,370	68,950	40	4,600	(43,010)	(35,260)	0	0	0	3,002,690
	Income	(1,691,990)	(7,710)	0	0	35,120	(118,500)	0	0	0	(1,783,080)
	TOTAL	1,315,380	61,240	40	4,600	(7,890)	(153,760)	0	0	0	1,219,610
<b>COMMUNITIES</b>											
Assistant Director : Helen Rutter & Kim Close											
<b>COMMUNITIES, THIRD SECTOR &amp; PARTNERSHIPS</b>											
Service Manager : Helen Rutter & Kim Close											
COMMUNITY ASSISTANT DIRECTOR & COHESION	Expenditure	137,960	3,740	0	0	(190)	0	0	0	0	141,510
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	137,960	3,740	0	0	(190)	0	0	0	0	141,510
COMMUNITY SAFETY	Expenditure	48,450	1,430	0	3,000	(190)	0	0	0	0	52,690
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Peter Gubbins	TOTAL	48,450	1,430	0	3,000	(190)	0	0	0	0	52,690
Service Manager :											
THIRD SECTOR & PARTNERSHIPS	Expenditure	233,140	5,050	0	0	0	0	0	0	0	238,190
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Sylvia Seal	TOTAL	233,140	5,050	0	0	0	0	0	0	0	238,190
TOTAL COMMUNITIES, THIRD SECTOR & PARTNERSHIPS	Expenditure	419,550	10,220	0	3,000	(380)	0	0	0	0	432,390
	Income	0	0	0	0	0	0	0	0	0	0
	TOTAL	419,550	10,220	0	3,000	(380)	0	0	0	0	432,390

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>LOCAL STRATEGIC PARTNERSHIP</b> Service Manager: Helen Rutter											
LOCAL STRATEGIC PARTNERSHIP	Expenditure	42,700	940	0	0	6,750	(14,100)	0	0	0	36,290
	Income	(16,600)	(940)	0	0	(6,750)	0	0	0	0	(24,290)
Portfolio Holder : Cllr Ric Pallister	TOTAL	26,100	0	0	0	0	(14,100)	0	0	0	12,000
<b>TOTAL SOUTH SOMERSET TOGETHER</b>	<b>Expenditure</b>	<b>42,700</b>	<b>940</b>	<b>0</b>	<b>0</b>	<b>6,750</b>	<b>(14,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,290</b>
	<b>Income</b>	<b>(16,600)</b>	<b>(940)</b>	<b>0</b>	<b>0</b>	<b>(6,750)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(24,290)</b>
	<b>TOTAL</b>	<b>26,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(14,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
<b>AREA EAST</b> Service Manager : Helen Rutter											
EAST AREA DEVELOPMENT	Expenditure	179,600	4,930	0	0	(670)	(3,430)	0	0	0	180,430
	Income	(3,510)	0	0	0	0	(1,000)	0	0	0	(4,510)
Area Chairman : Cllr Nick weeks	TOTAL	176,090	4,930	0	0	(670)	(4,430)	0	0	0	175,920
EAST GRANTS	Expenditure	24,320	0	0	0	0	0	0	0	0	24,320
	Income	0	0	0	0	0	0	0	0	0	0
Area Chairman : Cllr Nick weeks	TOTAL	24,320	0	0	0	0	0	0	0	0	24,320
<b>TOTAL AREA EAST</b>	<b>Expenditure</b>	<b>203,920</b>	<b>4,930</b>	<b>0</b>	<b>0</b>	<b>(670)</b>	<b>(3,430)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204,750</b>
	<b>Income</b>	<b>(3,510)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,510)</b>
	<b>TOTAL</b>	<b>200,410</b>	<b>4,930</b>	<b>0</b>	<b>0</b>	<b>(670)</b>	<b>(4,430)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,240</b>



Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>AREA NORTH</b> Service Manager : Charlotte Jones											
NORTH AREA DEVELOPMENT	Expenditure	166,280	2,620	0	0	(760)	(1,500)	0	0	0	166,640
	Income	0	0	0	0	0	0	0	0	0	0
Area Chairman : Cllr Shane Pledger	TOTAL	166,280	2,620	0	0	(760)	(1,500)	0	0	0	166,640
NORTH GRANTS	Expenditure	10,680	0	0	0	0	0	0	0	0	10,680
	Income	0	0	0	0	0	0	0	0	0	0
Area Chairman : Cllr Shane Pledger	TOTAL	10,680	0	0	0	0	0	0	0	0	10,680
<b>TOTAL AREA NORTH</b>	<b>Expenditure</b>	<b>176,960</b>	<b>2,620</b>	<b>0</b>	<b>0</b>	<b>(760)</b>	<b>(1,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177,320</b>
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>176,960</b>	<b>2,620</b>	<b>0</b>	<b>0</b>	<b>(760)</b>	<b>(1,500)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177,320</b>
<b>AREA SOUTH</b> Service Manager : Kim Close											
SOUTH AREA DEVELOPMENT	Expenditure	277,430	7,240	130	0	(1,230)	(7,970)	0	0	0	275,600
	Income	(50,430)	0	0	0	1,710	0	0	0	0	(48,720)
Area Chairman : Cllr Peter Gubbins	TOTAL	227,000	7,240	130	0	480	(7,970)	0	0	0	226,880
SOUTH GRANTS	Expenditure	31,180	0	0	0	0	0	0	0	0	31,180
	Income	0	0	0	0	0	0	0	0	0	0
Area Chairman : Cllr Peter Gubbins	TOTAL	31,180	0	0	0	0	0	0	0	0	31,180
<b>TOTAL AREA SOUTH</b>	<b>Expenditure</b>	<b>308,610</b>	<b>7,240</b>	<b>130</b>	<b>0</b>	<b>(1,230)</b>	<b>(7,970)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>306,780</b>
	<b>Income</b>	<b>(50,430)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(48,720)</b>
	<b>TOTAL</b>	<b>258,180</b>	<b>7,240</b>	<b>130</b>	<b>0</b>	<b>480</b>	<b>(7,970)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>258,060</b>

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>AREA WEST</b>											
Service Manager : Andrew Gillespie											
WEST AREA DEVELOPMENT	Expenditure	220,330	5,110	0	0	(570)	(1,500)	0	0	0	223,370
	Income	(3,510)	0	0	0	0	0	0	0	0	(3,510)
Area Chairman : Cllr Carol Goodall	TOTAL	216,820	5,110	0	0	(570)	(1,500)	0	0	0	219,860
WEST GRANTS	Expenditure	26,240	0	0	0	0	0	0	0	0	26,240
	Income	0	0	0	0	0	0	0	0	0	0
Area Chairman : Cllr Carol Goodall	TOTAL	26,240	0	0	0	0	0	0	0	0	26,240
WEST PROJECTS	Expenditure	23,470	0	0	0	0	0	0	0	0	23,470
	Income	(13,930)	0	0	0	0	0	0	0	0	(13,930)
Area Chairman : Cllr Carol Goodall	TOTAL	9,540	0	0	0	0	0	0	0	0	9,540
TOTAL AREA WEST	Expenditure	270,040	5,110	0	0	(570)	(1,500)	0	0	0	273,080
	Income	(17,440)	0	0	0	0	0	0	0	0	(17,440)
	TOTAL	252,600	5,110	0	0	(570)	(1,500)	0	0	0	255,640
TOTAL COMMUNITIES	Expenditure	1,421,780	31,060	130	3,000	3,140	(28,500)	0	0	0	1,430,610
	Income	(87,980)	(940)	0	0	(5,040)	(1,000)	0	0	0	(94,960)
	TOTAL	1,333,800	30,120	130	3,000	(1,900)	(29,500)	0	0	0	1,335,650
TOTAL STRATEGIC DIRECTOR (PLACE & PERFORMANCE)	Expenditure	4,546,020	105,670	170	7,600	(39,870)	(75,680)	0	0	0	4,543,910
	Income	(1,779,970)	(8,650)	0	0	30,080	(119,500)	0	0	0	(1,878,040)
	TOTAL	2,766,050	97,020	170	7,600	(9,790)	(195,180)	0	0	0	2,665,870

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>Strategic Director - (Operations &amp; Customer Focus) : Vega Sturgess</b>											
<b>OPERATIONS &amp; CUSTOMER FOCUS</b>											
Service Manager : Jason Toogood											
CUSTOMER SERVICES	Expenditure	500,890	5,420	40	(1,500)	0	(28,510)	0	0	0	476,340
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	500,890	5,420	40	(1,500)	0	(28,510)	0	0	0	476,340
PRINTING	Expenditure	86,250	660	0	0	0	0	0	0	0	86,910
	Income	(109,770)	0	0	0	0	0	0	0	0	(109,770)
Portfolio Holder : Cllr Ric Pallister	TOTAL	(23,520)	660	0	0	0	0	0	0	0	(22,860)
TOTAL OPERATIONS & CUSTOMER FOCUS	Expenditure	587,140	6,080	40	(1,500)	0	(28,510)	0	0	0	563,250
	Income	(109,770)	0	0	0	0	0	0	0	0	(109,770)
	TOTAL	477,370	6,080	40	(1,500)	0	(28,510)	0	0	0	453,480
<b>ENVIRONMENT</b>											
Assistant Director : Laurence Willis											
<b>ENVIRONMENTAL HEALTH</b>											
Service Manager : Alasdair Bell											
HOUSING STANDARDS	Expenditure	227,700	8,090	0	0	(1,140)	(6,610)	0	0	0	228,040
	Income	(67,450)	0	0	0	0	0	0	0	0	(67,450)
Portfolio Holder : Cllr Carol Goodall	TOTAL	160,250	8,090	0	0	(1,140)	(6,610)	0	0	0	160,590
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	896,600	21,070	60	0	(2,090)	(8,400)	0	0	0	907,240
	Income	(67,820)	0	0	0	0	(10,840)	0	0	0	(78,660)
Portfolio Holder : Cllr Carol Goodall	TOTAL	828,780	21,070	60	0	(2,090)	(19,240)	0	0	0	828,580
ENFORCEMENT	Expenditure	120,150	2,460	1,270	0	0	0	0	0	0	123,880
	Income	(3,000)	0	0	0	0	0	0	0	0	(3,000)
Portfolio Holder : Cllr Carol Goodall	TOTAL	117,150	2,460	1,270	0	0	0	0	0	0	120,880
TOTAL ENVIRONMENTAL HEALTH	Expenditure	1,244,450	31,620	1,330	0	(3,230)	(15,010)	0	0	0	1,259,160
	Income	(138,270)	0	0	0	0	(10,840)	0	0	0	(149,110)
	TOTAL	1,106,180	31,620	1,330	0	(3,230)	(25,850)	0	0	0	1,110,050

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>CIVIL CONTINGENCIES MANAGER</b> Service Manager : Pam Harvey											
CIVIL CONTINGENCIES	Expenditure	134,590	(470)	10	0	0	0	0	0	0	134,130
	Income	(1,110)	0	0	0	0	0	0	0	0	(1,110)
<b>Portfolio Holder : Cllr Nick Weeks</b>	TOTAL	133,480	(470)	10	0	0	0	0	0	0	133,020
<b>TOTAL CIVIL CONTINGENCIES</b>	<b>Expenditure</b>	134,590	(470)	10	0	0	0	0	0	0	134,130
	<b>Income</b>	(1,110)	0	0	0	0	0	0	0	0	(1,110)
	TOTAL	133,480	(470)	10	0	0	0	0	0	0	133,020
<b>ENGINEERING &amp; PROPERTY SERVICES</b> Service Manager : Garry Green											
PROPERTY MANAGEMENT	Expenditure	1,234,690	9,350	2,200	0	(38,630)	(13,000)	0	0	0	1,194,610
	Income	(654,790)	0	(200)	0	9,340	(42,600)	0	0	0	(688,250)
<b>Portfolio Holder : Cllr Henry Hobhouse</b>	TOTAL	579,900	9,350	2,000	0	(29,290)	(55,600)	0	0	0	506,360
CAR PARKING	Expenditure	1,158,470	2,960	1,020	0	4,620	(1,000)	0	0	0	1,166,070
	Income	(2,482,100)	0	0	0	0	(200,000)	0	0	0	(2,682,100)
<b>Portfolio Holder : Cllrs Henry Hobhouse &amp; Peter Seib</b>	TOTAL	(1,323,630)	2,960	1,020	0	4,620	(201,000)	0	0	0	(1,516,030)
ENGINEERING SERVICES	Expenditure	685,730	(1,740)	2,400	0	13,730	(15,000)	0	0	0	685,120
	Income	(163,880)	0	0	0	9,900	(22,900)	0	0	0	(176,880)
<b>Portfolio Holder : Cllr Henry Hobhouse</b>	TOTAL	521,850	(1,740)	2,400	0	23,630	(37,900)	0	0	0	508,240
<b>TOTAL ENGINEERING &amp; PROPERTY SERVICES</b>	<b>Expenditure</b>	3,078,890	10,570	5,620	0	(20,280)	(29,000)	0	0	0	3,045,800
	<b>Income</b>	(3,300,770)	0	(200)	0	19,240	(265,500)	0	0	0	(3,547,230)
	TOTAL	(221,880)	10,570	5,420	0	(1,040)	(294,500)	0	0	0	(501,430)
<b>BUILDING CONTROL</b> Service Manager : Dave Durrant											
BUILDING CONTROL	Expenditure	618,810	10,780	0	0	(1,710)	0	0	0	0	627,880
	Income	(661,240)	0	0	0	0	0	0	0	0	(661,240)
<b>Portfolio Holder : Cllr Shane Pledger</b>	TOTAL	(42,430)	10,780	0	0	(1,710)	0	0	0	0	(33,360)
<b>TOTAL BUILDING CONTROL</b>	<b>Expenditure</b>	618,810	10,780	0	0	(1,710)	0	0	0	0	627,880
	<b>Income</b>	(661,240)	0	0	0	0	0	0	0	0	(661,240)
	TOTAL	(42,430)	10,780	0	0	(1,710)	0	0	0	0	(33,360)

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>STREETSCENE</b>											
Service Manager : Chris Cooper											
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	2,868,480	40,800	31,430	0	(1,370)	(5,000)	0	0	0	2,934,340
	Income	(1,278,290)	0	(1,990)	9,000	610	(22,000)	0	0	0	(1,292,670)
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	1,590,190	40,800	29,440	9,000	(760)	(27,000)	0	0	0	1,641,670
TOTAL STREETSCENE	Expenditure	2,868,480	40,800	31,430	0	(1,370)	(5,000)	0	0	0	2,934,340
	Income	(1,278,290)	0	(1,990)	9,000	610	(22,000)	0	0	0	(1,292,670)
	TOTAL	1,590,190	40,800	29,440	9,000	(760)	(27,000)	0	0	0	1,641,670
<b>WASTE &amp; RECYCLING</b>											
Assistant Director : Laurence Willis											
WASTE & RECYCLING	Expenditure	5,735,150	(4,120)	21,400	21,300	0	0	0	0	0	5,773,730
	Income	(1,388,250)	0	(35,520)	0	0	(40,000)	0	0	0	(1,463,770)
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	4,346,900	(4,120)	(14,120)	21,300	0	(40,000)	0	0	0	4,309,960
TOTAL WASTE COLLECTION	Expenditure	5,735,150	(4,120)	21,400	21,300	0	0	0	0	0	5,773,730
	Income	(1,388,250)	0	(35,520)	0	0	(40,000)	0	0	0	(1,463,770)
	TOTAL	4,346,900	(4,120)	(14,120)	21,300	0	(40,000)	0	0	0	4,309,960
<b>LICENSING</b>											
Service Manager : Nigel Marston											
LICENSING	Expenditure	238,280	3,650	0	0	(760)	(4,540)	0	0	0	236,630
	Income	(304,510)	0	0	0	0	(20,000)	0	0	0	(324,510)
Portfolio Holder : Cllr Peter Gubbins	TOTAL	(66,230)	3,650	0	0	(760)	(24,540)	0	0	0	(87,880)
TOTAL LICENSING	Expenditure	238,280	3,650	0	0	(760)	(4,540)	0	0	0	236,630
	Income	(304,510)	0	0	0	0	(20,000)	0	0	0	(324,510)
	TOTAL	(66,230)	3,650	0	0	(760)	(24,540)	0	0	0	(87,880)
TOTAL ENVIRONMENT	Expenditure	13,918,650	92,830	59,790	21,300	(27,350)	(53,550)	0	0	0	14,011,670
	Income	(7,072,440)	0	(37,710)	9,000	19,850	(358,340)	0	0	0	(7,439,640)
	TOTAL	6,846,210	92,830	22,080	30,300	(7,500)	(411,890)	0	0	0	6,572,030

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>HEALTH &amp; WELLBEING</b>											
Assistant Director : Steve Joel											
<b>ARTS &amp; ENTERTAINMENT</b>											
Service Manager : Adam Burgan											
ARTS	Expenditure	1,690,900	4,230	(3,610)	0	(90)	0	0	0	0	1,691,430
	Income	(1,408,520)	0	0	0	0	(30,000)	0	0	0	(1,438,520)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	282,380	4,230	(3,610)	0	(90)	(30,000)	0	0	0	252,910
TOTAL ARTS	Expenditure	1,690,900	4,230	(3,610)	0	(90)	0	0	0	0	1,691,430
	Income	(1,408,520)	0	0	0	0	(30,000)	0	0	0	(1,438,520)
	TOTAL	282,380	4,230	(3,610)	0	(90)	(30,000)	0	0	0	252,910
<b>SPORT &amp; LEISURE FACILITIES</b>											
Service Manager : Steve Joel											
GOLDENSTONES	Expenditure	256,430	0	0	0	0	0	0	0	0	256,430
	Income	(114,710)	0	0	0	0	(10,000)	0	0	0	(124,710)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	141,720	0	0	0	0	(10,000)	0	0	0	131,720
SPORT FACILITIES	Expenditure	151,960	0	0	0	0	0	0	0	0	151,960
	Income	(61,000)	0	0	0	0	0	0	0	0	(61,000)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	90,960	0	0	0	0	0	0	0	0	90,960
TOTAL SPORT & LEISURE FACILITIES	Expenditure	408,390	0	0	0	0	0	0	0	0	408,390
	Income	(175,710)	0	0	0	0	(10,000)	0	0	0	(185,710)
	TOTAL	232,680	0	0	0	0	(10,000)	0	0	0	222,680

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>COMMUNITY HEALTH &amp; LEISURE</b> Service Manager : Lynda Pincombe											
RESOURCE CENTRE	Expenditure	48,190	0	0	0	(1,000)	(47,190)	0	0	0	0
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Sylvia Seal	TOTAL	48,190	0	0	0	(1,000)	(47,190)	0	0	0	0
COMMUNITY HEALTH & LEISURE	Expenditure	834,980	11,570	1,020	0	22,050	(5,100)	0	0	0	864,520
	Income	(139,060)	0	0	0	(22,000)	(15,000)	0	0	0	(176,060)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	695,920	11,570	1,020	0	50	(20,100)	0	0	0	688,460
<b>TOTAL COMMUNITY HEALTH &amp; LEISURE</b>	<b>Expenditure</b>	<b>883,170</b>	<b>11,570</b>	<b>1,020</b>	<b>0</b>	<b>21,050</b>	<b>(52,290)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>864,520</b>
	<b>Income</b>	<b>(139,060)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22,000)</b>	<b>(15,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(176,060)</b>
	<b>TOTAL</b>	<b>744,110</b>	<b>11,570</b>	<b>1,020</b>	<b>0</b>	<b>(950)</b>	<b>(67,290)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>688,460</b>
<b>HOUSING &amp; WELFARE</b> Service Manager: Kirsty Larkins											
WELFARE	Expenditure	325,180	5,780	20	0	6,770	0	0	0	0	337,750
	Income	(365,950)	0	0	0	(8,100)	(26,000)	0	0	0	(400,050)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	(40,770)	5,780	20	0	(1,330)	(26,000)	0	0	0	(62,300)
HOUSING	Expenditure	1,078,270	20,420	0	0	(950)	(26,890)	0	0	269,000	1,339,850
	Income	(317,250)	0	0	0	0	0	0	0	0	(317,250)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	761,020	20,420	0	0	(950)	(26,890)	0	0	269,000	1,022,600
<b>TOTAL HOUSING &amp; WELFARE</b>	<b>Expenditure</b>	<b>1,403,450</b>	<b>26,200</b>	<b>20</b>	<b>0</b>	<b>5,820</b>	<b>(26,890)</b>	<b>0</b>	<b>0</b>	<b>269,000</b>	<b>1,677,600</b>
	<b>Income</b>	<b>(683,200)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,100)</b>	<b>(26,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(717,300)</b>
	<b>TOTAL</b>	<b>720,250</b>	<b>26,200</b>	<b>20</b>	<b>0</b>	<b>(2,280)</b>	<b>(52,890)</b>	<b>0</b>	<b>0</b>	<b>269,000</b>	<b>960,300</b>
<b>FAMILY SUPPORT PROGRAMME</b> Service Manager: Steve Joel											
FAMILY SUPPORT PROGRAMME	Expenditure	0	0	0	0	0	0	0	0	0	0
	Income	0	0	0	0	0	0	0	0	0	0
Portfolio Holder : Cllr Ric Pallister	TOTAL	0	0	0	0	0	0	0	0	0	0
<b>TOTAL FAMILY SUPPORT PROGRAMME</b>	<b>Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Service with Elements		15/16 Original Budget	Pay Inflation	General Inflation	Budget Pressures	Virements	Savings	Revenue Effects of Capital	Growth Bids	Approved One Off	16/17 Original Budget
		£	£	£	£	£	£	£	£	£	£
<b>COUNTRYSIDE</b>											
Service Manager : Katy Menday											
COUNTRYSIDE	Expenditure	467,690	6,790	810	0	17,810	(1,670)	0	0	(11,900)	479,530
	Income	(213,970)	0	0	0	(18,000)	(10,000)	0	0	0	(241,970)
Portfolio Holder : Cllr Sylvia Seal	TOTAL	253,720	6,790	810	0	(190)	(11,670)	0	0	(11,900)	237,560
TOTAL COUNTRYSIDE	Expenditure	467,690	6,790	810	0	17,810	(1,670)	0	0	(11,900)	479,530
	Income	(213,970)	0	0	0	(18,000)	(10,000)	0	0	0	(241,970)
	TOTAL	253,720	6,790	810	0	(190)	(11,670)	0	0	(11,900)	237,560
TOTAL HEALTH & WELLBEING	Expenditure	4,853,600	48,790	(1,760)	0	44,590	(80,850)	0	0	257,100	5,121,470
	Income	(2,620,460)	0	0	0	(48,100)	(91,000)	0	0	0	(2,759,560)
	TOTAL	2,233,140	48,790	(1,760)	0	(3,510)	(171,850)	0	0	257,100	2,361,910
TOTAL STRATEGIC DIRECTOR - OPERATIONS & CUSTOMER FOCUS	Expenditure	19,359,390	147,700	58,070	19,800	17,240	(162,910)	0	0	257,100	19,696,390
	Income	(9,802,670)	0	(37,710)	9,000	(28,250)	(449,340)	0	0	0	(10,308,970)
	TOTAL	9,556,720	147,700	20,360	28,800	(11,010)	(612,250)	0	0	257,100	9,387,420
TOTAL SSDC	Expenditure	77,901,350	577,550	105,020	64,350	(2,139,510)	(558,160)	8,500	0	254,600	76,213,700
	Income	(60,511,750)	(8,650)	(136,920)	209,050	2,139,510	(676,240)	62,600	0	0	(58,922,400)
	TOTAL	17,389,600	568,900	(31,900)	273,400	0	(1,234,400)	71,100	0	254,600	17,291,300



**Appendix C  
Budget Pressures**

	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
<b>Already Approved</b>					
Allowance for other new budget pressures	0.0	300.0	278.7	300.0	300.0
Waste additional properties	21.3	21.3	21.3	21.3	21.3
Replacement headsets for contact centre (budget required biennial)	(1.5)	1.5	(1.5)	1.5	(1.5)
Revs & Bens-Reduction in HB Admin Grant re Benefit Fraud	77.1				
Investigation staff transfer					
Safer Somerset Partnership-Statutory activities	3.0				
Somerset Growth Board Contribution	4.6	0.0	(4.6)		
Westlands Complex - running costs		62.5			
<b>New Unavoidables</b>					
Additional Bank Charges due to changes in fee structure for debit card payments	37.0				
Reduced income from diversion & temporary closure orders	10.0				
Termination of ICT support agreement with Yeovil CAB	4.0				
Commutated sums ending at Bell Chase	9.0				
Reduction in grant from DWP	48.9				
Reduction in charges to revenue for capital projects	60.0				
<b>Total Unavoidable Commitments</b>	<b>273.4</b>	<b>385.3</b>	<b>293.9</b>	<b>322.8</b>	<b>319.8</b>

## Appendix D

### Savings

2016/17	2017/18	2018/19	2019/20	2020/21
£'000	£'000	£'000	£'000	£'000

#### Operational Savings/ Economic Changes\Legislation Changes

Closure of Resource Centre	(47.2)			
Democratic Services-Removal of members' pension	(6.6)			
Vacant Posts removed - Agreed by Management Board	(143.5)			
Further vacant posts	(112.5)			
Corporate training budget-Funding remains for £125 per person	(26.4)			
Local Strategic Partnership-Reduction in the contribution to reserve	(14.1)			
Sustainability- Hospitality & printing and stationery	(1.5)			
Land Charges-Savings in printing & stationery & postages	(1.5)			
Rights of Way-Savings in travel & advertising costs	(1.5)			
Legal-Savings in printing & stationery & postages	(0.5)			
HR-Savings in postage & long service awards	(1.0)			
Democratic Services- Savings in supplies & services	(14.2)			
Fraud-Salary savings	(11.7)			
Comm Health & Leisure-VAT savings at Yeovil Rec through revision to booking process	(10.0)			
Area East-Savings in postages & telephones	(3.0)			
Area North-Savings in hospitality, postages & telephones	(1.5)			
Area West-Savings in postages & printing	(1.5)			
Area South-Savings in printing	(1.0)			

#### Transformation

Savings in Housing once EDM implemented	(25.0)	(75.0)		
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#### Income

Dem Services-Burial recharge for administration work	(1.0)			
Waste-Increase in green bin take up	(40.0)			
Finance-Increased income through Crematorium fee increase	(100.0)			
Horti/Streetcleaning-Increased income from additional external work	(20.0)			
Horti/Streetcleaning-Sponsorship on vehicles	(2.0)			
Community Health and Leisure-Additional income at Yeovil Rec	(5.0)			
Welfare-Increase in Careline income	(26.0)			
Countryside-Additional income at Yeovil Country Park café	(10.0)			
Octagon-Increased ticket sales	(30.0)			
Legal-Increased fees	(7.0)			
Asset Management-Increased income from asset licences	(5.0)			
Economic Dev-Yeovil Innovation Centre additional income	(66.0)			
Museum-Sale of calendars	(2.5)			
Dev Control-Increased income from planning fees	(50.0)			
Property Services-Income from tenant towards security costs	(7.5)			

## Savings

	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
Area East-Income from room letting Churchfields	(1.0)				
Landcharges-Additional search fee income	(10.0)				
ANPR Scheme for car parks	(200.0)				
Licensing-Increased income from review of fees	(20.0)				

## Assets

HR-Transfer of Nursery to Mama Bears-variation in timing & value of savings	(1.6)				
HR-Further Nursery Savings	(7.2)	(3.0)			
Property Services-Tenant Lace Mill	(10.0)				
Property Services-New tenant Boden Centre	(5.0)				
Property Services-Churchfields nursery	(15.0)				
Env Health-Burial Recharge for managerial support	(10.8)				
Car Parks-Savings from transfer of Montacute car park	(1.0)				
Property services	(25.0)				
Property Services-Additional photovoltaics Brympton Way	(7.9)				

## Contracts

Strategic Management-Cessation of CEO contract	(88.7)				
Procurements savings in corporate printing and stationery	(10.0)				
Finance-Reduction in Audit Days	(10.0)				
Horti/Streetscene-Saving in diesel contract	(5.0)				
Sport & Leisure Facilities-Savings from Goldenstones Contract	(10.0)				

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(1,234.4)	(78.0)	0.0	0.0	0.0
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**Appendix E**  
**ONCE OFF BIDS**

	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000
Countryside-essential repair work to dam wall at Chard Reservoir		(2.0)			
Apprenticeship Scheme		(39.9)			
SCC decision re homelessness		(50.0)			
Countryside-Replacement of boardwalks Chard Reservoir		(9.9)			
New Burdens allocation for CTRS		(25.6)			
Community Grants Initiative		(10.0)			
Intern Funding	48.0	(48.0)			
P4A Funding post withdrawal of funding from SCC	319.0	(319.0)			
Temporary funding for external support	25.0	(25.0)			
<b>Total</b>	<b>254.6</b>	<b>(392.0)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

## Appendix F

### Equalities Impact

2016/17 Equalities  
£'000 Checked Impact

#### Operational Savings/ Economic Changes\Legislation Changes

Closure of Resource Centre	(47.2)	Y	Approved
Democratic Services-Removal of members' pension	(6.6)	Y	Not Applicable
Vacant Posts removed - Agreed by Management Board	(143.5)	Y	Not Applicable
Further vacant posts	(112.5)	Y	To be assessed as posts become vacant
Corporate training budget-Funding remains for £125 per person	(26.4)	Y	Not Applicable
Local Strategic Partnership-Reduction in the contribution to reserve	(14.1)	Y	Not Applicable
Sustainability- Hospitality & printing and stationery	(1.5)	Y	Not Applicable
Land Charges-Savings in printing & stationery & postages	(1.5)	Y	Not Applicable
Rights of Way-Savings in travel & advertising costs	(1.5)	Y	Not Applicable
Legal-Savings in printing & stationery & postages	(0.5)	Y	Not Applicable
HR-Savings in postage & long service awards	(1.0)	Y	Not Applicable
Democratic Services- Savings in supplies & services	(14.2)	Y	Not Applicable
Fraud-Salary savings	(11.7)	Y	Not Applicable
Comm Health & Leisure-VAT savings at Yeovil Rec through revision to booking process	(10.0)	Y	Not Applicable
Area East-Savings in postages & telephones	(3.0)	Y	Not Applicable
Area North-Savings in hospitality, postages & telephones	(1.5)	Y	Not Applicable
Area West-Savings in postages & printing	(1.5)	Y	Not Applicable
Area South-Savings in printing	(1.0)	Y	Not Applicable

#### Transformation

Savings in Housing once EDM implemented	(25.0)	Y	A further equalities check will be required once the full details of the saving's plan are
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#### Income

Dem Services-Burial recharge for administration work	(1.0)	Y	Not Applicable
Waste-Increase in green bin take up	(40.0)	Y	Not Applicable
Finance-Increased income through Crematorium fee increase	(100.0)	Y	Not Applicable
Horti/Streetcleaning-Increased income from additional external work	(20.0)	Y	Not Applicable
Horti/Streetcleaning-Sponsorship on vehicles	(2.0)	Y	Not Applicable
Community Health and Leisure-Additional income at Yeovil Rec	(5.0)	Y	Not Applicable
Welfare-Increase in Careline income	(26.0)	Y	Not Applicable
Countryside-Additional income at Yeovil Country Park café	(10.0)	Y	Not Applicable
Octagon-Increased ticket sales	(30.0)	Y	Not Applicable
Legal-Increased fees	(7.0)	Y	Not Applicable
Asset Management-Increased income from asset licences	(5.0)	Y	Not Applicable
Economic Dev-Yeovil Innovation Centre additional income	(66.0)	Y	Not Applicable
Museum-Sale of calendars	(2.5)	Y	Not Applicable
Dev Control-Increased income from planning fees	(50.0)	Y	Not Applicable
Property Services-Income from tenant towards security costs	(7.5)	Y	Not Applicable

## Equalities Impact

	2016/17	Equalities	Equalities
	£'000	Checked	Impact
Area East-Income from room letting Churchfields	(1.0)	Y	Not Applicable
Landcharges-Additional search fee income	(10.0)	Y	Not Applicable
ANPR Scheme for car parks	(200.0)	Y	Not Applicable
Licensing-Increased income from review of fees	(20.0)	Y	Full EqA has been completed

### Assets

HR-Transfer of Nursery to Mama Bears-variation in timing & value of savings	(1.6)	Y	Approved DX June 12
HR-Further Nursery Savings	(7.2)	Y	Not Applicable
Property Services-Tenant Lace Mill	(10.0)	Y	Not Applicable
Property Services-New tenant Boden Centre	(5.0)	Y	Not Applicable
Property Services-Churchfields nursery	(15.0)	Y	Not Applicable
Env Health-Burial Recharge for managerial support	(10.8)	Y	Not Applicable
Car Parks-Savings from transfer of Montacute car park	(1.0)	Y	Not Applicable
Property services	(25.0)	Y	Not Applicable
Property Services-Additional photovoltaics Brympton Way	(7.9)	Y	Not Applicable

### Contracts

Strategic Management-Cessation of CEO contract	(88.7)	Y	Not Applicable
Procurements savings in corporate printing and stationery	(10.0)	Y	Not Applicable
Finance-Reduction in Audit Days	(10.0)	Y	Not Applicable
Horti/Streetscene-Saving in diesel contract	(5.0)	Y	Not Applicable
Sport & Leisure Facilities-Savings from Goldenstones Contract	(10.0)	Y	Not Applicable

(1,234.4)

## APPENDIX G

### Car Parking Charges – Outcome of Investigation Requested at Full Council

1. At Full Council on Thursday 16<sup>th</sup> July it was “agreed to investigate a change to the Council Car Parking Policy to enable an initial free period of up to 2 hours of parking to be made available, where parking is currently charged at a timed rate”.
2. Officers have researched and investigated what might be the impact of applying an initial free period of up to 2 hours of parking for the short and medium stay car parks in Yeovil, Chard, Crewkerne, and Ilminster. They also considered the financial effect in towns where the council operate a parish or town financed free parking regime such as Castle Cary and Wincanton. Three main areas were considered as outlined below:-
  - **Financial modelling using South Somerset data to forecast financial impact.**
3. The current car parking income stands at £2.374m. The analysis indicates that implementing an up to two hours free parking scheme would result in a financial loss of between £1.2 and £1.5 m (a reduction of 53.5%). This would need to be added to the MTFP and therefore the savings requirement for 2016/17 would increase by a further £1.5 million to facilitate this. The capital costs of changing the machines and signage/advertising would be £20,000
4. The compilation of this report has required 30 hours of the Strategic Transport Officer, 60 hours of the Engineering and Property services officer and 7 hours of the Assistant Director Economy.
  - **The relevant policies in the South Somerset District Wide Car Parking Strategy (DWPS)**
5. The DWPS was reviewed and approved in April 2013. It acknowledges that charging is a vital element of managing car parks, and helps create compact and convenient town centres help match supply to demand by controlling duration of stay and turnover, which can have a positive effect on a town’s vitality.
6. A decision to implement a free parking would not require a further review of the Strategy as introducing an up to two hour free parking period accords with and is not contrary to any policy. However, there would be an impact on other aspects of the Strategy, such as the efficient use of long and short stay spaces, and the ability to reinvest in improvements to car parking.
  - **A comparative impact analysis derived from the experience of towns in the UK where free car parking periods have been introduced.**

#### a) National Evidence

7. The national reports compiled by the Welsh government, The Association of Town & City Management & The British Parking Association and the RAC support 4 broad conclusions:

- There is a lack of robust evidence that can be used to link car parking strategies and town centre footfall.
- Charging for car parking is one of a complex array of factors that can influence town centre vitality.
- Town centre economies are highly localised and differ considerably. Parking strategies and charges need to be tailored to local areas to maximise the impact on footfall.
- Car park charging should not be viewed in isolation from other factors (availability of parking, signage, and traffic flow) which affect willingness to drive in town centres.

#### **b) Local Evidence**

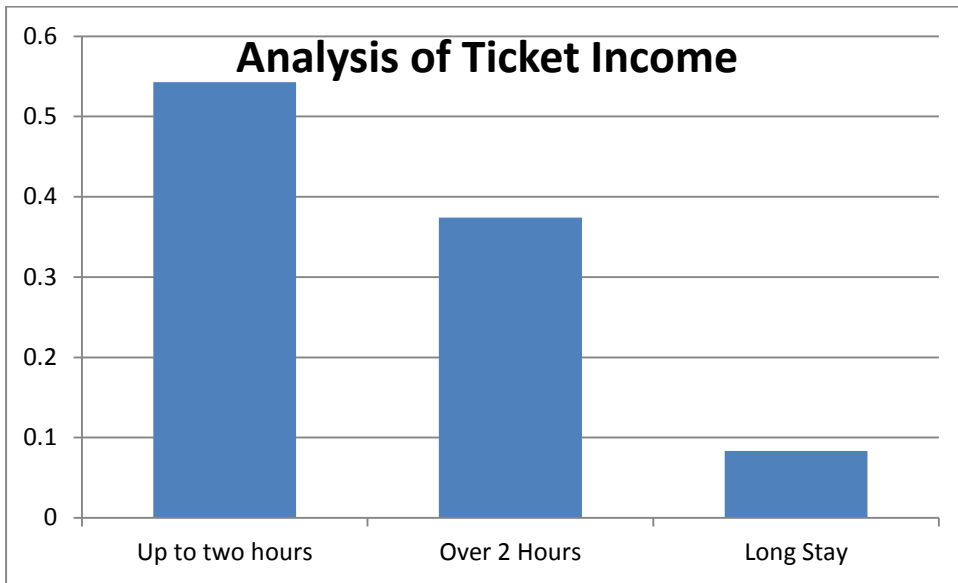
8. Some authorities that have introduced a free parking period have experienced a significant downturn in revenue. With 2 hours often being the most popular period of stay then this downturn has the potential to be considerable in South Somerset
9. There is plenty of evidence that the availability of free spaces is an essential pre-requisite for trade and charging/enforcement is a way of ensuring car parks do not become saturated. Short-stay on-street parking is recognised to support "passing" trade by making some spaces available and discouraging owners/workers from parking in premium places."
10. Any implementation of a free charging period should therefore be a targeted specific measure in a specific location that has been properly assessed to avoid an adverse effect on either the town centre or the revenue currently generated. It is also likely that should it subsequently prove to have an adverse impact, it would be very difficult to then remove what could still be a perceived benefit.

#### **Other considerations**

11. Before implementing such a scheme there are other considerations many of which would indicate an increased financial loss
  - a) Tariff Bands – It is assumed that the existing tariffs for over 2 hours remain as they are now so in theory someone staying for an extra 1 hour over the 2 hour free period will be paying the existing 3 hour tariff and therefore not benefit from the first two hours free. The loss of income quoted above has been based on this assumption
  - b) Tickets Machines - The software in the 48 pay and display ticket machines across the district will have to be modified to enable the 2 hour free ticket to be issued. The cost of doing so is £292 per machine, total = £14,016
  - c) Signage – The car park regulation notice boards will have to be changed to reflect the changes in free parking/tariffs and the cost of altering the signage will be £5,000.
  - d) Car Park Orders – Any changes to the existing car park regulations/charges have to be advertised and a new off street car park order needs to be advertised as part of the consultation process, cost of advert and administration will be £1,000.



- e) Incentive to stay longer than 2 hours – As indicated in point 1 above there is no incentive for the public to stay over and above the 2 hour free parking if the existing tariffs for over 2 hours remain in place. The only incentive would be to introduce new cheaper tariffs for 3 hours or more than those at present. The downside of this of course is that this would reduce the loss of annual income even further to that identified above.
  - f) Enforcement - Enforcement will be very difficult to implement and monitor. Unless vehicle registrations are noted there will be nothing to stop people returning to their car and obtaining another free 2 hour ticket or moving to another parking space in the car park or to another car park and obtaining a free ticket again. If the latter occurs it would be impossible to enforce due to logistics and time involved. The enforcement issues are a potential further loss of income over and above the figures quoted.
  - g) Displacement - The introduction of a free car parking period would have an impact on on-street car parking, especially (although not necessarily confined to) where charges are levied by SCC as drivers would be more likely to use SSDC's car parks instead. This displacement is likely to impact on the availability of spaces in SSDC's car parks at peak times.
  - h) Turnover of Bays - The impacts on turnover (positive or negative) would be dependent on the level of charges set for any subsequent period as indicated in point 5 above.
  - i) Impact on commercial providers of parking– At present the Quedam and the Yeo Leisure Centre generally reflect the car park charges and strategy this Council has in place for benchmarking initiatives. If free 2 hour parking is introduced this will have an impact on the viability of these commercial enterprises and their financial business plans.
  - j) Availability of income for reinvestment in car parks. The current operational budget uses a proportion of income allows for reinvestment and the car parking strategy policy Action PS14 suggests that the council will seek to reinvest a proportion of its car parking receipts to continually improve the parking experience through a variety of measures as indicated and as resources allow. A reduced receipt will reduce this opportunity and new measures such as pay on exit and new phone charging measures will need to be separately financed.
12. In conclusion whilst there is some evidence that footfall can increase with a free 2 hour parking period and also some evidence that measures such as the shop vacancy rate can improve, this is not a universal conclusion, and could equally or in part be due to the effect of town centre regeneration, new shops and other marketing initiatives.
13. In South Somerset 2 hours is the most popular period of stay therefore the loss in income has the potential to be considerable, and from the detailed work undertaken up to £1.5m per annum and possibly much more without increased enforcement and low levels of abuse. The one-off costs to implement include at least £20,000 for signage and machine re-programming. Significant officer time would be diverted from other tasks to design and implement the new system. The chart below shows clearly that the majority of income is from up to 2 hours. Currently there has been no provision made within the MTFP for a period of free parking given the financial impact it would have.



**Revised Capital Programme 2015/16 - 2019/20**

**APPENDIX H**

Project Completed	2015/16 Est Spend £'000	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	Project Officer	Project Sponsor
<b>Chief Executives - Vega Sturgess / Rina Singh</b>							
<b>FINANCE &amp; CORPORATE SERVICES</b>							
<b>Assistant Director - Donna Parham</b>							
<b>ICT SERVICES</b>							
<b>Service Manager - Roger Brown</b>							
<b>Portfolio Holder - Cllr Henry Hobhouse</b>							
Hardware Replacement Programme 2014/15 to 2016/17	12					R Brown	D Parham
Microsoft Lync	29					R Brown	D Parham
Upgrade to ICT Helpdesk System	37					R Brown	D Parham
<b>FINANCIAL SERVICES</b>							
<b>Service Manager - Amanda Card</b>							
<b>Portfolio Holder - Cllr Peter Seib</b>							
Crewkerne Aqua Centre Loan - Repayment	-90					D Parham	D Parham
Upgrade CedAr Financial System	23					K Gubbins	D Parham
Loan to Somerset Waste Partnership for Vehicles		1,900				D Parham	D Parham
Repayment of Loan from Somerset Waste Partnership		-271	-271	-271	-271	D Parham	D Parham
Loan to Kingsdon Parish Council	28					D Parham	D Parham
Repayment of Loan from Kingsdon Parish Council	-3	-3	-3	-3	-3	D Parham	D Parham
Loan to Hinton St. George & Locality Rural Community Services	190					D Parham	D Parham
Loan to Hinton St. George & Locality Rural Comm Services - Repay		-9	-9	-9	-9	D Parham	D Parham
<b>Total Finance &amp; Corporate Services</b>	<b>226</b>	<b>1,617</b>	<b>-283</b>	<b>-283</b>	<b>-283</b>		
<b>Strategic Director - (Place &amp; Performance) - Rina Singh</b>							
<b>ECONOMY</b>							
<b>Assistant Director - Martin Woods</b>							
<b>SPATIAL POLICY</b>							
<b>Service Manager : Paul Wheatley</b>							
<b>Portfolio Holder - Cllr Ric Pallister</b>							
Affordable Housing - Millfield, Chard	49	49				C McDonald	M Woods
Affordable Housing - Rural exception, Font Villas, West Coker	71					C McDonald	M Woods
Affordable Housing - Rural exception, Misterton (Yarlington)		397				C McDonald	M Woods
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)		120				C McDonald	M Woods

Project Completed	2015/16	2016/17	2017/18	2018/19	2019/20	Project Officer	Project Sponsor
	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000		
Affordable Housing - 3 Bed Bungalows in Yeovil (Yarlington)		315				C McDonald	M Woods
Affordable Housing - Queensway, Yeovil (Stonewater)	69	70				C McDonald	M Woods
Affordable Housing - Bought not built Allocation		201				C McDonald	M Woods
Affordable Housing - Mortgage Rescue Contingency Fund		277				C McDonald	M Woods
Affordable Housing - West Hendford, Yeovil		374	374			C McDonald	M Woods
Purchase of 45-50 Lavers Oak, Martock	413	42				C McDonald	M Woods
Purchase of 3 Bed Bungalow in Chard / Yeovil	145					C McDonald	M Woods
Ropewalk at 94 High Street West Coker	5					A Duckworth	M Woods
<b>ECONOMIC DEVELOPMENT</b>							
Service Manager : David Julian							
Portfolio Holder - Cllr Jo Roundell-Greene							
<i>Yeovil Innovation Centre Phase II</i>		725	1,000			<i>D Julian</i>	<i>M Woods</i>
<i>Yeovil Innovation Centre Phase II - Income</i>		-433				<i>D Julian</i>	<i>M Woods</i>
<i>Yeovil Innovation Centre Car Park Facilities</i>		120				<i>D Julian</i>	<i>M Woods</i>
<b>Total Economy</b>	<b>752</b>	<b>2,257</b>	<b>1,374</b>	<b>0</b>	<b>0</b>		

Project Completed	2015/16 Est Spend £'000	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	Project Officer	Project Sponsor
<b>COMMUNITIES</b>							
<b>Assistant Directors - Helen Rutter &amp; Kim Close</b>							
<b>AREA SOUTH</b>							
<b>Service Manager - Kim Close</b>							
<b>Area Chairman - Cllr Peter Gubbins</b>							
Reckleford Gyratory (Eastern Gateway)		88				M Ainsworth	K Close
Local Delivery Vehicle (linked to Yeovil Vision)		34				K Close	K Close
Foundry House		4				K Close	K Close
5 Additional CCTV Cameras in Yeovil	29					S Brewer	K Close
Wyndham Park Community Facilities		400				K Close	K Close
Yeovil to Ilchester Multi User Pathway - Feasibility		2				K Close	H Rutter
Westfield Academy-New Bus Parking Bay		13				K Close	
<b>AREA NORTH</b>							
<b>Service Manager - Charlotte Jones</b>							
<b>Area Chairman - Cllr Shane Pledger</b>							
Cocklemoor Bridge		28				C Jones	C Jones
Langport Vision - improvements to Langport and River Parrett Visits	3					P Burr	C Jones
Support of Economic Vitality in Area North (Signage for marketing p	7	11				P Burr	C Jones
Loan to Seavington Community Shop (loan repayments)	-1					C Jones	C Jones
<b>Community Grants</b>							
High Ham Recreation Ground - Youth Park	1					C Jones	C Jones
Refurbishment of Pavilion, Chiltorne Domer	6					C Jones	C Jones
New Accessible Footpaths at Seavington Playing Field	6					C Jones	C Jones
Village Hall Grant Kingsbury Episcopi Church Rooms		4				C Jones	C Jones
Grant to Tintinhull Village Hall		40				C Jones	C Jones
New purpose built Community Centre in Kingsbury Episcopi		40				C Jones	C Jones
Ash planters & bench	1					C Jones	C Jones
High Ham Village Hall	1					C Jones	C Jones
Montacute Village Hall Accessibility Project	5					C Jones	C Jones
Chilthorne Domer Football Posts	1					C Jones	C Jones
<b>AREA EAST</b>							
<b>Service Manager - Helen Rutter</b>							
<b>Area Chairman - Cllr Nick Weeks</b>							
Market House Castle Cary	16					P Williams	H Rutter
Market House Castle Cary - Inc	-8					P Williams	H Rutter
Land Acquisition in Waterside Rd, Wincanton		11				P Williams	H Rutter
Enhancements to Waterside Rd, Wincanton		24				P Williams	H Rutter
Galhampton-New Village Hall		13				T Cook	H Rutter
Wincanton-Pedestrian/Cycle Link Common Lane	6					P Williams	H Rutter

Project Completed	2015/16 Est Spend £'000	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	Project Officer	Project Sponsor
Retail Support Initiative Schemes	1					P Williams	H Rutter
RSI-Alex Appleton Jewellers	1					P Williams	H Rutter
Castle Cary Market House	5					P Williams	H Rutter
Ilchester Cycleway	1					J Divall	H Rutter
Ilchester Cycleway	-1					J Divall	H Rutter
Barton St David PC-Speed signs	2					T Cook	H Rutter
Parish Infrastructure Fund	4					H Rutter	H Rutter
MUGA-Wincanton Town Council						P Williams	H Rutter
North Cadbury VH-Refurbishment	6					T Cook	H Rutter
SSCAT-New vehicle	10					T Cook	H Rutter
Barton St David-Play Area Improvements	2					T Cook/J Divall	H Rutter
Sparkford Cricket Club-Refurbishment of Pavillion	3					T Cook/J Divall	H Rutter
Hadspen -Additional storage space	3					T Cook/J Divall	H Rutter
Wincanton TC-Refurbishment of Cale Park Play Area		10				T Cook/J Divall	H Rutter
Kingsdon Village Shop refurbishment	7					J Divall	H Rutter
<b>AREA WEST</b>							
<b>Service Manager - Andrew Gillespie</b>							
<b>Area Chairman - Cllr Carol Goodall</b>							
Market Towns Visions	19	64				A Gillespie	H Rutter
Forton Community Association		13				A Gillespie	H Rutter
Chaffcombe Village Hall	7					A Gillespie	H Rutter
<b>Total Communities</b>	<b>141</b>	<b>798</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Strategic Director - (Operations and Customer Focus) - Vega Sturgess</b>							
<b>ENVIRONMENT</b>							
<b>Assistant Director - Laurence Willis</b>							
<b>ENVIRONMENTAL HEALTH</b>							
<b>Service Manager - Alasdair Bell</b>							
<b>Portfolio Holder - Cllr Ric Pallister</b>							
Disabled Facilities Grants (Expenditure)	520	78				A Bell	L Willis
<b>Disabled Facilities Grants - Inc</b>	<b>-598</b>					A Bell	L Willis
Empty Property Grants	58	67	60			A Bell	L Willis
Home Repairs Assistance	24	50	45			A Bell	L Willis
HMO Grants	28	35				A Bell	L Willis
Loan Scheme for Somerset		25				A Bell	L Willis
Upgrade link of Civica, Indigo, ESG System	33					V Dawson	A Bell
<b>ENGINEERING AND PROPERTY SERVICES</b>							

Project Completed	2015/16	2016/17	2017/18	2018/19	2019/20	Project Officer	Project Sponsor
	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000		
<b>Service Manager - Garry Green</b>							
<b>Portfolio Holder - Cllr Henry Hobhouse</b>							
Car Park Enhancements	74	57				G Green	L Willis
New Car Parks	20	280	142			G Green	L Willis
Capital Works to Councils Portfolio	99	20				G Green	L Willis
Capital Works to Councils Portfolio	20	221				G Green	L Willis
<b>Capital Works to Councils Portfolio</b>		<b>160</b>				<b>G Green</b>	<b>L Willis</b>
Sharing Brympton Way Offices with SCC	3					G Green	L Willis
Adaptions for lease of floor at Churchfields	49	1				G Green	L Willis
Adaptions for lease of floor at Churchfields - Income	-10					G Green	L Willis
Gas Control System - Birchfield	112	252	240			G Green	L Willis
Yeovil Crematorium	25	16				G Green	L Willis
Yeovil Crematorium - Inc	-2	-2				G Green	L Willis
<b>Yeovil Crematorium</b>		<b>66</b>				<b>G Green</b>	<b>L Willis</b>
<b>Yeovil Crematorium</b>		<b>-7</b>				<b>G Green</b>	<b>L Willis</b>

Project Completed	2015/16 Est Spend £'000	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	Project Officer	Project Sponsor
<b>STREETSCENE</b>							
Service Manager - Chris Cooper							
Portfolio Holder - Cllr Jo Roundell Greene							
Replacement Sweepers	85					C Cooper	L Willis
Replacement Sweepers - Sale of old ones	-15					C Cooper	L Willis
Access all Areas Footpaths on Open Spaces		127				S Fox	C Cooper
<b>Total Environment</b>	<b>525</b>	<b>1,446</b>	<b>487</b>	<b>0</b>	<b>0</b>		
<b>HEALTH &amp; WELL-BEING</b>							
Assistant Director - Steve Joel							
<b>ARTS AND ENTERTAINMENT</b>							
Service Manager - Adam Burgan							
Portfolio Holder - Cllr Sylvia Seal							
Octagon Theatre - PA System	44					A Burgan	S Joel
Octagon Theatre - Upgrade to Toilets (Gents & Backstage)	63					A Burgan	S Joel
Octagon Theatre Stage Dimmer Lighting		64				A Burgan	S Joel
Westland Leisure Complex		1,865				S Joel	S Joel
Westland Leisure Complex - Loan Repayment		-62	-62	-62	-62	S Joel	S Joel
<b>COMMUNITY HEALTH AND LEISURE</b>							
Service Manager - Linda Pincombe							
Portfolio Holder - Cllr Sylvia Seal							
Community Play Schemes	43					R Parr	S Joel
Community Play Schemes - SCC Playbuilder Inc						R Parr	S Joel
Multi Use Games Area		70				R Parr	S Joel
Grants for Parishes with Play Area	23	57				R Parr	S Joel
Grants for Parishes with Play Area - SCC Playbuilder Inc	-11	-40				R Parr	S Joel
Grant to Barton St David VH & Playing Fields	19					R Parr	S Joel
Grant to Barton St David VH & Playing Fields - S106	-19					R Parr	S Joel
Grant to Summerhouse View Play Area	1					R Parr	S Joel
Grant to Summerhouse View Play Area - Income	-1					R Parr	S Joel
Grant to Kingston View Play Area	10					R Parr	S Joel
Grant for Stoke Sub Hamdon Recreational Ground		10				R Parr	S Joel
Grant for Skate Park at Horton		5				R Parr	S Joel
Birchfield Park Bike Park	34					R Parr	S Joel
Birchfield Park Bike Park - Inc S106 & Grant	-19					R Parr	S Joel
Grant to Abbas & Templecombe PC for Play Equipment	22					R Parr	S Joel
Grant to Abbas & Templecombe PC for Play Equipment - S106	-22					R Parr	S Joel
Wyndham Park Play Area Equipment	67					R Parr	S Joel
Wyndham Park Play Area Equipment - S106	-67					R Parr	S Joel



Project Completed	2015/16 Est Spend £'000	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	Project Officer	Project Sponsor
Eastfields, Cuckhoo Hill Play Area Equipment		55				R Parr	S Joel
Eastfields, Cuckhoo Hill Play Area Equipment - S106		-55				R Parr	S Joel
Jarman Way, Chard - Play Area Equipment		42				R Parr	S Joel
Jarman Way, Chard - Play Area Equipment - S106		-42				R Parr	S Joel
<b>Grass Royal Play Area</b>		<b>10</b>				<b>R Parr</b>	<b>S Joel</b>
Synthetic Grass Pitch	11	5				L Pincombe	S Joel
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)		7				L Pincombe	S Joel
Grant to Henhayes Sports & Community Centre		14				L Pincombe	S Joel
Grant to Huish Episcopi Academy AGP	154	115				L Pincombe	S Joel
Grant to Huish Episcopi Academy AGP - Inc S106	-154	-115				L Pincombe	S Joel
Grant to Huish Episcopi Academy Swimming Pool	6	10				L Pincombe	S Joel
Grant to Huish Episcopi Academy Swimming Pool - S106	-6	-10				L Pincombe	S Joel
Grant to Westfield AGP		21				L Pincombe	S Joel
Scoreboard Langport & Huish Cricket Club	1					L Pincombe	S Joel
Scoreboard Langport & Huish Cricket Club - Inc S106	-1					L Pincombe	S Joel
Grant to Milborne Port Rec Changing Rooms	5					L Pincombe	S Joel
Grant to Milborne Port Rec Changing Rooms - Inc S106	-5					L Pincombe	S Joel
Grant to Ilminster Football Club	35	126				L Pincombe	S Joel
Grant to Ilminster Football Club - Inc	-35	-76				L Pincombe	S Joel
<b>Upgrade Joanna France Building</b>		<b>27</b>				<b>L Pincombe</b>	<b>S Joel</b>
Grant to Henstridge Half MUGA	9					R Parr	S Joel
Grant to Henstridge Half MUGA - S106	-9					R Parr	S Joel
Grant for Chard Town Council Jocelyn Park	6					R Parr	S Joel
Grant for Chard Town Council Jocelyn Park - Income	-6					R Parr	S Joel
Yeovil Country Park Ranger Base	15					K Menday	S Joel
<b>Ham Hill Road Improvements</b>		<b>20</b>				<b>K Menday</b>	<b>S Joel</b>
Dual Use Sport Centre Grants		47				S Joel	V Sturgess
Sports Zone- Inc						S Joel	V Sturgess
Goldenstones 10 year plan	7					S Joel	V Sturgess
Goldenstones 10 year plan/repayment	-17					S Joel	V Sturgess
Wincanton Community Sports Centre 10 year plan	19	51				S Joel	V Sturgess
<b>Total Health &amp; Well-being</b>	<b>222</b>	<b>2,221</b>	<b>-62</b>	<b>-62</b>	<b>-62</b>		
<b>Total Capital Programme</b>	<b>1,866</b>	<b>8,339</b>	<b>1,516</b>	<b>-345</b>	<b>-345</b>		

Project Completed	2015/16	2016/17	2017/18	2018/19	2019/20	Project Officer	Project Sponsor
	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000		

#### Reserve Schemes Awaiting new Appraisal but Approved in Principle

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Project Officer
Old Town Station Reserve		321				
Market Towns Vision		300				
ICT Reserve	77	200				D Parham
Affordable Housing - Unallocated	84	1,542				C McDonald
Affordable Housing - rural exception schemes						C McDonald
<b>Investment in Market Housing</b>		<b>1,200</b>	<b>1,200</b>			C McDonald
Feasibility Fund - Unallocated	58	100				D Parham
Contingency for Plant Failure		199				
Home Farm, Somerton		298				I Clarke
Home Farm, Somerton - Inc		-200				I Clarke
Lufton 2000 - All Phases		390				S Joel
Lufton 2000 - All Phases - Inc		-1,406				S Joel
Sports Zone- Inc		-50				S Joel
Gypsy & Traveller Acquisition Fund		133				S Joel
Gypsy & Traveller Acquisition Fund - Inc		-83				S Joel
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA		60				S Joel
Infrastructure & Park Homes, Ilton - Grant for MUGA - Inc		-60				S Joel
Infrastructure & Park Homes Contingency		91				S Joel
Infrastructure & Park Homes Contingency - Inc		-37				S Joel
<b>Transformation</b>		<b>1,250</b>	<b>1,250</b>			
	<b>219</b>	<b>4,248</b>	<b>2,450</b>	<b>0</b>	<b>0</b>	

#### Area Reserve Schemes Awaiting Allocation But Approved in Principle

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	Project Officer
<b>North</b>						
Local Priority Projects - enhancing facilities and services	0	170	0	0		C Jones
<b>Top Up Funding</b>		<b>25</b>				
<b>South</b>						
Unallocated programme	0	151	0	0		K Close
Play area refurbishment - District allocation	0	15	0	0		K Close
<b>Top Up Funding</b>		<b>25</b>				
<b>East</b>						
Unallocated Capital Reserve	13	6	0	0		H Rutter
Parish Infrastructure Fund	0	25	0	0		H Rutter
Retail Support Initiative	0	0	0	0		H Rutter
Community & Leisure Grants	1	0	0	0		H Rutter

	2015/16	2016/17	2017/18	2018/19	2019/20	Project Officer	Project Sponsor
Project Completed	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000		
<b>Top Up Funding</b>		25					
<b>West</b>							
Ilminster Community Office	0	20	0	0		A Gillespie	
Area West Markets Improvement Group (Nov 2010 committee)	6	0	0	0		A Gillespie	
Unallocated Programme	0	113	0	0		A Gillespie	
<b>Top Up Funding</b>		25					
<b>Total</b>	20	600	0	0	0		

Capital Programme	1,866	8,339	1,516	-345	-345
Contingent Liabilities and Reserve Schemes	239	4,848	2,450	0	0
<b>Total Programme to be Financed</b>	<b>2,105</b>	<b>13,187</b>	<b>3,966</b>	<b>-345</b>	<b>-345</b>

## PROFILE OF CAPITAL BIDS

Appendix I

Capital Bids Submitted	2016/17 £'000	2017/18 £'000	2018/19 £'000	Total £'000
<b>Essential Schemes</b>				
2016-03 Capital Works to Council Portfolio	226			<b>226</b>
2016-07 Octagon Theatre Stage Dimmer Lighting	64			<b>64</b>
2016-08 Yeovil Innovation Centre Phase II Extension	292	1,000		<b>1,292</b>
<b>Subtotal of Essential Bids</b>	<b>582</b>	<b>1,000</b>	<b>0</b>	<b>1,582</b>
<b>Other Schemes</b>				
2016-01 Yeovil Innovation Centre Car Park Facilities	120			<b>120</b>
2016-02 Ham Hill Road Improvements	19			<b>19</b>
2016-04 Upgrade of Joanna France Building, Bill Whistlecroft Athletics Arena	27			<b>27</b>
2016-05 Grant to Grass Royal Play Area	10			<b>10</b>
2016-06 Access all Areas Footpaths on Open Spaces	127			<b>127</b>
<b>Subtotal of Other Bids</b>	<b>303</b>	<b>0</b>	<b>0</b>	<b>303</b>
<b>Non-Scoring</b>				
Top up to Area Capital	100			<b>100</b>
2016-09 Investment Housing Fund (Self funding) Transformation	1,200	1,200		<b>2,400</b>
	1,250	1,250		<b>2,500</b>
<b>Subtotal of Non Scoring Bids</b>	<b>2,550</b>	<b>2,450</b>	<b>0</b>	<b>5,000</b>
<b>Total of All New Capital Bids</b>	<b>3,435</b>	<b>3,450</b>	<b>0</b>	<b>6,885</b>

Lost interest at 3.15% 2016/17 £	Lost interest at 3.15% 2017/18 £	Lost interest at 3.15% 2018/19 £	Total Cumulative Revenue Cost £
7,119	0	0	<b>7,119</b>
2,016	0	0	<b>2,016</b>
9,198	31,500	0	<b>40,698</b>
<b>18,333</b>	<b>31,500</b>	<b>0</b>	<b>49,833</b>
3,780	0	0	<b>3,780</b>
605	0	0	<b>605</b>
841	0	0	<b>841</b>
315	0	0	<b>315</b>
4,001	0	0	<b>4,001</b>
<b>9,541</b>	<b>0</b>	<b>0</b>	<b>9,541</b>
3,150	0	0	<b>3,150</b>
0	0	0	<b>0</b>
39,375	39,375	0	<b>78,750</b>
<b>42,525</b>	<b>39,375</b>	<b>0</b>	<b>81,900</b>
<b>70,399</b>	<b>70,875</b>	<b>0</b>	<b>141,274</b>

### Summary of 2016/17 Capital Investment Appraisals

Ref	Scheme Description	Lead Officer	Bid £'000	Pages
2016-01	Yeovil Innovation Centre Car Park Facilities	David Julian	120	2-12
2016-02	Ham Hill Road Improvements	Katy Menday	19.2	13-22
2016-03	Enhancement works to Council Portfolio	Garry Green	226	23-33
2016-04	Upgrade of Joanna France Building, Bill Whistlecroft Athletics Arena	Lynda Pincombe	26.7	34-55
2016-05	Grant to Grass Royal Play Area	Rob Parr	10	55-62
2016-06	Access all Areas Footpaths on Open Spaces	Stephen Fox	127	63-71
2016-07	Octagon Theatre Stage Lighting Dimmer System	Adam Burgan	64	72-79
2017-08	Yeovil Innovation – Extension	David Julian	1,292	80-98
2017-09	Investment in Market Housing	Colin McDonald	2,400	99-107
	Transformation		2,500	
	Top up Area Capital		100	
<b>Total</b>			<b>6,884.9</b>	



# South Somerset District Council

## Project Brief

**Project Number:** 2016-01

**Project Name:** Yeovil Innovation Centre Parking Spaces

**Original Date Created:** 14/08/15

**Document Version:** 3

**Author:** David Julian

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>4</b>
0.1	Document Approval.....	4
0.2	Revision History.....	4
0.3	Document Distribution.....	4
0.4	Document References.....	4
<b>1</b>	<b>Purpose</b> .....	<b>5</b>
<b>2</b>	<b>Project Outline</b> .....	<b>5</b>
2.1	Authority Responsible.....	6
2.2	Background.....	6
2.3	Project Objectives.....	6
2.4	Project Scope.....	7
2.5	Quality Expectations.....	7
2.6	Carbon Management.....	7
<b>3</b>	<b>Initial Business Case</b> .....	<b>8</b>
3.1	Reasons.....	8
3.2	Anticipated Benefits.....	9
3.3	Options.....	9
3.4	Key Project Information Summary.....	9
<b>4</b>	<b>Financial Investment</b> .....	<b>11</b>
4.1	Financial Investment – Capital Projects.....	11
<b>5</b>	<b>Project Organisation</b> .....	<b>12</b>
5.1	Provisional Project Management Team.....	12
5.2	Interested Parties.....	12
<b>6</b>	<b>Other Useful Information</b> .....	<b>12</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
YIC car parking	YIC/SSDC			

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1	Rebecca O'Neill	David Julian	Initial Draft	12.8.15
2	David Julian	Nicola Hix	Second draft	14.8.15
3	Nicola Hix	David Julian	Financial sections reviewed	17.9.15

### 0.3 Document Distribution

Name	Organisation	Role
Project Resource Group	SSDC	Asset, Property, Procurement, IT Review
Green Team	SSDC	Carbon Management Perspective

### 0.4 Document References

Section Reference	Document Referred	Document Title



## 1 Purpose

This application seeks capital funding for the creation/ construction of sixty (60) new permanent car parking spaces and ancillary works at the Yeovil Innovation Centre.

## 2 Project Outline

The project will provide 60 additional car parking spaces at Yeovil Innovation Centre. The project will also include additional safety features such as safety lighting and a securely controlled access gate.

This project is highlighted in SSDCs Investing in Infrastructure programme. This programme was prioritised by elected member workshop with YIC as the top priority project. The programme was formally approved by SSDC District Executive Committee in October 2014.

The programme of work for this bid forms the initial phase of the YIC phase 2 project. The provision of additional car parking will be essential, but has been brought forward here as car-parking has already reached capacity and now causes problems on a daily basis.

The improvements requested in this bid and the forthcoming phase 2 YIC expansion fit (or enable) SSDC corporate objectives and wider corporate policy objectives as follows:

### **SSDC's Council Plan 2012-15 includes:**

- provide targeted support for start-ups and small businesses and those with the aspiration to expand
- promote business diversification and innovation to increase the value of local employment.

### **SSDC's ED Strategy:**

- develop low carbon opportunities and provide the conditions for innovation and entrepreneurship.
- support the LEP in encouraging new businesses in the low carbon sector to start up or grow their market.

### **Somerset Growth Plan identifies:**

- 'Aerospace, advanced manufacturing and low carbon energy' with key centres for growth including Yeovil.
- ...and a core part of the vision and a priority for investment.

### **HOTSWLEP's Economic Plan/ Growth Deal:**

- highlights aerospace as a "transformational opportunity" for the South West

### **Central government policy:**

- recognises the sector as a national growth opportunity and the National Industrial Strategy for Aerospace, 'Lifting off – Implementing the Strategic Vision for UK Aerospace'

- future government support will focus on aerodynamics, propulsion, aerostructures and advanced systems.

## 2.1 Authority Responsible

SDDC as owners of the site and the operator at YIC are the responsible body. HCA who retain a charge on the title of the land have granted permission for SDDC to undertake these works.

## 2.2 Background

The provision of additional car parking at the site is outlined in the report *Investing In Infrastructure – prioritising our project*, as presented to District Executive Committee in October 2014. Innovation Centre Phase 2 was the highest prioritised project in the report and included the pre-requirement to sub-divide the remaining anchor tenancy space (around 3000 sq ft) in the building and the creation of 60 additional car parking spaces. As new tenants have now leased the remaining large anchor tenancy space, this capital funding is requested only for the creation of additional car parking spaces

The tenant occupation of Yeovil Innovation Centre has followed the trajectory broadly outlined in the initial feasibility plans with 28% occupation in the first year, 45% occupation by year 2 and approximately 65% occupation by year 3. Currently the YIC is 83% occupation and will be 98% occupation when the new tenants move in to the anchor space on the second floor.

It had been predicted that car parking would become a problem at YIC as the occupancy of the building increased. Temporary car parking bays were created in 2011 to increase capacity, but this had only ever been intended to provide a stop-gap solution. By 2014/15 it was clear that the car parks had reached capacity at peak times- especially if additional meetings or conferences were being hosted at the premises. At peak times car parking does overspill into the field or into Copse Road- and neither of these scenarios are desirable or sustainable.

It is anticipated that as YIC reaches peak occupation in 2015, the limited car parking capacity will become a serious issue. Furthermore, the expansion of YIC into its second phase will see the existing car parking facilities become seriously inadequate.

The car new park site will be in close proximity and slightly to the south west of the existing building. Effectively it will replace the existing temporary car park and will also take a portion of the abutting the green field area.

## 2.3 Project Objectives

The outputs for the project will be:

- to create sufficient car parking spaces for existing and future tenants and their visitors, and;
- providing increased security for current and future tenants by having an electronic gated access.

The project objectives cannot be dissociated from the primary objectives of YIC:

- increasing the number of business start-ups in South Somerset,
- improving the survival and growth rates of knowledge based business in the region,
- generating high value local employment opportunities, and;
- helping diversify the local economy.

## 2.4 Project Scope

### Inclusions

The costs include the creation of 60 car parking spaces, associated drainage works, excavation, consolidation, surfacing, making of bays, safety lighting and modifications to the existing car park gates to control site access and eliminate unauthorised incursion.

### Exclusions

Any works beyond the defined car parking and entrance area

### Constraints and Decisions

If funding is not granted there is a reputational danger associated with the lack of parking at a key economic facility in Yeovil. Risks associated with this project are detailed in the table below. This project already has planning permission.



**Figure 1: Project location at Yeovil Innovation Centre**

### Interfaces

Not applicable

## 2.5 Quality Expectations

These will be defined by the UK statutory regulations that apply to the design and construction of a permanent car parking area.

## 2.6 Carbon Management

Improved car parking capacity will reduce the amount of vehicular movement around the building. Currently at peak times cars will circulate looking for car parking spaces and

eventually move out to Copse Road to park. This would reduce unnecessary carbon emissions associated with vehicular parking manoeuvres.

Consideration has been given to porous parking, but we are concerned about trip hazards for shoe heels and the seepage of mud/ stone particles into the building. The current porous car parking surfaces have proved problematic in terms of carpet cleaning in the foyer and the actual car parking surface has deteriorated very quickly.

We have provided a secure parking area for cycles and there are shower facilities at YIC, but cycling and walking has not proved a favoured mode of transport in the 6 years of the operation so far. Only 6 of a total 140 employees in the building either regularly walk or cycle to work. Employees seem to prefer negotiating the parking issues that switch their mode of transport. Car share has been encouraged in the past.

Public transport is an issue around Lufton, with only two designated bus stops and a continually reducing service.

**Most visitors and business travel from further afield in the district and beyond and both our train and bus services are completely inadequate.**

In many ways the request for additional parking mirrors the recent situation and need at Brympton Way. This is a very well used and largely inadequate car park for which SSDCV has sole responsibility.

### 3 Initial Business Case

#### 3.1 Reasons

YIC phase one has seen the level of tenancy expand to approximately 85% in terms of floor-space occupancy since it opened.

Date	Number of units occupied
2009	9
2010	14
2011	20
2012	25
2013	28
2014	30
2015	34

This table indicates the increasing occupancy levels (even with a turnover of businesses who have grown and moved out of the centre.)

Car parking spaces are directly impacted by YIC occupancy, with the car park believed to have reached its maximum capacity at around 75% of YIC occupancy. With occupancy expected to hit an unexpected peak of 98% in October 2015.

In plain terms the current car parking facilities are at full capacity. The resultant overspill onto Copse Road or the YIC field neither are desirable or sustainable.

The need for a more secure gated entry system has been necessitated by a number of traveller incursions onto the site. Each incursion is counter-productive to the business ambience of YIC and necessitates extra patrols and presence of our security company. Two incursions have resulted in unplanned costs totalling over £3,500

### 3.2 Anticipated Benefits

- Increased Car Parking capacity for YIC
- Safer, better lit, better surfaced parking facilities
- Improved appearance of site
- Improved security of site
- Reduced trampling of mud into YIC in Winter
- No overspill of car parking into Copse Road
- Greater tenant and visitor satisfaction
- More professional ambience
- Pre-requisite to the phase 2 expansion of YIC

### 3.3 Options

- Temporary car parking surfaces have been tried but do not provide a long term solution.
- Grass area car parking only possible in dry weather.

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	Spring 2016		
	Other Key Milestones with Dates:			
	Expected Completion Date:	Summer 2016		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Title</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Economic Development Officer	10	Yes	Yes
	Property & Eng Services Manager	30	Yes	Yes
	Senior Building Surveyor	15	Yes	Yes
	YIC staff in general	20	Yes	Yes
	<b>Comment by Property Services:</b>	Property services have designed the scheme and gained planning permission. They will put the work out to tender and project manage the scheme.		
	<b>Comment by Information Systems (if new IT system):</b>	<i>Not applicable</i>		

	<p><b>Comment by Green Team:</b></p>	<p>If successful would like to see use of:</p> <ul style="list-style-type: none"> <li>- Sustainable &amp; porous materials</li> <li>- Locally sourced materials</li> </ul> <p>Consideration of surface to be applied considering possible additional building works at the site.</p> <p>Cycling provision, including additional cycle parking should be considered to encourage use of bikes instead of cars.</p> <p>Preferential car share spaces. Consideration for installation of an electric charge point.</p> <p>Encourage planting of native hedge and trees to compensate for loss of grass land.</p>
	<p><b>Comment by Equalities Officer:</b></p>	<p>Project must provide additional parking bays for disabled visitors as close to the building as possible. 'Access For All' have offered to provide comment on plan. Additional parking, and removal of the overspill area will improve accessibility particularly for those with mobility issues. Safety lighting and the securely controlled access gate will provide protection and access support to all groups</p>
<p><b>3.4.3 Risk Assessment</b></p>		
	<p><b>Risk</b></p>	<p><b>Steps taken to mitigate Risk</b></p>
	<p>Financial - overspend</p>	<p>Project fully costed and will be project managed by SSDC Property Services.</p>
	<p>Project timetable over-run</p>	<p>Weather dependent, but late Spring through Summer are the ideal months.</p>
	<p>Current lack of parking space</p>	<p>Already at capacity, will become exacerbated in the future.</p>
	<p>Expansion of existing YIC</p>	<p>There is a funding application being considered (GD3) that may see the centre expanding.</p> <p>If this is successful we need to align the timetable for car park work with the expansion of the building</p>
	<p>Poor current provision for disabled parking</p>	<p>Currently adequate, but only just so. Improvements would enable better provision closer to the building</p>
	<p>Current temporary parking surfaces are an accident risk</p>	<p>There is not a 'don't do anything' option. The current surfaces have deteriorated creating sliding hazards for pedestrians and vehicles and we are responsible for mishaps associated with poor infrastructure.</p> <p>Lighting and surfacing are currently adequate but not good. There are safety considerations in this application.</p>

Risk of traveller incursion and unauthorised use of car park is high. We have had 3 costly traveller incursions in recent years	Gated entry would reduce long-term costs, improve security of the site and reduce casual and unauthorised parking (which occasionally happens with overspill from other businesses on the Lufton.estate.
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## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

<b>4.1.1 Total Costs and Funding – Capital Project</b>							
		<b>Funding Body</b>		<b>£' 000</b>			
SSDC Capital: -		District Executive		120			
<b>Total Capital Cost</b>				<b>120</b>			
<b>4.1.2 Breakdown of main areas of cost</b>							
		<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Additional car parking spaces			110				
Installation of a gate			10				
<b>Totals</b>			<b>120</b>				
<b>4.1.3 External funds to be received</b>							
		<b>Secured?</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>Y/N</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
N/A							
<b>Totals</b>							
<b>4.1.4 Revenue Implications of Capital scheme</b>							
		<b>Cost Centre</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
			<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Loss of interest @ 3.15% (PWL 10yr rate 10.7.15)		FT922		3.8			
(Savings in expenditure)							
Revenue Costs by Individual Budget: (List)							
Revenue Income							
<b>Total Revenue Expenditure / (Net saving)</b>				<b>3.8</b>			
<b>Cumulative</b>							
Any additional revenue expenses e.g. lighting and 3-yearly re-lining works will be met from existing revenue budgets. No additional budget will be required.							

<b>4.1.5</b>	<b>Whole Life Costing</b>	
	Estimated useful life of asset (years)	15
	Total Revenue Costs Year 1 to 5 - (single re-line on year 3) Electricity @ £200 pa	£250 £1,000
	Annual Revenue Cost after year 5 - (Re-line on year's 6, 9 and 12) Average per year @ £300	£750 £2,000
	<b>Total cost over whole life of asset</b>	<b>£4,000</b>
<b>4.1.6</b>	<b>VAT Implications</b>	
	YIC is opted to tax for VAT purposes, so any VAT incurred on this project is fully recoverable.	
<b>4.1.7</b>	<b>Impact on Band D</b>	
	Additional spend	£120,000
	Lost interest at 3.15%	£3,780
	Divided by tax base	£57,143
	<b>Cost per band D tax payer</b>	<b>0.06p</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Martin Woods	Project Sponsor
David Julian	Project Manager
Gary Green for SSDC	User Representative
Not yet procured	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required
HCA	Charge on land title	Permission received Adjustment to capital share in project (see below)
SCC	Co- funder of main YIC project	Adjustment to capital share in project (see below)

## 6 Other Useful Information

This SSDC capital investment will increase the overall investment that SSDC has made in the YIC project since 2007. As the other funding partners (SCC and HCA) will not be making any further capital contributions, SSDC's overall share of the YIC project will increase in comparison to SCC and HCA. This means that SSDC is entitled to take an increased share of any profits accrued. This investment will be repaid through the YIC revenue income, although the repayment period will be long-term and dependent on the level of future income.





# South Somerset District Council Project Brief

Approved Budget within Service Plan? **Yes/ No**

**Project Number:** 2016-02

**Project Name:** Ham Hill Road Improvements

**Date Created** 26 August 2015

**Document Version:** 3.0

**Author:** Katy Menday

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>15</b>
0.1	Document Approval.....	15
0.2	Revision History.....	15
0.3	Document Distribution.....	15
0.4	Document References.....	15
<b>1</b>	<b>Purpose</b> .....	<b>16</b>
<b>2</b>	<b>Project Outline</b> .....	<b>16</b>
2.1	Authority Responsible.....	16
2.2	Background.....	16
2.3	Project Objectives.....	16
2.4	Project Scope.....	16
2.5	Quality Expectations.....	17
2.6	Carbon Management.....	17
<b>3</b>	<b>Initial Business Case</b> .....	<b>17</b>
3.1	Reasons.....	17
3.2	Anticipated Benefits.....	18
3.3	Options.....	18
3.4	Key Project Information Summary.....	18
<b>4</b>	<b>Financial Investment</b> .....	<b>19</b>
4.1	Financial Investment – Capital Projects.....	19
<b>5</b>	<b>Project Organisation</b> .....	<b>21</b>
5.1	Provisional Project Management Team.....	21
5.2	Interested Parties.....	21
<b>6</b>	<b>Other Useful Information</b> .....	<b>21</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Katy Menday	Nicola Hix	Submission of Bid to Finance	26.8.15
2.0	Nicola Hix	Katy Menday	Financial sections completed	17.9.15
3.0	Project Resource Group	Katy Menday	Picture of site and map of area to be included.	13.10.15

### 0.3 Document Distribution

Name	Organisation	Role
Project Resource Group	SSDC	Asset, Property, Procurement, IT Review
Green Team	SSDC	Carbon Management Perspective

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

Approval of funding to repair the private road at Ham Hill Country Park.

## 2 Project Outline

The Countryside Service are seeking to replace three sections of tarmac road on the private roadway at Ham Hill Country Park as they are in a very poor state of repair.

The road is a key access point to facilities and parking at the heavily used Country Park. SSDC is committed to maintaining the Country Park for residents and visitors.

Focus Two: Environment

- Maintain our country parks, optimising the use of external funding.

Focus Four: Health and Communities

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.

### 2.1 Authority Responsible

SSDC are responsible as detailed below.

### 2.2 Background

Ham Hill has been designated as a Country Park since 1975. As a free to access countryside site an access infrastructure was built at the time of designation and has been modified and repaired over the intervening years. The main road running through the Country Park (Camp Road) is Highway and maintained by the Highways Authority. However the loop road that serves the Northern Spur quarry, Prince of Wales public house, public car parks, Ranger's Office and public toilets is privately owned and responsibility for its maintenance falls to SSDC as the tenants of the Duchy of Cornwall (the landowner).

The road experiences heavy vehicular use throughout the year, this is comprised mainly of country park visitors, and also pub visitors and deliveries and on some stretches, vehicular traffic to the quarry. A significant number of large pot holes have appeared over the years and these have been repeatedly patched by the ranger team using appropriate materials. The road is now in such a poor state of repair in 3 areas that further patching is not feasible. SSDC have now paid out twice to claimants for repairs to their vehicles after they damaged them on potholes in the road.

### 2.3 Project Objectives

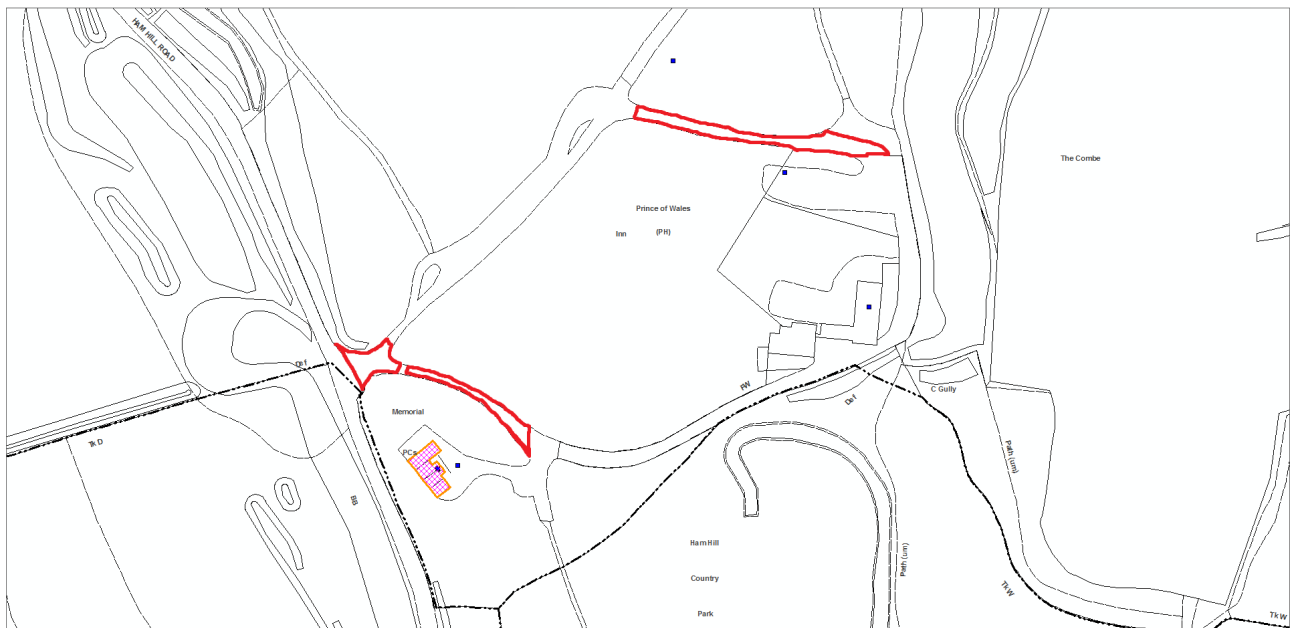
- By repairing the road, access to the country park will be retained and improved for both vehicles and those on foot, using wheelchairs and mobility vehicles and pushing pushchairs.
- The completed project will be maintained by the on-site countryside ranger team.

### 2.4 Project Scope

#### Inclusions

Replacement of three areas of tarmac at:

- The main entrance / exit to the Highway
- The access road to the Ranger's Office
- The narrow stretch between the large quarry gate and Prince of Wales pub car park



## Exclusions

All required works are included here.

## Constraints and Decisions

Under the terms of the management agreement with the Duchy of Cornwall SSDC are obliged to maintain the country park access road in an acceptable state of repair. This we have been trying to achieve for many years but it has now gone beyond a point where the rangers can maintain it. To ensure that we fulfil the terms of our agreement this works needs completing. If we postpone works any longer we run the risk of increasing claims against SSDC for damage to the visiting public's vehicles. In addition to providing vehicular access, the roadway is heavily used by visitors on foot and in mobility vehicles, and the poor state of repair poses an increasing hazard.

## 2.5 Quality Expectations

SSDC Engineers have been consulted and visited site to assess this proposed repair scheme. The engineers will work with the countryside service to deliver the repairs.

## 2.6 Carbon Management

No issues arising from this bid.

## 3 Initial Business Case

### 3.1 Reasons

There have been a growing number of complaints over the past few years from motorists accessing, and using the private roadway, with regards its poor state of repair. In busy periods cars are forced into significant pot holes when trying to pass each other on the narrow routes, and claims from motorists for damage to their vehicles have been processed and paid through SSDC Insurances.

The poor state of repair of the road gives a very poor first impression of an otherwise well maintained Green Flag Award winning park. Over the past 4 years inspecting Green Flag judges have all commented on the poor state of the road and recommended repairs.

The on-site rangers receive a steady stream of verbal complaints from visitors about the ongoing poor state of the route.

SSDC are obliged under the terms of their management agreement with the landowner, the Duchy of Cornwall, to keep the road in a good state of repair. As both the Duchy of Cornwall and Prince of Wales Public House have an interest in the road they were asked for a contribution toward works. Both parties have offered £400.

### 3.2 Anticipated Benefits

- No further financial insurance claims against SSDC for damage to visitor's vehicles.
- Improved Green Flag inspection reports.
- Better access for all visitors whether in vehicles, on foot or in wheelchairs.

### 3.3 Options

The most cost effective way of achieving this project is through use of a specialist contractor with management by SSDC Engineering and Countryside

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	October 2016		
	Other Key Milestones with Dates:			
	Expected Completion Date:	November 2016		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Countryside Manager	10	Yes	Yes
	Engineering & Property Services Manager	20	Yes	Yes
	Countryside Rangers Ham Hill	22	Yes	Yes
	<b>Comment by Property Services:</b>	Resources available within the Property & Engineering Services Team to deliver this programme in the timescales shown.		
	<b>Comment by Information Systems (if new IT system):</b>	N/A		
	<b>Comment by Green Team:</b>	If successful would like to see use of: <ul style="list-style-type: none"> <li>- Sustainable materials but suitable for HGV use.</li> <li>- Locally sourced materials</li> </ul>		
	<b>Comment by Equalities Officer:</b>	By repairing the road, access to the country park will be retained and improved for vehicles and those on foot, bicycle, horseback and those using wheelchairs, mobility vehicles and pushing pushchairs.		

3.4.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	<p>Project fails to meet deadlines. Work needs completing in winter months to avoid busiest months on site.</p> <p>Businesses reliant on road for access are unaware of works and are negatively affected by works.</p> <p>Complaints from general public due to disruption during works</p> <p>Loss of financial contributions from stakeholders.</p> <p>Risk to general public and businesses throughout works.</p> <p>Costs increase once quotations received based on detailed specifications.</p>	<p>SSDC Officers programme and attend site meetings to ensure deadlines met and contractor secured and running to time.</p> <p>Quarry and Pub landlord consulted and agree to works in advance of scheme progressing. Works are phased to allow business continuity. Busy Summer and Christmas periods avoided. Countryside Manager and Rangers stay in close contact in advance and throughout works to resolve any issues.</p> <p>Warning notices erected in advance of works to explain the programme and duration of works.</p> <p>If small amounts then Countryside budget to support funding gap.</p> <p>Contractor employed known and approved by SSDC and registered with Constructionline. Full risk assessments and insurances provided by contractor in advance and site meetings take place to plan management of works. Contractors aware that working on a busy public site, countryside rangers on hand to help with public interface in case of queries or problems.</p> <p>Re-assess the scheme and if necessary request extra funding from stakeholders or SSDC Countryside.</p>

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1	Total Costs and Funding – Capital Project		
		Funding Body	£' 000
	SSDC Capital: -	District Executive	19.2
	Other Sources: - Contributions	Prince of Wales Public House Duchy of Cornwall	0.4 0.4 TBC
	<b>Total Capital Cost</b>		<b>20</b>

4.1.2 Breakdown of main areas of cost							
			2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Employment of specialist contractor to remove and relay 3 areas of tarmac			19.2			
	<b>Totals</b>			<b>19.2</b>			
4.1.3 External funds to be received							
		Secured? Y/N	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Prince of Wales PH	Y		0.4			
	Duchy of Cornwall	N		0.4			
	<b>Totals</b>			<b>0.8</b>			
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Loss of interest @ 3.15% (PWL 10yr rate 10.7.15)	FT922		0.6			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>						
	<b>Cumulative</b>			0.6			
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)						8 years
	Total Revenue Costs Year 1 to 5						0
	Annual Revenue Cost after year 5						£200
	<b>Total cost over whole life of asset</b>						<b>£600</b>
4.1.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications.						
4.1.7 Impact on Band D							
	Additional spend						£19,200
	Lost interest at 3.15%						£605
	Divided by tax base						£57,144
	<b>Cost per band D tax payer</b>						<b>0.01</b>



## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Steve Joel	Project Sponsor
Garry Green	Project Manager
Katy Menday	User Representative
Contractor TBC	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required
Mike and Nicki Holroyd Landlord at Prince of Wales PH	Road serves their business and customers	To be kept informed throughout project by Katy Menday and Ranger Team
Sarah Bird Land Agent for The Duchy of Cornwall	Owners of the road and hold management agreement with SSDC for its repair. Also owners of the PH.	To be advised as to progress with works

## 6 Other Useful Information



View from main Highway junction  
onto private loop road.



View out onto Highway.



View from Ham Hill Centre towards Highway, obvious patches from repairs over the years.



Road around to Prince of Wales Inn



# South Somerset District Council Project Brief

Approved Budget within Service Plan? No

**Project Number:** 2016-03

**Project Name:** Capital Works to The Council's Property Portfolio

**Date Created** 01/09/15

**Document Version:** 1.2

**Author:** Garry Green

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>25</b>
0.1	Document Approval .....	25
0.2	Revision History .....	25
0.3	Document Distribution.....	25
0.4	Document References .....	25
<b>1</b>	<b>Purpose</b> .....	<b>26</b>
<b>2</b>	<b>Project Outline</b> .....	<b>26</b>
2.1	Authority Responsible .....	26
2.2	Background.....	26
2.3	Project Objectives .....	26
2.4	Project Scope.....	27
2.5	Quality Expectations .....	28
2.6	Carbon Management. ....	28
<b>3</b>	<b>Initial Business Case</b> .....	<b>28</b>
3.1	Reasons.....	28
3.2	Anticipated Benefits .....	28
3.3	Options .....	29
3.4	Key Project Information Summary .....	29
<b>4</b>	<b>Financial Investment</b> .....	<b>31</b>
4.2	Financial Investment – Capital Projects .....	31
<b>5</b>	<b>Project Organisation</b> .....	<b>33</b>
5.1	Provisional Project Management Team .....	33
5.2	Interested Parties.....	33
<b>6</b>	<b>Other Useful Information</b> .....	<b>33</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
	SSDC			

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Garry Green	Nicola Hix	First Draft	01/09/15
1.1	Nicola Hix	Garry Green	Financial sections completed	24/09/15
1.2	Nicola Hix	Garry Green	Contents of bid revised	19/11/15

### 0.3 Document Distribution

Name	Organisation	Role

### 0.4 Document References

Section Reference	Document Referred	Document Title
	2016-2017 Capital Works Summary Spreadsheet attached	Initial Condition Reports prepared by Kirkham Board Associates – priority rating C and B only (reviewed by Property Services)
	2016-2017 Crematorium Capital Works spreadsheets attached	Required works as prepared by consultants survey reports and follow up investigations.

## 1 Purpose

To ensure the continuance of funding for planned capital work to Council owned and leased buildings, to ensure that 'fully serviced' buildings are provided in accordance with Service Plan and Corporate Plan objectives.

## 2 Project Outline

The continuation of capital funding, for the period 2016/17, to support the planned rolling programme of work for the next five year period, prepared from Survey Inspections, carried out by in-house surveyors and some external consultancy. The work is prioritised in accordance with the Property Repair and Maintenance Policy.

### 2.1 Authority Responsible

SSDC are wholly responsible for the maintenance of their assets, with the exception of the Crematorium which partly falls to the Crematorium and Cemetery Joint Burial Committee.

### 2.2 Background

The Council have had in place for the previous ten years prepared programmes of planned capital works. These programmes had operated for a five-year period at a time for all of the Councils owned and leased properties. Surveyors have carried out visual inspections of our buildings and have prepared programmes of work on this basis. Detailed inspections of the majority of our principle buildings have also been carried out by consultants to show the full extent of the planned maintenance/enhancement work which needs to be carried out for the five-year period. These costs have been incorporated with the visual surveys of the remainder of our buildings to show the total investment need for the next five years from 2015/16 through to 2020/21. The costs of all of the identified work have been split into Capital (for enhancement work), and Revenue for the remainder.

The purpose of this bid is to cover the Capital works (enhancement element of the identified work) for 2016/17 within the programme. It is agreed to review this on an annual basis rather than over a five year period due to changing economic and financial circumstances.

### 2.3 Project Objectives

The project objectives link to the following Corporate Themes:

Corporate Plan Focus 2: Environment,

- Reduce CO2 from SSDC operations; and Address & Adapt to Climate Change
- Maintain an attractive environment to live in

Corporate Plan: Deliver well managed, cost effective services valued by our residents:

- Increase overall / general satisfaction with local area which includes the appearance of the Council's portfolio of properties

In addition the project will combine with other objectives as listed below;

Service Plan Objectives:

- To deliver the process for planned maintenance as listed in the Property and Engineering Services Service Plan.

Asset Management Plan:

- To deliver the process for planned maintenance as listed in the Corporate Strategy.

Audit Recommendation:

- To ensure delivery of planned maintenance to ensure compliance with District Audit.

To continue to provide fully service buildings for service managers and commercial users. This further bid, if successful, is to enable continuation of the enhancement programme.

## 2.4 Project Scope

### Inclusions

Appointment and co-ordination of a major contractual works programme to deliver the rolling programme, through the use of Partnering Contractors or contractors (selected through Constructionline). The works will cover:

Improvements achieved through a capital works process for:

- Fire and Intruder Alarms
- Door Access Controls and CCTV

The works will involve:

- Liaison with Service Managers to explain the programme
- Discussions on operational challenges in carrying out the work
- Interim Site management of projects
- Appropriate discussion with stakeholders
- Developing the rolling programme, in agreement with Strategic Director
- Obtaining any necessary permissions and consents for the programme

### Exclusions

The rolling programme of planned maintenance does not include:

- Work to buildings, which are covered by, specified 5, 10 or 30-year plans; for instance the capital works element of the Goldenstones and Octagon ten-year plans, and the same at Wincanton Sports Centre.
- Work for capital works at Yeovil Innovation Centre.
- Work to capital works for Castle Cary Market House

### Constraints and Decisions

These would fall into the following categories:

- Inability to resource programme due to other commitments
- Need to programme the works within Service Manager commitments
- Legislative requirement e.g. Planning Permission, Listed Building Consent or Building Regulation Requirements.

### Interfaces

These would arise from any change to the Property Portfolio, any change in building features or any change in policy:

- Disposal of Property
- Acquisition of Property

- Major refurbishment of a property including carbon reduction measures.
- Accommodation or Building function Reviews

Any one of these would cause a review of the items listed for Improvement or change in the rolling programme of work.

## 2.5 Quality Expectations

Contract would be monitored through the usual SSDC contract process by:

- Choice of accredited contractors through Financial Regulations and Procurement Policy
- Contracts Manager administration of contracts to ensure Contract compliance
- Use of Partnering Contractors who work to agreed standards
- Compliance with SSDC Health and Safety requirements.

## 2.6 Carbon Management

The rolling programme of work will contribute to the carbon management process by:

- Using sustainable materials as far as possible
- Using locally sourced materials as available
- Employing energy saving equipment in Electrical and Mechanical Work

These features will be developed as the detailed specifications for the works are evolved.

# 3 Initial Business Case

## 3.1 Reasons

This bid will ensure the delivery of Service Objectives, namely;

To have in place a planned maintenance/capital works programme to ensure:

- Protection of the Councils Investment in the Property Portfolio
- Buildings continue to meet the needs of users and service providers
- Buildings are kept in good repair and maintained to an appropriate standard
- Over time there is less demand for reactive repairs
- Maintenance is undertaken in a planned and co-ordinated manner
- Opportunities are taken to combine capital works with improvements in energy use/efficiency where practicable
- Sustainable products and systems are introduced where practicable

The project will also assist in Asset Management Planning by:

- Providing the Strategic Asset Management Board with key information on building conditions in order for their informed decisions to be made on future asset strategy.
- Providing service managers with fully serviced buildings.

## 3.2 Anticipated Benefits

In carrying out the project this will result in the following benefits and outcomes:

- Health and Safety Standards are maintained for Staff and the Public
- Buildings are well maintained and remain capable of securing market value



- Buildings are available for public access for the published opening hours
- Expenditure is levelled out to improve budgeting
- Environmental benefits arise from energy efficiency and sustainable improvements
- Allows for continued funding to extend the five year maintenance programme (allowing this to become a rolling programme)
- Continued funding to allow for maintenance backlog
- Adequate funding to ensure a 75% -25% split in expenditure is achieved for planned maintenance v's reactive maintenance in accordance with District Audit best practice recommendations.

To ensure the continued effectiveness of the programme there will be:

- Consultations with service providers to ensure buildings continue to meet their requirements for service delivery
- Buildings will be monitored through surveys to ensure that they are maintained to an appropriate standard
- Property Valuations can reflect the Councils investment in planned capital works.
- No adverse reports from Regulatory Bodies on Health and Safety  
Fire Risk or similar issues as a consequence of lack of building or system upgrades
- Less likelihood of public or employee liability claims arising through lack of building or system enhancements

### 3.3 Options

The preferred option here is to delivery this rolling programme through Partnering contractors. Using the SSDC agreed schedule of rates. Other options would be to:

- Employing Contactors and consultants on a Competitive Tender/Quotation basis.
- The use of SSDC Framework agreements, or,
- Using Framework agreement employed by other Councils in accordance with
- Procurement Procedures

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>	
	Start date:	April 2016
	Other Key Milestones with Dates:	Approval of funding - Feb 2016 Consult service managers if necessary – April/May 2016 Prepare programme of works – May 2016 Review progress - December 2016 Review Programme for 2017/18 in August 2016 and as necessary
	Expected Completion Date:	March 2017

3.4.2 Estimate of Officer Time Required: -				
Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N	
Property & Eng Services Manager	4+ per month	Yes	Yes	
Principal Property Management Off	6+ per month	Yes	Yes	
Property Management Officer	3+ per month	Yes	Yes	
Property Management Officer	3+ per month	Yes	Yes	
Senior Building Surveyor	5+ per month	Yes	Yes	
Property Management Officer	4 +per month	Yes	Yes	
<b>Comment by Property Services:</b>	A Property Services project and there are adequate resources to develop this project.			
<b>Comment by Green Team (Officer Advisory Group):</b>	<p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> <li>• Light fittings which are low energy</li> <li>• Increased levels of insulation (with sustainable materials)</li> <li>• Greater efficiency for all new plant and equipment specified if possible.</li> </ul> <p>Sharing of equipment between services will ultimately reduce carbon impact.</p> <p>With regarding to landscaping works, would like to see environmentally friendly approach considering wildlife gardening.</p> <p>Ensure that we keep in line with all relevant environmental legislation e.g. the cremators.</p> <p>There should be a process whereby we promote our sustainable approaches</p> <p>to Property Management, to the public by use of posters etc.</p>			
<b>Comment by Community Cohesion Officer:</b>	Any improvements should conform to the requirements of BS8300 and part M of Building Regulations and should be compliant with the Equality Act 2010.			
<b>Comment by Other Services requiring significant input:</b>	N/A			

3.4.3 Risk Assessment	
Risk	Steps taken to mitigate Risk
Unable to deliver programme due to rising cost of building materials	Ensure that competitive or negotiated tender for work to achieve best value, are employed
Major system or building failures result in funds being switched	Build flexibility into original 5 year programme to ensure that a revised programme can be implemented if necessary annually
Unable to deliver programme because of staff/resources shortfall	Able to employ Consultant employed on a schedule of rates if necessary
Unable to deliver programme because of Contractor difficulties or market forces	Use of fully accredited companies to ensure Technical, financial and H & S compliance.
Increase in property portfolio without the additional funds	Seek adequate funding from DX before Purchase.
Cost over-runs on individual contracts	Effective Project management by Property Services or use of Consultants.
Reduction in planned maintenance to urgent works only may have Corporate liability issues if problems arise	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reputational risk of building fabrics not being updated for customers and staff	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reduced business continuity plan for building portfolio by reducing planned enhancements.	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project		Funding Body	£' 000
	SSDC funding:	District Executive	226
	Other Sources: e.g. Grants	Yeovil Without Parish Council 11% of Crematorium costs	7
	<b>Total Capital Cost</b>		<b>233</b>

4.1.2 Breakdown of main areas of cost		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
Fire & Intruder Alarm							
➤ Brympton Way		47					
➤ Churchfields		26					
➤ Lace Mill		8					
➤ Lufton		20					
➤ Petters		20					
➤ Octagon		36					
Crematorium							
➤ Crematory Parts		26					
➤ Replacement Boiler		12					
➤ Tower Emissions Platform		25					
➤ Fire & Intruder Alarm		3					
Contingency for other issues arising		10					
<b>Totals</b>		<b>233</b>					
4.1.3 External funds to be received		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
Yeovil Without Parish Council (for Crematorium)		7					
<b>Totals</b>		<b>7</b>					
4.1.4 Revenue Implications of Capital scheme		Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Loss of interest @ 3.15% (PWLB 10yr rate)	FT922		7				
(Savings in expenditure)							
Revenue Costs by Individual Budget: (List)							
Revenue Income							
<b>Total Revenue Expenditure / (Net saving)</b>			<b>7</b>				
<b>Cumulative</b>							
4.1.5 Whole Life Costing							
Estimated useful life of asset (years)		Perpetuity					
Total Revenue Costs Year 1 to 5		Costs met from within existing revenue budgets					
Annual Revenue Cost after Year 5		Costs met from within revenue budgets					
<b>Total cost over whole life of asset</b>		<b>N/A (at present)</b>					

<b>4.1.6</b>	<b>VAT Implications</b>	
	<p><b>SSDC Capital Works</b></p> <p>Based on the current information provided to us, the VAT is recoverable on this project, however the future activity/use will have some exempt supplies and will therefore have an adverse effect on the Council's Partial Exemption Calculation. However, due to the size of the project it is hoped that the VAT could be accommodated within this Council's 5% Limit.</p> <p><b>Crematorium/Cemetery Capital Works</b></p> <p>As the Crematorium and Cemetery Committee are on a separate VAT Registration Number to SSDC we need to look at this capital project in isolation.</p> <p>The VAT attributable to the works carried out at the crematorium will have to be paid back to HMRC via the Crematorium and Cemetery Partial Exemption.</p>	
<b>4.1.7</b>	<b>Impact on Band D</b>	
		<b>£</b>
	Additional spend	226,000
	Lost interest at 3.15%	7,119
	Divided by tax base	57,144
	<b>Cost per band D tax payer</b>	<b>0.12</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Garry Green	Project Manager
Burial Committee (for Crematorium) Alasdair Bell	Service Manager
ADM	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required
Service Managers	Work may affect their facilities	Co-ordinate contracts with service users own needs

## 6 Other Useful Information

There may be possible revenue savings on energy costs as some aspects of the individual enhancement works are to provide energy and efficiency measures such as insulation, double glazing, and roof repairs

Revenue savings have not been quantified at present time.



# South Somerset District Council

## Project Brief

Approved Budget within Service Plan? **Yes/ No**

**Project Number:** 2016-04

**Project Name:** Upgrade of Joanna France Building, Bill Whistlecroft Athletics Arena, Yeovil

**Date Created** 21/08/15  
**Document Version:** 4.0  
**Author:** Lynda Pincombe

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>36</b>
0.1	Document Approval .....	36
0.2	Revision History.....	36
0.3	Document Distribution .....	36
0.4	Document References.....	36
<b>1</b>	<b>Purpose</b> .....	<b>37</b>
<b>2</b>	<b>Project Outline</b> .....	<b>37</b>
2.1	Authority Responsible.....	37
2.2	Background .....	37
2.3	Project Objectives.....	38
2.4	Project Scope .....	38
2.5	Quality Expectations.....	39
2.6	Carbon Management.....	39
<b>3</b>	<b>Initial Business Case</b> .....	<b>39</b>
3.1	Reasons .....	39
3.2	Anticipated Benefits.....	40
3.3	Options .....	40
3.4	Key Project Information Summary.....	41
<b>4</b>	<b>Financial Investment</b> .....	<b>42</b>
4.1	Financial Investment – Capital Projects.....	42
<b>5</b>	<b>Project Organisation</b> .....	<b>44</b>
5.1	Provisional Project Management Team.....	44
5.2	Interested Parties .....	44
<b>6</b>	<b>Other Useful Information</b> .....	<b>44</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
Steve Joel	SSDC	Assistant Director		

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Lynda Pincombe	Nicola Hix	For review by Project Board	21/08/15
2.0	Nicola Hix	Lynda Pincombe	Financial Sections updated	21/09/15
3.0	Project Resource Group	Lynda Pincombe	Amendments to detail in bid and Contingency figure	13/10/15
4.0	Lynda Pincombe	Nicola Hix	Financial Sections Updated	14/01/16

### 0.3 Document Distribution

Name	Organisation	Role
Jake Hannis	SSDC	Project Manager
Peter Biggenden	SSDC	Property and Engineering Services advisor
Lynda Pincombe	SSDC	Project Sponsor
Garry Green	SSDC	Property and Engineering Service Manager
Diane Layzell	SSDC	Senior Property Advisor
Gary Russ	SSDC	PRG - Procurement

### 0.4 Document References

Section Reference	Document Referred	Document Title



## 1 Purpose

To approve funding to work with Yeovil Olympiads Athletics Club (YOAC) to upgrade the Joanna France Building at the Bill Whistlecroft Athletics Arena in order to provide better facilities for club athletes and to provide disabled friendly changing, toilet and clubhouse facilities for community users.

## 2 Project Outline

To reconfigure the internal layout of the Joanna France building in order to create a space that is capable of accommodating the modern day needs of YOAC, while allowing SSDC to utilise the space for other uses and to create accessible toilet and changing facilities for all users of the athletics track. The changes will ideally incorporate a small extension to the one of the storage rooms within the building, providing that this can be afforded within the project budget.

Details of the current site layout, existing building layout and proposed layout are included as appendices A and B.

Unfortunately, due to the Capital Programme bidding timelines, this report is being brought to committee before the conclusion of the legal documents covering the property and how the control and usage of the new facilities will work. Please be assured that this discussion are continuing and are scheduled to be concluded by end March 2016. As part of these ongoing discussions with YOAC, the Sport England grant bid will also be completed.

### Links to SSDC Plans

The project contributes to the delivery of Focus Four, Health and Communities, within the Council Plan 2012-2015.

This project is also an identified priority for 2015/16 within the Community Health and Leisure Service Plan.

### 2.1 Authority Responsible

The Community Health and Leisure team see this project as an opportunity to address a deficiency in accessible toilet provision for athletes and spectators and to also use the clubhouse to generate additional secondary spend (at non-YOAC events) from food and beverage sales (from the clubhouse area) and to generate income from lettings.

The project is being worked up in close collaboration with YOAC although it is anticipated that SSDC will lead on the delivery of the project and will oversee the management of the building when not required by YOAC via a shared use agreement following construction.

### 2.2 Background

The Joanna France Clubhouse was built in the mid 1980's by the Joanna France Memorial Trustees/Yeovil Olympiads Athletics Club (YOAC) on SSDC land immediately adjacent to the synthetic athletics track in Yeovil. However, it is unknown why a lease between SSDC and the Trustees for the building was drafted but never signed. The draft lease was due to take effect for a term of 50 years from 1<sup>st</sup> March 1986 with a rent of £1 per annum payable to reviewed after 15 years.

The facility itself contains a central social area, serving area, storage, and male and female changing (no disabled facilities) and small office space but does not meet modern day design standards and is not energy efficient largely due to the absence of any roof insulation.

The building is operated by YOAC and as such the building/toilet facilities are generally only available during YOAC run events and club sessions. When the clubhouse is closed, users are required to use the public toilets (if open) in the Jon O'Donnell Pavilion over 300m away. The Jon O'Donnell Pavilion is outside the arena enclosure, and is reached via a relatively steep incline and along a path which is entirely unlit. This arrangement creates an issue for disabled users of the arena and also a safeguarding problem when children are using the track. The arrangement is problematic for users, particularly generally during evening training sessions when it is dark. Having clubhouse facilities immediately adjacent to the track will be the Council's athletics track more attractive to hire.

YOAC has consulted with their existing members who are keen to pursue a joint venture with SSDC to the mutual benefit of both parties.

The Senior Land and Property Officer has consulted with key members, relevant portfolio holders and relevant service managers about the principles of this project and in particular the proposed extension. There were no significant objections raised via this consultation process.

## 2.3 Project Objectives

- To deliver a more energy efficient clubhouse facility for Yeovil Olympiads Athletics Club and potentially other clubs who are based at Yeovil Recreation Centre as there is no alternative indoor social/club space available at the site.
- To make the building more accessible to disabled users.
- To deliver new DDA compliant accessible toilets and changing facilities within the fabric of an existing building in a more affordable way than delivering and maintaining stand-alone toilet facilities within the athletics arena.
- To enter into a shared use agreement with YOAC to enable the facility to be used to generate additional income from alternative uses such as hire for courses/activities and food sales during non YOAC athletics meetings.
- To make the Bill Whistlecroft Athletics Arena a more attractive facility to hire given availability ancillary facilities next to the track.
- To maintain and enhance local leisure facilities to promote healthy living in line with the Corporate Plan.
- To explore the potential to install photo voltaic panels on the roof of the Joanna France building which could have additional income potential for SSDC.

**Revenue Implications** – it is not considered that there will be any significant new revenue implications, but this is to be considered further through discussions with YOAC about a new lease and shared use agreement.

## 2.4 Project Scope

### Inclusions and Exclusions

A breakdown of project inclusions and exclusions is provided within Appendix 4. The proposed extension will be delivered in a future phase as is now clear that it cannot be afforded within the current cost envelope.

### Constraints and Decisions

This project will require external funding from Sport England in order for it to be deliverable. The earliest we will know whether funding is available is April 2016.

Detailed VAT advice has been sought from PS Tax in order to determine whether it will be better for SSDC to lead this project and apply for funding or for YOAC to lead. This has determined that it will be best for YOAC to apply for external funding and that SSDC will act

as a contractor for the delivery of improvements. SSDC will be required to charge VAT to YOAC on all costs other than those paid for by their own contribution if approved.

As there is no signed legal agreement in place between SSDC and the Joanna France Memorial Trust or YOAC this arrangement will need to be reviewed as part of this project. If ground rent is not charged in the future, then a District Executive report seeking agreement to this will be brought to committee.

The fees and charges for hire of the Bill Whistlecroft Athletics Arena will need to be reviewed to ensure that hire charges help offset any future revenue implications of this project.

### **Interfaces**

Not applicable to this project.

## **2.5 Quality Expectations**

The upgraded facilities will meet Sport England quality requirements and Building Regulations (and planning conditions if necessary).

## **2.6 Carbon Management**

The project aims to reduce energy consumption by using increased levels of insulation.

The project has the potential to utilise photo voltaic roof panels; subject to assessment by the appropriate Council Officers although the 2016 reduction in FIT will probably now make this proposition unviable.

## **3 Initial Business Case**

### **3.1 Reasons**

The Joanna France Clubhouse is outdated energy inefficient and is not available to the majority of track users; although several users would use the clubhouse facilities if they were available.

SSDC has no right of access to the Joanna France Clubhouse and therefore most users have to use the toilet and changing facilities within the Jon O'Donnell Pavilion around 300m away. Given the distance, topography and absence of lighting, this is not ideal for some users, particularly disabled athletes/spectators and children.

The project will address the deficiency of accessible toilet and changing facilities at a lower cost than creating stand-alone facilities within the athletics arena.

The project will also enable the Community Health and Leisure service generate additional income by allowing access to the building to self-drinks and snacks during non YOAC events and hire the facility to community users.

The project will address the absence of a signed legal agreement between the SSDC and YOAC relating to the Joanna France building.

### **Links to Corporate Plan**

The project objective specifically contributes to the delivery of Focus Four, Health and Communities, within the Council Plan 2012-2015. The project will specifically help to deliver in the following areas:

- Ensure that the strategic priorities of the Somerset Health and Wellbeing Board reflect local needs and align council resources to deliver projects to address those needs (this

project helps to address priorities 1 and 2 with the Somerset Health and Wellbeing Strategy).

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.

### **Links to Community Health and Leisure Service Plan**

The progression of this project is an identified priority for 2015/16 within the Community Health and Leisure Service Plan.

## **3.2 Anticipated Benefits**

- A cost effective way to deliver accessible toilets and changing (stand-alone provision could cost in excess of £30,000).
- Increased income from food and drink sales – there are in the region of 20 athletics meetings where SSDC could operate food and drink sales from the Joanna France building if the clubhouse were available. It may be possible to generate in the region of £200 from food sales at any one event.
- It would be significantly easier for disabled users to access suitable toilet provision – there are currently 12 disabled athletes within the club alone.
- Toilet provision would be available for evening track bookings when the public toilets in the Jon O'Donnell pavilion have closed.
- The facility would provide a covered space to assist with the delivery of school holiday activity programmes at Yeovil Recreation Centre.
- The clubhouse could be hired out to new community users by SSDC generating modest additional income.
- Possible Feed in Tariff benefits if the building is capable of taking PV roof panels.
- Legal arrangement for the future management and rental of the Joanna France building clarified.
- The project will deliver an updated building that meets the requirements of over 170 club athletics.

A high level assessment of the costs of this project has previously been undertaken by Kirkham Board in conjunction with the Council's Property and Engineering team and this has helped SSDC and YOAC to prioritise the key improvements required in order to deliver the key project objectives within the budget available.

This initial assessment indicates that it would be more cost effective for the Council to deliver accessible toilet provision within an existing building than to deliver these facilities in isolation from the clubhouse.

In addition, by delivering accessible toilets within the existing clubhouse, there is added value of acquiring a community space to generate a new income stream for Yeovil Recreation Centre.

## **3.3 Options**

Stand alone toilets could be built in the arena – this would be more expensive and mean that SSDC would have an ongoing maintenance liability and the capital cost to SSDC would be higher.

To bring down project costs, it may be possible to avoid extending the clubhouse by upgrading some of the storage within the SSDC storage rooms.

The preferred option is to upgrade the Joanna France as per the drawings in Appendix 3 as

there is potentially only one opportunity to secure external funding for a project such as this and delivering the desired improvements in one phase is likely to be cheaper overall.

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	July 16		
	Other Key Milestones with Dates:	Planning application Decision – Nov 15 Quotations returned – Dec 15 Consider lease arrangement/Community use agreement – Jan 16 Submit bid to Sport England – Jan 16 Report to DX if necessary – March 16 External funding decision – Apr 16 Award Contract – June 16		
	Expected Completion Date:	September 16		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Senior Sports & Healthy Lifestyles Officer	50	Y	Y
	Community & Leisure Manager	20	Y	Y
	Senior Building Surveyor	25	Y	N
	<b>Comment by Property Services:</b>	Resource can be provided by Property services for this project providing we know the anticipated timescales and it can programmed in with other committed work.		
	<b>Comment by Information Systems:</b>	N/A		
	<b>Comment by Green Team:</b>	Although funding is for a grant to the football club, would ideally like to see: Use of sustainable materials (if possible) <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> Try to use environmentally aware contractors Aim to reduce energy consumption by using: <ul style="list-style-type: none"> <li>• Sun pipes &amp; or light fittings which are low energy</li> <li>• Increased levels of insulation (with sustainable materials)</li> <li>• Greater efficiency for all new plant and equipment specified if possible.</li> </ul> Aim to reduce water consumption: <ul style="list-style-type: none"> <li>• Waterless urinals</li> <li>• Water saving devices</li> <li>• Rain &amp; grey water harvesting &amp; recycling</li> </ul>		

<b>Comment by Equalities Officer:</b>	The proposals have taken into account the observations raised from the Access Review undertaken by Access for All, (November 2015). Any improvements should conform to the requirements of BS8300 and part M of Building Regulations and should be compliant with the Equality Act 2010. The provision of accessible changing rooms and toilets will be a welcome and positive improvement to the facilities, providing access to the wider community.
---------------------------------------	--

<b>3.4.3 Risk Assessment</b>	
<b>Risk</b>	<b>Steps taken to mitigate Risk</b>
<p>Costs are currently indicative and budget available will be limited by the level of funding that can be applied for from external sources</p> <p>Not able to value engineer costs within project budget of £15,000</p> <p>VAT implications – depending on who leads the project, any unrecoverable VAT will increase overall project costs and may take the project over budget.</p> <p>Planning approval required if an extension is required – not guaranteed</p> <p>Lease negotiation/share use agreement – any disputes/committee decisions could slow down the delivery of the project.</p> <p>Delay in YOAC claiming external funding (of £75,000) and being able to pay SSDC for the building works procured on their behalf.</p>	<p>Regular project meetings with YOAC/Property Services to develop the project and use QS to firm up costs.</p> <p>Establish priorities for both parties. Look at alternative option for storage elsewhere on site to eliminate the cost of extending the building.</p> <p>Advice being sought from Karen Horley and PSTAX as necessary.</p> <p>Consider other storage options on the site as a backup.</p> <p>Regular meetings, keep key individuals informed.</p> <p>Recharge regularly during the construction phase so that YOAC can make interim claims to Sport England to minimise the financial risk to SSDC of leading the project.</p>

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

<b>4.1.1 Total Costs and Funding – Capital Project</b>		
	<b>Funding Body</b>	<b>£' 000</b>
SSDC Capital: -	District Executive	26.7
Other Sources: - Grants	Yeovil Olympiads Athletics Club Sport England (TBC)	26.7 75
<b>Total Capital Cost</b>		<b>128.4</b>

4.1.2 Breakdown of main areas of cost							
			2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Roof replacement/insulation						
	Disabled toilet provision incorporating a shower facility						
	Upgrade of current toilet facilities						
	Reconfiguration of external access for disabled access						
	DDA compliant automatic front door						
	Catering bar reconfiguration for food sales						
	New heating system						
	Extension for storage						
	Internal reconfiguration to allow disabled access		111				
	Replacement of guttering						
	Intruder alarm						
	New flooring						
	Emergency lighting						
	Decoration						
	Contingency (3%)						
	Non recoverable VAT		17.2				
	Sport England Signage		0.2				
	<b>Totals</b>		<b>128.4</b>				
4.1.3 External funds to be received							
		Secured? Y/N	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	YOAC	Y	26.7				
	Sport England	N	75				
	<b>Totals</b>		<b>101.7</b>				
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Loss of interest @ 3.15% (PWL B 10yr rate 10.7.15)	FT922	0.8				
	(Savings in expenditure)						
	Revenue Costs						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>0.8</b>				
	<b>Cumulative</b>						

<b>4.1.5</b>	<b>Whole Life Costing</b>	
	Estimated useful life of asset (years)	50 years +
	Total Revenue Costs Year 1 to 5	Not our asset
	Annual Revenue Cost after year 5	Not our asset
	<b>Total cost over whole life of asset</b>	<b>N/A</b>
<b>4.1.6</b>	<b>VAT Implications</b>	
	Advice from PSTAX has been sought on this project. The recommended procurement arrangement is for SSDC officers to oversee the improvement works and recharge YOAC for all works including VAT, except on the value of the project supported by SSDC.	
<b>4.1.7</b>	<b>Impact on Band D</b>	
	Additional spend	£26,700
	Lost interest at 3.15%	£841
	Divided by tax base	£57,143
	<b>Cost per band D tax payer</b>	<b>0.01p</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Lynda Pincombe	Project Sponsor
Jake Hannis	Project Manager
Geoff Coles (YOAC Chairman)	User Representative
Peter Biggenden	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required
Diane Layzell	Lease arrangement	Keep informed
Martin Hacker	PR	Keep informed

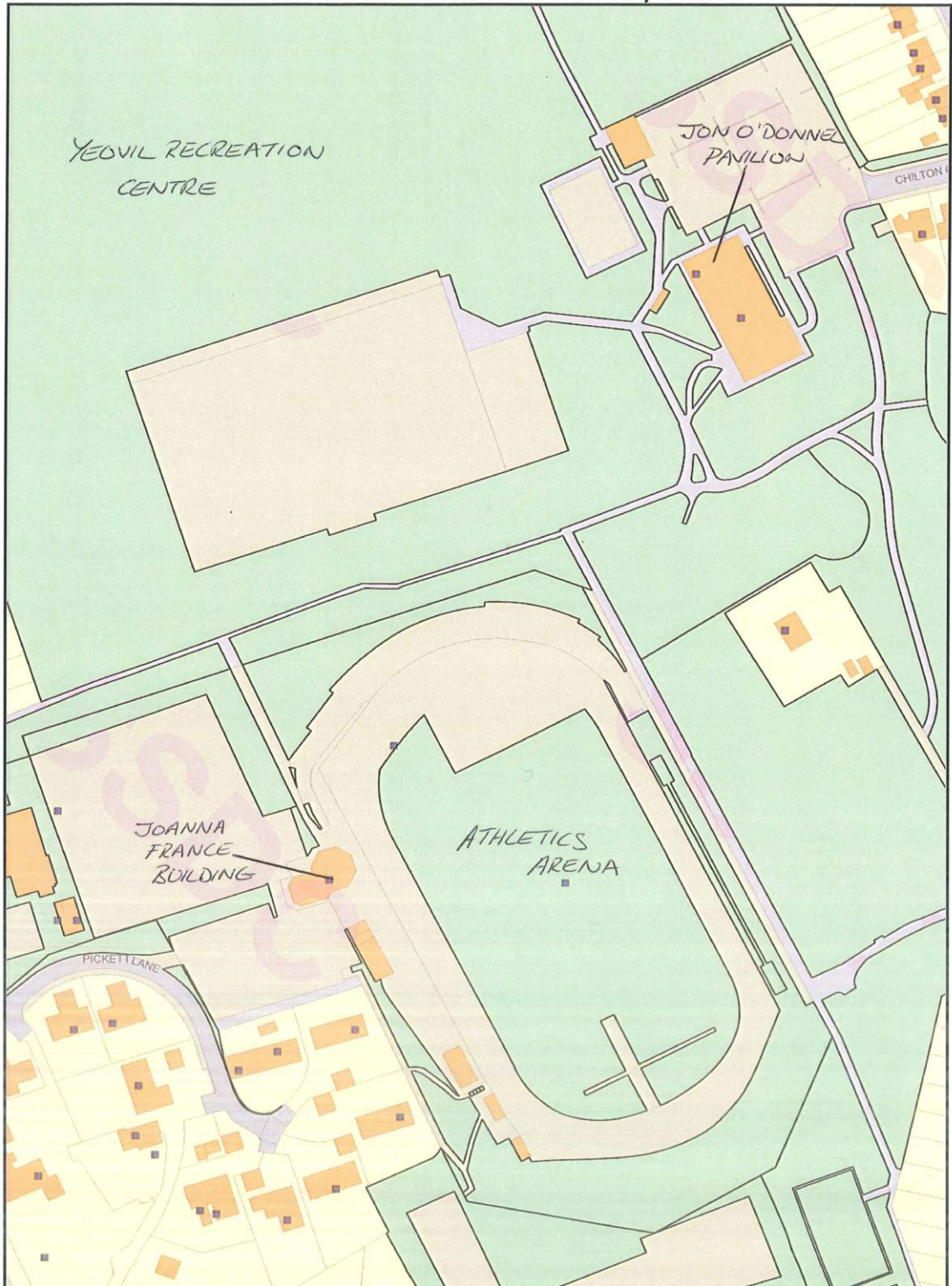
## 6 Other Useful Information

Access for All has assessed the current access arrangements for the Joanna France Clubhouse and if supported, this project would address their recommended improvements.



# Appendix 1 – Site Plan for the Joanna France Building

## Bill Whistlecroft Athletics Arena, Yeovil

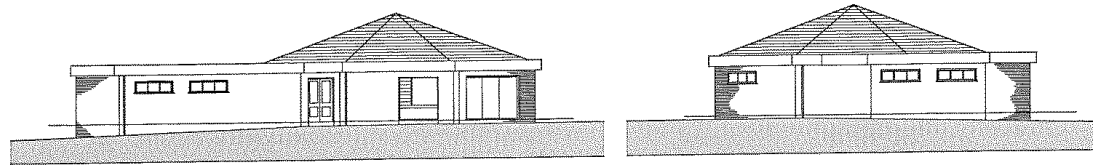


Scale  
Preserved

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# Appendix 2 – Joanna France Building, existing layout



1:100 South Elevation

1:100 West Elevation

ALL DIMENSIONS, SPECIES, OR CONSTRUCTION IN ANY FORM OR BY ANY MEANS UNLESS SPECIFIED TO THE CONTRARY SHALL BE AS SHOWN ON THE DRAWINGS. IF ANY DIMENSIONS ARE FOUND, PLEASE CONTACT PROCTOR WATTS COLE RUTTE.

**Schedule of Materials**

**External Walls:**  
 Clubroom – 102.5mm facing brickwork, 75mm Cavity with 25mm Thermalfoil cavity insulation internally, 102.5mm Facing Brickwork Internally.

Charging Room – As Clubroom but - 160mm Concrete Blocks - fair faced internally.

**Internal Walls:**  
 100mm Blockwork

**Vertical D.P.A.:**  
 To be provided to jambs of all external openings.

**Windows:**  
 Double glazed aluminium to approved manufacture.

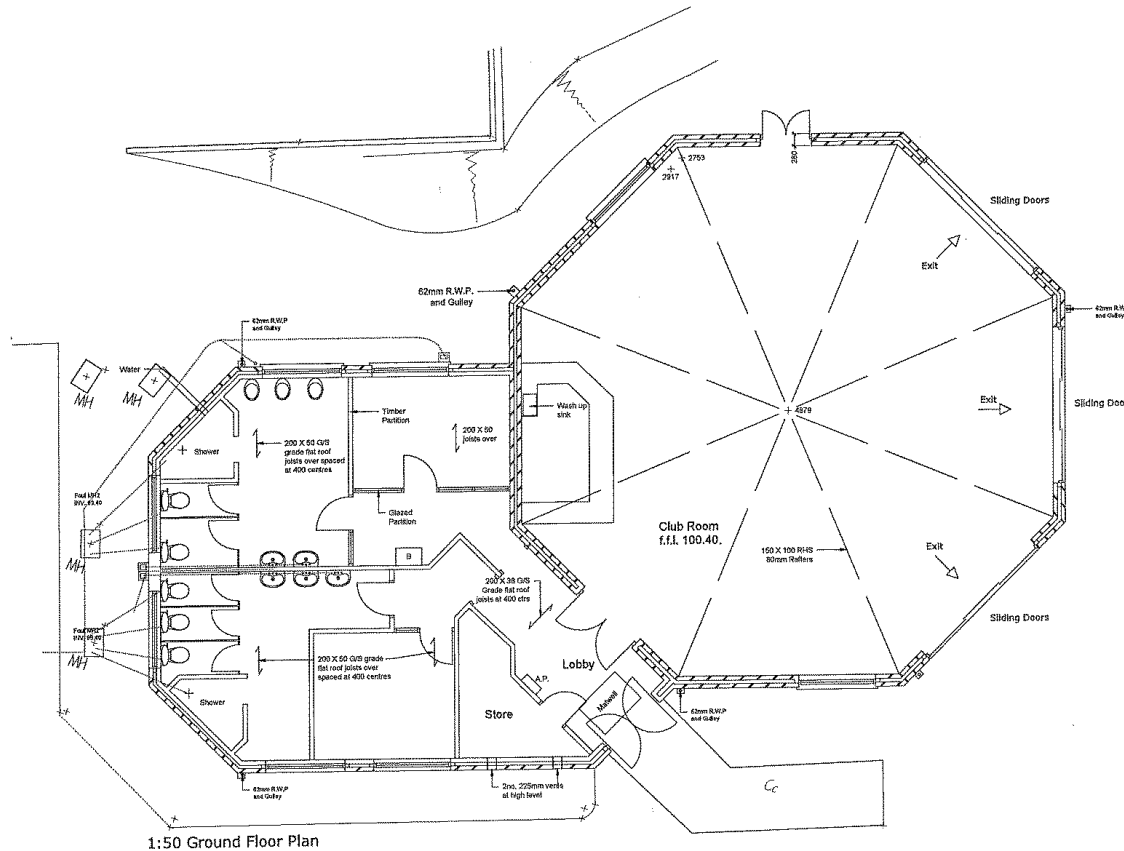
**Cavities:**  
 All cavities to be continuous. Provide all necessary cavity barriers.

**Structure:**  
 All specialist structural components to be in accordance with design details for steelwork, foundations etc by nominated structural engineers.

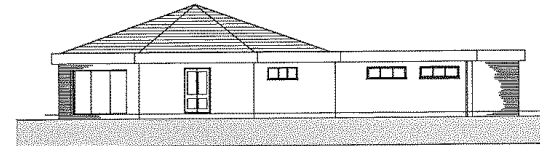
**Waste Pipe Sizes:**  
 Sinks - 40mm  
 Basins - 32mm  
 Showers - 38mm  
 WCs - 100mm

All fittings to have deep seal anti-siphonic traps to approved manufacture.

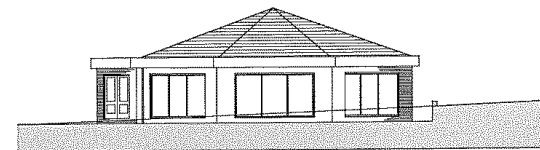
Page 138



1:50 Ground Floor Plan



1:100 North Elevation



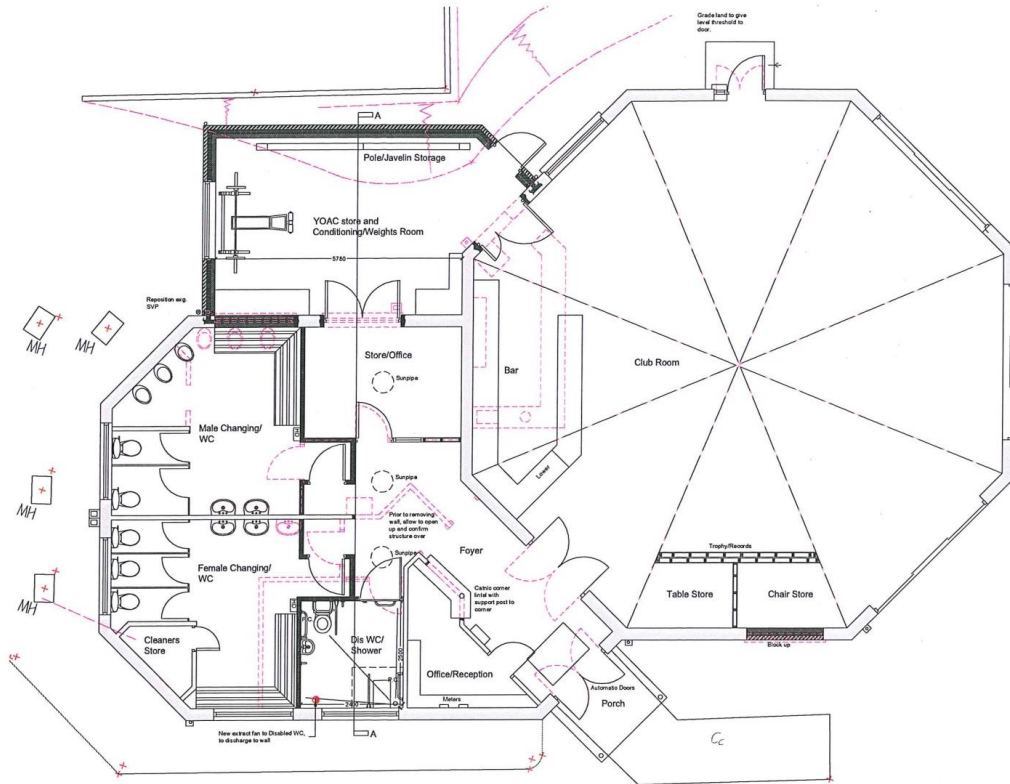
1:100 East Elevation



Prepared By:	By:	Date:
Client:	Yeovil Olympians AC	Drawn By:
Title:	Plans and Elevations	Checked By:
Project:	Yeovil Recreational Centre Clubhouse	Scale:
Job No:	4717	Dwg No:
		501
		Revision:

Appendix 3 – Joanna France Building, proposed layout, including possible extension

**NOTES:**  
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 Do not scale off these drawings for construction purposes. If any discrepancies are found, please contact Proctor Watts Cole Rutter.



Ground Floor Plan 1:50



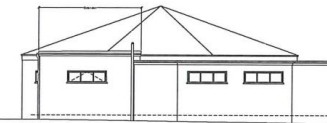
North Elevation 1:100



East Elevation 1:100



South Elevation 1:100



West Elevation 1:100

Page 139

Existing roof sheathing to Club Room to be removed. Allow to protrude and fit new Kingspan 'Thermaproof' insulated roof sheathing system (100mm core), fixed through to existing steel framework.

**Roof to be:**  
 175 x 50 C24 purlins @ 400 o/c fixed to SHW wallplate strapped to steel roof, and wall plate formed to outside of existing.

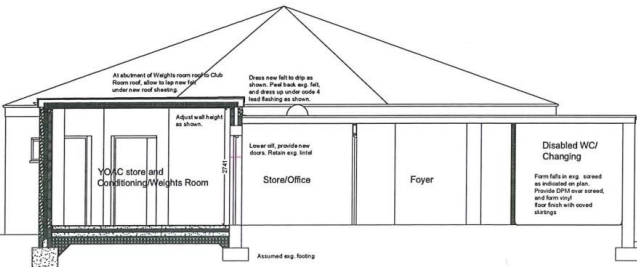
Form slings over, 25mm ply deck, and bitumen felt covering level to 250 as shown at Eaves. Form slatted timber facade and gutter to match existing. Provide access route.

Provide Vapor barrier to UTS of purlins, with 32' mineral wool placed over 100 Kingspan insulation board between joists.

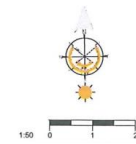
**Walls to be:**  
 100 Thermaproof board roof  
 100 mm fully glazed Clivex batts  
 100 mm fully glazed Clivex batts  
 100 mm fully glazed Clivex batts  
 100 mm fully glazed Clivex batts  
 Vertical studs every course at openings. 'Yeast' cavity doors to openings.  
 'Yeast' cavity doors to openings.

**Floor to be:**  
 75 Durock  
 50g DPM  
 75 insulation (25 perimeter strips)  
 100 slab  
 100g DPM  
 25 wall finishing  
 150 wall completed Fibrecrete

Concrete slip footing, to LA approval



Rev. Description	By	Date
Client: YOAC	Drawn By: AI	
Title: Working Drawing	Checked By:	
Project: Extension And Rehabilitation Of Club House	Scale: As shown @ A	Date: 21.05.11
Job No: 4717	Draw No: W01	Revision:
<b>Proctor Watts Cole Rutter</b>		



## Appendix 4 – Project Inclusions and Exclusions

## Joanna France Memorial Clubhouse (YOAC) Refurbishment

## Statement of requirement/cost estimates - August 2015

Issue	Requirement	Feedback on design or thoughts on requirement	Estimated costs [£] Excl. VAT
Building Page 140	The building needs to be reconfigured in line with the agreed principles of the shared user agreement, to allow “commercial” use of the premises without losing the identity of the primary purpose as the YOAC clubhouse	<p>The Southern aspect window to be blocked up to allow for greater wall space</p> <p>An extension required with one dimension to be NLT 5m to allow for the storage of pole Vault Poles.</p> <p>Extension store room to be accessible directly from main hall</p> <p>Extension to knock through to the “committee room” to allow for additional storage space.</p> <p>The “committee room” area to remain backward convertible into office space to allow for Community Coach office in line with club development aspirations.</p> <p>Disability access to be achieved to all areas of the building</p> <p>Provision to be made for Disabled toilet facilities, incorporating a shower facility, and appropriate wet-floor style flooring</p> <p>Upgrading of the current toilet facilities, to include removal of the current shower cubicles</p>	<p>450</p> <p>35,000</p> <p>3,000</p> <p>14,000</p>

		<p>Current store/electrical cupboard to be enabled as a reception/small office.</p> <p>Walk way through to toilet areas to be reconfigured to enable disabled access and maintain restricted view into the toilet rooms.</p> <p>New internal doors throughout</p> <p>Emergency exit route to be reconfigured for disabled use, threshold lowered and slope with compliant hand rails provided.</p> <p>The catering bar to be reconfigured to allow for better access, and utility.</p> <p>Sinks to be raised to a more suitable working height.</p> <p>Access way required from main hall to extension to allow for storage of YOAC/SSDC owned equipment</p>	<p>6,000</p> <p>2,000</p> <p>1,000</p> <p>See item 12 – KBA Report</p> <p>1,500</p> <p>5,000</p>
<p>Flooring</p> <p>Page 141</p>	<p>Carpet is in clear need of replacement in the main hall</p>	<p>The choice is for carpet tiles as shown to the committee.</p> <p>Colour - Blue with fleck or Brown with fleck</p> <p>10-15% additional tiles should be bought to allow for damage etc</p> <p>It is considered that the tiles would be resilient to track –spikes although spikes should not be worn in the building</p> <p>Entrance ways should be protected with Doormat style matting – large access ways through window entrances</p>	<p>5,000</p> <p>1,500</p>
	<p>Carpet is in clear need of replacement in the hall way</p>	<p>The choice is for carpet tiles as shown to the committee.</p> <p>Colour - Blue with fleck or Brown with fleck</p> <p>10-15% additional tiles should be bought to allow for damage etc</p> <p>It is considered that the tiles would be resilient to track –spikes</p>	<p>2,500</p>

Page 142		<p>although spikes should not be worn in the building</p> <p>Entrance ways should be protected with Doormat style matting</p>	1,200
	Carpet is in clear need of replacement in Back rooms and store	<p>The choice is for carpet tiles as shown to the committee.</p> <p>Colour - Blue with fleck or Brown with fleck</p> <p>10-15% additional tiles should be bought to allow for damage etc</p> <p>It is considered that the tiles would be resilient to track –spikes although spikes should not be worn in the building</p> <p>Entrance ways should be protected with Doormat style matting – large access ways through window entrances</p> <p>Floor level in possible extension room must allow for wheeled trolleys to pass over the threshold unhindered</p>	1,500
	Flooring is in clear need of replacement in Toilet areas	Investigate commercial scale flooring for all toilet areas	See item 14 – KBA Report
Replace main roof	The primary purpose is to provide insulated solution to the roofing without changing the profile.	<p>External roofing and internal covering solutions required to include insulation compliant with regulation.</p> <p>Support beams to remain exposed for climbing rope</p>	See item 1 – KBA Report
Replace repair guttering	Guttering to be replaced / repaired		<p>1,500</p> <p>See item 3 – KBA Report</p>
Replace main access door	Compliant with DDA - automatic	<p>There is a requirement for the main entrance door to be compliant with DDA.</p> <p>It is considered that this will be an outward opening automatic</p>	See item 6 – KBA Report

		<p>door.</p> <p>It is considered that an activation pad be required at a safe distance from the opened door to allow for wheel chair users to access the door, on the outside of the building.</p> <p>This would require potential “porch” covering over the current ramp to protect the electrics, and persons waiting for access, and to protect the door when opened.</p> <p>Access activation pad required at a suitable position inside the building</p>	2,500
Improve lighting throughout	Energy efficient lighting to be provided throughout the building	Note the thoughts on potential future use of the “committee Room” which would require office compliant lighting.	See item 9 – KBA Report
Accessible/Disabled Work	Primary purpose of the restructuring is to provide better facilities for Disability Athletes and visitors to the clubhouse	<p>It is thought that the area currently used as a Gym/Store could be converted to a Disabled Toilet and Shower facility</p> <p>Access way would need improvement, potential removal of the ZigZag corridor partition</p>	Included above
New Fire Doors and Ironmongery throughout	The amount of internal structural alterations makes the need for new internal doors etc. through out	To be compliant with regulation	See item 12 – KBA Report
Replace heating system	A heating system to be installed	<p>GC has identified a warm air blower system that could be used effectively to provide heat for the building</p> <p>Intent is for 2 blowers in the main hall, in the toilet area although locations are yet to be determined.</p> <p>Must be cost efficient and provide instant heat, rather than radiator style heating which will just fill the roof void.</p>	See item 17 – KBA Report

**Project Brief**

**Project No. 2016-04**

Provide ventilation in Toilet areas	Provide ventilation in Toilet areas	Standard extractor systems	See item 18 – KBA Report
Install emergency lighting system	Install emergency lighting system	if deemed necessary	See item 19 – KBA Report
Install new fire alarm	Fire Alarm to be fitted	or existing alarm system modified to support structural changes	See item 20 – KBA Report
Possible extension as store room to rear of main hall	To provide secure storage for equipment that belongs to YOAC, such as Pole Vaults, Weight Training equipment, Disability Racing Chairs etc	An extension required with one dimension to be NLT 5m to allow for the storage of pole Vault Poles, Extension store room to be accessible directly from main hall Extension to knock through to the “committee room” to allow for additional storage space. The “committee room” area to remain backward convertible into office space to allow for Community Coach office in line with club development aspirations. Disability access to be achieved to all areas of the building	Included above
Decoration throughout	The building will require a complete redecoration post building works	Paint scheme to be simple and easily maintained Likely magnolia standard finish	5,000
Redesign refit kitchen area	The Kitchen area could be reconfigured	Sufficient storage space Better accessibility to sinks Compliant with H&S doctrine Design to be confirmed	See item 6 – KBA Report
Provide new tables	Table and chairs for main hall	Removable/foldable and stackable Requires storage, either in the main hall or allocated area within the	



and chairs		extension storage room Design/spec to be determined Number to be confirmed Needs to be suitable for YOAC and SSDC needs Comfortable enough to support meeting/briefing and dining	Not included
Provide soft seating area	Comfortable lounge style seating area	Needs to be robust enough to withstand an element of abuse	Not included
Provide new records boards	Potential to reconfigure the records boards in the clubhouse potentially on a new false wall, in conjunction with a purpose build trophy cabinet		2,000
Provide new notice board area	Greater wall spaces will enable	Club notice board to be provided Potential for white screen are to be included for projector	1,500 450
Porch cover for main entrance	Porch cover for main entrance	Replacement of the main access door would require potential "porch" covering over the current ramp to protect the electrics, and persons waiting for access, and to protect the door when opened.	Included above
Intruder Alarm System	Intruder Alarm System	The current intruder alarm system needs to be modified to reflect all structural changes made to the building	3,000
Signage	Internal and external signage to be improved	Exits and compliant signage required to facilitate joint user agreement usage	See item 23 – KBA Report
Additional Purchases required	The build and reworking of the internal structures will require	Trolleys for movement of Sports equipment Protective floor covering for exercising	

**Project Brief**

**Project No. 2016-04**

	additional equipment	Alternative venue for duration of the build New kitchen facilities – kettles cutlery crockery etc New storage shelving required Furniture as detailed above	Not included
Planning application fee			195
Building Regulation fee			910
Structural Engineer			950
Estimated costs from Kirkham Board Associates Ltd. report dated Nov 2014			101,930
Contingency Sum [10%]			19,958
<b>TOTAL</b>			<b>219,543</b>

2016-04  
 09/11/16  
 146



# South Somerset District Council Project Brief

Approved Budget within Service Plan? **Yes/ No**

**Project Number:** 2016-05

**Project Name:** Grass Royal Play Area

**Date Created** 03/09/2015

**Document Version:** 1.3

**Author:** Robert Parr

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>57</b>
0.1	Document Approval.....	57
0.2	Revision History.....	57
0.3	Document Distribution.....	57
0.4	Document References.....	57
<b>1</b>	<b>Purpose</b> .....	<b>58</b>
<b>2</b>	<b>Project Outline</b> .....	<b>58</b>
2.1	Authority Responsible.....	58
2.2	Background.....	58
2.3	Project Objectives.....	58
2.4	Quality Expectations.....	59
2.5	Carbon Management.....	59
<b>3</b>	<b>Initial Business Case</b> .....	<b>59</b>
3.1	Reasons.....	59
3.2	Anticipated Benefits.....	59
3.3	Options.....	59
3.4	Key Project Information Summary.....	60
<b>4</b>	<b>Financial Investment</b> .....	<b>61</b>
4.1	Financial Investment – Capital Projects.....	61
<b>5</b>	<b>Project Organisation</b> .....	<b>62</b>
5.1	Provisional Project Management Team.....	62
5.2	Interested Parties.....	62
<b>6</b>	<b>Other Useful Information</b> .....	<b>62</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Robert Parr	Nicola Hix	Initial first draft	3.9.15
1.1	Nicola Hix	Rob Parr	Financial sections reviewed	21.9.15
1.2	Project Resource Group	Rob Parr	Correction of form used – photo and map to be added	13.10.15

### 0.3 Document Distribution

Name	Organisation	Role
Project Resource Group	SSDC	Asset, Property, Procurement, IT Review
Green Team	SSDC	Carbon Management Perspective

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

The purpose of this project brief is to support the request for finance to deliver this project in partnership with Yeovil Town Council.

## 2 Project Outline

This project aims to refurbish the Grass Royal Play Area in Yeovil, in partnership with Yeovil Town Council. The play area was created in 2002 and after 13 years' service the infrastructure is in need of improvement to ensure it meets public expectations.

A project budget of £20,000 is estimated to be required to bring the play area back into a good condition and Yeovil Town Council (YTC) are expected to provide £10,000 with the expectation the remaining £10,000 will be provided by SSDC.

No site specific public consultation has yet taken place as until funding is secured it would not be correct to raise public expectations. However, extensive public consultation has taken place in development of our formally adopted Play Policy, various MORI surveys carried out by this council and these support the principle of providing good quality local equipped play areas.

### 2.1 Authority Responsible

SSDC owned play area.

Yeovil Town Council is seeking match funding from SSDC to carry out this project. SSDC manages YTC's play areas on their behalf, although many of these play areas are actually owned by SSDC. As YTC invests significant sums in SSDC owned play areas the principle of equal funding from both parties was established some years ago and is therefore expected by YTC.

### 2.2 Background

In March 2013 Yeovil Town Council gave its support to an outline five year improvement plan for the play areas SSDC manages on its behalf, which would see one play area improved each year for five years. The Grass Royal Play Area would be the third site improved.

### 2.3 Project Objectives

- Where practically possible the play area will comply with BS EN1176 and 1177.
- The play area will be improved to ensure it meets SSDC adopted quality standards, set out in the Local Development Framework evidence base.
- Provide a play area that improves the quality of play opportunities in the local area and as a result contributes to the Council Plan - Focus Four – Health & Communities, and critical activity to Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promotes health living.
- Provide a play area which ensures our health and safety obligations are fulfilled.

### Inclusions

Play Equipment, Impact Surfaces, Street Furniture, Access Considerations, Landscaping.

### Exclusions

None

## Constraints and Decisions

Officer time is a constraint but Yeovil Town Council contribute towards staff costs so allocating time to this project is not unreasonable and is in SSDC's own best interests. Vehicle access to this site is not good, but this is not uncommon and officers have overcome this at many other sites in the district.

Should funding be allocated then the Senior Play & Youth Officer would represent SSDC on design/construction decisions and the Town Council's Grounds & General Committee would approve significant project decisions for their part. This is broadly the approach taken for many previous projects with Yeovil Town Council and appears to satisfy decision making requirements.

## 2.4 Quality Expectations

Both SSDC and YTC use a Play Area Audit system that assesses the overall quality of play areas. The finished play area will be expected to achieve at least a 'good' condition when re-audited after the project is complete

## 2.5 Carbon Management

No obvious impact.

## 3 Initial Business Case

### 3.1 Reasons

This project aims to refurbish the Grass Royal Play Area in Yeovil, in partnership with Yeovil Town Council. The play area was created in 2002 and after 13 years' service the infrastructure is in need of improvement to ensure it meets public expectations.

### 3.2 Anticipated Benefits

- Providing a good quality play area to local residents will provide them with valuable play opportunities that are well documented to improve both physical and mental wellbeing.
- Ensuring the play area is in an up to date good condition will reduce officer time spent fixing or maintaining a play area in decline. These time savings will be minimal and not enough to offer up any cashable savings.
- Completing this project is essential to ensure our responsibilities under Health & Safety Legislation continue to be fulfilled.
- The Play & Youth Facilities Team has extensive experience and successful track record in delivering projects of this nature. The necessary procurement processes will be followed to ensure value for money is achieved.

### 3.3 Options

- **One** – Develop the play area within existing revenue budgets. This option is discounted as the cost of works to the play area would exceed the funds available within revenue budgets that are already under pressure.
- **Two** – Remove play area. This option would be contrary to policy and our Council Plan. There would still be a demolition cost and in addition to the policy argument this option is discounted.
- **Three** – Refurbish the play area as detailed in this investment appraisal form. This option is the recommended approach.

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	April 2016		
	Other Key Milestones with Dates:	Local Consultation – April 2016 Final Design – Sept 2016 Procurement – Nov 2016 Construction Start – Feb 2016		
	Expected Completion Date:	March 2017		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Senior Play & Youth Facilities Officer	110	Yes	Yes
	<b>Comment by Property Services:</b>	N/A		
	<b>Comment by Information Systems (if new IT system):</b>	N/A		
	<b>Comment by Green Team: (Officer Advisory Group):</b>	<p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors if external ones used.</p> <p>Would be nice to see more landscaping including planting and an all ability pathway linked to the existing pathways.</p>		
	<b>Comment by Equalities Officer:</b>	Any improvements should conform to the requirements of the Equality Act 2010. Ensure consultation and engagement is undertaken with different communities including those with access issues.		
NOTE: YTC make a financial contribution towards SSDC Officer costs each year to enable these projects				
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	The risk of SSDC not supporting this grant is that YTC could withdraw their financial support for the maintenance and management of 15 play areas in Yeovil. Project costs rise	<p>The best way to mitigate this risk is to support the grant.</p> <p>Officers are experienced in working within agreed budgets and would make necessary adjustments to ensure cost over runs to not occur.</p>		



## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project							
		Funding Body			£' 000		
	SSDC Capital:	District Executive			10		
	Other Sources: - Grants	Yeovil Town Council			10		
	<b>Total Capital Cost</b>				<b>20</b>		
4.1.2 Breakdown of main areas of cost							
		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
	Supply & Install New Street Furniture	2					
	Supply & Install New Landscaping	1					
	Create New Footpaths to Improve Access	8					
	Supply & Install New Equipment	9					
	<b>Totals</b>	<b>20</b>					
4.1.3 External funds to be received							
		Secured? Y/N	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Yeovil Town Council	Yes	10				
	<b>Totals</b>		<b>10</b>				
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Loss of interest @ 3.15% (PWL B 10yr rate 10.7.15)	FT922	0.3				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>0.3</b>				
	<b>Cumulative</b>						
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)						
	Total Revenue Costs Year 1 to 5	-					
	Annual Revenue Cost after year 5	-					
	<b>Total cost over whole life of asset</b>						

<b>4.1.6</b>	<b>VAT Implications</b>	
	Based on the current information provided, VAT is recoverable on this project	
<b>4.1.7</b>	<b>Impact on Band D</b>	
	Additional spend	£10,000
	Lost interest at 3.9%	£315
	Divided by tax base	£57,143
	<b>Cost per band D tax payer</b>	<b>0.01</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Robert Parr	Project Manager
Stephen Fox	Stakeholder/Project Team Input

### 5.2 Interested Parties

Streetscene have overall management responsibility of this site and would be fully involved and consulted throughout the projects delivery. A project steering group would be established with representatives of Yeovil Town Council and SSDC to provide oversight of the project until its completion.

Name	Reason	Action required
Yeovil Town Council	Site Partners	Secure their approval before placing orders or starting work.

## 6 Other Useful Information



# South Somerset District Council Project Brief

Approved Budget within Service Plan? No

**Project Number:** 2016-06

**Project Name:** 'Access for all' footpaths within various open spaces

**Date Created** 11/08/2015

**Document Version:** 1.0

**Author:** Stephen Fox & Ceri Owen

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>65</b>
0.1	Document Approval .....	65
0.2	Revision History .....	65
0.3	Document Distribution.....	65
0.4	Document References .....	65
<b>1</b>	<b>Purpose</b> .....	<b>66</b>
<b>2</b>	<b>Project Outline</b> .....	<b>66</b>
2.1	Authority Responsible .....	66
2.2	Background.....	66
2.3	Project Objectives .....	66
2.4	Project Scope.....	67
2.5	Quality Expectations .....	67
2.6	Carbon Management .....	67
<b>3</b>	<b>Initial Business Case</b> .....	<b>67</b>
3.1	Reasons.....	67
3.2	Anticipated Benefits .....	68
3.3	Options .....	68
3.4	Key Project Information Summary .....	69
<b>4</b>	<b>Financial Investment</b> .....	<b>70</b>
4.1	Financial Investment – Capital Projects .....	70
<b>5</b>	<b>Project Organisation</b> .....	<b>71</b>
5.1	Provisional Project Management Team .....	71
5.2	Interested Parties.....	71
<b>6</b>	<b>Other Useful Information</b> .....	<b>71</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
	SSDC			

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Ceri Owen	Nicola Hix	First Draft	01/09/15
1.2	Project Resource Group	Stephen Fox	Breakdown of funding required and capital element needed	12/10/15
1.3	Stephen Fox	Green Team	Additional info added	22/10/15

### 0.3 Document Distribution

Name	Organisation	Role
Project Resource Group	SSDC	Asset, Property, Procurement, IT Review
Green Team	SSDC	Carbon Management Perspective

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

To seek approval for funding to install a selection of 'Access for All' compliant hard surfaced footpaths within various open spaces across the district, **and** to improve their pedestrian access for all user groups.

## 2 Project Outline

The project involves the installation of approximately 4,100 metres of tarmacadam surfaced footpaths at a variety of open spaces across the district and improvements to the access points to ensure 'Access for All' compliancy.

The following corporate objective & policies apply:

- Ensure, safe, sustainable and cohesive communities
- Promote a balanced natural and built environment
- Streetscene service plan 2014/15
- Open Space strategy 2011/15
- Council plan 2012/15 : Health & communities
- SSDC access strategy
- SSDC health & well-being strategy

### 2.1 Authority Responsible

The installation and upgrading of these paths and entranceways falls under the responsibility of the District Council, the Open Spaces identified as part of this project either have paths and entrances that require upgrading or do not have any suitable pathways.

### 2.2 Background

Many of our older Open Spaces were traditionally designed simply as large green areas for informal activities and as such, little consideration was given to access and movement through these Open Spaces and to their longer term use.

Following an accessibility assessment of our key Open Spaces (as part of the evidence gathering for the Open Space Strategy), it was identified that several of our key Open Spaces were in need of improvement to meet current legislation and to increase their usability.

All of these sites are situated within the urban environment and serve a significant function for the local community; however certain groups within the community find it difficult, or are limited in their ability to use these facilities.

These improvements are aimed to address this shortfall in provision and to safeguard the usage of these Open Spaces for future generations.

Consultation and guidance has been undertaken with the Somerset Disability Forum (Access for All)

### 2.3 Project Objectives

The key objectives of this project are to:

- Ensure that key SSDC Open Spaces are 'Access for All' compliant
- To improve the infrastructure of the park

- To 'prolong' the reasonable usability of these Open Spaces.
- React in a responsible manner to changes in user demands
- React in a responsible manner to changes in user demographics
- To increase the effective usability of these key Open Spaces and its impact on the health benefits for its users.
- To enable key Open Spaces to become compliant with current legislation
- Removal of health & safety issues ( trip hazards)

## 2.4 Project Scope

### Inclusions

- Installation of new tarmacadam paths
- Installation/alteration of several gates and entrances
- Removal of trip hazards and resurfacing of existing paths
- Reinstatement of grass areas as required

### Exclusions

None

### Constraints and Decisions

If it is decided not to fund this project, it is possible that the reputation of the council could be damaged due to us not enabling certain groups of users access to our facilities in line with current legislation. As some of these requests are for repair & resurfacing works and we are responding to a known risk; we would also be potentially liable should a 'trip' type accident occur.

### Interfaces

None

## 2.5 Quality Expectations

Success will be measured by means of a site accessibility and risk assessment upon completion of the works and by the removal of potential trip hazards and increase in user benefits.

## 2.6 Carbon Management

It is envisaged that the installation of these paths will increase the ability for users to walk to work rather than drive, also two of the proposed paths are on direct school routes it is hoped that these paths would enable parents to take a shorter journey to school thereby negating the use of a vehicle.

## 3 Initial Business Case

### 3.1 Reasons

As part of the evidence gathering exercise for the Open Space strategy, all of our owned Open Spaces over 400m<sup>2</sup> were accessed for their accessibility. It became apparent following this exercise that several of our key Open Spaces were either lacking in compliant hard surfaced pathways and suitable entrances or they had existing paths that were no longer compliant or safe.

In brief the sites that are lacking in surfaced pathway are:

### **Alvington Open Space – Yeovil**

The primary Open Space situated within the Bluebell Road development; there are currently no pathways installed within this well used area. Users with mobility issues are limited in their ability to access this site and during inclement weather the site is inaccessible for long periods. The installation of a new path is desirable to enable users with mobility issues access to all portions of this site, especially during inclement weather when the site is currently inaccessible for long periods.

### **Minchington Close – Norton sub Hamdon**

A large heavily used space situated within the heart of the village; a new tarmac path was installed last year along the northern edge to remove pedestrians from the neighbouring highway (part of the walk to school route). It would be desirable to increase the usability and benefits of this space by installing a new path around the periphery of the site thereby linking the existing path with the existing ROW and new development to the southern edge. Users with mobility issues are limited in their ability to access significant portions of this site and during inclement weather portions of the site are inaccessible for long periods.

### **Howard Road – Yeovil**

A large heavily used space situated next to a large development; there is currently a single path that links Lyde Road through the play area onto Howard Road but the remainder of the site cannot be accessed from a path. It would be desirable to increase the usability and benefits of this space by installing a new path around the periphery of the site thereby linking the existing path through to Balmoral road. Users with mobility issues are unable to access significant portions of the space and during inclement weather the site is inaccessible for long periods.

### **Upper Milford Valley – Yeovil**

This is the primary Open Space situated within the St. George's Road area; there are currently no internal pathways within this well used area. There is, however, a 'hoggin' path access-way from Goldcroft, but this has been scoured away and needs surfacing. All users are limited in their ability to access this site and during inclement weather the site is virtually inaccessible. It is desirable that to increase the usability and benefits of this space we would install a new path around the periphery of the site, linking with the existing entrances on Folly Fields, Milford Road and St. George's Road.

## **3.2 Anticipated Benefits**

The anticipated benefits are:

- significant improvement in access & usability of the parks
- compliance with Equality Act and Building Regs BS:3800 part M
- removal of health & safety risk (trip hazards)
- improvement in opportunities for users to undertake activities which will have health benefits for them

## **3.3 Options**

It is possible to use external contractors for these works however we would then need to add in the cost of labour which we have not currently budgeted for.



### 3.4 Key Project Information Summary

<b>3.4.1 Expected Duration Of Project</b>				
	Start date:	June 2018		
	Other Key Milestones with Dates:			
	Expected Completion Date:	September 2018		
<b>3.4.2 Estimate of Officer Time Required: -</b>				
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Principal Horticultural Officer	40	Yes	Yes
	Horticultural Technician	40	Yes	Yes
	Streetscene Supervisor	20	Yes	Yes
	<b>Comment by Property Services:</b>			
	<b>Comment by Green Team (Officer Advisory Group):</b>	<p>If successful would like to see use of:</p> <ul style="list-style-type: none"> <li>- Sustainable materials</li> <li>- Locally sourced materials</li> </ul> <p>Would like to see improved links to walking and cycling routes. We are positive about the increase of walking and cycling to the site.</p> <p>Encourage some native tree and shrub planting to compensate for removal of grass area.</p>		
	<b>Comment by Community Cohesion Officer:</b>	<p>Provision of tarmacked hard surfaces for sections of footpaths within a range of open spaces will greatly improve access for all communities; particularly those with disabilities, mobility problems, sight loss, mobility scooters, and parent/carers with pushchairs. Provision of a hard surface will also allow for usage during all weathers. Currently a number of the mentioned sites are completely inaccessible and more so following inclement weather.</p> <p>Consultation has been undertaken with access for All and this has informed the proposals.</p> <p>Materials and surfaces to comply with equalities requirements.</p>		
<b>3.4.3 Risk Assessment</b>				
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	Cost increases on raw materials hence increase in quotation prices	Quotations are fixed in price for 30 days; regularly updated quotations are sourced to ensure the best price is achieved		
	Physical implementation of project, risk to public safety	Risk assessment to be undertaken prior to commencement of works. SSDC Streetscene staff will undertake the installation		
	Project is not delivered or is delayed due to outside/contractual issues	All works will be undertaken by SSDC Streetscene staff and will be programmed in accordingly.		

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project		Funding Body		£' 000			
	SSDC funding:	District Executive		127			
	<b>Total Capital Cost</b>			<b>127</b>			
4.1.2 Breakdown of main areas of cost		2016/17	2017/18	2018/19	2019/20	2020/21	
		£'000	£'000	£'000	£'000	£'000	
	Upper Milford Valley	80					
	Alvington	18					
	Minchington	12					
	Howard Road	17					
	<b>Totals</b>	<b>127</b>					
4.1.3 External funds to be received		2016/17	2017/18	2018/19	2019/20	2020/21	
		£'000	£'000	£'000	£'000	£'000	
	<b>Totals</b>						
4.1.4 Revenue Implications of Capital scheme		Cost Centre	2016/17	2017/18	2018/19	2019/20	2020/21
			£'000	£'000	£'000	£'000	£'000
	Loss of interest @ 3.15% (PWLB 10yr rate)	FT922	4				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>		4				
	<b>Cumulative</b>						
4.1.5 Whole Life Costing		Estimated useful life of asset (years)		Perpetuity			
	Total Revenue Costs Year 1 to 5			None			
	Annual Revenue Cost after Year 5			None			
	<b>Total cost over whole life of asset</b>			<b>N/A (at present)</b>			

<b>4.1.6</b>	<b>VAT Implications</b>	
	Based on the current information provided to us there are no VAT implications	
<b>4.1.7</b>	<b>Impact on Band D</b>	
		<b>£</b>
	Additional spend	127,000
	Lost interest at 3.15%	4,000
	Divided by tax base	57,144
	<b>Cost per band D tax payer</b>	<b>0.07</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Chris Cooper	Project Manager
Stephen Fox	Service Manager
Ceri Owen	Project Officer

### 5.2 Interested Parties

Name	Reason	Action required

## 6 Other Useful Information



## South Somerset District Council Project Brief

Approved Budget within Service Plan? **Yes/ No**

**Project Number:** 2016-07

**Project Name:** Octagon Theatre Stage Lighting Dimmer System

**Date Created** 17<sup>th</sup> November 2015

**Document Version:** 1

**Author:** Adam Burgan

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>74</b>
0.1	Document Approval .....	74
0.2	Revision History .....	74
0.3	Document Distribution.....	74
0.4	Document References .....	74
<b>1</b>	<b>Purpose</b> .....	<b>75</b>
<b>2</b>	<b>Project Outline</b> .....	<b>75</b>
2.1	Authority Responsible .....	75
2.2	Background.....	75
2.3	Project Objectives .....	75
2.4	Project Scope .....	75
2.5	Quality Expectations .....	76
2.6	Carbon Management .....	76
<b>3</b>	<b>Initial Business Case</b> .....	<b>76</b>
3.1	Reasons.....	76
3.2	Anticipated Benefits .....	76
3.3	Options .....	76
3.4	Key Project Information Summary .....	77
<b>4</b>	<b>Financial Investment</b> .....	<b>78</b>
4.1	Financial Investment – Capital Projects .....	78
<b>5</b>	<b>Project Organisation</b> .....	<b>79</b>
5.1	Provisional Project Management Team .....	79
5.2	Interested Parties.....	79
<b>6</b>	<b>Other Useful Information</b> .....	<b>79</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
S. Joel	SSDC	AD HWB	S. Joel	
A. Burgan	SSDC	SM	A. Burgan	

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Adam Burgan	Steve Joel	First issue	21.12.15
1.1	Nicola Hix	Adam Burgan	Financial sections updated	12.1.16

### 0.3 Document Distribution

Name	Organisation	Role
A. Burgan	SSDC	Arts and Entertainment Manager
G. Green	SSDC	Property and Engineering Manager
N. Hix	SSDC	Accountant
S. Joel	SSDC	Assistant Director, Health & Wellbeing

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

This document sets out capital resources needed at the Octagon Theatre to replace the stage lighting with a dimmer system, required to support the continued efficient running of the Octagon theatre, ensuring that all equipment and systems are upgraded and maintained to standard, and to maintain both staff and customer confidence.

It also seeks where appropriate to contribute to the Councils 'energy challenge', ensuring that the latest technology is employed to maximise energy efficiency and minimise energy use, in the drive to reduce building operating costs.

## 2 Project Outline

Capital funding to enable the service to continue delivery in a safe and efficient manner and works that will continue to position the Octagon to maximise financial performance.

### 2.1 Authority Responsible

SSDC are responsibility for this project as owners of the Octagon Theatre.

### 2.2 Background

The Octagon capital bid (reference 2007-28) for essential 10 year plan works was submitted in August 2006 and approved by Full Council in 2007. A second plan, 2011/12 to 2015/16, was approved. Both were underpinned by a comprehensive physical building condition survey conducted in August 2010. A survey is due to be completed within the next twelve months that will be the starting point for developing a new plan.

### 2.3 Project Objectives

To enhance equipment and facilities in order to reduce the risk of:

- Any break down, which would interrupt or delay theatre performances
- Loss of income to the Council due to premises failure

To reduce energy use and costs, improve energy efficiency to comply with Part L of the Building Regulations.

To protect the Councils Property investment.

By means of good maintenance, to contribute to our ongoing Health and Safety programme.

### 2.4 Project Scope

#### Inclusions

Octagon Theatre premises enhancements – financed by capital.

#### Exclusions

Octagon Theatre premises repairs – financed by revenue.

## **Constraints and Decisions**

Contracted Octagon Programme - works to be undertaken during summer close period or where work timescale allows, during gaps in the performance schedule.

## **Interfaces**

None.

## **2.5 Quality Expectations**

To fully comply with relevant Building Regulations.

## **2.6 Carbon Management**

To reduce energy use and costs, improve energy efficiency with equipment that is up to date.

# **3 Initial Business Case**

## **3.1 Reasons**

In order to ensure the Octagon Theatre remains the Council's best rated Council service, and the flagship theatre in Somerset, it is vital to ensure that all equipment and systems are maintained to optimum standards, to support the continued smooth running of the Octagon theatre.

Undertaking this work in a planned way ensures we avoid both reputation damage and high costs associated with unexpected premises or equipment failures that can result in net income losses in the order of £25K per week, in addition to costs of remedial works.

## **3.2 Anticipated Benefits**

- Avoid any equipment or premises break down, which would interrupt or delay theatre performances.
- Minimise the likelihood of loss of income to the Council due to premises failure, from ticket sale refunds and production company breach of contract compensation claims.
- Protect the Councils Service and Property investment.
- Contribute to ongoing Health and Safety Programme.

## **3.3 Options**

This bid is comprised of one element of essential work. These are works identified through the physical equipment condition of Stage lighting Dimmer system delivered by the Technical Manager and advised by Stage Electrics and their advice on the likely 'life of equipment, required to support the continued efficient running of the Octagon theatre.



### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	1 <sup>st</sup> April 2016		
	Other Key Milestones with Dates:	Installation of replacement Stage Lighting Dimmer System		
	Expected Completion Date:	1 <sup>st</sup> September 2016		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name (2012-13)</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Steve Joel	1	Y	Y
	Danny Norris	10	Y	Y
	Adam Burgan	2	Y	Y
	<b>Comment by Property Services:</b>	Technical support and supervision can be provided for the project within existing resources to meet programme of works.		
	<b>Comment by Information Systems (if new IT system):</b>	N/A		
	<b>Comment by Green Team (Advisory Officer Group)</b>			
	<b>Comment by Community Cohesion Officer:</b>	To fully comply with access requirements.		
	<b>Comment by Other Services requiring significant input:</b>	N/A		
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	Equipment/facilities failure before replacement	Regular systems maintenance of existing systems		
	Replacement cost increase	Budget cost based on quote from supplier.		
	Contractor fails to complete works to required standard	Use of approved contractors with references taken up, and tight contractual framework.		

Complete Risk Register will be prepared once financing is confirmed.

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project							
				Funding Body		£' 000	
	SSDC Capital			District Executive		64	
	<b>Total Capital Cost</b>					64	
4.1.2 Breakdown of main areas of cost							
		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
	Replacement of Stage Lighting Dimmers		64				
	<b>Totals</b>		<b>64</b>				
4.1.3 External funds to be received							
		Secured? Y/N	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	N/A						
	<b>Totals (to be confirmed)</b>						
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Loss of interest @ 3.15% (PWL 10yr rate)		2				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	<b>Total Revenue Expenditure / (Net saving)</b>						
	<b>Cumulative</b>						
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)			20 Years			
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5						
	<b>Total cost over whole life of asset</b>						

<b>4.1.6</b>	<b>VAT Implications</b>	
	VAT would be applicable on the item and could be reclaimed by SSDC.	
<b>4.1.7</b>	<b>Impact on Band D</b>	
	Additional spend	£64,000
	Lost interest at 3.15%	£2,016
	Divided by tax base	£57,143
	<b>Cost per band D tax payer</b>	<b>0.1p</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Delegated authority to be issued to Steve Joel to deliver in accordance with the budget and scope of works set out in this bid.

Steve Joel will mobilise and oversee the project team (below) who will be responsible for progressing the project.

Name	Role
Steve Joel	Sponsor - Project Governance
Danny Norris	Project Manager
Adam Burgan	User Representative
Nicky Hix	Finance Monitoring

### 5.2 Interested Parties

Name	Reason	Action required

## 6 Other Useful Information

None



# South Somerset District Council

## Project Brief

**Project Number:** 2016-08

**Project Name:** Yeovil Innovation Centre Phase 2 Extension

**Original Date Created:** 07/1/16

**Document Version:** 1

**Author:** David Julian

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>82</b>
0.1	Document Approval .....	82
0.2	Revision History .....	82
0.3	Document Distribution.....	82
0.4	Document References .....	82
<b>1</b>	<b>Purpose</b> .....	<b>83</b>
<b>2</b>	<b>Project Outline</b> .....	<b>83</b>
2.1	Authority Responsible .....	86
2.2	Background.....	87
2.3	Project Objectives .....	90
2.4	Quality Expectations .....	91
2.5	Carbon Management .....	91
<b>3</b>	<b>Initial Business Case</b> .....	<b>91</b>
3.1	Anticipated Benefits .....	93
3.2	Options .....	94
3.3	Key Project Information Summary .....	94
<b>4</b>	<b>Financial Investment Capital Projects</b> .....	<b>97</b>
4.1	Financial Investment – Capital Projects .....	98
<b>5</b>	<b>Project Organisation</b> .....	<b>98</b>
5.1	Provisional Project Management Team .....	98
5.2	Interested Parties.....	98
<b>6</b>	<b>Other Useful Information</b> .....	<b>98</b>

## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
David Julian	SSDC	EDManager	As per YIC2 Business Case	5.1.16

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1	David Julian	Nicola Hix	Application for Capital Funding	7.1.16
1.1	Nicola Hix	David Julian	Financial sections updated Document reviewed	12.1.16

### 0.3 Document Distribution

Name	Organisation	Role

### 0.4 Document References

Section Reference	Document Referred	Document Title
	YIC Phase 2 Business Plan	YIC Phase 2 Business Plan

## 1 Purpose

To build a new extension to the existing Yeovil Innovation Centre.

YIC2 will be an extension to the existing YIC building. This will effectively be a new 'wing' of the building comprising 1000 sq mts broken down into variously sized business starter units. Whilst the two story extension will only occupy a 500 sq mt footprint it will effectively add around 70% of extra start-up space at YIC for new businesses breaking into the aerospace and high-tech sectors. YIC2 will build on the experiences and lessons already learned offering more small units, particularly targeting small one and two person enterprises that quickly took up the smaller offices in the initial project.

## 2 Project Outline

Yeovil Innovation Centre Phase 2 (YIC2) will extend and improve the original and successful Yeovil Innovation Centre (YIC) that was opened in Yeovil in 2008. YIC is now a well-established operation based in Copse Road, Yeovil. The original centre was designed to accommodate fledgling businesses, particularly those from the aerospace, high-tech and knowledge based industries. Additionally the centre has been used as a base by established companies from other areas who have wished to test their businesses in the South West before making a decision on relocation or to inwardly invest in the area.

As with the original YIC project, YIC2 will assist in the establishment and growth of new high-tech businesses by providing a secure and supportive business environment that helps to de-risk business start-up and nurture businesses through their early years of development before releasing them into the wider business world. The centre will assist tenants with business planning, create opportunities to access specialist business advice, help them to make contacts to develop local business hubs and feed into supply chains. YIC2 will also establish stronger contacts with other Innovation Centres and the R&D opportunities and connections afforded by higher education establishments in the South West.



*Fig 1 - Aerial Photograph of Yeovil Innovation Centre showing expansion area in adjacent field*

The following table shows the approximate breakdown of floorspace at YIC 2. The final configuration will be accommodated according to any design constraints in the final plans.

No of Units	Unit Area (sq mt)	Total Area (sq mt)
5	10	50
15	20	300
8	40	320
3	60	180
<b>32</b>	<b>Subtotal units</b>	<b>850</b>
	Toilets, meeting rooms, corridors, kitchenette	150
<b>32</b>		<b>1,000</b>

**Fig 2 - configuration of new YIC 2 workspace**

The original YIC is now 95% occupied and despite a churn of tenants through a selective entry and exit strategy, the demand for space and the accompanying business support continues to outstrip supply.

Key features in the YIC Business Case are the economies of scale and the reduction in overheads offered by the YIC2 extension. Initially there will be no additional staff overheads associated with the project, although such an eventuality is included in the revenue budgets. The new wing will be accessed through an existing foyer and the management of the facility will remain with the existing management hub that provides front-desk supervision, telephony for the centre, the provision of broadband and a range of other business support services.

The land on which YIC2 will be sited is owned by SSDC. The Homes and Communities Agency (HCA) retain an interest in the land but only as contingent asset (inherited from the former SWRDA who provided a grant for the YIC project) and are fully supportive of the project. Somerset County Council (SCC) who also provided grant aid to the original YIC have supported the development of this plan.

The funding partners for the original Yeovil Innovation Centre are Somerset County Council, South Somerset District Council and the Homes and Communities Agency.

Subject to the necessary planning permissions this project can be commenced in 2016 and with an anticipated 18 month build period, YIC2 could be open for new business in 2017

## **The Policy Context for YIC2**

### **a) The Government White Paper 2015**

In July 2015 the Government published its white paper *Fixing the foundations; creating a more prosperous nation*. George Osborne describes productivity as the 'challenge of our time' and recognises the dual challenge of increasing employment and increasing productivity. The drivers of this productivity are identified as investment in infrastructure, skills and science. The creation and application of new ideas is also identified as critical for long-run productivity growth.



Chapter 8 of the document is entitled ***High quality science and innovation, spreading fast*** in which the government makes a clear commitment to make the UK the best place in Europe to innovate and create ideas that help grow a business. The government advocates that support to business should be focussed where it will deliver the most innovation, jobs and growth.

#### **b) HOTSW LEP Business Plan (March 2014)**

The LEP Business Plan places similar emphasis on the role of developing Science and Innovation Infrastructure. Here the LEP recognises the need to ‘capitalise on our distinctive assets’ and places importance on the infrastructure and facilities that are required to support higher value growth.

The potential of the LEP innovative sector, its local supply chains and the need to diversify away from an over-dependence on existing big operators is exemplified within the Business Plan;

*“74% of Agusta Westland Limited’s value-added comes from bought out equipment and services. It spends over £500m per annum within the UK supply network alone. 35% of this spend is with SMEs. Almost £200m is spent in the South West with over 250 suppliers, almost all of whom are SMEs.*

*The health of these SMEs is vital for our business, therefore these initiatives, which provide a real opportunity for our suppliers to grow into new markets and become less dependent upon our business has to be really good news for us, having suppliers over dependent upon our business streams for their health and survival is not a good position for them or for us”. (Simon Barker - Agusta Westland)*

The LEP summarises its broad priorities for the sector as:

- Developing our innovation infrastructure to support our transformational and smart specialisation opportunities
- Exploiting competitive advantages through innovation.
- Helping all businesses (regardless of sector) respond to the challenges of creating new products and services

Therefore, on the supply side of business growth, the Heart of the SW LEP states that it needs to:

- Increase density through making it easier to start-up and grow a business;
- Improve productivity and performance through better connections to the knowledge base;
- Build on the considerable existing business ‘jewels’ and distinctive opportunities for business growth from specialisation in high value, knowledge-based activity and alignment with national investment and policy priorities.

To achieve this The LEP sees itself ***‘working alongside our partners in Local Government to align activities and investment’***.

#### **c) The LEP Growth Plan 2014**

The Growth Plan directly references the YIC phase 2 project as a ‘key ask’ for the HCA to ***‘enable land at Yeovil Innovation Centre as part of its RDA legacy of economic assets to be vested in a second phase development at the centre’***. (HOTSW LEP Growth Plan 2014 page 47)

**d) The Somerset Growth Plan 2014**

The Somerset Growth Plan identifies advance manufacturing as a growth project spanning the HOTSW LEP. Included in the identified projects is:

Yeovil Innovation Centre Phase 2 and Grow-on space (the Somerset Growth Plan page 24)

**e) South Somerset District Council Plan 2012-2015**

A new Council Plan is currently being prepared but is likely to follow a similar thematic, prioritised format to its predecessor document. The extant plan particularly focusses on Jobs where it pledges to promote business diversification and innovation to further increase the value of local employment (P9). In order to meet this aim SSDC seeks to create and support new businesses through the Yeovil Innovation Centre.

In 2014 SSDC announced its ambitious Investing in Infrastructure Programme and council members prioritised YIC 2 as its top priority infrastructure project. It is from the Investing in Infrastructure Programme that match funding will be secured to enable the YIC2 project

**f) SSDC Economic Development Strategy 2012- 2015**

SSDCs new Economic Development Strategy is also being prepared at the time of writing. Manufacturing and Innovation will remain key priorities for the new strategy and will be afforded a similar level of priority.

The Strategy aims to improve conditions for innovation and entrepreneurship and to develop the knowledge economy. YIC features on p18 of the document and is recognised as a main driver of the local economy.

*Yeovil accounts for a fifth of Somerset's manufacturing employment which includes a high proportion of jobs in the manufacture of transport equipment - notably aerospace equipment - which has one of the highest value sectors of the economy. (SSDC Economic Development Strategy)*

**g) SSDC Investing in Infrastructure programme**

YIC phase 2 is one of the projects included in the SSDC Investing in Infrastructure Programme. It was prioritised by elected members through a series of workshops and reports that helped inform the project business cases. Project scoring was against a series of set criteria for SSDC Infrastructure Investment. YIC 2 emerged as the highest scoring priority project (SSDC District Executive Committee July 2014). As such it is ear marked for match funding through the Inward Investment programme.

**2.1 Authority Responsible**

SSDC as owners of the site and the operator at YIC are the responsible body. HCA who retain a charge on the title of the land have granted permission for SSDC to undertake these works. SCC as co-funders of the original YIC project are also supportive of the extension project

## 2.2 Background

### The success of the original YIC project

YIC opened for business late in 2008 with an official opening in January 2009 when South Somerset District Council (SSDC) became the operator. This followed an unsuccessful attempt to procure an independent, commercial operator due to the prevailing adverse national economic climate at that time.

The existing centre provides office-based accommodation for many new start-up business ventures – particularly those from the IT, high-tech and knowledge based sectors. As of December 2015 the Innovation Centre had 36 out of 38 suites occupied. This represents a current occupancy level of 98% (based on total floor space at YIC) with approx. 165 people now working at the centre. Since 2008 some 50 businesses have either started up at the centre or relocated to it. Several businesses have now moved on from the centre. Tenant occupation has seen a continual upward trend since the opening of the centre in 2008 when all performance indicators started from a zero base.

Date	Number of suites occupied
2009	9
2010	14
2011	20
2012	25
2013	28
2014	30
2015	36

Whilst the churn of tenants will mean that space will always become available, we have reached a stage where we are effectively at capacity. Almost all enquiries that we receive are from new (or relatively new) small businesses. They are looking for small or mid-sized units and there are currently none of these available at YIC. In addition, with the increased occupancy levels our ability to provide conference or large meeting facilities has completely contracted.

**Fig 3 Tenancy take-up rate at YIC**

The project has been fully operational for six years and operates at a profit. During the years of operation there has been a significant ‘churn’ of tenants, with longer serving tenants leaving whilst new tenants come into the centre.

An analysis of the types of businesses that have occupied the Innovation Centre shows that approximately 60% are from either the aerospace or high-tech sectors. The remainder are largely from the service sector although most of these have been business start-ups that are reliant on IT based, internet technology for their business. With the existing building now fully utilising the tenant entry criteria and the tenant exit strategy to ‘churn’ business through the centre, it is possible to be more selective with prospective tenants and to control the mix of new start businesses seeking to use the facility. It is intended to provide an even stronger focus on high-tech and aerospace in the future.

YIC 2 will offer greater capacity and greater opportunity for high value new-start businesses. It will increase the number of business churned through YIC into the South Somerset and wider Somerset Area.

### **Workspace demand study**

Workspace demand analysis was carried out by Thomas Lister Ltd in September 2015. Thomas Lister Ltd undertook the original demand profiling for YIC in 2006/07.

The 2015 study objectives included:

- Providing an evidence base as to the current and projected levels of market demand for workspace (especially within Yeovil) and to consider the nature of such demand.
- That an evidence base then informs a potential future Council investment in the provision of accommodation that might be considered suitable, particularly for start-up and small businesses in and around Yeovil.
- Using the study to inform investment decisions relating to potential intervention within the market, through the provision of space that might be in specific demand but currently inadequately catered for.

Thomas Lister observed that GVA in South Somerset was higher than in the UK indicating that growth in SMEs would be highly likely to increase productivity in the area:

- According to ONS 2014, Somerset in 2013 accounted for £9,891m GVA of the overall UK economy amounting to £1,525,304, with a growth rate of 4.7%, being higher than the overall UK rate of 3.3%.
- Oxford Economics 2014, assessed GVA per FTE for South Somerset at a slightly higher rate than the Somerset average at around 85 GVA per FTE.

Thomas Lister also identified a positive economic trend, with diversification in the high tech sector a key factor in matching jobs growth to increasing GVA in the local economy

- It is clear that economic trends are positive within Somerset and South Somerset, with increasing numbers of active enterprises and improving survival rates for new businesses. It is also encouraging that job creation is increasing within South Somerset and is outpacing the wider Somerset market.
- Yeovil is a major Business Centre, being the 2<sup>nd</sup> largest town in Somerset and largest employment centre within South Somerset. The town maintains major employers such as Agusta Westland who are currently investing in diversification, creating additional jobs within the local area.
- The town is predicted to grow in terms of population and number of households, both through natural growth and through the Local Plan which includes provision for sustainable urban extensions, such that around 2,408 new 'b' planning use type jobs will be created to 2028. There will therefore be increasing pressure for the provision of high quality employment premises.

Thomas Lister Ltd were able to undertake a detailed analysis of data from Yeovil Innovation Centre that indicated a healthy profile both for the centre and for the success rate of tenants- especially those moving on from YIC:

- Occupancy levels at the centre have increased over the past 5 years from around 46% in 2010/11, rising on an annual basis to through 58%, 65%, 68% and 76% to 93% in September 2015.
- Survival rates of businesses who have been based at YIC stands at 100%.
- The average length of tenancy at the Centre is 2.4 years
- Businesses that have vacated the Centre following a tenancy period stands at 40%
- Businesses that have moved on to alternative premises within the South Somerset District is 86%.
- Businesses that have moved on to alternative premises outside the District equates to 14%.
- The proportion of tenants that have moved into the centre that previously worked from home is 39%.
- The proportion of tenants that have increased their staff numbers since locating within the centre is 36%

The conclusion from Thomas Lister Ltd is the proposed extension of provision at the Yeovil Innovation Centre appears to be a key priority in assisting further start up enterprises.

### **The importance of the aerospace sector to Somerset**

Aerospace, including its associated advanced engineering, manufacturing and services is:

- a key sector for the County and is identified in the Somerset Growth Plan, as a core part of the vision and a priority for investment.
- highlighted as a “transformational opportunity” in the Heart of the South West’s Strategic Economic Plan and Growth Deal.
- Recognised as a national growth opportunity in the National Industrial Strategy for Aerospace, ‘Lifting off – Implementing the Strategic Vision for UK Aerospace’; and future government support will focus on aerodynamics, propulsion, aerostructures and advanced systems.

The UK aerospace sector is expected to grow at a rate of 6.8 per cent over the next few years and is critical to the UK growth agenda. In 2008 Somerset’s aerospace sector was worth £329 million, representing 3.8% of the County’s total GVA, 23% of the County’s manufacturing GVA and 78% of the County’s advanced engineering GVA. Somerset’s aerospace output accounted for virtually all of the sector output in the Heart of the SW LEP area, 28% of the sector output in the SW region and 4.4% of the sector output in Great Britain.

Somerset is host to a number of world-leading aerospace companies including:

- AgustaWestland, (a top 10 global aerospace company)
- Honeywell and BAE Systems (both are top 15 global aerospace companies);
- Thales (a top 20 global aerospace company);
- GKN (a top 40 global aerospace company);
- Doncasters (a top 100 global aerospace companies)

In addition, the sector is research intensive – AgustaWestland alone invested £30 million in research and innovation in 2012, has company R&D activities spanning 13 different technology areas and has strategic relationships with 15 UK universities. Its workforce is also highly qualified - 35% of AgustaWestland's workforce is qualified to graduate or above level, compared to an overall Somerset average of 30%.

We believe the Yeovil Innovation Centre has the opportunity to become a Centre of Excellence for supporting innovation and collaboration; and working with and growing the local aerospace supply chain and industry cluster.

### **Applications for external Project Funding**

Funding for this project has been sought through Growth Deal 2 (the Unlocking Growth Fund) with an application made in January 2015. Additionally an application was made to the GD3 fund in September 2015.

In December 2015 the YIC project was invited to submit a Business Case for further consideration under GD2 funding. Should this be successful then SSDCs capital investment in the project becomes an integral part of the overall project capital budget.

## **2.3 Project Objectives**

The overarching objectives of the project are to:

- Increase the number of business start-ups in South Somerset.
- Improve the survival and growth rates of knowledge based business in the county, through access to high-quality business support.
- To create a regenerative effect locally, increase high value employment opportunities and help diversify the local economy.
- To develop a wider network of entrepreneurs in the area and promote collaboration and business development.
- To facilitate the provision of essential business skills and industry awareness among entrepreneur clients.

### **The key outcomes of the project will be to:**

- Attract new and additional knowledge based businesses.
- Enhance the survival and growth prospects of these businesses through the provision of high quality business support and mentoring.
- Create a wide network of businesses, promoting business collaboration amongst knowledge based businesses.
- Widen employment opportunities in Yeovil and for further afield.
- Increase research and development and collaboration with the knowledge base for the target sectors.
- Strengthen the role of Yeovil in the South West's focus on aerospace and advanced engineering.
- Become self-supporting financially and thereby minimise the future demands on public sector funding.
- It will also have a regenerative effect on surrounding area through physical refurbishment of a prominent building.

- It will provide affordable business accommodation for knowledge based businesses, thus meeting an identified need.

### Inclusions

The project is fully costed by surveyor and will include all the project elements required to take the project from Business Case through to the build and development and opening of the phase 2 centre. This includes a design and build stage for which an external appropriate party will be procured through an open process.

### Exclusions

The capital bid does not include any item of revenue expenditure.

### Constraints and Decisions

The completion of the full capital funding package is dependent on either;

- the bid to GD2 being accepted (decision expected March 2016) or;
- in the event of this funding not being secured, the use of SSDC Infrastructure Funding being secured to complete the overall funding package.

### Interfaces

Not applicable

## 2.4 Quality Expectations

These will be defined by the UK statutory regulations that apply to the design and construction of a project of this type.

## 2.5 Carbon Management

The completed project will comply with statutory building regulations and any other statutory requirements that apply. SSDCs Property Services officers will ensure that the design and build complies with SSDC standard requirements and aspirations.

## 3 Initial Business Case

### Project Costs

These are based on Green Book construction values as of December 2015. SSDC's Development Valuer (a RICS accredited 'Red Book' Valuer) concurs that the costs represent a robust estimate of the project costs. These costs will be confirmed by procured Design and Build specialist architect and QS prior to start of project.

Cost	Unit	Total Cost
Green Book build cost at £1,400 per sq mt	1000	1,400,000
Project costs	12%	156,800
<b>Sub total</b>		<b>1,568,000</b>
Contingency	10%	156,800
<b>Total Cost</b>		<b>1,724,800</b>

*Figure 4 Project Costs*

### External Funding

**This business plan assumes a grant of £433,000** will be made available towards the YIC2 project subject to the necessary approvals and conditions. The grant was set according to the original expression of interest (EOI) as 33.3% of an assumed project cost of £1,300,000. Whilst this cost may yet be realistically achievable, our surveyors advise that the build costs may be higher and are in line with those presented in this fully costed business case. Unfortunately there is no flexibility offered (in terms of grant) from the lower costs of the EOI. The outcome of the funding application will be known in March 2016.

The full income and expenditure revenue forecasts for YIC2 are:

YIC Extension 10 year Forecast											
		2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	Occupancy %	20%	35%	40%	60%	65%	70%	75%	80%	85%	85%
	Sq Ft Let	1700	2975	3400	5100	5525	5950	6375	6800	7225	7225
<b>Income</b>	<b>Total</b>	<b>46,838</b>	<b>84,425</b>	<b>96,486</b>	<b>144,729</b>	<b>156,790</b>	<b>168,851</b>	<b>180,912</b>	<b>192,972</b>	<b>205,033</b>	<b>205,033</b>
<b>Expenditure</b>	Non Pay	73,303	75,352	77,462	79,636	81,875	84,181	86,557	89,004	91,524	94,119
	Staff Costs	20,000	20,200	20,402	20,606	20,812	21,020	21,230	21,443	21,657	21,874
	Maintenance	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750
<b>Total Expenditure</b>		<b>106,053</b>	<b>108,302</b>	<b>110,614</b>	<b>112,992</b>	<b>115,437</b>	<b>117,952</b>	<b>120,537</b>	<b>123,196</b>	<b>125,931</b>	<b>128,743</b>
<b>Net Profit (Loss)</b>		<b>-59,215</b>	<b>-23,876</b>	<b>-14,128</b>	<b>31,737</b>	<b>41,353</b>	<b>50,899</b>	<b>60,374</b>	<b>69,776</b>	<b>79,102</b>	<b>76,290</b>

**Fig 5 Ten Year revenue forecast for YIC2 project**

The forecast shows that there is only a short period of revenue loss for YIC2. This is estimated to be a three year period of revenue loss. The break –even point will actually be reached in year three with sound net profit by year four and a cumulative net profit reached in year six. This means that by year 7 all revenue losses will have been recovered and the project will move to an ongoing income generating stage.

The tenant occupancy rate of YIC2 is the main factor that drives income generation and our projections for occupancy YIC 2 are based on our actual experience with the main YIC

Income generation peaks at around £82k per annum by year 4. Income is capped by the amount of lettable space available, so we can reasonably assume that £82k p.a. would be the maximum net income that can be generated by the project.

#### **Key assumptions made in determining the income projections**

- We have projected occupancy rates in line with the historic uptake of suites already experienced at YIC in the first 5 years of operation. This has shown to be a growth of around 20% per annum in the occupancy rates over a four year period. This will flatten out in year 5 owing to the churn of tenants.



- We have not assumed an occupancy rate greater than 80%.
- We have included a year on year increase in the amount of business rates that we will be charged.
- We have included a year on year reduction in the amount of small business rates that we will be able to reclaim.
- Increases in costs need to be balanced with acceptable increases in income. Whilst the market will determine these values, we would recommend an annual review of income and expenditure

Whilst YIC 2 could be treated as a stand-alone project, it would be virtually impossible to separate the operating costs from the main YIC. There are common costs, service charges, staff costs and shared overheads that would be difficult to isolate and economies of scale that would be difficult to assign if the two operations were kept separate.

Whilst the finances of the two projects can be kept separate if required, there are advantages to taking an overall view of the financial position of YIC:

- The projected revenue loss in the first three years of the YIC 2 extension would be largely absorbed by the amalgamated operation and with the exception of year one, remain in overall profit at all times .
- There would be no disagreements over profit sharing between the YIC funding partners if YIC2 became full of tenants whilst there were vacant suites in the original YIC (and vice-versa).
- The overall profit sharing between the original partners can continue provided the increased investment by YIC (not including the GD2 grant) is reflected in the ratio of capital investment made by the original funding partners.
- Economies of scale become evident in the shared model, because fixed overheads such as management and staffing remain largely unchanged despite the increased overall size of YIC

## **3.2 Anticipated Benefits**

### **Return on Investment**

Following an initial period of revenue loss, YIC2 moves to a profit making scenario beyond year 3. By year 10 SSDC's investment of £1,291,800 offers a return of 5.9% pa with an average return of 2.42% over the first 10 years

It should be noted that the primary purpose of the Yeovil Innovation Centre is to benefit the local economy by strengthening diversification in key sectors and increasing high-value productivity. From a funding partner perspective our main ambitions have been to avoid making an operating loss and to use any profits gained to further our work for the local economy.

### Project Outputs and Targets

Output <u>Minimum Target</u>	Total 2017/18-2020/21
New businesses created	7 new businesses by 2018 28 new businesses by 2021 (7 per year cumulatively thereafter)
Business safeguarded	28 businesses per annum by 2021 Approx. 28 annually thereafter
Jobs created (direct)	14 in 2018 56 by 2021 Approx. 14 annually thereafter
Jobs created (indirect)	20 during construction 2017 Not enumerated, but considerable potential in supply chain
Jobs safeguarded	Up to 135 annually at typical densities (when centre is full). Based on current figures for existing YIC

*Fig 6 - Project outputs and targets*

### 3.3 Options

In terms of project funding YIC2 has been prioritised within SSDCs Investing in Infrastructure Programme. As such it is now prioritised within the Somerset Growth Plan and the project lends itself well to funding applications to major funding streams. The Project Business Case has been submitted in the final stages of consideration for GD2 funding.

The size of the extension building is seen as an optimum scale of expansion. It will add around 70% of additional floor-space/office for business start-ups and offers an optimum level of return in terms of business outputs and financial return.

With a smaller expansion the costs would be disproportionately high when compared to both the financial and wider economic outcomes and thus represent less value for money as a project. A larger expansion prolongs the period of time required to hit the financial break-even point and thus carries a far greater financial risk for SSDC.

Options have also been considered as to where the extension is located at YIC. It has been decided that a qualified engineer and architect would best determine the location of the extension. At this stage, the rear of the building is favoured to remove the need for a second lift at YIC and because of the proximity to exiting and underused suites of WCs.

### 3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project		
	Start date:	March 2016	
	Other Key Milestones	Inclusion of Project into Investing in SSDC Infrastructure Plan	May 2014

	with Dates:	Prioritisation of project within SSDC Investing In Infrastructure Programme	Jun 2014
		Broad Outline Costings for Project	Jul 2014
		Approval for Investing in infrastructure Plan	Nov 2014
		Inclusion of YIC phase 2 within Growth Plan 3 submission	Nov 2014
		Application to Unlocking Growth Fund (GD2)	Jan 2015
		Update income/expenditure projections (at GD3 application stage)	Sept 2015
		Request for Business Case from LEP	Dec 2015
		Estimate for build costs provided by SSDC retained consultant	Dec 2015
		Capital Bid to Full Council	Feb 2016
		Formal offer of funding from LEP	Feb 2016
		Pre app planning views taken	Feb 2016
		Preparation of Project Tendering Document for Design and Project Management	Feb 2016
		Advertise Tendering Brief	Mar 2016
		Appoint architect/project planner	Apr 2016
		Full project costs and plans prepared	May 2016
		Planning Submission	May 2016
		Negotiate 106 obligations	May 2016
		Tendering document for construction	May 2016
		Planning permission	July 2016
		Awarding the work through an OJEU compliant selection process	July 2016
Construction period begins	Aug 2016		
Main Building complete	Aug 2016		
Fit out	Sept 2017		
<b>Expected Completion - YIC Phase 2 opens</b>	Nov 2017		

### 3.4.2 Estimate of Officer Time Required: -

Officer's Title	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
Economic Development Officer	100	Yes	Yes
Property and Engineering Services Manager	300	Yes	Yes
Senior Building Surveyor	50	Yes	Yes
YIC staff in general	200	Yes	Yes

	<b>Comment by Property Services:</b>	Property Services have prepared the preliminary plans and have been consulted on the costs.
	<b>Comment by Information Systems (if new IT system):</b>	Not applicable- IT provide at YIC by external provider. No additional staff requirements anticipated at early stage.
	<b>Comment by Green Team:</b>	<p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> <li>• Paints</li> <li>• Locally sourced materials</li> <li>• Use of FSC sourced softwoods and hardwoods</li> </ul> <p>Try to use environmentally aware contractors. Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> <li>• Light fittings which are low energy</li> <li>• Increased levels of insulation (with sustainable materials)</li> <li>• Greater efficiency for all new plant and equipment specified if possible.</li> </ul> <p>Sharing of equipment between services will ultimately reduce carbon impact.</p>
	<b>Comment by Equalities Officer:</b>	The main YIC project is viewed as an excellent project from an equalities perspective. YIC2 is expected to meet the same standard of compliance.

<b>3.4.3</b>	<b>Risk Assessment</b>	
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>
	Slippage in project schedule	Adherence to project schedule and regular project review during and prior to construction phase.
	Costs over-run	Accurate costing of project through consultant and then through architect and QS.
	Management Costs	Adhering to current staffing structure with review at point of Operator Review.
	Business Rates	Apply for small business rates relief where and whilst possible. Maintain high occupancy rates of units.
	Attracting and retaining anchor tenants	On-going marketing campaign with reasonable flexibility around lease negotiations.
	Maintaining and increasing rental levels	Sliding scale on tenant rentals over duration of occupation. Annual review of market rental levels with adjustments as necessary.
	Operator default	SSDC to remain as operator with first review at December 2016.

## 4.1 Financial Investment Capital Projects

4.1.1 Total Costs and Funding – Capital Project							
		Funding Body			£' 000		
	SSDC Capital: -	SSDC Capital Fund			1,292		
		Unlocking Growth Fund			433		
	<b>Total Capital Cost</b>				<b>1,725</b>		
4.1.2 Breakdown of main areas of cost							
		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
	Green Book costings on 1,000 sq mts of new build.	725	1,000				
	<b>Totals</b>	<b>725</b>	<b>1,000</b>				
4.1.3 External funds to be received							
		Secured? Y/N	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	GD2 Unlocking Growth Fund		433				
	<b>Totals</b>		<b>433</b>				
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
	Loss of interest @ 3.15% (PWL B 10yr rate 10.7.15)	FT922	20	21			
	(Savings in expenditure)						
	Revenue Costs: - Net Revenue Loss	RE737		59	(36)	(9)	
	Revenue Income						(32)
	<b>Total Revenue Expenditure / (Net saving)</b>		<b>20</b>	<b>80</b>	<b>(36)</b>	<b>(9)</b>	<b>32</b>
	<b>Cumulative</b>		20	100	64	55	23
NB - savings cumulative from year 3 of project with full cost recovery at year 6. Annual revenue of £70k+ from Year 8. See figure 8 in this application							
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)	30yrs+					
	Total Revenue Costs Year 1 to 5	Overall Profit shown from Year 4					
	Annual Revenue Cost after year 5	Profit from year 5 reaching max of around £70k profit p.a. by year 8					
	<b>Total cost over whole life of asset</b>	<b>Total income projection of £1.5M over whole life of project</b>					

<b>4.1.6</b>	<b>VAT Implications</b>	
	YIC is opted to tax for VAT purposes, so any VAT incurred on this project is fully recoverable.	
<b>4.1.7</b>	<b>Impact on Band D</b>	
		£
	Additional spend	1,292,000
	Lost interest at 3.15%	40,698
	Divided by tax base	57,143
	<b>Cost per band D tax payer</b>	<b>7.12</b>

## 5 Project Organisation

### 5.3 Provisional Project Management Team

Name	Role/ Title
Martin Woods	Project Sponsor
David Julian	Project Manager
Gary Green for SSDC	User Representative
Not yet procured	Supplier Representative

### 5.4 Interested Parties

Name	Reason	Action required
HCA	Charge on land title	Permission received Adjustment to capital share in project
SCC	Co-funder of main YIC project	Adjustment to capital share in project

## 6 Other Useful Information

This document was compiled from the Yeovil Innovation Centre Phase 2 Business Plan. The business plan is available for viewing.



# South Somerset District Council Project Brief

Approved Budget within Service Plan? <b>Yes/ No</b>
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**Project Number:** 2016-09

**Project Name:** Investment in Market Housing

**Date Created** 13/01/2016  
**Document Version:** 1.0  
**Author:** Colin McDonald

## Table of Contents

<b>0</b>	<b>Document Control</b> .....	<b>101</b>
0.1	Document Approval .....	101
0.2	Revision History .....	101
0.3	Document Distribution.....	101
0.4	Document References .....	101
<b>1</b>	<b>Purpose</b> .....	<b>102</b>
<b>2</b>	<b>Project Outline</b> .....	<b>102</b>
2.1	Authority Responsible .....	102
2.2	Background.....	102
2.3	Project Objectives .....	102
2.4	Project Scope.....	103
2.5	Quality Expectations .....	104
2.6	Carbon Management .....	104
<b>3</b>	<b>Initial Business Case</b> .....	<b>104</b>
3.1	Reasons.....	104
3.2	Anticipated Benefits .....	104
3.3	Options .....	104
3.4	Key Project Information Summary .....	105
<b>4</b>	<b>Financial Investment</b> .....	<b>106</b>
4.2	Financial Investment – Capital Projects .....	106
<b>5</b>	<b>Project Organisation</b> .....	<b>107</b>
5.1	Provisional Project Management Team .....	107
5.2	Interested Parties.....	107
<b>6</b>	<b>Other Useful Information</b> .....	<b>107</b>



## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1	Colin McDonald	Nicola Hix	Application for Capital	13.1.16
1.1	Nicola Hix	Colin McDonald	Financial sections updated	13.1.16

### 0.3 Document Distribution

Name	Organisation	Role

### 0.4 Document References

Section Reference	Document Referred	Document Title

## 1 Purpose

In accordance with the decision made by District Executive in February 2015, to take an opportunistic approach to purchasing properties for housing purposes which fulfil a defined housing need and provide a reasonable rate of return on the capital investment.

## 2 Project Outline

The capital bid is to create a fund for investment purposes following the deployment of the initial £600,000 and in the light of lessons learned from those initial investments. There is potential for further investment either through the purchase of some new properties as part of a wider development or through the creation of new dwellings ourselves as a stand-alone development.

Activity to date demonstrates that the minimum rate of return is achievable, even when constrained by existing rent agreements or specific physical needs. Wider acquisition of properties (with fewer constraints) which are then let, through an intermediary, on a market rent should produce higher rates of return. Newly built properties will have the added advantage of a lower call on maintenance costs for the first 10-15 years. It is suggested that we now consider acquisition of a larger number of newly built properties and then compare and contrast actual returns on these and the tenanted properties we have already acquired.

### 2.1 Authority Responsible

SSDC

### 2.2 Background

The need for market housing for rent shows no signs of abating. Some local authorities have seen a business case for responding to this gap in the market. They have set up investment and housing companies to improve local market conditions by providing market housing for rent to meet the needs of a significant cohort able to afford this option. Projected population growth and other household changes is giving rise to a shortfall in housing overall. Whilst the private sector has overtaken the social sector as main provider of rent nationally, there is a lower rate of penetration in SSDC (13.3%, compared with the county average 14.7%). It would appear that demand currently exceeds supply, especially as mortgage availability is more restricted leading more people to turn to rent.

Note the acquisition of four tenanted properties in Martock and the proposed acquisition of a specialist bungalow (in train at the time of compiling this bid).

The Council shall continue to take an opportunistic approach to purchasing properties for housing purposes which fulfil a defined housing need and provide a reasonable rate of return on the capital investment and it is proposed to set aside a further £2.4m from available capital funds for such investment.

### 2.3 Project Objectives

- Acquire a wider portfolio of investment properties with the intention that the majority of these are let or leased at a market rate producing a rate of return over and above the prevailing PWLB rate (at the time of acquisition).

- Retain the option of the occasional acquisition of a property to meet a defined need at a sub-market rate, still producing a return at least equal to the prevailing PWLB rate (at the time of acquisition), where other options for meeting the very specific needs of the household concerned have either been exhausted or require an unacceptable level of grant subsidy.
- The majority of the acquired properties to be newly constructed with existing warranties and the expectation of low levels of cyclical maintenance within the first 10-15 years of ownership.
- In all cases the objective is to achieve a rate of return no worse than the prevailing PWLB rate, thus the project is essentially alternative treasury management whilst making the councils investments meet a local community need.
- In the case of investment properties used for a shared ownership solution the Council will retain the freehold and may enter into a direct relationship with the lessee.
- In the case of investment properties used for rental purposes, the Council is likely to lease to a third party such as a trusted Housing Association or other intermediary and thus not enter into a direct relationship with the tenant.

The initiative clearly provides a major plank in addressing “Focus Three – Homes” and in particular meets the stated aim:

*“With partners, enable additional new homes to meet the needs of the district, including mixed housing schemes to buy or rent that are affordable.”*

Also, the major statement in the Plan:

*“We want decent housing for our residents that matches their income”*

## 2.4 Project Scope

### Inclusions

- Acquisition of newly built dwellings as investment properties.
- Acquisition of second hand dwellings as investment properties where these have been relatively newly built and retain some warranties from the original developer/builder.
- Acquisition of second hand dwellings as investment properties where these meet a defined need for a specific identified household.

### Exclusions

Acquisition of second hand dwellings more than five years old as investment properties where there is no specific identified household with a very defined need

### Constraints and Decisions

In the case of investment properties used for a shared ownership solution the Council will retain the freehold and may enter into a direct relationship with the lessee.

In the case of investment properties used for rental purposes, the Council is likely to lease to a third party such as a trusted Housing Association or other intermediary and thus not enter into a direct relationship with the tenant.

## 2.5 Quality Expectations

Newly built and relatively newly built properties will retain some warranties from the original developer/builder. Older properties purchased with the intention of meeting a very specific need for an identified household may require some 'catch-up' repair work to bring them up to a similar standards, for example boiler replacement. Where this occurs the cost of the remedial works will need to be taken into account as part of the initial investment.

## 2.6 Carbon Management

We may need to consider the energy efficiency ratings of any proposed acquisition and whether investment should include remedial works to improve this.

# 3 Initial Business Case

## 3.1 Reasons

Housing presents an investment opportunity for the Council where money thus invested could produce a rate of return at least equal to and very probably exceeding the prevailing PWLB rate. The need for market housing for rent shows no signs of abating. Some local authorities have seen a business case for responding to this gap in the market. They have set up investment and housing companies to improve local market conditions by providing market housing for rent to meet the needs of a significant cohort able to afford this option. SSDC approach has been to avoid the initial set up costs on such a scale but instead to invest incrementally over time as set out in the original report to the District Executive in February 2015.

The Council shall continue to take an opportunistic approach to purchasing properties for housing purposes which fulfil a defined housing need and provide a reasonable rate of return on the capital investment and it is proposed to set aside a further £ 2.4m from available capital funds for such investment.

## 3.2 Anticipated Benefits

In all cases the objective is to achieve a rate of return no worse than the prevailing PWLB rate, thus the project is essentially alternative treasury management whilst making the councils investments meet a local community need.

## 3.3 Options

The main option is to acquire newly built dwellings as investment properties and lease through an intermediary thus gaining a market rate of return without a direct relationship with the tenant.

The option to acquire relatively new buildings which are 'second-hand' but still retain some warranties from the original builder/developer has not been entirely ruled out but it is expected that this will chiefly be utilised where the Council is seeking a tailored solution to the very specific needs of an identified household whose needs cannot be met through other routes. In some cases these very specific needs will only be met through the acquisition of an older property requiring more remedial works.

The main option is to obtain properties to be let at a market rent, this maximising the available rate of return on the investment. However the option to sell on a shared

ownership basis has not been entirely ruled out, especially where this is the only available way of meeting the very specific needs of an identified household.

The main option is to lease such acquired properties to a third party such as a trusted Housing Association or other intermediary. The option to let directly to tenants has been ruled out as we do not wish to create a direct relationship which may confer acquisition rights on the tenant and essentially undermine the investment.

The main option is to acquire a small number of dwellings in an incremental way rather than ‘big bang’ acquisition of a larger number of dwellings all at once. This ensures that there can be a wider spread of risk and the opportunity for organisational learning. The creation of a special purpose vehicle has also been ruled out, for the time being, to avoid significant one-off set up costs which will only delay the ‘payback period’

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	April 2016		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2018		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer’s Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	Corporate Strategic Housing Manager	Significant proportion of Colin’s time	Y	Y
	<b>Comment by Green Team:</b>	<i>Comments to be added from Green Team re any possible carbon impact on projects.</i>		
	<b>Comment by Equalities Officer:</b>	<i>Comments to be added by Equalities Officer re any possible equality and diversity impact on projects.</i>		
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	Income generated fails to meet required level above PWLB	Lease property to intermediary for a fixed sum; transfers risk to them		
	Properties purchased require significant maintenance	project geared towards new build where NHBC warranties cover		
	Reduced demand for market rented properties	unlikely but properties can be sold earlier than originally intended if necessary		
	Purchase prices reduce margin for income generation above PWLB	no purchase to be completed without appropriate assessment of income generated; consideration to be given to ‘bulk buy’ which reduce transaction costs for builder/vendor and therefore should generate favourable terms		

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project								
				Funding Body		£' 000		
SSDC Capital: -				District Executive		2,400		
<b>Total Capital Cost</b>						<b>2,400</b>		
4.1.2 Breakdown of main areas of cost								
				2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Purchase of Housing for Rental				1,200	1,200			
<b>Totals</b>				<b>1,200</b>	<b>1,200</b>			
4.1.3 External funds to be received								
			Secured? Y/N	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
N/A								
<b>Totals</b>								
4.1.4 Revenue Implications of Capital scheme								
			Cost Centre	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Loss of interest @ 3.15% (PWLB 10yr rate 10.7.15)			FT922	37.8	37.8			
(Savings in expenditure)								
Revenue Costs								
Revenue Income								
<b>Total Revenue Expenditure / (Net saving)</b>				<b>37.8</b>	<b>37.8</b>			
<b>Cumulative</b>				<b>37.8</b>	<b>75.6</b>			
4.1.5 Whole Life Costing								
Estimated useful life of asset (years)					N/A			
Total Revenue Costs Year 1 to 5								
Annual Revenue Cost after year 5								
<b>Total cost over whole life of asset</b>								
4.1.6 VAT Implications								
Based on the current information provided, VAT should be recoverable on this scheme but will dependant on each individual element.								

<b>4.1.7</b>	<b>Impact on Band D</b>	
	Additional spend	£2,400,000
	Lost interest at 3.15%	£75,600
	Divided by tax base	£57,143
	<b>Cost per band D tax payer</b>	<b>£1.33</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
	Project Sponsor
Colin McDonald	Project Manager
	User Representative
	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required

## 6 Other Useful Information





# Agenda Item 8

## **Funding for South Somerset Voluntary and Community Action 2016/17**

*Executive Portfolio Holder:* Councillor Sylvia Seal, Leisure and Culture  
*Strategic Director:* Rina Singh, Strategic Director (Place and Performance)  
*Assistant Directors:* Kim Close/Helen Rutter, Assistant Director (Communities)  
*Lead Officers:* Helen Rutter/David Crisfield  
*Contact Details:* helen.rutter@southsomerset.gov.uk or (01935) 462060  
david.crisfield@southsomerset.gov.uk or (01935) 462240

### **Purpose of the Report**

This report sets out the outcomes of a review of South Somerset Voluntary and Community Action (SSVCA), Voluntary Sector Support (VSS) service which SSDC fund, and seeks the approval of the District Executive on the level of funding to be included in the 2016-17 budget.

### **Forward Plan**

This report appeared on the District Executive Forward Plan with an anticipated Committee date of February 2016.

### **Public Interest**

SSDC supports SSVCA to ensure that:

- a) Voluntary, community and social enterprise organisations( VCSE) across South Somerset are able to access free, impartial and expert advice from within the sector.
- b) The voluntary community and social enterprise sector is properly represented,
- c) There is a development body that promotes the need for and ways of delivering, services in the sector, to help some of the people most in need.
- d) A range of objectives in our Council Plan are met.

### **Recommendation**

It is recommended that District Executive:-

1. Agrees to an allocation of £74,260 for SSVCA in the 2016/17 budget.
2. Notes that funding will be reviewed annually and be subject to the implementation of a new service specification that will require a series of service improvements that will deliver improved outcomes for South Somerset's Voluntary, Community and Social Enterprise sector.

### **Background**

At the 5 March 2015 District Executive meeting, the council approved grant funding of £74,260 for SSVCA for the financial year 2015/16.

This decision included a review of SSVCA's activity commissioned by the portfolio holder, Cllr Sylvia Seal. With increasing pressure on the council's grant budget it is more important than ever to fully consider all options going forward and to be confident that our limited resources are being spent well to deliver the best possible outcomes for the local VCSE, based on need. The review was undertaken between March and December 2015.

Set up in 1981, SSVCA is part of a national network of Councils for Voluntary Service (now commonly called Voluntary & Community Action) that traditionally have largely existed at a District level. These are civil society, development organisations whose main purpose is to support the work of other organisations in the VCSE. This type of organisation is also known as VCSE Infrastructure. It is a registered charity and company limited by guarantee.

Its role includes:

- Representing the views of members to statutory bodies and others
- Helping new initiatives to develop and new organisations to form
- Providing advice and information on all aspects of running and managing the organisations they work with, including recruiting volunteers and accessing sustainable funding or generating income
- A leadership role within the sector, encouraging organisations to work together in collaboration and partnership

Members of the council's Executive have been briefed on and supported the major and ongoing restructuring at the organisation. SSVCA has worked closely with our Financial Services team to provide evidence of the organisation's ongoing sustainability for both its core activities and its direct services.

## **Purpose and Value of VCSE Infrastructure Organisations**

In a recent report on the future of Voluntary, Community and Social Enterprise infrastructure ('Change for Good' – Report of the Independent Commission on the future of local infrastructure Jan 2015) the purpose of local infrastructure bodies is described as follows "...to provide services, support and advice to, and promote, local charities, community groups and social enterprises that deliver social action. A good infrastructure body will offer the right mixture of support, challenge, leadership, resource, skills and knowledge. It will also help to foster relationships between the local voluntary sector, public bodies and local business. They also promote social action and make sure local communities have a voice."

Traditionally this has been carried out by local organisations called Councils of Voluntary Service (CVS) or Community Action Associations. Infrastructure support is also provided by regional and national bodies and can be specialist, sub-sector specific or generalist.

The kind of infrastructure support offered to local VCSE sector organisations comprises all or some of the following:-

- specialist expertise, information and support to develop the skills local people need to run successful organisations and groups
- spreading good practice, preventing duplication of effort and supporting joint working
- helping groups find funding and make effective use of resources
- promoting equality and diversity by fostering a wider understanding of the needs of disadvantaged and under-represented groups
- making sure policy makers understand the needs of local voluntary organisations and community groups
- helping public bodies engage effectively with local voluntary organisations and community groups
- providing a forum for local voluntary organisations and community groups
- encouraging more people to volunteer and get involved in voluntary and community action.

The services provided by SSVCA's Voluntary Sector Support service are, therefore, by definition Infrastructure Support.

This same Commission "... found a compelling case for local infrastructure. The social sector needs effective infrastructure as do other sectors. Failure to invest in development and support is short sighted and wasteful."

The Office of Civil Society has also identified that groups accessing infrastructure support had a "substantially higher likelihood of success in grant applications and bidding for contracts" (Supporting a Stronger Civil Society – OCS 2010)

Change for Good also reported that, "paradoxically, the most under-resourced areas tend to be those with high social need: **rural** where sparsely populated areas have more limited access to public services and low levels of connectivity;.....It is in these areas that infrastructure support is particularly needed to strengthen communities and generate, as much as support, social action. Funders and commissioners also benefit from strong infrastructure in the communities they most want to reach as it improves both their understanding of local need and the quality of bids and proposals..."

The largest ever charities survey (National Survey of VCSE organisations – 2010) showed that "accessing infrastructure was associated with positive outcomes, including a substantially higher likelihood of success in grant applications and bidding for contracts". The survey also found that overall 77% of users reported being very or fairly satisfied with their local infrastructure support.

## **Review**

The purpose of the review has been to inform the council's priorities in relation to the voluntary sector's support needs and to establish how this will be funded from the 1st April 2016. In particular

- To inform the commissioning of a 'Fit for Purpose' VCSE support service in line with sector needs and council priorities.
- Deliver value for money for the council.

It has been carried out with the full co-operation of, and in close collaboration with, SSVCA's trustees and staff.

It has taken longer than expected to complete the review, due largely to unforeseen delays brought about by senior staff changes during 2015, the CEO's three month summer sabbatical, departure of the Voluntary Sector Support (VSS) job-share manager and the CEO's 10 month maternity leave which commenced in October 2015.

However, the Trustees now have a stable staffing structure in place. The acting VSS manager is an experienced practitioner and manager who is fully engaged with the review process. (Staffing Structure pre and post CEO maternity leave can be found at Appendix 1)

The review has focused on a number of concerns that have been expressed by both members and officers working with SSVCA's VSS service:-

- a) Financial sustainability**
- b) How well the organisation is delivering against the current service specification and targets**
- c) Potential overlap with SSDC in relation to community group support**
- d) Appropriateness of the future offer**
- e) Ability to demonstrate impact**
- f) Benchmarking funding against other councils**

Before going through these issues, the next section highlights the work done by SSVCA including reference to the 2 other service delivery organisations that make up the whole.

## Performance headlines – how SSVCA makes a difference

SSVCA is one of the largest charities in the SW region. It has been delivering services for South Somerset communities for more than 30 years. Furnicare, the furniture recycling scheme, and Community Transport support those in need with affordable, professionally run services using the time and skills of volunteers. It also provides practical advice and guidance for community groups through the VSS service.

- SSDC only funds the VSS service, but all three services are a vital part of the parent organisation. Each service adds to the others and there are financial benefits with the ability to cross subsidise services such as the VSS that are more reliant on public or other third party financial support through the income generating businesses such as Community Transport.
- Somerset Community Transport offers a variety of transport services: community cars, Slinky buses and wheelchair accessible minibuses. The wheelchair accessible minibuses run vital services, transporting vulnerable members of the community to day care services, educational establishments and leisure activities. Last year it carried over **31,000** passengers, enabling the South Somerset Community to access hospital appointments, educational establishments and care services.
- Furnicare enables people on low incomes to purchase quality donated furniture and electrical goods to furnish their homes. It works in partnership with Yarlington Housing Association on an Employability Project. Trainees learn new skills and obtain work experience by volunteering at Furnicare. This project commenced in October 2015.
- SSVCA has the ability to support *existing* and new social action initiatives, by directly setting up new services or through supporting the emergence of new community groups and projects.
- After the 2013/14 floods the VSS was the trusted, respected organisation that SCC turned to. It was able to step in, calm the conflict with authorities, gained the trust of the fragmented volunteer workforce, bring organisation to its resources and support the formation of a sound legacy in the form of a local volunteering group.

In the first nine months of the 2015/16 financial year the VSS service has:

- Provided one to one support to **23** organisations covering areas such as setting up a charity, constitutions, organisational policies, funding, volunteering, governance, HR, PR and marketing. New groups that have been given start-up include a mental health group, three Arts groups, Men in Sheds (tackling loneliness and isolation amongst older men), a special educational needs group and a self help group for service families.
- Delivered **4** learning events -three VCS Forums and one training event involving a total of **91** participants. Topics covered included Recruiting and retaining volunteers; European funding; writing successful funding bids and recruiting trustees.
- Held a high profile and well received VCS conference and fair involving **200** participants.
- Produced and circulated over **100** information e-bulletins to the sector comprising local, regional and national news and funding information and opportunities.
- Designed a new website. Originally planned to go live in January 2016, the launch will be put back for a few more months in order that further improvements and changes can be made to reflect the emerging takeover of Mendip Community Support. When complete, this 'online hub' for the sector in South Somerset will include; regular updates from the voluntary sector, a searchable and downloadable library of resources & information, searchable database of organisations, volunteering & job opportunities and a facility for groups to promote events/news etc. Crucially it will also provide an effective management tool so the number of times and type of help groups receive can be accurately tracked.
- Uploaded **47** new resources to the existing website.

- Improved its social media offer and profile; Facebook page 'likes' have doubled during the period and there has been a significant increase in the number of Twitter followers - now **248** - with tweets viewed **55,000+** times and the profile almost **5,000** times. On one occasion this resulted in national media coverage for a local organisation.
- Registered **296** volunteers, **99** volunteering opportunities & successfully placed **58** volunteers and registered **26** new volunteering seeking organisations. The following quotes, from volunteers and organisations recruiting volunteers, demonstrate the value of having a local brokerage service matching volunteers with volunteer using organisations.
  - *"I first began volunteering after a lengthy stint of unemployment due to poor health and found it an effective form of rehabilitation into the real world. When you've not had a good excuse to leave the house for a few weeks, it's easy to find yourself feeling a bit isolated from the community."*
  - *"The transformation I've experienced since starting still astounds me – I don't recognise myself anymore. Confidence is built on experience, and the skills I've learnt have contributed not only to my personal growth but my resume too!"*
- Held a 'Star Volunteer' competition as part of national Volunteer Week.
- Held **3** peer support Volunteer Manager forums providing opportunities to develop best Volunteering practice within the sector.
- Partnered with Yeovil College and started the process of producing a South Somerset 'State of the Sector' report.
- Secured **£6,000** worth of Big Lottery 'Big Assist' consultancy to develop a methodology to demonstrate Impact.

## The Review – Issues and Findings

### a) Financial Sustainability

#### **Issues**

SSVCA has operated in difficult financial circumstances over a number of years. In 2006 SSDC rescued the organisation with a £100,000 one-off grant. Since then further circumstances outside their control such as the withdrawal of all funding to VCSE infrastructure organisations by the County Council in 2011 have had a big impact. At that time SSVCA had an operating deficit of £120,000 and implemented a major restructuring. SSDC has recognised the value of having a voluntary sector development organisation operating in the district and has supported SSVCA throughout this period. The financial sustainability of the organisation and its ability to adapt is a key concern for us.

#### **Review Findings**

The organisation as a whole (VSS, Furnicare and Community Transport), has made significant headway in turning round their finances moving from a significant operating deficit in 2011 to an operating surplus of £26,000 at March 2015.

Free reserves have increased to £273,000 which represents approximately four and half months operating costs based on the 2014/15 turnover figures of £708,018.

The Community Transport and Furnicare services have been transformed under new managers having become viable businesses able to return modest surpluses.

A total of £212,000 worth of savings has also been achieved over the 2011-2015 period by reducing staffing costs, rent, office costs and volunteer expenses.

The proposed takeover of Mendip Community Support by SSVCA will strengthen their reputation, sphere of influence and financial position (subject to ongoing funding from Mendip and Sedgemoor DC's) and improve their overall resilience and ability to bid for contracts.

There is further potential for the organisation to make better use of volunteers within its VSS delivery and possibly have a paid for membership scheme to diversify its income base.

## **b) How well the organisation is delivering against the service specification and targets**

### ***Issues***

The VSS service struggled to meet some targets set for 2014/15. Performance in other areas was difficult to measure as there were no tangible outputs or targets set. The same service spec was rolled forward into 2015/16 to allow for the review process. The disruption of staffing changes have also impacted on the service's effectiveness and ability to deliver against the council's requirements

#### **i. Membership and Profile**

We estimate there are 750 plus groups and organisations active in the District. The VSS online Directory of Groups and Organisations at March 2015 was 169, against a target of 235. The number of organisations who are members of SSVCA as a proportion of the overall size of the sector is small.

SSVCA recognises the need to have more effective marketing and promotion of its services to the sector, funders and wider stakeholders and be better able to articulate the value of the services provided and its 'unique selling points'. Together these should result in an increase in SSVCA's membership and number of users.

The organisation's digital offer is weak. Digital media plays an increasingly important role in promoting an organisation and its services, particularly the 'self-service' functions, with the organisation also lacking a presence on social media platforms such as Facebook and Twitter.

### ***Review Findings***

A new strategy of taking services out of Yeovil into the market towns has the potential to raise the service's profile across the district and increase membership and use of the VSS service. This is dependent on staff being proactive in contacting existing groups, understanding gaps and working with SSDC and other agencies to offer the right support.

A successful VCS Conference and Fair was held in October. This gave much needed exposure to the sector across the district.

There are now 247 organisations listed on the directory and it is fully expected to increase this to reach the target of 340 by the end of the financial year.

A lot of work has been done to raise the profile of the organisation through social media. The use of Facebook and Twitter has been particularly successful in extending the reach of the service. A new website has also been built and is due to go live in 2016.

#### **ii. Leadership**

One of the core functions of VSS is to exercise a leadership role to and on behalf of the sector. This would demonstrate itself in ways such as:-

- Enabling - empowering and developing social action
- Influence - convening a 'voice' for local communities to shape policy and influence decision-makers at all levels on behalf of local people. Convening a leaders' forum, bringing together chief officers of key VCSE organisations.

- Knowledge - Keeping up-to-date with developments and sharing this widely: impact assessment techniques; technology; data sharing and social finance.

### ***Review Findings***

We found the organisation has not been as strong as it could or should have been. To address this we discussed options and introduced a new requirement for 2015/16 to initiate a VCSE leaders' network, bringing together chief officers from key voluntary sector organisations to become a mechanism for voluntary sector 'voice and influence'. A number of 'in principle' discussions have been held with the CEO's of local Voluntary Sector organisations and the issue was also discussed at a strategic level at the county-wide VCS Strategic Forum on the 27<sup>th</sup> January. There is also interest from pan-Somerset funder, the Somerest Community Foundation to collaborate on the facilitation of a Leaders Network.

#### **c) Potential overlap with SSDC in relation to community group support**

##### ***Issues***

There are elements of the work of the VSS service, particularly group start-up and development, that could be responded to by SSDC's Area Development Neighbourhood Development Officers. In reality there is not enough day-to-day linking up to discuss requests for help and direct them to the service best able to help.

The review has started to look in detail at this area of work to check if there is unnecessary duplication of effort, and financial inefficiencies occurring because of this.

##### ***Review Findings***

Following meetings with the CEO and VSS manager we believe SSVCA do have a unique offer but this is not well understood and there is minimal referral. In order to achieve greater clarity about what each other does and to develop closer working relationships, VSS staff are meeting with Area Development teams to develop improved understanding and closer working relations. The acting VSS manager is attending Area Development Team meetings in the early part of 2016.

#### **d) Appropriateness of the future offer**

##### ***Issues***

The review has been exploring if the development of the VSS service going forward will be comprehensive in its offer, will meet the actual needs of the sector and address the wider challenges it faces locally, regionally or nationally.

The following services are now being provided by the VSS service as set out in its 2015-17 Business Plan.

##### **i. Information Services**

Free access to all the information that community groups routinely need to be successful in the form of e-bulletins, downloadable factsheets, plus a programme of forums and training.

##### **ii. Advice and Guidance**

A bespoke service in response to the needs and requirements of individual groups offered in three phases:

###### Phase One

Groups have a free "health check" to determine the type and level of support needed.

###### Phase Two

Up to 10 hours of free development support provided tailored to their needs

###### Phase Three

Offer of longer term or more intensive help to groups to achieve a certain aim on a “paid for” basis at a competitive cost. This may either lead on from support provided in phase 2 or be completely stand-alone projects.

**iii. Volunteering**

This service includes working with individuals looking to volunteer and supporting groups in South Somerset who are reliant on volunteers.

**iv. Voice of the Sector**

SSVCA’s role is to ensure that the voice of the sector is heard (and listened to) when important decisions about funding, policy etc. are being made at a local, regional and national level. This is carried out in partnership with other organisations (public, private and voluntary).

**Review Findings**

Whilst the above plans reflect the core functions of a voluntary sector infrastructure service, to understand fully the scale, health and needs of the sector in South Somerset, we have requested that SSVCA research and produce a ‘Health of the Sector’ report. This will look at both the economic impact of the VCSE in South Somerset and audit the sectors health, resilience and confidence. SSVCA have commissioned Yeovil College to undertake this piece of work which will be completed by summer 2016.

The findings from this report will inform the nature of services offered and their delivery. It will also help SSDC with its future VCS Strategy and it will be updated regularly to inform future business and strategic plans.

**e) Ability to demonstrate impact**

**Issues**

Crucial to SSVCA’s future is its ability to demonstrate the impact of its work to funders, beneficiaries and other stakeholders. This learning can then be modelled to other VCSE organisations for them to carry out impact assessments. The ability to demonstrate that a service is making a difference can underpin its very survival.

Evidencing Impact is a key issue facing the sector. Projects are taking place nationwide to support this with the tools necessary to undertake impact assessment. However, it is acknowledged that this is especially difficult for infrastructure organisations not involved in service delivery direct to members of the public.

**Review Findings**

SSVCA applied for and were successful in securing Big Lottery ‘Big Assist’ in kind consultancy support to undertake this work. Working with regional infrastructure body South West Forum, an Impact methodology will be in place by 31st March 2016 ready to roll out early in the new financial year.

**f) Benchmarking funding against other councils**

Analysis of current and 2016/17 (onwards) funding support for VCS Infrastructure at similar councils (our benchmark group or within surrounding counties) show that there is continuing funding, but in some cases a programme of managed reduction is underway.

Council/ Population	2015/16 £	2016/17 Funding	Length of Agreement	Comparison 2015/16	Comment
Eastleigh BC/ 126,800	80,305	TBC			



Council/ Population	2015/16 £	2016/17 Funding	Length of Agreement	Comparison 2015/16	Comment
Bournemouth BC/191,400	80,000	£72,000	One year	Reduction of 10%	
South Somerset DC/163,900	74,260	TBC	TBC		review
Poole BC /147,645	68,500	£68,500	2 of 3 year agreement.	Same	
East Hants DC /115,608	60,000	£60,000	One year	Same	
Bath & North East Somerset /182,021	60,000	TBC	TBC	Budgeting for same or similar as 15/16	
Havant BC /120,700	49,860	£49,860	One year	Same	First year in 5 where budget hasn't been cut
*Harrogate DC /157,900	32,000	£32,000	3 Year 2016- 19	Same	
*Braintree DC /147,084	22,720	£20,720	3 year agreement	Reduction of £6,000 across the 3 years	
*Stafford BC /130,800	20,250	£20,250	4 year agreement 2016-20	Same	Includes accommodation valued at £10,000 per annum
*Wychavon DC /117,700	15,000	£10,000	One Year	£5000 cut- 1 of 3 Volunteer Centres not funded in 16/17	A new four year funding strategy from 2017
*Newark & Sherwood DC /114,800	11,260	£11,260	One year	Same	Contribution to Volunteer centre

\* Part of the same Cipfa audit family as SSDC.

Of the 12 councils listed, SSDC was the third highest contributor to VCS Infrastructure in 2014/15. Our experience in Somerset illustrates that Councils' place differing value on voluntary sector support and the safety net that this offers in society. Like for like comparison for this activity (compared with Citizen's Advice for example) is difficult as organisations vary greatly in scale and function. Some only attract funding for the volunteer centre function. Some still gain funding from their County Council. In all cases funding is continuing into 16/17 and in most cases at the same level.

#### Other considerations

SSVCA have been in discussion with their Somerset counterpart infrastructure organisations regarding greater collaboration and possible mergers. SSVCA and Mendip Community Support (who also provide a limited service in Sedgemoor) held formal talks about a takeover by SSVCA to become a pan Somerset provider. The benefits of such a takeover are greater financial efficiencies, improved resilience and greater influence.

Following a joint meeting of trustees on the 1<sup>st</sup> December 2015 and a due diligence exercise, the SSVCA's trustees have agreed that MCS is a going concern and will start the necessary procedures to take MCS over, subject to continued funding from Mendip and Sedgemoor District Councils. Commitment to continue the work in Mendip and Sedgemoor has only been given until 2016/17 in the first instance. The unrestricted reserves which would transfer to SSVCA are more than adequate to run the operation until April 2017 and to cover closure costs at that point in a worst case scenario.

## **Funding Options Appraisal**

The review also needed to consider all the possible funding options open to the council once the current funding ends on 31st March 2016.

The following six options were considered, including an option to end funding if the business case was not considered robust enough:-

- Option 1: End Funding
- Option 2: Provide service in-house
- Option 3: Seek collaboration with adjacent district/county
- Option 4: Embark on a competitive tendering exercise
- Option 5: Continue to provide core funding (with options to either increase or reduce funding), supported with a new outcomes based service specification.
- Option 6: Fund selective elements of the service e.g. Volunteer Centre, Voice of the Sector.

Taking into account; the delays that have impacted on the review, the continuing takeover talks with Mendip Community Support, and mindful of the operational challenges that we have set SSVCA already, it is recommended that funding is not reduced in 2016/17. This will allow sufficient time for the organisation to fully demonstrate its ability to be relevant and to better evidence its impact to us as funders.

Based on the Review it is proposed that option 5 is pursued i.e. to fund at the current level for 2016/17 but to also engage in dialogue with SSVCA about future funding based on a different service delivery model and to bring back a further report to DX in January 2017.

Due to pressures on our budgets over the next 4 years and beyond it is anticipated that we will reduce our funding over this period in a managed way and/or see if the organisation is suited to be a vehicle for appropriate service transfer during this period.

## **Proposed Changes to Service Specification**

If members are minded to agree an allocation of £74,260 for SSVCA in the 2016/17 budget, a new service specification will be drawn up to address the issues highlighted in this report and to ensure that continuous improvement is secured through performance monitoring. This will place greater emphasis on outcomes with monitoring requirements that clearly demonstrate how SSVCA is making a difference to the lives of residents.

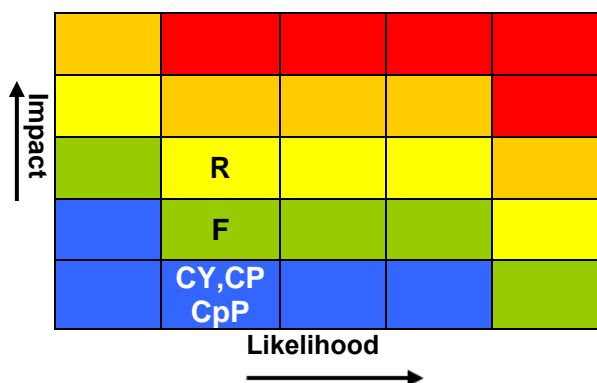
Performance will be monitored regularly with the submission of quarterly reports and twice yearly monitoring meetings.

## Financial Implications

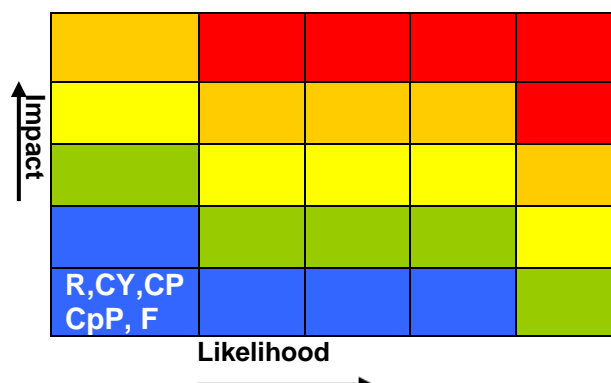
If the budget allocation recommended is agreed, all funds ringfenced in the SSVCA budget will be committed for 2016/17.

## Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



## Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## Corporate Priority Implications

- Develop options that increase recycling and minimise waste
- Work with partners to combat fuel poverty
- Optimise opportunities for external funding to promote healthy living
- Help communities develop transport schemes and local solutions to reduce rural isolation and inequalities to meet needs of those communities
- Evaluate the overall requirements of the Localism legislation and work with communities to develop plans for their community

## Carbon Emissions and Climate Change Implications

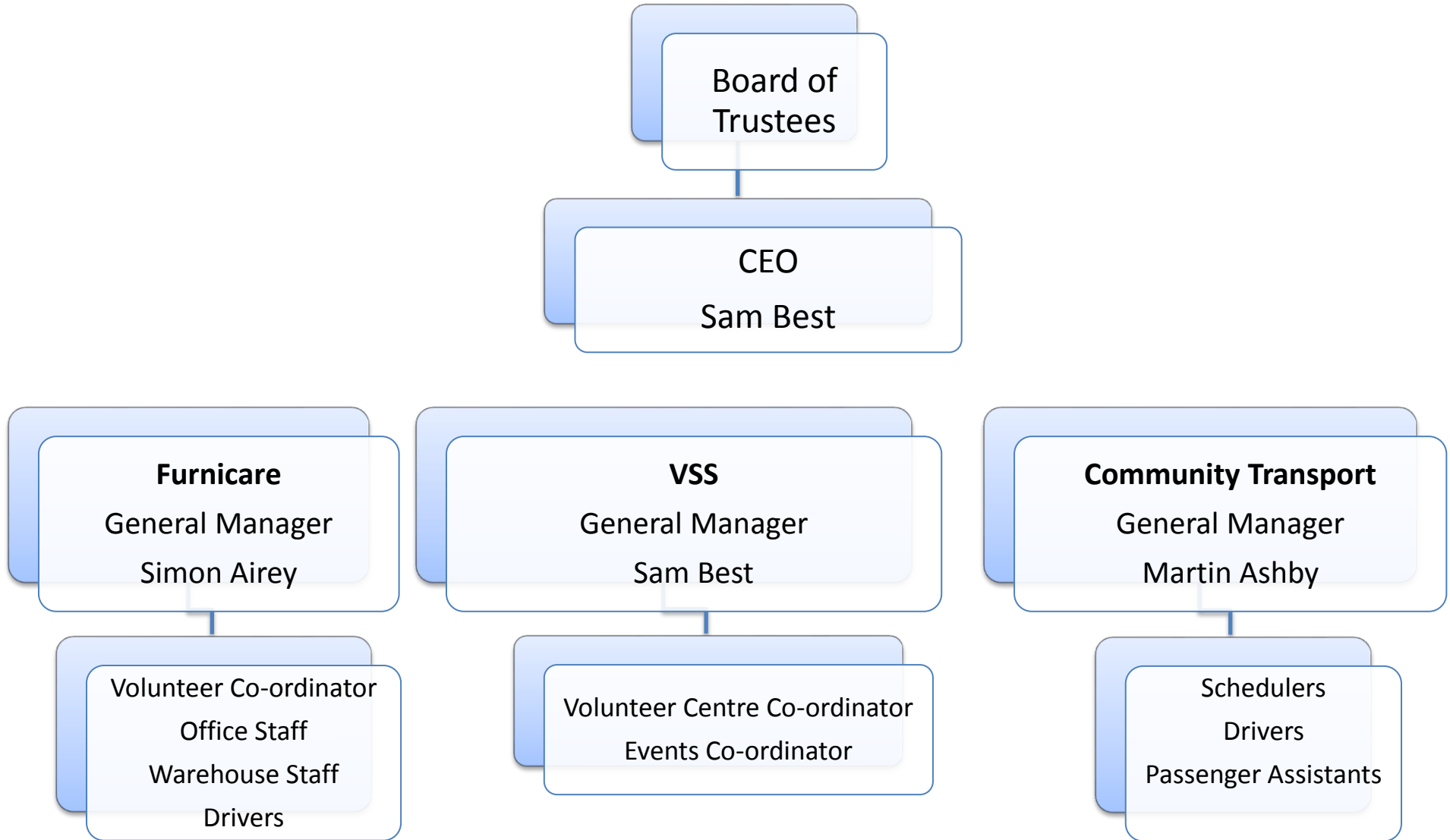
None

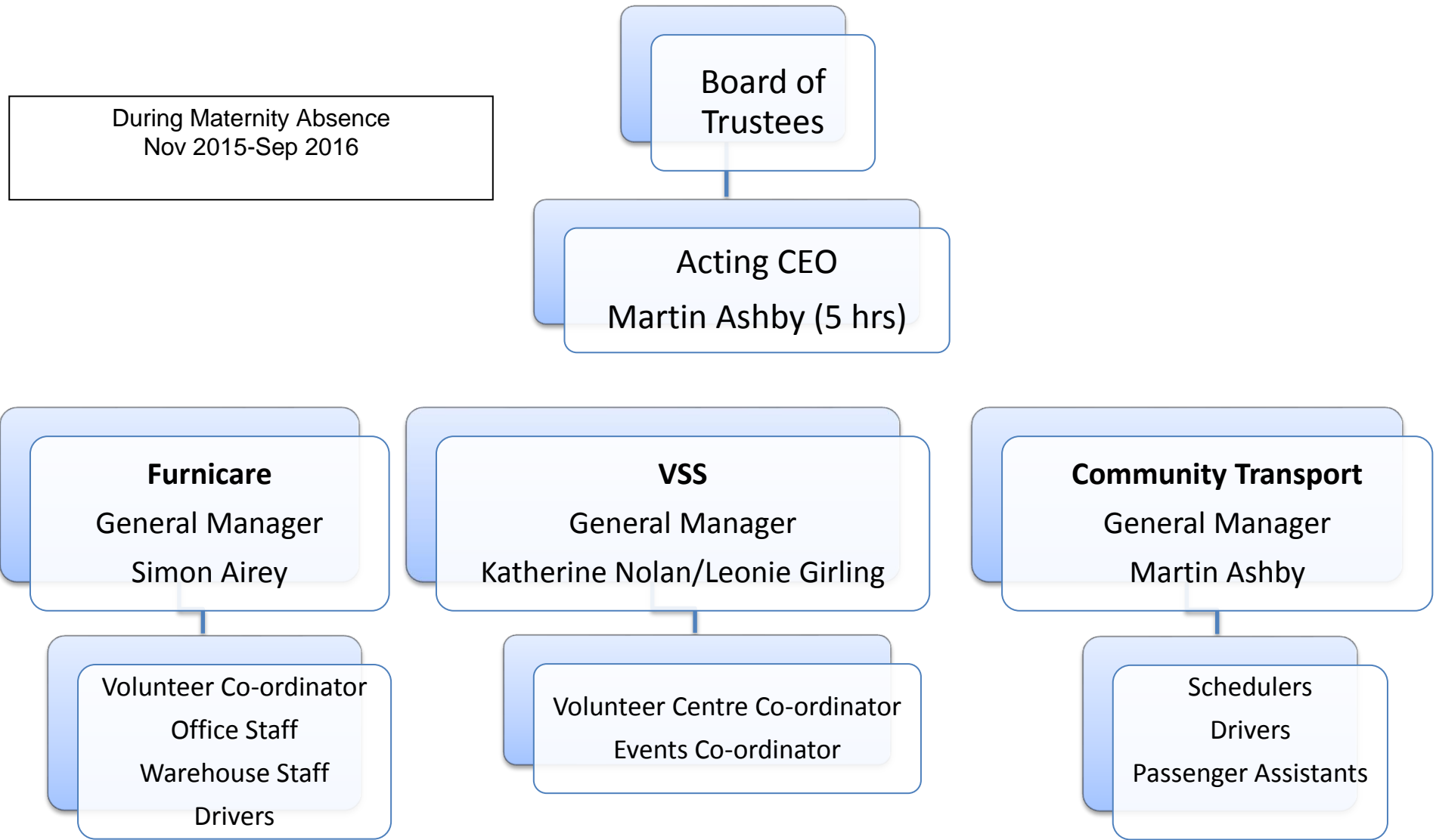
## Equality and Diversity Implications

Working with the voluntary sector is one of the Council's means of providing services to hard to reach groups and engaging with communities who otherwise find it hard to access public services. Supporting the VCSE increases community engagement and participation. All groups supported by SSDC are required to have an Equalities Policy.

## Background Papers

SSVCA report to District Executive March 2015.





# Agenda Item 9

## **2015/2016 Capital Budget Monitoring Report for the quarter ending 31<sup>st</sup> December 2015**

*Executive Portfolio Holder:* Cllr Peter Seib, Finance and Legal Services  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Lead Officer:* Nicola Hix, Corporate / Management Accountant  
*Contact Details:* nicola.hix@southsomerset.gov.uk or 01935 462642

### **Purpose of the Report**

1. The purpose of this report is to update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> October 2015 to 31<sup>st</sup> December 2015.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of February 2016.

### **Public Interest**

3. This report updates progress on capital expenditure in 2015/16.

### **Recommendation(s)**

4. That the District Executive: -
  - a) approve the revised capital programme spend as detailed in paragraph 6;
  - b) note the slippage over £50,000 in the capital programme as detailed in paragraph 8;
  - c) approve the virements of £25,000 outline in paragraph 9;
  - d) approve the allocation of any additional funding to be used within the capital programme as detailed in paragraph 11;
  - e) note the balance of S106 deposits by developers held in paragraph 13;
  - f) note the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 15;
  - g) note the progress of individual capital schemes as detailed in Appendix A;
  - h) note the total land disposals to registered social landlords as detailed in Appendix B;
  - i) note the schemes that were approved prior to 2010, as detailed in Appendix C, and confirm approval for those projects that they wish to remain in the programme.

### **Background**

5. Full Council approved the Capital Programme in February 2015. Monitoring of the agreed programme has been delegated to District Executive.

## Capital Programmes

6. The revised capital programme for this financial year and beyond is attached at Appendix A. The estimated spend for 2015/16 has been revised from **£4.450 million** to **£1.866 million** for the following reasons: -

	15/16 £'000	16/17 £'000	17/18 £'000	18/19 £'000	19/20 £'000
<b>Capital Programme for 2015/16 onwards approved at DX in November</b>	<b>4,450</b>	<b>1,753</b>	<b>587</b>	<b>(274)</b>	<b>(274)</b>
Plus projects added to Capital Programme:					
Westlands Leisure Complex (DX 1.10.15)		1,803	(62)	(62)	(62)
Loan to Hinton St. George & Locality Rural Community Services (DX 1.10.15)	190	(9)	(9)	(9)	(9)
Plus Area Reserve allocations to:					
Area East – Wincanton TC Cale Play Area		10			
Area North – Kingsdon Village Shop	7				
Area East - Hadspen Village Hall	3				
Plus allocations from affordable housing reserve (DX 1.10.15)	484	487			
Less removal of loan repayment from Somerset Waste Partnership as loan not drawn yet (see table 8 below)	271				
Less allocations returned to reserves	(119)				
Less removal of underspends to balances	(5)	1			
Less slippage from 2015/16 forecast to slip into 2016/17 and beyond (re-profiling)	(3,415)	3,415			
Revised Capital Programme for 2015/16 at 30 <sup>th</sup> December 2015.	<b>1,866</b>	<b>7,460</b>	<b>516</b>	<b>(345)</b>	<b>(345)</b>

(Figures shown in brackets reduce the capital spend in any particular year)

## Capital Programme & Reserves

7. The current capital programme, contingent liabilities and reserves allocates £11.689 million to various schemes over the next five years. Further details are shown in Appendix A.

	<b>£'000</b>
Capital Programme (as detailed in paragraph 6)	9,152
Contingent Liabilities and Reserve Scheme	2,537
<b>Total Programme to be Financed</b>	<b>11,689</b>

## Progress on various schemes

8. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets.

The actual net position as at 30<sup>th</sup> December 2015 is net expenditure of £986,000. This is made up of actual expenditure being £2,031,000 less grants received in advance for various projects of £1,045,000.

The current forecast net spend by the year end is £1.866 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2016/17 include:

<b>Project</b>	<b>Date Funding Originally Approved</b>	<b>Slippage to 2016/17 £'000</b>	<b>Reason for Delay</b>
Loan to Somerset Waste Partnership for Vehicles	Oct 14	1,900	Unlikely loan will be drawn down by SWP until April 2016. Therefore repayment profiled for this year has been removed from programme and added to end of loan period.
Affordable Housing - West Hendford, Yeovil	April 15	374	Start on site date not as predicted originally therefore knock on effect on when final payment will be made
Affordable Housing - Rural exception, Misterton	Oct 15	198	No start on site made yet therefore any payment this year is unlikely.
Affordable Housing - 3 Bed Bungalows in Yeovil	Oct 15	157	No start on site made yet therefore any payment this year is unlikely.
Affordable Housing - Mortgage Rescue Contingency Fund	Sept 14	138	Dependant on requests received – none pending at present.
Grant to Ilminster Football Club	S106 Funded	126	Grant payable dependant on claims from Football club once certain stages met.
Affordable Housing - Bought not built Allocation	Sept 14	100	Contingency fund unlikely to be utilised this financial year.
Enhancements to SSDC Buildings	Feb 15	80	Funding for some small projects reallocated to large priority projects for 16/17.
New Car Parks	Feb 08	80	Awaiting decision on progressing Millers site, Crewkerne & purchase of Doctor's surgery Somerton.

*(the figures shown above are included in the slippage figure at the bottom of the table in paragraph 6),*

### **Virements between Capital Projects**

9. The table below shows the requested budget virements between projects within the capital programme.



<b>Amount £'000</b>	<b>From</b>	<b>To</b>	<b>Reason</b>
25	Loan Scheme for Somerset	Empty Property Grants	Reallocation of funds were most needed to cover current spend.
<b>25</b>	<b>Total Virement</b>		

### Projects agreed before 2010

10. There are number of schemes still in the capital programme where funding was agreed before 2010. Appendix C provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

### Additional income

11. This section highlights any new funding or changes to external funding that have been received by the Council within the last quarter. All the income listed in the table below is S106 funding and the projects have been added to the capital programme.

<b>Project</b>	<b>Additional funding received £'000</b>
Eastfields, Cuckhoo Hill Play Area Equipment	55
Jarman Way, Chard - Play Area Equipment	42
Grant to Huish Episcopi Swimming Pool (Scoping works)	6

### Disposals to Housing Associations

12. Since the last quarter there have been no further disposals of surplus/non strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the Assistant Director – Finance and Corporate Services. The total disposals/leases of this nature agreed, since the policy began, now stands at £1.573 million. Details of the land involved and the date of transfer, where completed, are shown in appendix B to this report.

### Section 106 (S106) Deposits by Developers

13. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held is £3,126,657. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

### Wessex Home Improvement Loans (WHIL)

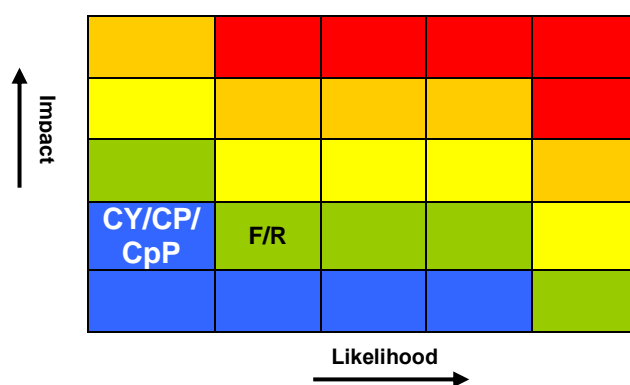
14. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.
15. The Council has £672,989 of capital invested with WHIL. As at the end of December 2015 there was £333,944 on the loan book and £339,945 as available capital.

## Financial Implications

16. These are contained in the body of the report.

## Risk Matrix

17. This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendations. Should there be any proposal to amend the recommendations by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendations taking place.



### Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## Corporate Priority Implications

18. There are no specific implications in these proposals.

## Carbon Emissions and Climate Change Implications

19. There are no specific implications in these proposals.

## Equality and Diversity Implications

20. There are no specific implications in these proposals.

## Background Papers

Revenue Quarterly Monitoring File  
Capital Monitoring File

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 31/12/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
<b>Chief Executives - Vega Sturgess / Rina Singh</b>									
<b>FINANCE &amp; CORPORATE SERVICES</b>									
Assistant Director - Donna Parham									
<b>ICT SERVICES</b>									
Service Manager - Roger Brown									
Portfolio Holder - Cllr Henry Hobhouse									
Hardware Replacement Programme 2014/15 to 2016/17	Feb 2014	32	12	0	12	0	44	R Brown	Remainder will be spent before year-end.
Microsoft Lync	Jan 2014	106	29	29	0	0	135	R Brown	Project now almost complete.
Upgrade to ICT Helpdesk System	Jan 2015	0	37	29	8	0	37	R Brown	In house work taking longer than expected due to other demands on resource. ICT to go live first with Property Services to follow. Remaining £8K required for assistance with commissioning the property services element.
<b>FINANCIAL SERVICES</b>									
Service Manager - Amanda Card									
Portfolio Holder - Cllr Peter Seib									
Crewkerne Aqua Centre Loan - Repayment	June 2005	(510)	(90)	(68)	(22)	0	(600)	D Parham	Loan repaid in accordance with schedule, will be completed this financial year.
Upgrade CedAr Financial System	Nov 2014	83	23	21	2	0	106	K Gubbins	Upgrade completed and system in use. Awaiting final invoice and then project closed.
Loan to Somerset Waste Partnership for Vehicles	October 14	0	0	0	0	816	816	D Parham	Loan of £1.9m unlikely to be drawn down this financial year so reprofiled into 16/17.
Loan to Kingsdon Parish Council	April 15	0	25	0	25	(12)	13	D Parham	Anticipate loan will be paid over during this financial year.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000			
Loan to Hinton St. George & Locality Rural Community Services	October 15	0	190	0	190	(36)	154	D Parham	Anticipate loan will be paid over during this financial year.
<b>Total Finance &amp; Corporate Services</b>		<b>(289)</b>	<b>226</b>	<b>11</b>	<b>215</b>	<b>768</b>	<b>705</b>		
<b>Strategic Director - (Place &amp; Performance) - Rina Singh</b>									
<b>ECONOMY</b>									
<b>Assistant Director - Martin Woods</b>									
<b>Portfolio Holder - Cllr Ric Pallister</b>									
Affordable Housing - Millfield, Chard	April 2013	0	49	0	49	49	98	C McDonald	Still anticipated to be claimed this financial year.
Affordable Housing - Rural exception, Font Villas, West Coker	November 13	72	71	71	0	0	143	C McDonald	Transfer of funding completed.
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 2015	0	0	0	0	397	397	C McDonald	£198K re-profiled to 16/17 as no start on site made yet therefore any payment this year is unlikely.
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)	Oct 2015	0	0	0	0	120	120	C McDonald	£60K re-profiled to 16/17 as no start on site made yet therefore any payment this year is unlikely.
Affordable Housing - 3 Bed Bungalows in Yeovil (Yarlington)	Oct 2015	0	0	0	0	315	315	C McDonald	£157K re-profiled to 16/17 as no start on site made yet therefore any payment this year is unlikely.
Affordable Housing - Queensway, Yeovil (Stonewater)	Oct 2015	0	69	0	69	70	139	C McDonald	Still anticipated to be claimed this financial year.
Affordable Housing - Bought not built Allocation	Mar 2012	99	0	0	0	201	300	C McDonald	£100k re-profiled to 16/17 as contingency fund & unlikely to be spent before end of March.
Affordable Housing - Mortgage Rescue Contingency Fund	September 14	0	0	0	0	277	277	C McDonald	£138k re-profiled to 16/17 as contingency fund & unlikely to be spent before end of March.
Affordable Housing - West Hendford, Yeovil	April 15	0	0	0	0	748	748	C McDonald	£374K re-profiled to 16/17 as no start on site made yet therefore any payment this year is unlikely.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend £'000	2015/16 Est Spend £'000	Actual Spend to 31/12/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
Purchase of 45-50 Lavers Oak, Martock	April 15	0	413	413	0	42	455	C McDonald	Funding for capital works for houses purchased re-profiled into 16/17 pending agreement on proposals.
Purchase of 3 Bed Bungalow in Chard / Yeovil	Jul 15	0	145	0	145	0	145	C McDonald	Purchase currently proceeding with anticipated completion before the end of March 16.
Ropewalk at 94 High Street West Coker		0	5	5	0	0	5	A Duckworth	Payment to Coker Rope & Sail Trust for repairs at Dawes Twine Works.
<b>Total Economy</b>		<b>171</b>	<b>752</b>	<b>489</b>	<b>263</b>	<b>2,219</b>	<b>3,142</b>		
<b>COMMUNITIES</b>									
Assistant Directors - Helen Rutter & Kim Close									
<b>AREA SOUTH</b>									
Service Manager - Kim Close									
Area Chairman - Cllr Peter Gubbins									
Reckleford Gyrotory (Eastern Gateway)	Feb 2007	1,633	0	0	0	88	1,721	M Ainsworth	Awaiting results of traffic assessment for Wyndham Street/Reckleford area. Remaining budget to be spent on traffic lights and associated remodelling of footways by County Council.
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	0	0	0	34	100	K Close	Remaining budget to be allocated to Yeovil Vision projects. £5k has been allocated by the Yeovil Vision Board towards improvements to the signage from National Tyres by County Council.
Foundry House	April 1999	879	0	0	0	4	883	K Close	Project to be identified to spend remaining money in line with DCLG grant.
5 Additional CCTV Cameras in Yeovil	Aug 2014	0	29	4	25	0	29	S Brewer	Ground works are due to commence w/c 11 January 2016. Project will be complete by the end of this financial year.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000			
Wyndham Park Community Facilities	Nov 2014	0	0	0	0	400	400	K Close	Negotiations now taking place with Somerset County Council.
Area South Committee Allocation		0	0	0	0	15	15	K Close	Updates reported to Area Committee.
<b>AREA NORTH</b>									
<b>Service Manager - Charlotte Jones</b>									
<b>Area Chairman - Cllr Shane Pledger</b>									
Area North Committee Allocation		3	30	19	10	124	156	C Jones	Updates reported to Area Committee.
<b>AREA EAST</b>									
<b>Service Manager - Helen Rutter</b>									
<b>Area Chairman - Cllr Nick Weeks</b>									
Market House Castle Cary	Feb 2010	161	8	8	0	0	169	P Williams	Final invoice from Architect awaited. Final partnership invoicing once above received
Land Acquisition in Waterside Rd, Wincanton	Feb 2008	0	0	0	0	11	11	P Williams	Liaising with landowner. Programming to be revised following above.
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	0	0	0	24	24	P Williams	
Area East Committee Allocation		7	48	21	27	23	78	H Rutter	Updates reported to Area Committee.
<b>AREA WEST</b>									
<b>Service Manager - Andrew Gillespie</b>									
<b>Area Chairman - Cllr Carol Goodall</b>									
Market Towns Visions	Feb 2006	349	19	19	0	64	432	A Gillespie	New programmes of capital projects are being developed by MTIG members for 2016/17.
Area West Committee Allocation		0	7	5	3	13	20	A Gillespie	Updates reported to Area Committee.
<b>Total Communities</b>		<b>3,098</b>	<b>141</b>	<b>76</b>	<b>65</b>	<b>798</b>	<b>4,037</b>		

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 31/12/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
<b>Strategic Director - (Operations and Customer Focus) - Vega Sturgess</b>									
<b>ENVIRONMENT</b>									
Assistant Director - Laurence Willis									
<b>ENVIRONMENTAL HEALTH</b>									
Service Manager - Alasdair Bell									
Portfolio Holder - Cllr Ric Pallister									
Disabled Facilities Grants (Expenditure)	Feb 2013	3,335	(78)	(169)	91	78	3,391	A Bell	Spend anticipated to be all, if not all of the £598K awarded as demand good at present.
Empty Property Grants	Feb 2015	1,057	58	52	6	127	1,242	A Bell	Spend higher for the year than originally anticipated.
Home Repairs Assistance	Feb 2015	1,220	24	21	3	95	1,339	A Bell	Spend higher for the year than originally anticipated.
HMO Grants	Feb 2015	510	28	25	3	35	573	A Bell	Grants exceeded expectations at Qtr 2, with a couple more anticipated still this year.
Loan Scheme for Somerset	Feb 2013	385	0	0	0	25	410	A Bell	£50K profiled to be paid over to Wessex Resolution for the facilitation of further loans. However no further funds required at present so £25K vired to HMO grant budget.
Upgrade link of Civica, Indigo, ESG System	June 2015	0	33	25	8	0	33	V Dawson	Project nearly complete in financial terms, awaiting a few small invoices to finalise. Implementation in terms of the system being in use is a couple months original estimate.
<b>ENGINEERING AND PROPERTY SERVICES</b>									
Service Manager - Garry Green									
Portfolio Holder - Cllr Henry Hobhouse									
Car Park Enhancements	Feb 2014	23	74	74	0	57	154	G Green	Works completed for 15/16.
New Car Parks	Feb 2008	368	20	0	20	422	810	G Green	Awaiting decision on progressing Millers site, Crewkerne and purchase of Doctor's surgery Somerton. £80K reprofiled into 15/16.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend £'000	2015/16 Est Spend £'000	Actual Spend to 31/12/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
Capital Works to Councils Portfolio	Feb 2015	2,211	119	85	34	241	2,571	G Green	Some slippage due to review of property portfolio. £80K budget re-profiled into 16/17 in line with new capital bid.
Sharing Brympton Way with SCC	Nov 2013	205	3	3	0	0	208	G Green	Project completed.
Adaptions for lease of floor at Churchfields	Sept 2014	0	39	38	1	1	40	G Green	Project largely completed, some loose ends to tie up and retention to be paid over.
Gas Control System - Birchfield	Feb 2013	11	112	95	17	492	615	G Green	Nominal delay due to other workload and weather.
Yeovil Crematorium		528	23	13	10	14	565	G Green	DDA upgrade of doors (£7k) under review so re-profiled to 16/17, also pond works re-profiled. Underspend on other identified works will result in small saving of £5K to return to balances.
<b>STREETSCENE</b>									
Service Manager - Chris Cooper									
Portfolio Holder - Cllr Jo Roundell Greene									
Replacement Sweepers	Feb 2015	0	70	71	(1)	0	70	C Cooper	Sweepers purchased & old ones sold at auction to offset the cost of new ones. Small variance but all completed.
<b>Total Environment</b>		<b>9,853</b>	<b>525</b>	<b>333</b>	<b>192</b>	<b>1,587</b>	<b>11,965</b>		
<b>HEALTH &amp; WELL-BEING</b>									
Assistant Director - Steve Joel									
<b>ARTS AND ENTERTAINMENT</b>									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Octagon Theare - PA System	June 15	0	44	44	0	0	44	A Burgan	Project completed, with PA fully operational.
Octagon Theatre - Upgrade to Toilets (Gents & Backstage)	June 15	0	63	49	14	0	63	A Burgan	Project largely completed, final invoices to be received before year end & retention to pay.
Westland Leisure Complex	Oct 15	0	0	0	0	1,617	1,617	S Joel	Negotiations on lease underway.



	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 31/12/15 £'000	2015/16 Remaining Balance £'000					
<b>COMMUNITY HEALTH AND LEISURE</b>										
<b>Service Manager - Linda Pincombe</b>										
<b>Portfolio Holder - Cllr Sylvia Seal</b>										
Community Play Schemes	Feb 2007	443	43	31	12	0	486	R Parr	Remaining budget for Lavers Oak. Plans are done, local consultation being carried out prior to orders being placed.	
Multi Use Games Area	Feb 2008	310	0	0	0	70	380	R Parr	Funding profiled for 2016/17.	
Grants for Parishes with Play Area	Feb 2008	440	12	0	12	17	469	R Parr	Still awaiting claim from Henhayes for their funding as scheme completed. Ilton underway but linked to other projects in area so slightly delayed therefore re-profiled to 16/17.	
Grant to Barton St David VH & Playing Fields	S106	0	0	0	0	0	0	R Parr	S106 funding received and grant paid over to project - approx £19K, so completed.	
Grant to Summerhouse View Play Area	Feb 2014	8	0	0	0	0	8	R Parr	Grant funding paid over so completed.	
Grant to Kingston View Play Area	Feb 2015	0	10	0	10	0	10	R Parr	Report going to Yeovil Town Council in January 16. If final design approved, can move forward with placing orders and construction.	
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	0	0	0	0	10	10	R Parr	Profiled for 2016/17. Public consultation on scheme to be carried out during 2016.	
Grant for Skate Park at Horton	Qtr 3 14/15	0	0	0	0	5	5	R Parr	Scheme not progressed as originally anticipated, therefore reprofiled to 2016/17.	
Birchfield Park Bike Park	S106	0	15	15	0	0	15	R Parr	Project completed.	
Grant to Abbas & Templecombe PC for Play Equipment	S106	0	0	(2)	2	0	0	R Parr	S106 funding for project. Awaiting final claim for the £2K remaining.	
Wyndham Park Play Area Equipment	S106	0	0	(37)	37	0	0	R Parr	Last phase of scheme remaining to be carried out but expected to be completed by the end of the financial, however very dependant on the weather. £30K already paid out on project.	

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
Eastfields, Cuckhoo Hill Play Area Equipment	S106	0	0	0	0	0	0	R Parr	Re-profiled to 16/17 as although scheme progressing well, it will not be completed this financial year.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
Jarman Way, Chard - Play Area Equipment	S106	0	0	0	0	0	0	R Parr	Same payment may be made this year but majority of spend will be in 16/17 therefore budget re-profiled.
Synthetic Grass Pitch	Feb 2007	801	11	11	0	5	817	L Pincombe	Further work to be completed when the weather improves and the ground is drier.
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	0	0	0	7	38	L Pincombe	This funding was originally allocated towards both the replacement of pitch and putt fencing (completed some years ago) and for the future replacment of the pitch and putt carpet. With careful maintenance, the carpet has lasted far longer than originally envisaged and and while now showing signs of wear, will not need replacement until at least 2016/17.
Grant to Henhayes Sports & Community Centre	Feb 2010	252	0	0	0	14	266	L Pincombe	Options for the delivery of a new playing pitch are still being explored by Crewkerne Town Council. The delivery of other projects in Crewkerne are considered a higer priority for the timebeing.
Grant to Huish Episcopi Academy AGP	Mar 2015	0	0	0	0	0	0	L Pincombe	Facility completed and open to the public. Further claims for funding expected in due course.
Grant to Huish Episcopi Academy Swimming Pool	Jul 15	0	0	(2)	2	0	0	L Pincombe	Facility completed and open to the public. The remaining banked Secton 106 funding received for this project will be paid in October 2015.
Grant to Westfield AGP	Feb 2014	35	0	0	0	21	56	L Pincombe	Project finished within agreed timescale. Final claim submitted, although some Award conditions still to be signed off.
Scoreboard Langport & Huish Cricket Club	Oct 2011	0	0	0	0	0	0	L Pincombe	Grant funding paid over so completed.
Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	L Pincombe	£5K remains unclaimed by Milborne Parish Council. A further reminder sent January 2016.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
Grant to Ilminster Football Club	Feb 2015	0	0	(33)	33	50	50	L Pincombe	Work on the new pavilion is underway. Completion expected in 2016. Budget of £126K reprofiled to reflect this.
Grant to Chard Tennis Club	Feb 2015	0	0	0	0	0	0	L Pincombe	Removed from programme as project cancelled.
Grant to Henstridge Half MUGA	S106	0	0	0	0	0	0	L Pincombe	Grant funding paid over so completed.
Grant for Chard Town Council Jocelyn Park	S106	0	0	(6)	6	0	0	L Pincombe	Temporary changing provision in place but funding not claimed by Chard Town Council.
Yeovil Country Park Ranger Base	Feb 2010	110	15	7	8	0	125	K Menday	Final invoice for retention now received so will be paid in January & therefore all completed.
Dual Use Sport Centre Grants	Feb 2005	213	0	0	0	47	260	S Joel	Claim for funding will not be made until 2017/18.
Sports Zone- Inc	Feb 2008	0	0	0	0	0	0	S Joel	Trigger point not reached for payment. Expected income moved to reserve & reprofiled to 16/17.
Goldenstones 10 year plan/repayment	Mar 2011	10	(10)	0	(10)	0	0	S Joel	Repayment will be made at year end as expected.
Wingsanton Community Sports Centre 10 year plan	Sept 2012	108	19	0	19	51	178	S Joel	Review of replacement lighting system being carried out as to whether LED appropriate.
<b>Total Health &amp; Well-being</b>		<b>2,761</b>	<b>222</b>	<b>77</b>	<b>145</b>	<b>1,914</b>	<b>4,897</b>		
<b>Total Capital Programme</b>		<b>15,594</b>	<b>1,866</b>	<b>986</b>	<b>880</b>	<b>7,286</b>	<b>24,746</b>		

	Original Date of Project Approval	Previous Years Spend	In Year Monitoring				Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend	Actual Spend to 31/12/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000			

**Reserve Schemes Awaiting new Appraisal but Approved in Principle**

Old Town Station Reserve	0	0	0	321
Market Towns Vision	0	0	0	300
ICT Reserve	77	0	77	200
Affordable Housing - Unallocated	84	0	84	1,542
Affordable Housing - rural exception schemes	0	0	0	0
Investment in Market Housing	0	0	0	0
Feasibility Fund - Unallocated	58	0	58	100
Contingency for Plant Failure	0	0	0	199
Home Farm, Somerton	0	0	0	98
Lufton 2000 - All Phases	0	0	0	(1,016)
Sports Zone- Inc	0	0	0	(50)
Gypsy & Traveller Acquisition Fund	0	0	0	50
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	0	0	0
Infrastructure & Park Homes Contingency	0	0	0	54
	<b>219</b>	<b>0</b>	<b>219</b>	<b>1,798</b>

**Area Reserve Schemes Awaiting Allocation But Approved in Principle**

North	0	0	0	170
South	0	0	0	166
East	14	0	14	31
West	6	0	6	133
<b>Total</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>500</b>
Capital Programme	1,866	986	880	7,286
Contingent Liabilities and Reserve Schemes	239	0	239	2,298
<b>Total Programme to be Financed</b>	<b>2,105</b>	<b>986</b>	<b>1,119</b>	<b>9,584</b>

## Land Transfers

## Appendix B

### Agreed Transfers of land to Housing Associations at nil cost:

	Date of transfer	Perceived value of land £
Bund to the rear of Devonia, Furnham Road, Chard, TA20 1BE	11.3.2005	150,000
Land at New Close, Haselbury Plucknett, Crewkerne, TA18 7QY	18.07.2006	100,000
Land fronting 2-16 Furzehill, Chard, TA20 1AN	31.05.2007	12,000
Land at Wheathill Way, Milborne Port, Sherborne, DT9 5EZ	10.10.2006	20,000
Land at Bracey Road, Martock, TA12 6HE	20.01.2006	144,000
Land at Marl Close/Springfield Road, Yeovil, BA21 3NE	30.09.2005	80,000
Land adj 2 & 3 Horseshoe Cottages, Newtown, Coat Rd, Martock, TA12 6EX	20.12.2006	85,000
Land at Thomas Cross, Yeovil, BA21 4HF	18.08.2008	400,000
Birchfield Pavilion, Lyde Road, Yeovil, BA21 5QR	12.08.2008	55,000
Land at Woodhayes, High Street, Henstridge, Templecombe, BA8 0RF	10.10.2008	16,000
Land at Landseer, Blackacre Hill, North Cheriton, Templecombe, BA8 0AS	15.03.2007	10,000
Land at Lowther Road, Yeovil, BA21 5PE	15.04.2008	190,000
Land at Monmouth Road, Yeovil, BA21 5PB	16.11.2007	40,000
Drainage easement Devonia redevelopment, Furnham Rd, Chard, TA20 1BE	20.12.2007	15,000
Land at St Georges Avenue, Yeovil, BA21 4QX	24.06.2011	18,000
Greenhill Road, Yeovil	25.01.2012	1
Ruddock Close, West Coker, BA00 9BX	27.06.2012	40,000
Montague Way, Chard	01.10.2012	10,000
Minchingtons Close, Norton Sub Hamdon	13.08.2013	7,500
Northbrook Road, Yeovil	08.10.2013	1
Larkspur Crescent, Yeovil	10.12.2013	70,000
Parsons Close, Long Sutton	01.05.2013	2,000
Font Villas, West Coker	27.11.2013	100,000
Land at Blackdown View, Ilminster	25.09.2015	8,000

**1,572,502**

## Projects agreed before 2010

The table below highlights the schemes agreed before 2010, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
New Car Parks	Feb 2008	818	442	Awaiting decision on progressing Millers site, Crewkerne and purchase of Doctor's Surgery, Somerton.	The Council would not be able to meet its requirements under the car parking strategy.
Dual Use Sports Grants	Feb 2005	260	47	£40,000 is allocated for the Holyrood project, and an in-principle offer has been made to the Academy.	The loss of the £40,000 grant allocated in principle to the Holyrood Academy in 2014/15 would prevent the AGP surface from being replaced, putting the facility at risk of being closed unless alternative funding can be found by the Academy.  The reputational damage would be extremely detrimental to the future dual use provision at this site. This provision is a vital component of the sport and leisure strategy and the network of facilities for residents.
Reckleford Gyratory	Feb 2007	1,721	88	Remaining budget will be allocated to remaining works in 2016/17.	Commissioned traffic assessment for Wyndham Street/Reckleford area - awaiting results from SCC. Remaining budget still to be spent on traffic lights and associated remodelling of footways by County Council - see also comment below about unallocated funding. Budget re-profiled to 16/17.
Local Delivery Vehicle (Yeovil Vision)	Feb 2009	100	34	Original budget changed as some transferred direct to individual projects. Remaining budget to be allocated to Yeovil Vision projects.	
Foundry House	Apr 99 *	883	4	* Subsequent reports to DX since this date.	New project to be identified to spend remaining money in line with DCLG grant.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Market Towns Vision	Feb 2006	438	64	<p>Delivery is dependent on local capacity to champion schemes and public sector capacity to engage with delivery issues – e.g Coach Parking – both of which can be limited at times.</p> <p>Lower than anticipated take up of the Econ Dev Programme for 2015/16 with spend for the year at £19K.</p> <p>Remaining budget profiled for 2016/17.</p>	<p>MTIG was modelled on the concept of a local brokering table. Specific Capital Investment Programmes emerge through opportunity and negotiation. The total amount made available through MTIG is more like the capital programme managed in each of the Areas and will contain unallocated balances. It is not one scheme and does not have an end date as such and so has not been delayed in any formal sense.</p> <p>The budget remains central to the continuation of this collaborative work. If the capital funds were withdrawn, the raison d'être for the MTIG would disappear. The rate of spending is mostly determined by the capacity of SSDC, town councils and local regeneration groups to organise and deliver sound schemes together. This is limited by a variety of local and district wide circumstances. Measures to increase that capacity are possible but would require either increased revenue spend or a further review and re focussing of Area Development Work in North, West and East to invest more in the specific development of MTIG.</p>
Multi Use Games Area's	Feb 2008	370	70	<p>Discussions are continuing with Bruton for possible allocation of some of the funding.</p> <p>Assessment of allocation of remainder of funding to be carried out.</p>	<p>The Council would be unable to provide financial support MUGA projects it has promoted. The reputational damage would be high in both communities.</p> <p>No grant offer has been made to reallocate the £70,000 at present. However, removal of the funding would prevent the Council from being able to support two more schemes.</p>



<b>Project</b>	<b>Date Funding Agreed</b>	<b>Original Budget £'000</b>	<b>Remaining Budget £'000</b>	<b>Reason for Delay (Update from Officer)</b>	<b>Risks of not retaining funding (Update from Officer)</b>
Community Play Schemes	Feb 2007	539	12	Remaining budget for Lavers Oak. Plans are done, local consultation being carried out prior to orders being placed.	The Council would be unable to maintain and replace the play areas it owns and manages to the required standards. Children would be put at risk. The reputational damage would be high.
Grants for Parishes with play	Feb 2008	718	69	<p>Still awaiting claim from Henhayes for their funding as scheme completed.</p> <p>Ilton underway but linked to other projects in area so slightly delayed therefore re-profiled to 16/17.</p> <p>Rickhayes are actively fundraising for scheme, which is profiled for 16/17.</p>	The Council would be unable to financial support parish play area projects it has promoted and where local expectations have been raised. Non-payment of contracts would place Parish Councils in breach of contract. Children may be put at risk. The reputational damage would be high.
Land Acquisition & Enhancement at Waterside Road	Feb 2008	35	35	No spend. Negotiations have moved forward and an offer has been made to the land owner which is still under consideration.	These works and our ability to exercise the option to acquire a car parking area would not happen if the capital allocation is withdrawn. The consequence would be long term decline of this amenity area and increased risk from the unmaintained area. Portfolio view is that we negotiate with the owner on a value of the car park area and proceed with this asap.

# Agenda Item 10

## **2015/16 Revenue Budget Monitoring Report for the quarter ending 31<sup>st</sup> December 2015**

*Executive Portfolio Holder:* Peter Seib, Finance and Legal Services  
*Chief Executive:* Rina Singh/Vega Sturgess, Interim Chief Executives  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Lead Officer:* Jayne Beevor, Principal Accountant Revenue  
*Contact Details:* jayne.beevor@southsomerset.gov.uk or (01935) 462320

### **Purpose of the Report**

The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2015.

### **Forward Plan**

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 4<sup>th</sup> February 2016.

### **Public Interest**

This report gives an update on the revenue financial position and budgetary variations of the Council as at 31<sup>st</sup> December 2015.

### **1) Recommendations**

Members are recommended to:

- a) Note the current 2015/16 financial position of the Council;
- b) Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraphs 3.2;
- c) Note the transfers made to and from reserves outlined in paragraph 11.1 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- d) Note the virements made under delegated authority as detailed in Appendix B;

### **2) Background**

2.1 The 2015/16 original budget was approved by Council in February 2015. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income & expenditure has a responsible budget holder who is managing only items within their control.

### **3) Summary of the Current Revenue Financial Position and Forecast Outturn**

3.1 Managers have been asked in 2015/16 to outline the actual expected outturn for the year and the reasons to date for under or over-spends. Appendix A to this report sets

out the detail of the current position on Council spending and the forecasted outturn for 2015/16.

3.2 A summary by Directorate of the revenue position as at 31<sup>st</sup> December 2015 is as follows:

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Chief Executive	5,066.8	5,156.6	5,064.3	(92.3)	Treasury Management is expected to exceed its income budget by £103k
Place & Performance	2,766.1	2,868.2	2,853.9	(14.3)	Additional income at Yeovil Innovation Centre £40k and salary savings in Econ Dev £35k. This is offset by a predicted yearend shortfall in Planning fees £71k, although currently the fees are ahead of budget by £40k.
Operations & Customer Focus	9,556.7	9,717.0	9,628.2	(88.8)	Shortfalls in car park and building control income will be offset by savings in Engineering Services, Goldenstones, Housing and additional income at the Octagon.
<b>Total</b>	<b>17,389.6</b>	<b>17,741.8</b>	<b>17,546.4</b>		
<b>Underspend</b>				<b>(195.4)</b>	

3.3 There is an expected net under spend on currently approved budgets of **£195,410** by the end of the financial year. This will result in an under spend equivalent to 1.1% of the revised budget.

3.4 The table below shows the movement of revenue budgets since 1<sup>st</sup> April 2015 to 31<sup>st</sup> December 2015.

<b>Approved base budget as at April 2015</b>	<b>£'000</b> <b>17,389.6</b>
Budget Carry Forwards approved June 2015	302.9
Somerset Rivers Authority 15/16 Contribution from Gen Bals	43.7
Legal costs funded from General Balances	1.0
Contribution to Somerset Growth Board	4.6
<b>Revised Budget as at 31st December 2015</b>	<b>17,741.8</b>

#### 4) Budget Virements

Under the Financial Procedure Rules, providing that the Assistant Director-Finance & Corporate Services has been notified in advance, Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Strategic Directors & Assistant Directors can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix B for District Executive to note and have been approved by the Assistant Director-Finance & Corporate Services. There are no virements requiring approval.

## 5) Delivery of Savings

As part of budget monitoring it is important to monitor that savings proposed in the 2015/16 budget setting exercise are being delivered. The table below details the major savings (savings over £25,000) that were proposed and the expected achievement of those savings at year-end.

<b>Major Savings (Savings over £25,000)</b>	<b>2015/16 Budget Saving Target £'000</b>	<b>Estimated Actual Saving at Year-End £'000</b>	<b>(Shortfall) £'000</b>
Development Control-Additional Income	125	54	(71)
Land Charges-Additional Income	50	50	0
Licensing-Additional Income	25	25	0
Engineering & Property-Further savings in Energy from Photovoltaic/Thin Clients/Voltage Optimisation	50	50	0
Economic Dev-Additional Income from Yeovil Innovation Centre	50	50	0
Waste & Recycling-Garden Waste Bin Income	25	25	0
Octagon-Additional Income	50	50	0
Finance-Additional income from Crematorium	25	25	0
Eng & Property-Shared office accommodation with Somerset County Council	95	95	0
Eng & Property-Increasing Commercial Properties Rental Income	25	25	0
Eng & Property-Letting of Petters to CAB	39	30	(9)
ICT-Maintenance Contracts	35	0	(35)
Postage Savings	25	0	(25)
<b>Total Major Savings</b>	<b>619</b>	<b>479</b>	<b>(140)</b>

## 6) External Partnerships and other Organisations

All key partnerships are monitored within SSDC's overall budget – there are currently no financial issues within SSDC's key partnerships. Members have requested some additional monitoring of the following substantial partnership:

**South Somerset Voluntary Community Action (SSVCA)** – In line with the service level agreement SSVCA has provided a statement on their financial position.

SSVCA is projected to be marginally ahead of budget for year ending April 2016, we will be down on last year but last year's figures were distorted by the revenue from the management of the flood project on the levels. The individual projects are mixed in performance, Voluntary Sector Support is in line with budget and there are plans to merge with Mendip Community

Support in the early part of 2016. Community Transport has taken on additional school contracts this year and has also relocated the management of the Langport office into Yeovil which will provide cost savings moving forward. Furnicare is down on sales this year and will not make budget however we are introducing a new website which will allow customers to view stock on line and reserve/purchase on line we are expecting this to give an increase in sales volume.

## **7) Council Tax Reduction Scheme and Council Tax**

- 7.1 The Council Tax Reduction Scheme commenced in April 2013. For 2015/16 the authority set a budget of £8,707 million for annual discounts. Of this sum £8,385 million has been allocated for the year leaving £322k for additional growth during the year. The current trend in the sum allocated is downward.
- 7.2 The Hardship Scheme budget for 2015/16 is £30,000. At the end of December 2015 SSDC had processed 133 requests for hardship relief of which 110 were successful. The amount awarded by the end of December 2015 is £12,878.
- 7.3 The collection rate for Council was 82.82% by the end of December 2015, an improvement of 0.2% on the same time last year. This is despite an increase in the sum to be collected of £1.8 million compared with 2014/15. There are 8,432 households paying over 12 months compared with 5,288 at the same time last year. As a result of this and increased recovery activity, we anticipate maintaining that improvement in the collection rate through to the end of the financial year.

## **8) Non Domestic Rates**

- 8.1 The collection rate for Non Domestic Rates was 80.50% at the end of December 2015 compared to 82.06% last year. This is 1.56% lower than last year. However there is a lot of volatility in performance from month to month. To illustrate this at the end of November 2015 the collection rate was 1.52% better than the same time last year. We still anticipate an improvement in the collection rate by the end of the financial year.

## **9) Council Tax Reforms**

- 9.1 Members agreed to amend some discounts to Council Tax from 1 April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 225 at the end of December 2015, down from 235 at the beginning of the financial year. Within this there is a turnover of properties with some becoming occupied and others reaching the two year trigger for inclusion in this statistic. The Empty Property Officer continues to work on reducing the number of long term empty properties.

## **10) Discretionary Housing Payments**

- 10.1 The DHP allocation for 2015/16 is £174k. From the monitoring at the end of December 2015, £139k of DHP awards have been made and a further £39k is committed up to the end of this financial year. The total sum paid and committed (£178K) represents 102% of the government DHP grant. The additional payments will be met from the housing benefit reserve. We currently have 15 outstanding applications.

## **11) Reserves & Balances**

- 11.1 Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. Details of the reserves held within the Areas are provided in Appendix C. The complete list of specific Corporate

Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Reserve	Balance at 01/10/15 £	Transfers In/(Out) £	Balance at 31/12/15 £	Reason for Transfer
Capital Reserve	1,408	6	1,415	Repayment to Capital from Feed In Tariff income
Elections Reserve	154	(63)	91	Funding May 15 election
Council Tax / Housing Benefits Reserve	865	10	875	Grants received for Universal Credits (£5,286), FERIS Maintenance (£9,870), funding temp staff (£4,850)
Revenues Grant Reserve	498	71	569	Government grant received re Land Charges (£117,620), Contributions towards Project Zero (£2,050) and Click into Activity (£45,000)
Local Strategic Partnership	97	(2)	95	Funding towards Inspired to Achieve employability project
Insurance Reserve	47	6	53	Contribution from Insurance budget
Infrastructure Reserve	983	(8)	975	Funding Highway's Consultant September to November 2015
NNDR Volatility Reserve	500	959	1,459	Estimated surplus from the Collection Fund in 2014/15.

11.2 General Fund Balance represents the accumulated revenue surpluses. Within the total, however, there are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance.

General Fund Balances	£'000
Balance at 1 April 2015	5,910
Transfers from balances	(352)
Commitments & once offs	(338)
<b>Estimated Balances at 30/12/15</b>	
Estimated under spend on Revenue Budget at out-turn for 2015/16	195
<b>Estimated Unallocated General Fund Balance at 31<sup>st</sup> March 2016</b>	<b>5,415</b>

11.3 The latest review of risks to SSDC balances shows that balances need to remain within the range of £3.1 to £3.4 million to meet current financial risks. Current balances as at 31st December are therefore adequate to meet current risks.

11.4 The following transfer from balances is for noting by this Committee, as they have been undertaken under delegated authority:

Reserve	Balance at 01/10/15 £	Transfers In/(Out) £	Balance at 31/12/15 £	Reason for Transfer
Non-Earmarked Balances	5,557,930	(500)	5,557,430	Contribution to legal fees

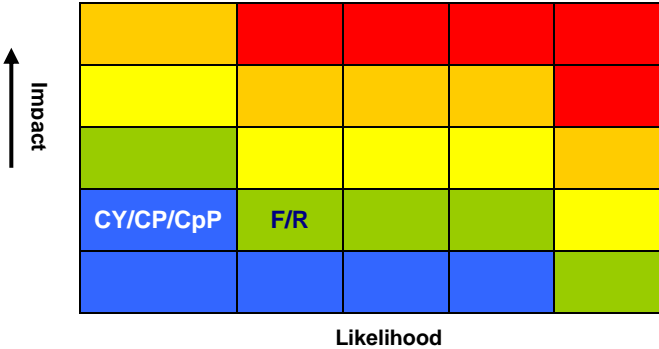
## 12) Risk

12.1 As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year-end is estimated to be £5.4 million.

12.2 Details of the current key risks, as identified in the 2015/16 Budget Setting Report, are listed in the table below with an update from the responsible officer.

Current Risk	Responsible Officer	Officer's Update
Interest Rates	Assistant. Director-Finance & Corporate Services	Current predictions are for the Treasury Management budget to be £103k over achieving on income.
Business Rate income	Assistant Director-Finance & Corporate Services	The collection rate is down by 1.56% on the previous year but it is still anticipated that the rate will have improved by the year end.
The Council Tax Reduction Scheme	Assistant Director-Finance & Corporate Services	The CTR scheme is now being monitored as part of the budget monitoring report.
Housing Benefit Subsidy	Assistant Director-Finance & Corporate Services	Current predictions are for the housing benefit subsidy to have a shortfall at the year-end but the outcome will not be confirmed until the subsidy claim is audited in the Summer.
Planning Income	Assistant Director-Economy	Current predictions are for planning income to under achieve its budget by £70k.
Building Control Income	Assistant Director-Environment	Current predictions are that there will be a £51k shortfall in fee income.
Car parking Income	Assistant Director-Environment	Car Park income is predicted to be down by £128k.
Land Charge Searches	Assistant Director-Legal & Corporate Services	The update from Land Registry is that any transfer of land charge searches will be phased over 8 years. It is expected that the project will start with the South East region. So it is safe to say that there will be no change for SSDC in 15/16, and only a slim chance that SSDC as part of the South West region will be in the early stages of the transfer.

**Risk Matrix**



Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

**Corporate Priority Implications**

The budget is closely linked to the Corporate Plan and any growth bids are scored accordingly.

**Carbon Emissions and Climate Change Implications**

There are no implications currently in approving this report.

**Equality and Diversity Implications**

When the budget was set any growth or savings made included an assessment of the impact on equalities as part of that exercise.

**Background Papers**

Revenue Quarterly Monitoring File



2015-16 Budget Detail

APPENDIX A

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	
		£	£	£	£	£	£	
<b>Chief Executive/ Strategic Director (Corporate Services)</b>								
<b>STRATEGIC MANAGEMENT</b>								
Chief Executive : Rina Singh/Vega Sturgess								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	0	0	0	10,000	10,000	0	<i>Funding for Symphony Project.</i>
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	0	0	0	10,000	10,000	0	
MANAGEMENT BOARD	Expenditure	396,995	405,481	8,486	595,850	595,850	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	396,995	405,481	8,486	595,850	595,850	0	
<b>TOTAL STRATEGIC MANAGEMENT</b>	<b>Expenditure</b>	<b>396,995</b>	<b>405,481</b>	<b>8,486</b>	<b>605,850</b>	<b>605,850</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>396,995</b>	<b>405,481</b>	<b>8,486</b>	<b>605,850</b>	<b>605,850</b>	<b>0</b>	
<b>FINANCE AND CORPORATE SERVICES</b>								
Assistant Director : Donna Parham								
<b>FINANCIAL SERVICES</b>								
Service Manager :								
AUDIT	Expenditure	79,155	104,230	25,075	105,540	105,610	70	Audit fee until March 2016.
Portfolio Holder : Cllr Peter Seib	Income	0	(61)	(61)	0	(70)	(70)	
	TOTAL	79,155	104,169	25,014	105,540	105,540	0	
CORPORATE COSTS	Expenditure	1,340,477	1,286,934	(53,543)	1,699,170	1,736,120	36,950	Canteen costs projected overspend offset to some extent by projected underspend on insurance premiums, postage saving of £25k has not materialised. The £15k amortisation of the PWLB loan due from discount received from early redemption of the loan helps offset the shortfall in advertising income £15k and £18k of budgeted interest income.
Portfolio Holder : Cllr Peter Seib	Income	(107,903)	(107,633)	270	(636,580)	(621,250)	15,330	
	TOTAL	1,232,574	1,179,301	(53,273)	1,062,590	1,114,870	52,280	
FINANCIAL SERVICES	Expenditure	549,358	540,592	(8,766)	730,080	745,080	15,000	Additional debit and credit card transaction charges are being partly offset by salary savings.
Portfolio Holder : Cllr Peter Seib	Income	(29,428)	(23,545)	5,883	(32,440)	(32,440)	0	
	TOTAL	519,930	517,047	(2,883)	697,640	712,640	15,000	
TREASURY MANAGEMENT	Expenditure	50,705	44,542	(6,163)	59,220	59,220	0	Current predictions are forecasting an over achievement of income to the value of £103k. This is assuming a dividend of 3p per unit held on the Property fund is achieved for the remainder of the year and we continue to yield an average 0.74% on our internal investments.
Portfolio Holder : Cllr Peter Seib	Income	0	(206,324)	(206,324)	(461,320)	(564,420)	(103,100)	
	TOTAL	50,705	(161,782)	(212,487)	(402,100)	(505,200)	(103,100)	
<b>TOTAL FINANCIAL SERVICES</b>	<b>Expenditure</b>	<b>2,019,695</b>	<b>1,976,298</b>	<b>(43,397)</b>	<b>2,594,010</b>	<b>2,646,030</b>	<b>52,020</b>	
	<b>Income</b>	<b>(137,331)</b>	<b>(337,563)</b>	<b>(200,232)</b>	<b>(1,130,340)</b>	<b>(1,218,180)</b>	<b>(87,840)</b>	
	<b>TOTAL</b>	<b>1,882,364</b>	<b>1,638,735</b>	<b>(243,629)</b>	<b>1,463,670</b>	<b>1,427,850</b>	<b>(35,820)</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ICT SERVICES</b>								
<b>Service Manager : Roger Brown</b>								
INFORMATION SYSTEMS	Expenditure	702,362	750,231	47,869	987,140	1,017,140	30,000	This budget is predicted to be overspent due to a delay in changing the telephony/network contract, savings will start to be realised in the next financial year. Also additional expenditure will be incurred due to changes in government legislation in respect of data collection and extra WiFi requirements for Area Office working at Wincanton and Chard. A reduction in spend on disaster recovery will slightly reduce the overspend forecast to around £30K. ICT have also initiated and taken on the cost, of a review of the mapping technologies in use across the organisation. This review should help to leverage process improvement and get best use of mapping technology that we already have. <i>Some budget profiling has been done in the month of January.</i>
Portfolio Holder : Cllr Henry Hobhouse	Income	(16,355)	(7,644)	8,711	(20,770)	(20,770)	0	
	TOTAL	686,007	742,587	56,580	966,370	996,370	30,000	
<b>TOTAL INFORMATION SYSTEMS</b>	<b>Expenditure</b>	<b>702,362</b>	<b>750,231</b>	<b>47,869</b>	<b>987,140</b>	<b>1,017,140</b>	<b>30,000</b>	
	<b>Income</b>	<b>(16,355)</b>	<b>(7,644)</b>	<b>8,711</b>	<b>(20,770)</b>	<b>(20,770)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>686,007</b>	<b>742,587</b>	<b>56,580</b>	<b>966,370</b>	<b>996,370</b>	<b>30,000</b>	
<b>PROCUREMENT AND RISK MANAGEMENT</b>								
<b>Service Manager : Gary Russ</b>								
PROCUREMENT AND RISK MANAGEMENT	Expenditure	119,937	107,656	(12,281)	158,240	153,240	(5,000)	Corporate budgets remain largely underspent, although the end of 2015 saw a higher than expected spend on office supplies Income should be higher chasing rebate from mobile phone company. Previous underspend will now be used to fund new Corporate E. Procurement solution which will be mandatory from 2017.
Portfolio Holder : Cllr Peter Seib	Income	(10,260)	(12,005)	(1,745)	(13,680)	(13,680)	0	
	TOTAL	109,677	95,651	(14,026)	144,560	139,560	(5,000)	
<b>TOTAL PROCUREMENT AND RISK MANAGEMENT</b>	<b>Expenditure</b>	<b>119,937</b>	<b>107,656</b>	<b>(12,281)</b>	<b>158,240</b>	<b>153,240</b>	<b>(5,000)</b>	
	<b>Income</b>	<b>(10,260)</b>	<b>(12,005)</b>	<b>(1,745)</b>	<b>(13,680)</b>	<b>(13,680)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>109,677</b>	<b>95,651</b>	<b>(14,026)</b>	<b>144,560</b>	<b>139,560</b>	<b>(5,000)</b>	
<b>REVENUES AND BENEFITS</b>								
<b>Service Manager : Ian Potter</b>								
REVENUES & BENEFITS	Expenditure	1,295,199	1,258,807	(36,392)	1,696,570	1,681,570	(15,000)	I still anticipate that our income from summons and liability order costs will be around £40k above budget by the end of the year. I also anticipate a small underspend on expenditure of approx £15k.
Portfolio Holder : Cllr Peter Seib	Income	(421,550)	(429,243)	(7,693)	(425,750)	(465,750)	(40,000)	
	TOTAL	873,649	829,564	(44,085)	1,270,820	1,215,820	(55,000)	
HOUSING BENEFIT SUBSIDY	Expenditure	32,962,703	32,346,775	(615,928)	43,950,270	43,950,270	0	Housing Benefit is paid out on a 4 weekly basis which can create a significant variance within the budget monitor. Our subsidy monitor is currently showing a £250k shortfall on the budget but the final outturn will not be known until the subsidy claim has been externally audited and finally adjusted this summer (2016).
Portfolio Holder : Cllr Peter Seib	Income	(33,661,827)	(33,661,790)	37	(44,772,480)	(44,772,480)	0	
	TOTAL	(699,124)	(1,315,015)	(615,891)	(822,210)	(822,210)	0	
<b>TOTAL REVENUES AND BENEFITS</b>	<b>Expenditure</b>	<b>34,257,902</b>	<b>33,605,582</b>	<b>(652,320)</b>	<b>45,646,840</b>	<b>45,631,840</b>	<b>(15,000)</b>	
	<b>Income</b>	<b>(34,083,377)</b>	<b>(34,091,033)</b>	<b>(7,656)</b>	<b>(45,198,230)</b>	<b>(45,238,230)</b>	<b>(40,000)</b>	
	<b>TOTAL</b>	<b>174,525</b>	<b>(485,451)</b>	<b>(659,976)</b>	<b>448,610</b>	<b>393,610</b>	<b>(55,000)</b>	

Group with Elements		Budget to 31st December £	Actual to 31st December £	Variance to 31st December £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
TOTAL FINANCE AND CORPORATE SERVICES	Expenditure	37,099,896	36,439,767	(660,129)	49,386,230	49,448,250	62,020	
	Income	(34,247,323)	(34,448,245)	(200,922)	(46,363,020)	(46,490,860)	(127,840)	
	<b>TOTAL</b>	<b>2,852,573</b>	<b>1,991,522</b>	<b>(861,051)</b>	<b>3,023,210</b>	<b>2,957,390</b>	<b>(65,820)</b>	

Group with Elements		Budget to 31st December £	Actual to 31st December £	Variance to 31st December £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>LEGAL AND CORPORATE SERVICES</b>								
Assistant Director : Ian Clarke								
<b>DEMOCRATIC SERVICES</b>								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	938,860	959,908	21,048	1,246,200	1,237,200	(9,000)	District and Parish Elections is on course to end the year on track. Electoral Registration - the success of the recent door to door canvass in identifying potential electors was greater than expected. In line with this performance payments to canvassers were higher than forecast. Printing and mailing requirements over the remainder of the financial year may now result in an overspend of £16K on this budget.
	Income	(224,615)	(225,399)	(784)	(226,720)	(226,720)	0	Management Corp Dem Costs/Democratic Representation - Printing and stationery is predicted to be overspent by £5k by the year end. Staff will be advised of the move to e-mailing agendas to reduce printing & stationery costs further. Similarly, I will be encouraging more Councillors to sign up to go paper free for 2016. Training for members will have an estimated underspend of £21k. A carry forward will be requested for the next financial year to support the training programme. This will leave an overall underspend of £9k. <i>Some budget profiling will be completed in January to reflect the pattern of the election costs.</i>
	TOTAL	714,245	734,509	20,264	1,019,480	1,010,480	(9,000)	
<b>TOTAL DEMOCRATIC &amp; SUPPORT SERVICES</b>	<b>Expenditure</b>	<b>938,860</b>	<b>959,908</b>	<b>21,048</b>	<b>1,246,200</b>	<b>1,237,200</b>	<b>(9,000)</b>	
	<b>Income</b>	<b>(224,615)</b>	<b>(225,399)</b>	<b>(784)</b>	<b>(226,720)</b>	<b>(226,720)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>714,245</b>	<b>734,509</b>	<b>20,264</b>	<b>1,019,480</b>	<b>1,010,480</b>	<b>(9,000)</b>	

Page 244

Portfolio Holder : Cllr Carol Goodall

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>LEGAL SERVICES</b>								
<b>Service Manager : Angela Watson</b>								
LEGAL SERVICES	Expenditure	406,810	417,826	11,016	531,180	559,680	28,500	There will be an adverse variance on agency for our planning locum solicitor of approx. £80K if we continue to employ her till Year End. Books & publications is now overspent by £7,654: the three main resources we use are Lexis Nexis online library, various hard copy encyclopaedias and the Practical Law online resource and the cost of all of these has increased from what we paid last year. If we continue to purchase these three items, our annual budget of £19,750 will be insufficient to cover the cost. Consultant and professional fees is currently £21K underspent, but we have current commitments of £23k.
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(50,515)	(64,677)	(14,162)	(66,960)	(76,560)	(9,600)	
	<b>TOTAL</b>	<b>356,295</b>	<b>353,149</b>	<b>(3,146)</b>	<b>464,220</b>	<b>483,120</b>	<b>18,900</b>	
LAND CHARGES	Expenditure	219,063	193,395	(25,668)	246,920	250,530	3,610	Printing and stationery is showing an underspend because the majority of search requests are answered electronically. SCC have reduced the amount they will charge us for search information with effect from 14th December so the variance at year end should be slightly improved. Of course the converse of that is that the income we receive will also be slightly reduced but should still be showing a favourable variance by year end. <i>Searches for December compared with last year were up by 11%. Year to date we are the same as the previous year.</i>
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(456,617)	(474,904)	(18,287)	(563,660)	(575,660)	(12,000)	
	<b>TOTAL</b>	<b>(237,554)</b>	<b>(281,509)</b>	<b>(43,955)</b>	<b>(316,740)</b>	<b>(325,130)</b>	<b>(8,390)</b>	
RIGHTS OF WAY	Expenditure	27,577	23,500	(4,077)	36,770	33,770	(3,000)	I predict that for travelling allowances and advertising we will be showing a significant underspend by Year End, a reflection of the fact that fewer Diversion Orders are being progressed than in previous years. Income will be showing an adverse variance of up to £15K by Year End.
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(19,875)	(7,190)	12,685	(26,500)	(11,500)	15,000	
	<b>TOTAL</b>	<b>7,702</b>	<b>16,310</b>	<b>8,608</b>	<b>10,270</b>	<b>22,270</b>	<b>12,000</b>	
<b>TOTAL LEGAL SERVICES</b>	<b>Expenditure</b>	<b>653,450</b>	<b>634,721</b>	<b>(18,729)</b>	<b>814,870</b>	<b>843,980</b>	<b>29,110</b>	
	<b>Income</b>	<b>(527,007)</b>	<b>(546,771)</b>	<b>(19,764)</b>	<b>(657,120)</b>	<b>(663,720)</b>	<b>(6,600)</b>	
	<b>TOTAL</b>	<b>126,443</b>	<b>87,950</b>	<b>(38,493)</b>	<b>157,750</b>	<b>180,260</b>	<b>22,510</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>FRAUD AND DATA MANAGEMENT</b>								
<b>Service Manager : Lynda Creek</b>								
FRAUD AND DATA MANAGEMENT	Expenditure	50,048	34,717	(15,331)	65,810	55,810	(10,000)	Will be clearer on expected year end by end of Jan/Feb as planning some training on Data Protection (DP) (once new DP regulation known) and other matters but likely to be a significant underspend for 2015/16 overall because of delay in being able to recruit. A carry forward for the underspend will be requested at year end to meet the training requirements for new staff and training for the updated DP legislation.
Portfolio Holder : Cllr Peter Seib	Income	0	0	0	0	0	0	
	TOTAL	50,048	34,717	(15,331)	65,810	55,810	(10,000)	
<b>TOTAL FRAUD AND DATA MANAGEMENT</b>	<b>Expenditure</b>	<b>50,048</b>	<b>34,717</b>	<b>(15,331)</b>	<b>65,810</b>	<b>55,810</b>	<b>(10,000)</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>50,048</b>	<b>34,717</b>	<b>(15,331)</b>	<b>65,810</b>	<b>55,810</b>	<b>(10,000)</b>	
<b>HUMAN RESOURCES</b>								
<b>Service Manager : Mike Holliday</b>								
HUMAN RESOURCES	Expenditure	223,433	177,779	(45,654)	297,410	270,160	(27,250)	The projection is for a budget underspend in excess of £30,000 resulting from an underspend on the Occupational Health contract, some additional salary savings and nursery subsidy savings being achieved ahead of plan
Portfolio Holder : Cllr Ric Pallister	Income	(10,345)	(15,589)	(5,244)	(12,840)	(15,590)	(2,750)	
	TOTAL	213,088	162,190	(50,898)	284,570	254,570	(30,000)	
<b>TOTAL HUMAN RESOURCES</b>	<b>Expenditure</b>	<b>223,433</b>	<b>177,779</b>	<b>(45,654)</b>	<b>297,410</b>	<b>270,160</b>	<b>(27,250)</b>	
	<b>Income</b>	<b>(10,345)</b>	<b>(15,589)</b>	<b>(5,244)</b>	<b>(12,840)</b>	<b>(15,590)</b>	<b>(2,750)</b>	
	<b>TOTAL</b>	<b>213,088</b>	<b>162,190</b>	<b>(50,898)</b>	<b>284,570</b>	<b>254,570</b>	<b>(30,000)</b>	
<b>TOTAL LEGAL SERVICES AND CORPORATE SERVICES</b>	<b>Expenditure</b>	<b>1,865,791</b>	<b>1,807,125</b>	<b>(58,666)</b>	<b>2,424,290</b>	<b>2,407,150</b>	<b>(17,140)</b>	
	<b>Income</b>	<b>(761,967)</b>	<b>(787,759)</b>	<b>(25,792)</b>	<b>(896,680)</b>	<b>(906,030)</b>	<b>(9,350)</b>	
	<b>TOTAL</b>	<b>1,103,824</b>	<b>1,019,366</b>	<b>(84,458)</b>	<b>1,527,610</b>	<b>1,501,120</b>	<b>(26,490)</b>	
<b>TOTAL CHIEF EXECUTIVE</b>	<b>Expenditure</b>	<b>39,362,682</b>	<b>38,652,373</b>	<b>(710,309)</b>	<b>52,416,370</b>	<b>52,461,250</b>	<b>44,880</b>	
	<b>Income</b>	<b>(35,009,290)</b>	<b>(35,236,004)</b>	<b>(226,714)</b>	<b>(47,259,700)</b>	<b>(47,396,890)</b>	<b>(137,190)</b>	
	<b>TOTAL</b>	<b>4,353,392</b>	<b>3,416,369</b>	<b>(937,023)</b>	<b>5,156,670</b>	<b>5,064,360</b>	<b>(92,310)</b>	
<b>Strategic Director (Place and Performance): Rina Singh</b>								
<b>PLACE AND PERFORMANCE</b>								
<b>Service Manager : Rina Singh</b>								
POLICY & PERFORMANCE	Expenditure	83,580	83,803	223	110,450	110,450	0	Nil variance expected at year end.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	83,580	83,803	223	110,450	110,450	0	
<b>TOTAL PLACE AND PERFORMANCE</b>	<b>Expenditure</b>	<b>83,580</b>	<b>83,803</b>	<b>223</b>	<b>110,450</b>	<b>110,450</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>83,580</b>	<b>83,803</b>	<b>223</b>	<b>110,450</b>	<b>110,450</b>	<b>0</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ECONOMY</b>								
Assistant Director : Martin Woods								
<b>ECONOMIC DEVELOPMENT</b>								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	506,803	479,872	(26,931)	667,290	632,290	(35,000)	Underspend from vacant posts that have now been filled. Additional income from Yeovil Innovation Centre.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(395,725)	(451,502)	(55,777)	(423,670)	(463,670)	(40,000)	
	TOTAL	111,078	28,370	(82,708)	243,620	168,620	(75,000)	
TOURISM	Expenditure	149,115	136,265	(12,850)	211,890	211,890	0	Budget on track.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(73,257)	(74,882)	(1,625)	(93,520)	(93,520)	0	
	TOTAL	75,858	61,383	(14,475)	118,370	118,370	0	
HERITAGE	Expenditure	43,942	44,416	474	58,590	61,940	3,350	Budget on track.
Portfolio Holder : Cllr Nick Weeks	Income	(465)	(3,965)	(3,500)	(620)	(3,970)	(3,350)	
	TOTAL	43,477	40,451	(3,026)	57,970	57,970	0	
TOTAL ECONOMIC DEVELOPMENT	Expenditure	699,860	660,553	(39,307)	937,770	906,120	(31,650)	
	Income	(469,447)	(530,349)	(60,902)	(517,810)	(561,160)	(43,350)	
	TOTAL	230,413	130,204	(100,209)	419,960	344,960	(75,000)	
<b>DEVELOPMENT CONTROL</b>								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	1,169,370	1,216,511	47,141	1,554,150	1,572,940	18,790	Consultants fees are high but this is an inevitable consequence of dealing with Planning Appeals. The impact of this is offset by a continued underspend on salaries. <i>Professional and Consultant fees are estimated to be £91k at the year end.</i>
Portfolio Holder : Cllr Angie Singleton	Income	(927,092)	(967,808)	(40,716)	(1,226,330)	(1,155,430)	70,900	
	TOTAL	242,278	248,703	6,425	327,820	417,510	89,690	
TOTAL DEVELOPMENT CONTROL	Expenditure	1,169,370	1,216,511	47,141	1,554,150	1,572,940	18,790	Planning income was lower in December and estimate at year end is now for £1.1m.
	Income	(927,092)	(967,808)	(40,716)	(1,226,330)	(1,155,430)	70,900	
	TOTAL	242,278	248,703	6,425	327,820	417,510	89,690	
<b>SPATIAL POLICY</b>								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	198,375	170,337	(28,038)	292,870	278,230	(14,640)	Underspend from staff vacancies.
Portfolio Holder : Cllr Angie Singleton	Income	(1,920)	(12,913)	(10,993)	(2,560)	(12,920)	(10,360)	
	TOTAL	196,455	157,424	(39,031)	290,310	265,310	(25,000)	
TRANSPORT	Expenditure	30,623	29,753	(870)	40,830	40,830	0	On budget.
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	30,623	29,753	(870)	40,830	40,830	0	
Service Manager : Martin Woods								
STRATEGIC HOUSING	Expenditure	134,543	124,995	(9,548)	191,440	195,440	4,000	Revenue support to supported housing schemes – underspent on profiled budget, expect spend up to budget by year end. Salaries are underspent due to a part time vacancy which has now been filled. Savings in the postage budget also.
Portfolio Holder : Cllr Ric Pallister	Income	0	(8,000)	(8,000)	0	(8,000)	(8,000)	
	TOTAL	134,543	116,995	(17,548)	191,440	187,440	(4,000)	
TOTAL SPATIAL POLICY	Expenditure	363,541	325,085	(38,456)	525,140	514,500	(10,640)	
	Income	(1,920)	(20,913)	(18,993)	(2,560)	(20,920)	(18,360)	
	TOTAL	361,621	304,172	(57,449)	522,580	493,580	(29,000)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>EQUALITIES</b>								
<b>Service Manager : Jo Morgan</b>								
EQUALITIES & DIVERSITY	Expenditure	44,270	48,781	4,511	57,280	64,200	6,920	
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(6,916)	(6,916)	0	(6,920)	(6,920)	
	TOTAL	44,270	41,865	(2,405)	57,280	57,280	0	
<b>TOTAL EQUALITIES</b>	<b>Expenditure</b>	<b>44,270</b>	<b>48,781</b>	<b>4,511</b>	<b>57,280</b>	<b>64,200</b>	<b>6,920</b>	
	<b>Income</b>	<b>0</b>	<b>(6,916)</b>	<b>(6,916)</b>	<b>0</b>	<b>(6,920)</b>	<b>(6,920)</b>	
	<b>TOTAL</b>	<b>44,270</b>	<b>41,865</b>	<b>(2,405)</b>	<b>57,280</b>	<b>57,280</b>	<b>0</b>	
<b>TOTAL ECONOMY</b>	<b>Expenditure</b>	<b>2,277,041</b>	<b>2,250,930</b>	<b>(26,111)</b>	<b>3,074,340</b>	<b>3,057,760</b>	<b>(16,580)</b>	
	<b>Income</b>	<b>(1,398,459)</b>	<b>(1,525,986)</b>	<b>(127,527)</b>	<b>(1,746,700)</b>	<b>(1,744,430)</b>	<b>2,270</b>	
	<b>TOTAL</b>	<b>878,582</b>	<b>724,944</b>	<b>(153,638)</b>	<b>1,327,640</b>	<b>1,313,330</b>	<b>(14,310)</b>	
<b>COMMUNITIES</b>								
<b>Assistant Director : Helen Rutter &amp; Kim Close</b>								
<b>COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS</b>								
<b>Service Manager : Helen Rutter &amp; Kim Close</b>								
CENTRAL COMMUNITIES TEAM	Expenditure	112,503	110,723	(1,780)	149,270	149,270	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	112,503	110,723	(1,780)	149,270	149,270	0	Budgets on track.
COMMUNITY SAFETY	Expenditure	36,293	34,827	(1,466)	48,390	49,390	1,000	
Portfolio Holder : Cllr Peter Gubbins	Income	0	(1,000)	(1,000)	0	(1,000)	(1,000)	
	TOTAL	36,293	33,827	(2,466)	48,390	48,390	0	
<b>Service Manager :</b>								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	212,267	166,773	(45,494)	258,270	258,270	0	
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	212,267	166,773	(45,494)	258,270	258,270	0	
<b>TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS</b>	<b>Expenditure</b>	<b>361,063</b>	<b>312,323</b>	<b>(48,740)</b>	<b>455,930</b>	<b>456,930</b>	<b>1,000</b>	
	<b>Income</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>	
	<b>TOTAL</b>	<b>361,063</b>	<b>311,323</b>	<b>(49,740)</b>	<b>455,930</b>	<b>455,930</b>	<b>0</b>	



Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>LOCAL STRATEGIC PARTNERSHIP</b>								
<b>Service Manager : Helen Rutter</b>								
LOCAL STRATEGIC PARTNERSHIP	Expenditure	43,940	43,285	(655)	51,090	51,670	580	
Portfolio Holder : Cllr Ric Pallister	Income	(20,840)	(25,563)	(4,723)	(24,990)	(25,570)	(580)	
	TOTAL	23,100	17,722	(5,378)	26,100	26,100	0	
<b>TOTAL LOCAL STRATEGIC PARTNERSHIP</b>	<b>Expenditure</b>	<b>43,940</b>	<b>43,285</b>	<b>(655)</b>	<b>51,090</b>	<b>51,670</b>	<b>580</b>	
	<b>Income</b>	<b>(20,840)</b>	<b>(25,563)</b>	<b>(4,723)</b>	<b>(24,990)</b>	<b>(25,570)</b>	<b>(580)</b>	
	<b>TOTAL</b>	<b>23,100</b>	<b>17,722</b>	<b>(5,378)</b>	<b>26,100</b>	<b>26,100</b>	<b>0</b>	
<b>AREA EAST</b>								
<b>Service Manager : Helen Rutter</b>								
EAST AREA DEVELOPMENT	Expenditure	140,955	140,062	(893)	185,940	196,730	10,790	
Area Chairman : Cllr Nick Weeks	Income	(7,633)	(19,292)	(11,659)	(8,510)	(19,300)	(10,790)	
	TOTAL	133,322	120,770	(12,552)	177,430	177,430	0	
EAST GRANTS	Expenditure	35,710	6,488	(29,222)	41,790	41,790	0	
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	35,710	6,488	(29,222)	41,790	41,790	0	
EAST PROJECTS	Expenditure	49,508	49,744	236	66,010	69,030	3,020	
Area Chairman : Cllr Nick Weeks	Income	(66,010)	(69,028)	(3,018)	(66,010)	(69,030)	(3,020)	
	TOTAL	(16,502)	(19,284)	(2,782)	0	0	0	
<b>TOTAL AREA EAST</b>	<b>Expenditure</b>	<b>226,173</b>	<b>196,294</b>	<b>(29,879)</b>	<b>293,740</b>	<b>307,550</b>	<b>13,810</b>	Budgets all on track for year end.
	<b>Income</b>	<b>(73,643)</b>	<b>(88,320)</b>	<b>(14,677)</b>	<b>(74,520)</b>	<b>(88,330)</b>	<b>(13,810)</b>	
	<b>TOTAL</b>	<b>152,530</b>	<b>107,974</b>	<b>(44,556)</b>	<b>219,220</b>	<b>219,220</b>	<b>0</b>	
<b>AREA NORTH</b>								
<b>Service Manager : Charlotte Jones</b>								
NORTH AREA DEVELOPMENT	Expenditure	134,890	127,677	(7,213)	191,520	191,520	0	Nil variance expected at year end.
Area Chairman : Cllr Shane Pledger	Income	(5,000)	(5,000)	0	(5,000)	(5,000)	0	
	TOTAL	129,890	122,677	(7,213)	186,520	186,520	0	
NORTH GRANTS	Expenditure	11,010	6,699	(4,311)	13,680	13,680	0	Grants offered but not paid. Full amount will be committed by year end.
Area Chairman : Cllr Shane Pledger	Income	0	0	0	0	0	0	
	TOTAL	11,010	6,699	(4,311)	13,680	13,680	0	
<b>TOTAL AREA NORTH</b>	<b>Expenditure</b>	<b>145,900</b>	<b>134,376</b>	<b>(11,524)</b>	<b>205,200</b>	<b>205,200</b>	<b>0</b>	
	<b>Income</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>140,900</b>	<b>129,376</b>	<b>(11,524)</b>	<b>200,200</b>	<b>200,200</b>	<b>0</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>AREA SOUTH</b>								
Service Manager : Kim Close								
SOUTH AREA DEVELOPMENT	Expenditure	212,015	208,663	(3,352)	281,350	281,350	0	
Area Chairman : Cllr Peter Gubbins	Income	(38,003)	(49,478)	(11,475)	(50,610)	(50,610)	0	
	TOTAL	174,012	159,185	(14,827)	230,740	230,740	0	
SOUTH GRANTS	Expenditure	26,045	7,886	(18,159)	33,840	33,840	0	
Area Chairman : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	TOTAL	26,045	7,886	(18,159)	33,840	33,840	0	
SOUTH PROJECTS	Expenditure	10,000	11,007	1,007	10,000	10,000	0	
Area Chairman : Cllr Peter Gubbins	Income	(10,000)	(60,000)	(50,000)	(10,000)	(10,000)	0	£50k funding for Yeovil One to be transferred to a reserve.
	TOTAL	0	(48,993)	(48,993)	0	0	0	
<b>TOTAL AREA SOUTH</b>	<b>Expenditure</b>	<b>248,060</b>	<b>227,556</b>	<b>(20,504)</b>	<b>325,190</b>	<b>325,190</b>	<b>0</b>	Budgets all on track for year end.
	<b>Income</b>	<b>(48,003)</b>	<b>(109,478)</b>	<b>(61,475)</b>	<b>(60,610)</b>	<b>(60,610)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>200,057</b>	<b>118,078</b>	<b>(81,979)</b>	<b>264,580</b>	<b>264,580</b>	<b>0</b>	
<b>AREA WEST</b>								
Service Manager : Andrew Gillespie								
WEST AREA DEVELOPMENT	Expenditure	176,738	169,159	(7,579)	231,960	231,960	0	
Area Chairman : Cllr Carol Goodall	Income	(2,833)	(2,643)	190	(3,710)	(3,710)	0	
	TOTAL	173,905	166,516	(7,389)	228,250	228,250	0	
WEST GRANTS	Expenditure	28,290	28,110	(180)	37,720	37,720	0	
Area Chairman : Cllr Carol Goodall	Income	(11,480)	(11,485)	(5)	(11,480)	(11,480)	0	
	TOTAL	16,810	16,625	(185)	26,240	26,240	0	
WEST PROJECTS	Expenditure	16,492	11,671	(4,821)	23,470	23,470	0	
Area Chairman : Cllr Carol Goodall	Income	(8,347)	(6,177)	2,170	(13,930)	(13,930)	0	
	TOTAL	8,145	5,494	(2,651)	9,540	9,540	0	
<b>TOTAL AREA WEST</b>	<b>Expenditure</b>	<b>221,520</b>	<b>208,940</b>	<b>(12,580)</b>	<b>293,150</b>	<b>293,150</b>	<b>0</b>	Budgets on track.
	<b>Income</b>	<b>(22,660)</b>	<b>(20,305)</b>	<b>2,355</b>	<b>(29,120)</b>	<b>(29,120)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>198,860</b>	<b>188,635</b>	<b>(10,225)</b>	<b>264,030</b>	<b>264,030</b>	<b>0</b>	
<b>TOTAL STRATEGIC DIRECTOR - PLACE &amp; PERFORMANCE</b>	<b>Expenditure</b>	<b>3,607,277</b>	<b>3,457,507</b>	<b>(149,770)</b>	<b>4,809,090</b>	<b>4,807,900</b>	<b>(1,190)</b>	
	<b>Income</b>	<b>(1,568,605)</b>	<b>(1,775,652)</b>	<b>(207,047)</b>	<b>(1,940,940)</b>	<b>(1,954,060)</b>	<b>(13,120)</b>	
	<b>TOTAL</b>	<b>2,038,672</b>	<b>1,681,855</b>	<b>(356,817)</b>	<b>2,868,150</b>	<b>2,853,840</b>	<b>(14,310)</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>Strategic Director - (Operations and Customer Focus): Vega Sturgess</b>								
<b>OPERATIONS AND CUSTOMER FOCUS</b>								
<b>Service Manager : Jason Toogood</b>								
CUSTOMER SERVICES	Expenditure	369,247	389,483	20,236	504,020	495,000	(9,020)	<i>Underspends due to periods when staff posts not filled. Payment in advance put through in January for 5 year maintenance contract for IS Maintenance/Software £15k.</i>
<b>Portfolio Holder : Cllr Ric Pallister</b>	Income	0	(6,671)	(6,671)	0	(13,000)	(13,000)	<i>Extra income from provision of reception services for SCC.</i>
	<b>TOTAL</b>	<b>369,247</b>	<b>382,812</b>	<b>13,565</b>	<b>504,020</b>	<b>482,000</b>	<b>(22,020)</b>	
RESOLUTION AND PRINTING	Expenditure	64,785	55,123	(9,662)	86,380	80,000	(6,380)	<i>Reduced use of printing function by internal SSDC services is causing under achievement against projected income. A review of the print room service will start in the next month as the contract for the main print room equipment is due to terminate in May 2016. Income is down by 10% in December compared to the previous year.</i>
<b>Portfolio Holder : Cllr Ric Pallister</b>	Income	(82,328)	(40,317)	42,011	(109,770)	(72,000)	37,770	
	<b>TOTAL</b>	<b>(17,543)</b>	<b>14,806</b>	<b>32,349</b>	<b>(23,390)</b>	<b>8,000</b>	<b>31,390</b>	
<b>TOTAL OPERATIONS AND CUSTOMER FOCUS</b>	<b>Expenditure</b>	<b>434,032</b>	<b>444,606</b>	<b>10,574</b>	<b>590,400</b>	<b>575,000</b>	<b>(15,400)</b>	
	<b>Income</b>	<b>(82,328)</b>	<b>(46,988)</b>	<b>35,340</b>	<b>(109,770)</b>	<b>(85,000)</b>	<b>24,770</b>	
	<b>TOTAL</b>	<b>351,704</b>	<b>397,618</b>	<b>45,914</b>	<b>480,630</b>	<b>490,000</b>	<b>9,370</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ENVIRONMENT</b>								
Assistant Director : Laurence Willis								
<b>ENVIRONMENTAL HEALTH</b>								
Service Manager : Alasdair Bell								
HOUSING STANDARDS	Expenditure	190,483	170,175	(20,308)	247,310	232,310	(15,000)	£5K of variance relates to grant waiting to be paid out. Remaining relates to vacant hours within teams. Home Aid income is better than originally anticipated for the year, in relation to a large number of DFG payments made therefore fees up. Predict similar income to previous year. Any underachievement of income will be covered by reduced expenditure above.
Portfolio Holder : Cllr Carol Goodall	Income	(70,587)	(65,733)	4,854	(87,450)	(72,450)	15,000	
	TOTAL	119,896	104,442	(15,454)	159,860	159,860	0	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	662,867	608,678	(54,189)	908,660	868,660	(40,000)	Variance largely relates to vacant hours of posts and long term sickness within the team. Large underspend in Pest Control, approx £10K, linked to underachievement of income to same value. Other small underspends across budgets which anticipate will remain in place at year end. Reduced pest control income as indicated above, and income for pollution and prevention control has not achieved anticipated budget.
	Income	(67,393)	(54,528)	12,865	(78,090)	(63,090)	15,000	
Portfolio Holder : Cllr Carol Goodall	TOTAL	595,474	554,150	(41,324)	830,570	805,570	(25,000)	
ENFORCEMENT	Expenditure	86,733	79,805	(6,928)	120,530	115,530	(5,000)	Small savings across budget - anticipate these will remain there at year end. Income being achieved as profiled.
Portfolio Holder : Cllr Carol Goodall	Income	(2,250)	(2,453)	(203)	(3,000)	(3,000)	0	
	TOTAL	84,483	77,352	(7,131)	117,530	112,530	(5,000)	
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>Expenditure</b>	<b>940,083</b>	<b>858,658</b>	<b>(81,425)</b>	<b>1,276,500</b>	<b>1,216,500</b>	<b>(60,000)</b>	
	<b>Income</b>	<b>(140,230)</b>	<b>(122,714)</b>	<b>17,516</b>	<b>(168,540)</b>	<b>(138,540)</b>	<b>30,000</b>	
	<b>TOTAL</b>	<b>799,853</b>	<b>735,944</b>	<b>(63,909)</b>	<b>1,107,960</b>	<b>1,077,960</b>	<b>(30,000)</b>	
<b>CIVIL CONTINGENCIES MANAGER</b>								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	100,795	78,661	(22,134)	134,720	139,720	5,000	
Portfolio Holder : Cllr Nick Weeks	Income	(833)	(6,106)	(5,273)	(1,110)	(6,110)	(5,000)	
	TOTAL	99,962	72,555	(27,407)	133,610	133,610	0	
<b>TOTAL CIVIL CONTINGENCIES</b>	<b>Expenditure</b>	<b>100,795</b>	<b>78,661</b>	<b>(22,134)</b>	<b>134,720</b>	<b>139,720</b>	<b>5,000</b>	
	<b>Income</b>	<b>(833)</b>	<b>(6,106)</b>	<b>(5,273)</b>	<b>(1,110)</b>	<b>(6,110)</b>	<b>(5,000)</b>	
	<b>TOTAL</b>	<b>99,962</b>	<b>72,555</b>	<b>(27,407)</b>	<b>133,610</b>	<b>133,610</b>	<b>0</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ENGINEERING AND PROPERTY SERVICES</b>								
Service Manager : Garry Green								
PROPERTY MANAGEMENT	Expenditure	947,083	936,008	(11,075)	1,297,690	1,307,690	10,000	Majority of variance relates to property services salaries due to vacant hours. Energy bills higher than budget due to payment for Qtr 3 & 4 of 14/15, for some premises, not being paid until now due to issues with supplier. Public offices code will be over budget due to increased maintenance costs as a result of non capital works required to fire doors. Potential year end overspend from a combination of this. 0 Commercial properties income down against budget due to the Hub vacating premises & 80 South Street being vacant however this is compensated by income elsewhere. Service charge income incorrect against profile but corrected in January 16.
Portfolio Holder : Cllr Henry Hobhouse	Income	(641,113)	(620,168)	20,945	(758,210)	(758,210)	0	
	TOTAL	305,970	315,840	9,870	539,480	549,480	10,000	
CAR PARKING	Expenditure	795,282	766,227	(29,055)	1,168,670	1,158,670	(10,000)	Variance relates to payments to contractors for winter gritting being below target as dependent on winter conditions & any gritting needed. Other significant variance relates to 'VAT on income' for the VAT due on pay and display income to HMRC. As this is linked to income, and income is below target, this is naturally below budget. Any likely saving linked to weather conditions for the remainder of the year. Variance will be smaller than currently shown as minor repairs needed to some car parks. Main variance relates to pay & display income, which is £128K below target. This is compensated by some pay and go income due in, and by the VAT budget as explained above. Also Season Ticket income £16K below profile and PCN £9k. Overall income will not meet expected budget, but still hope to achieve similar level to previous year. The Hendford Road closure has affected car parks in that area with regard to pay & display income as well as penalty charge income.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Peter Seib	Income	(1,873,794)	(1,719,574)	154,220	(2,486,680)	(2,396,680)	90,000	
	TOTAL	(1,078,512)	(953,347)	125,165	(1,318,010)	(1,238,010)	80,000	
ENGINEERING SERVICES	Expenditure	582,792	476,140	(106,652)	746,090	666,090	(80,000)	A large part of variance relates to a vacant post in engineering which is currently being recruited. Remaining underspends relates to underspends in Public Conveniences, Birchfield, and in CCTV. A large part of this is expected to remain at year end, due to timing of public convenience closures, and timing of new CCTV equipment being installed. Small income variance relates in general to Street Naming & Numbering being above budget.
Portfolio Holder : Cllr Henry Hobhouse	Income	(59,040)	(64,363)	(5,323)	(78,720)	(83,720)	(5,000)	
	TOTAL	523,752	411,777	(111,975)	667,370	582,370	(85,000)	
<b>TOTAL ENGINEERING AND PROPERTY SERVICES</b>	<b>Expenditure</b>	<b>2,325,157</b>	<b>2,178,375</b>	<b>(146,782)</b>	<b>3,212,450</b>	<b>3,132,450</b>	<b>(80,000)</b>	
	<b>Income</b>	<b>(2,573,947)</b>	<b>(2,404,105)</b>	<b>169,842</b>	<b>(3,323,610)</b>	<b>(3,238,610)</b>	<b>85,000</b>	
	<b>TOTAL</b>	<b>(248,790)</b>	<b>(225,730)</b>	<b>23,060</b>	<b>(111,160)</b>	<b>(106,160)</b>	<b>5,000</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>BUILDING CONTROL</b>								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	425,013	427,085	2,072	618,600	630,000	11,400	Expenditure on agency support to cover long term staff absence at around £50 per hour will lead to increased expenditure over that anticipated. A new Building Control Officer has commenced employment with us on 1st Jan. and any salary savings on the recent vacant post will have ended at that point. Income for December was £17k and well below profile.
Portfolio Holder : Cllr Shane Pledger	Income	(464,707)	(403,787)	60,920	(661,240)	(610,000)	51,240	
	TOTAL	(39,694)	23,298	62,992	(42,640)	20,000	62,640	
<b>TOTAL BUILDING CONTROL</b>	<b>Expenditure</b>	<b>425,013</b>	<b>427,085</b>	<b>2,072</b>	<b>618,600</b>	<b>630,000</b>	<b>11,400</b>	
	<b>Income</b>	<b>(464,707)</b>	<b>(403,787)</b>	<b>60,920</b>	<b>(661,240)</b>	<b>(610,000)</b>	<b>51,240</b>	
	<b>TOTAL</b>	<b>(39,694)</b>	<b>23,298</b>	<b>62,992</b>	<b>(42,640)</b>	<b>20,000</b>	<b>62,640</b>	
<b>STREETSCENE</b>								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	2,192,573	2,332,021	139,448	2,887,270	2,887,270	0	Overspends at this period of the year are linked to the volume of additional work that is being undertaken by the teams and extensive contracting works have been required at a number of locations this year which along with training for the team and some investment in the transport workshop, have had a direct impact on the profiled expenditure. The levels of expenditure have been monitored and considered prior to spend against agreed additional work orders. It should be noted that the level of overspend throughout the services, is reducing and will continue to be led by income levels. Income levels continue to exceed profile and balance the overspends in other areas of the service. We closely monitor agreed work orders and have both scheduled our work and adjusted our working practices to accommodate our clients. We predict that the budget is on target to finish the year in a favourable position
Portfolio Holder : Cllr Jo Roundell Greene	Income	(854,545)	(975,678)	(121,133)	(1,288,330)	(1,288,330)	0	
	TOTAL	1,338,028	1,356,343	18,315	1,598,940	1,598,940	0	
<b>TOTAL STREETSCENE</b>	<b>Expenditure</b>	<b>2,192,573</b>	<b>2,332,021</b>	<b>139,448</b>	<b>2,887,270</b>	<b>2,887,270</b>	<b>0</b>	
	<b>Income</b>	<b>(854,545)</b>	<b>(975,678)</b>	<b>(121,133)</b>	<b>(1,288,330)</b>	<b>(1,288,330)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>1,338,028</b>	<b>1,356,343</b>	<b>18,315</b>	<b>1,598,940</b>	<b>1,598,940</b>	<b>0</b>	
<b>WASTE &amp; RECYCLING</b>								
Assistant Director : Laurence Willis								
WASTE COLLECTION	Expenditure	4,302,229	4,306,266	4,037	5,742,160	5,797,160	55,000	Overall the waste budget is performing according to predictions, apart for garden waste which is over-performing on income and will account for the increase in costs.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(1,175,135)	(1,243,590)	(68,455)	(1,395,260)	(1,455,260)	(60,000)	
	TOTAL	3,127,094	3,062,676	(64,418)	4,346,900	4,341,900	(5,000)	
<b>TOTAL WASTE COLLECTION</b>	<b>Expenditure</b>	<b>4,302,229</b>	<b>4,306,266</b>	<b>4,037</b>	<b>5,742,160</b>	<b>5,797,160</b>	<b>55,000</b>	
	<b>Income</b>	<b>(1,175,135)</b>	<b>(1,243,590)</b>	<b>(68,455)</b>	<b>(1,395,260)</b>	<b>(1,455,260)</b>	<b>(60,000)</b>	
	<b>TOTAL</b>	<b>3,127,094</b>	<b>3,062,676</b>	<b>(64,418)</b>	<b>4,346,900</b>	<b>4,341,900</b>	<b>(5,000)</b>	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>LICENSING</b>								
Service Manager : Nigel Marston								
LICENSING	Expenditure	180,940	182,400	1,460	240,570	240,570	0	
Portfolio Holder : Cllr Peter Gubbins	Income	(261,486)	(241,443)	20,043	(306,560)	(306,560)	0	
	TOTAL	(80,546)	(59,043)	21,503	(65,990)	(65,990)	0	
TOTAL LICENSING	Expenditure	180,940	182,400	1,460	240,570	240,570	0	
	Income	(261,486)	(241,443)	20,043	(306,560)	(306,560)	0	
	TOTAL	(80,546)	(59,043)	21,503	(65,990)	(65,990)	0	
TOTAL ENVIRONMENT	Expenditure	10,466,790	10,363,466	(103,324)	14,112,270	14,043,670	(68,600)	
	Income	(5,470,883)	(5,397,423)	73,460	(7,144,650)	(7,043,410)	101,240	
	TOTAL	4,995,907	4,966,043	(29,864)	6,967,620	7,000,260	32,640	
<b>HEALTH AND WELL-BEING</b>								
Assistant Director : Steve Joel								
<b>ARTS AND ENTERTAINMENT</b>								
Service Manager : Adam Burgan								
ARTS	Expenditure	1,268,200	1,386,078	117,878	1,693,040	2,137,990	444,950	A good year so far - panto sales have exceeded last year and supported strong sales across the board. There is a one-off rebate of rates which should enable a £20K underspend for year end. The Octagon's front of house lighting is being upgraded this month at a cost of £39.7k. Managed by property services and funded by rebate on rates and underspends in other areas, this essential work has been necessitated by the light bulbs used no longer being manufactured which would cause operational difficulties. The breakdown of committed cost for show performances to date are £295K until the year end. £137k is attributed to shows for 2016/17, for 2015/16 we have received £162.5k for January to March this is expected to rise to £200.8k.
Portfolio Holder : Cllr Sylvia Seal	Income	(1,056,795)	(1,773,588)	(716,793)	(1,408,700)	(1,873,510)	(464,810)	
	TOTAL	211,405	(387,510)	(598,915)	284,340	264,480	(19,860)	
WESTLAND LEISURE COMPLEX	Expenditure	0	3,952	3,952	0	0	0	
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	0	3,952	3,952	0	0	0	
TOTAL ARTS	Expenditure	1,268,200	1,390,030	121,830	1,693,040	2,137,990	444,950	
	Income	(1,056,795)	(1,773,588)	(716,793)	(1,408,700)	(1,873,510)	(464,810)	
	TOTAL	211,405	(383,558)	(594,963)	284,340	264,480	(19,860)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>SPORT AND LEISURE FACILITIES</b>								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	192,323	89,804	(102,519)	256,430	186,430	(70,000)	Underspent on repairs & maintenance, 10 year plan and utilities. £10k is due to be repaid to capital at year end. Some spend will be required for the changing room area and this will be requested as a contribution to capital. Savings on utilities has reduced the recharge to LED.
Portfolio Holder : Cllr Sylvia Seal	Income	(86,033)	(65,945)	20,088	(114,710)	(94,710)	20,000	
	TOTAL	106,290	23,859	(82,431)	141,720	91,720	(50,000)	
SPORT FACILITIES	Expenditure	113,970	116,333	2,363	151,960	151,960	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(45,750)	(35,001)	10,749	(61,000)	(61,000)	0	
	TOTAL	68,220	81,332	13,112	90,960	90,960	0	
<b>TOTAL SPORT AND LEISURE FACILITIES</b>	<b>Expenditure</b>	<b>306,293</b>	<b>206,137</b>	<b>(100,156)</b>	<b>408,390</b>	<b>338,390</b>	<b>(70,000)</b>	
	<b>Income</b>	<b>(131,783)</b>	<b>(100,946)</b>	<b>30,837</b>	<b>(175,710)</b>	<b>(155,710)</b>	<b>20,000</b>	
	<b>TOTAL</b>	<b>174,510</b>	<b>105,191</b>	<b>(69,319)</b>	<b>232,680</b>	<b>182,680</b>	<b>(50,000)</b>	
<b>COMMUNITY HEALTH AND LEISURE</b>								
Service Manager : Lynda Pincombe								
RESOURCE CENTRE	Expenditure	36,142	31,607	(4,535)	48,190	33,880	(14,310)	There will be an underspend on this budget as contract with The Hub has now terminated.
Portfolio Holder : Cllr Sylvia Seal	Income	0	(687)	(687)	0	(690)	(690)	
	TOTAL	36,142	30,920	(5,222)	48,190	33,190	(15,000)	
COMMUNITY HEALTH & LEISURE	Expenditure	748,068	747,353	(715)	980,650	993,150	12,500	<i>Significant variances are attributed to £15k grant receipts and artificial grass pitch income of £12.5k which will be transferred to reserves at the year end. Income budgets require some reprofiling to reflect income patterns for the year.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	(207,871)	(290,816)	(82,945)	(275,950)	(290,600)	(14,650)	
	TOTAL	540,197	456,537	(83,660)	704,700	702,550	(2,150)	
<b>TOTAL COMMUNITY HEALTH AND LEISURE</b>	<b>Expenditure</b>	<b>784,210</b>	<b>778,960</b>	<b>(5,250)</b>	<b>1,028,840</b>	<b>1,027,030</b>	<b>(1,810)</b>	
	<b>Income</b>	<b>(207,871)</b>	<b>(291,503)</b>	<b>(83,632)</b>	<b>(275,950)</b>	<b>(291,290)</b>	<b>(15,340)</b>	
	<b>TOTAL</b>	<b>576,339</b>	<b>487,457</b>	<b>(88,882)</b>	<b>752,890</b>	<b>735,740</b>	<b>(17,150)</b>	



Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>HOUSING AND WELFARE</b>								
<b>Service Manager : Kirsty Larkins</b>								
WELFARE	Expenditure	259,661	260,138	477	344,510	347,680	3,170	
Portfolio Holder : Cllr Sylvia Seal	Income	(353,751)	(377,292)	(23,541)	(374,130)	(377,300)	(3,170)	
	TOTAL	(94,090)	(117,154)	(23,064)	(29,620)	(29,620)	0	Budgets all fine.
HOUSING	Expenditure	762,810	629,457	(133,353)	1,080,080	902,270	(177,810)	We should be underspent at year end, however there is a commitment to be made for repairs to one of the housing properties before year end.
Portfolio Holder : Cllr Sylvia Seal	Income	(237,938)	(138,409)	99,529	(317,250)	(183,230)	134,020	Income lower than predicted but this is balanced out by expenditure remaining lower than budgeted on B&B & prevention.
	TOTAL	524,872	491,048	(33,824)	762,830	719,040	(43,790)	
TOTAL HOUSING AND WELFARE	Expenditure	1,022,471	889,595	(132,876)	1,424,590	1,249,950	(174,640)	
	Income	(591,689)	(515,701)	75,988	(691,380)	(560,530)	130,850	
	TOTAL	430,782	373,894	(56,888)	733,210	689,420	(43,790)	
<b>FAMILY SUPPORT PROGRAMME</b>								
<b>Service Manager : Steve Joel</b>								
FAMILY SUPPORT PROGRAMME	Expenditure	139,170	110,019	(29,151)	171,560	171,560	0	
Portfolio Holder : Cllr Ric Pallister	Income	(171,560)	(171,560)	0	(171,560)	(171,560)	0	
	TOTAL	(32,390)	(61,541)	(29,151)	0	0	0	Budgets all fine.
TOTAL FAMILY SUPPORT PROGRAMME	Expenditure	139,170	110,019	(29,151)	171,560	171,560	0	
	Income	(171,560)	(171,560)	0	(171,560)	(171,560)	0	
	TOTAL	(32,390)	(61,541)	(29,151)	0	0	0	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>COUNTRYSIDE</b>								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	370,585	399,243	28,658	497,580	497,580	0	Expenditure across the countryside sites progresses on target, there were no significant issues in the December storms but paths are in a poor state due to continued rain and ranger teams will be purchasing materials to try and improve pinch points. Yeovil Country Park has a large project to fell the poplar trees (and re plant) on Lysander Road which will take place in the first week of Feb and cost £7K using up the tree work budget as planned. At Chard Reservoir the final phase of inescapable works is planned for Jan and Feb and this will come in on budget. The Langport Visitors Centre remains a significant cost the service with the 2 cycleway licences and maintenance required vastly over the £1.8K budget, a report is being prepared for senior officers and members to consider.
	Income	(156,712)	(177,309)	(20,597)	(231,970)	(231,970)	0	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	213,873	221,934	8,061	265,610	265,610	0	The second instalment of grazing income for Ham Hill Country Park is due and various grant funds will come into Yeovil Country Park in February to cover expenditure throughout the summer of 2015 on events (£3.3K) and lottery projects going forward. The final quarter of angling club income is due for Chard Reservoir at £1.5K. We are still expecting £15K from Yeovil Town Council on the Yeovil Country Park budget to support the general work in the park. The Cafe has performed inline with the business plan and costs are being interrogated and brought down e.g. G4S collections have been reduced to 1 per week. 2016 and future Spring events in the cafe and park are planned to boost sales going forward.
TOTAL COUNTRYSIDE	Expenditure	370,585	399,243	28,658	497,580	497,580	0	
	Income	(156,712)	(177,309)	(20,597)	(231,970)	(231,970)	0	
	TOTAL	213,873	221,934	8,061	265,610	265,610	0	
TOTAL HEALTH AND WELL-BEING	Expenditure	3,890,929	3,773,984	(116,945)	5,224,000	5,422,500	198,500	
	Income	(2,316,410)	(3,030,607)	(714,197)	(2,955,270)	(3,284,570)	(329,300)	
	TOTAL	1,574,519	743,377	-831,142	2,268,730	2,137,930	(130,800)	
TOTAL STRATEGIC DIRECTOR - OPERATIONS AND CUSTOMER FOCUS	Expenditure	14,791,751	14,582,056	(209,695)	19,926,670	20,041,170	114,500	
	Income	(7,869,621)	(8,475,018)	(605,397)	(10,209,690)	(10,412,980)	(203,290)	
	TOTAL	6,922,130	6,107,038	(815,092)	9,716,980	9,628,190	(88,790)	
TOTAL SSDC	Expenditure	57,761,710	56,691,936	(1,069,774)	77,152,130	77,310,320	158,190	
	Income	(44,447,516)	(45,486,674)	(1,039,158)	(59,410,330)	(59,763,930)	(353,600)	
	TOTAL	13,314,194	11,205,262	(2,108,932)	17,741,800	17,546,390	(195,410)	

Portfolio Holder : Cllr Sylvia Seal

Page 258

## Appendix B

The following virements should be noted:

<b>Value £</b>	<b>To</b>	<b>From</b>	<b>Description</b>
500	Payroll	Personnel	Realignment of printing budgets
9,420	Payroll Adjustments	Accountancy	Staff turnover savings
1,640	Payroll Adjustments	Development Control	Staff turnover savings
1,970	Payroll Adjustments	Policy & Performance	Staff turnover savings
1,950	Payroll Adjustments	Area Development South	Staff turnover savings
20,000	Public Offices	Property Services Technical Services	Realignment of underspent budgets to fund fire door work
1,600	Yeovil Country Park	Ninespring's Centre	Realignment of supplies & services budget

## Appendix C

### AREA RESERVES Quarter 3 2015/16

Allocation of Reserves	Approval Date	Approved Allocation	Balance 15/16	Transfer from Reserves during 2015/16
		£	£	£
<b>Area East</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>60,190</b>	
Community Planning - Project Spend	Apr-05	50,000	26,930	
Securing of BMI Site	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	15,800	
Retail Support Initiative	May-09	10,000	10,000	
Totals			56,730	0
<b>QSP balance of Reserve</b>				<b>60,190</b>
<b>Unallocated Balance 31st December 2015</b>			<b>3,460</b>	
<b>Area North</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>26,600</b>	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
<b>QSP balance of Reserve</b>				<b>26,600</b>
<b>Unallocated Balance 31st December 2015</b>			<b>16,600</b>	
<b>Area West</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>49,640</b>	
Underwrite Community Grants	Mar, Aug, Nov 10, Sept 14	16,195	11,195	
Markets (approved in principle)	Nov-10	14,340	13,500	
Fore Street, Chard-Study	Feb-15	7,500	7,500	
Facilities at Chard	Sep-14	5,000	5,000	
Chard Area Youth Club	Jan-15	15,925	12,445	
Totals			49,640	0
<b>QSP balance of Reserve</b>				<b>49,640</b>
<b>Unallocated Balance 31st December 2015</b>			<b>0</b>	

(Area South has no reserve remaining)

## Appendix D

### Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2015:

Reserves	Balance as at 01/04/15 £'000	Movement £'000	Balance as at 31/12/15 £'000
Usable Capital Receipts	35,657	58	35,715
Capital Reserve	1,392	23	1,415
Cremator Replacement Capital Reserve	663	0	663
Voluntary Redundancy/Early Retirement Fund	394	0	394
Local Authority Business Growth Initiative Reserve	37	0	37
Planning Delivery Reserve	26	0	26
Yeovil Athletic Track Repairs Fund	100	19	119
Local Plan Enquiry Reserve	50	0	50
Save to Earn Schemes Reserve	50	0	50
Insurance Fund	47	6	53
Bristol to Weymouth Rail Reserve	12	0	12
Election Reserve	256	(165)	91
Risk Management Reserve	11	0	11
Local Plan Implementation Fund	125	0	125
Revenue Grants Reserve	641	(72)	569
MTFP Support Fund	3,651	0	3,651
Yeovil Vision	100	10	110
Council Tax/Housing Benefits Reserve	827	48	875
Closed Churchyards Reserve	10	(1)	9
Deposit Guarantee Claims Reserve	6	0	6
Park Homes Replacement Reserve	135	0	135
Car Park Income	5	(5)	0
Health Inequalities	31	0	31
Planning Obligations Admin Reserve	42	(9)	33
Wincanton Sports Centre Reserve	21	0	21
LSP	76	19	95
Artificial Grass Pitch Reserve	42	0	42
Business Support Scheme	172	(7)	165
Flooding Reserve	85	(5)	80
Infrastructure Reserve	995	(20)	975
NNDR Volatility Reserve	500	959	1,459
Treasury Management Reserve	247	0	247
<b>Total Usable Reserves</b>	<b>46,406</b>	<b>858</b>	<b>47,264</b>

The list above excludes the reserves which are not usable by Members. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

# Agenda Item 11

## Community Infrastructure Levy – Draft Charging Schedule

*Executive Portfolio Holder:* Angie Singleton, Strategic Planning (Place Making)  
*Strategic Director:* Rina Singh, Strategic Director, Place and Performance  
*Assistant Director:* Martin Woods, Assistant Director Economy  
*Service Manager:* Paul Wheatley, Principal Spatial Planner  
*Lead Officer:* Paul Wheatley, Principal Spatial Planner  
*Contact Details:* paul.wheatley@southsomerset.gov.uk or (01935) 462598

### 1. Purpose of the Report

- 1.1. To endorse the Community Infrastructure Levy Draft Charging Schedule so that it can be subject to public consultation for a period of six weeks from 10<sup>th</sup> February to the 24<sup>th</sup> March 2016.

### 2. Public Interest

- 2.1. The Council is in the process of creating a Community Infrastructure Levy which will operate across the district. The Community Infrastructure Levy will be a chargeable amount levied on to certain forms of residential and commercial development in South Somerset.
- 2.2. The Draft Charging Schedule represents the next formal stage in preparing the Community Infrastructure Levy. The Council has previously produced and consulted upon a Preliminary Draft Charging Schedule in March 2012<sup>1</sup> and the pending consultation represents the next stage in the process.
- 2.3. After the consultation of the Draft Charging Schedule there are a number of further steps that the Council will need to follow, including submitting the proposed Community infrastructure Levy Charging Schedule to an independent “examiner” for further review. Only after all of these stages have been completed satisfactorily can the Council adopt a Community Infrastructure Levy. These further stages of work will be brought before the Council’s District Executive Committee.

### Recommendations

That the District Executive:

- i. endorse the Community Infrastructure Levy Draft Charging Schedule for public consultation (**See Appendix A**); and
- ii. delegate responsibility to the Assistant Director for Economy in consultation with the Portfolio Holder for Strategic Planning to make any final minor text amendments which may be necessary to enable the Draft Charging Schedule to be published for formal public consultation.

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<sup>1</sup> Preliminary Draft Charging Schedule (March 2012):  
[http://www.southsomerset.gov.uk/media/406023/preliminary\\_draft\\_charging\\_schedule.pdf](http://www.southsomerset.gov.uk/media/406023/preliminary_draft_charging_schedule.pdf)

### **3. Report**

#### **Background and Context**

- 3.1. The Community Infrastructure Levy was introduced through the Planning Act (2008) and is defined through the Community Infrastructure Levy Regulations 2010 (as amended).
- 3.2. The Community Infrastructure Levy represents an opportunity to establish a clearer, more certain process for collecting contributions from development to help deliver infrastructure improvements.
- 3.3. The Community Infrastructure Levy is payable on development which creates net additional floorspace, where it exceeds 100 square metres. However, all new dwellings are potentially liable for the Community Infrastructure Levy irrespective of their size (unless there are proven exemptions).
- 3.4. The Community Infrastructure Levy will be charged by South Somerset District Council, and any amount of money received through the Community Infrastructure Levy will be collected by South Somerset District Council. However, under the terms of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the monies received would automatically be passed to the Parish or Town Council where the development occurred. This proportion increases to 25% where a Parish or Town Council has adopted a Neighbourhood Plan.

#### **Evidence to Support Introducing the Community Infrastructure Levy**

- 3.5. The Council adopted the South Somerset Local Plan (2006 – 2028) in March 2015, and this sets out the scale and location of planned growth – 15,950 homes and 11,250 jobs by 2028.
- 3.6. To ensure that this level of growth can be delivered the Council has produced an Infrastructure Delivery Plan (January 2016) which details the infrastructure requirements to support development across the district. This work concludes that there is a funding gap of approximately £128 million, which a Community Infrastructure Levy would help (in part) to bridge.
- 3.7. The Council has also prepared a series of assessment and viability appraisals to inform its approach to the Community Infrastructure Levy. These appraisals examine whether development sites will still proceed if a Community Infrastructure Levy is added to the overall calculation of the costs required to develop.
- 3.8. The first appraisals originally took place in 2012 and helped inform the Preliminary Draft Charging Schedule in March 2012. Since that time, changes in circumstance have affected the overall viability of developments in South Somerset. As such, additional viability work has been prepared to inform the Draft Charging Schedule. The viability assessment work can be found on the Council's website: [http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-\(2006-2028/evidence-base/](http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-(2006-2028/evidence-base/)
- 3.9. Given this information, the Council is satisfied that the need for a Community Infrastructure Levy has been demonstrated; and that there are certain developments within the district that will remain viable with the adoption of levy rates. As such, the proposed levy rates for development are set out in the Draft Charging Schedule and are summarised in Table 3.1 below.

**Table 3.1: Draft Charging Schedule – Proposed Levy Rates in South Somerset**

Type of Development	Levy Rate	Geographical Extent
<b>Yeovil Sustainable Urban Extensions</b>	£0 (zero) per square metre	The two Sustainable Urban Extensions as defined in Policy YV2 of the South Somerset Local Plan (2006 – 2028)
<b>Chard Eastern Development Area</b>	£0 (zero) per square metre	The Chard Eastern Development Area as defined in Policy PMT1 and PMT2 of the South Somerset Local Plan (2006 – 2028)
<b>All Other Residential Development (including C2 use class)</b>	£40 per square metre	District-wide.
<b>Convenience-based Supermarkets and Superstores, and Retail Warehouse Parks (outside of defined Town Centres and Primary Shopping Areas)<sup>2</sup></b>	£100 per square metre	District-wide but excluding those areas defined by Policy EP11 of the South Somerset Local Plan (2006 – 2028).
<b>Retail (A1 – A5) in Town Centres and Primary Shopping Areas</b>	£0 (zero) per square metre	Those areas as defined by Policy EP11 of the South Somerset Local Plan (2006 – 2028).
<b>All Other Uses</b>	£0 (zero) per square metre	District-wide

### How Will the Levy Be Collected?

3.10. The normal requirement is for the full Community Infrastructure Levy amount to be paid within 60 days of when a development commences. However, the Council is proposing an “Instalments Policy” to help manage the flow of payments. Details of the draft instalments policy are set out in Chapter 6 of Appendix A.

### What Will the Levy Be Spent On?

3.11. The Council has not yet defined the practical arrangements for how the Community Infrastructure Levy will be spent. However, the Council has established what the Community Infrastructure may be spent on. As noted above, the Community infrastructure Levy must be spent on infrastructure that is required to help manage the impact of development.

3.12. The Council must set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the levy. This is known as a “Regulation 123 List”. The Council’s draft “Regulation 123 List” is set out in Chapter 7 of Appendix A.

<sup>2</sup> Supermarkets are shopping destinations in their own right where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix. The majority of custom at supermarkets arrives by car, using the large adjacent car parks provided.

Superstores are self-service stores selling mainly food, or food and non-food goods, with supporting car parking. Retail warehouses are large stores specialising in the sale of comparison and household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering mainly for car-borne customers.



#### **4. Conclusion & Next Steps**

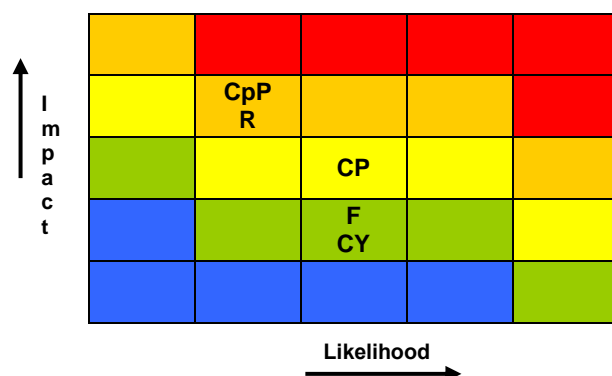
- 4.1. The Council intends to adopt a Community Infrastructure Levy, and as part of that process it must consult on a Draft Charging Schedule.
- 4.2. The Draft Charging Schedule sets out:
  - The proposed Community Infrastructure Levy rate for certain development types across the district;
  - A draft instalments policy to allow for payments of the Community Infrastructure Levy to be managed;
  - A draft “Regulation 123 List” identifying the types of projects or infrastructure that may be funded through the money received through the levy.
- 4.3. The Council’s consultation on the Draft Charging Schedule will be take place over a six-week period from the 10<sup>th</sup> February to the 24<sup>th</sup> March 2016.
- 4.4. Comments can be submitted to the Spatial Policy team via the following routes:
  - **Online:** Using the questionnaire on the consultation webpage: <http://consult.southsomerset.gov.uk/consult.ti/system/listConsultations>;
  - **Email:** [planningpolicy@southsomerset.gov.uk](mailto:planningpolicy@southsomerset.gov.uk); or
  - **Writing:** Spatial Policy, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT.
- 4.5. This consultation period does not represent the end of the process and the Council will reflect on comments received during the consultation period and will use this information to prepare a Charging Schedule document. This Charging Schedule will be then submitted to an “examiner” who will review all of the Council’s evidence and proposals and reach a conclusion as to whether the proposed levy rates are acceptable. Only after this process has been completed can the Council look to adopt the Community Infrastructure Levy rates.

#### **5. Financial Implications**

- 5.1. There are no direct financial implications from this report or the recommendations.
- 5.2. However, if and when the Community Infrastructure Levy is adopted there will be financial implications for the Council in terms of the management, monitoring, and auditing of any levy monies received.
- 5.3. Similarly, practical arrangements to ensure that the correct proportion is given to Town and Parish Councils will require coordination of activity between the Council’s Finance and Corporate Services directorate.
- 5.4. The governance arrangements for how the levy will be spent will be determined at a later date, but are likely to require approval from Full Council.

## 6. Risk Matrix

- 6.1. The matrix below sets out the risks associated with District Executive endorsing the Draft Charging Schedule is published for public consultation as of the 4<sup>th</sup> February 2016.



### Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## 7. Corporate Priority Implications

- 7.1. No direct implications. Although not being able to demonstrate a five-year housing land supply does undermine the housing related policies in the local plan.

## 8. Carbon Emissions and Climate Change Implications

- 8.1. None.

## 9. Equality and Diversity Implications

- 9.1. No direct implications.

- 9.2. The Community Infrastructure Levy is subject to a series of exemptions and qualifying criteria. These are clearly stated in the Community Infrastructure Levy Regulations 2010 (as amended). The Council will ensure that if and when it adopts the Community Infrastructure Levy it will carry out the implementation of it in direct accordance with these regulations so that the implementation is equitable.

## 10. Background Papers

Appendix A – Community Infrastructure Levy Draft Charging Schedule (2016)

South Somerset

Community Infrastructure Levy

Draft Charging Schedule

Consultation Document

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February 2016

## Contents

1. Introduction	1
2. Context – Community Infrastructure Levy FAQs	2
3. Evidence Base	6
4. Draft Charging Schedule	10
5. Calculating the Chargeable Amount	11
6. Draft Instalment Policy	12
7. Draft Regulation 123 list	14
8. How to Make Comments and Next Steps	16
Appendix 1	17
Appendix 2	18
Appendix 3	19
Appendices 4 - 15	20

## 1. Introduction

- 1.1. This document marks the next stage in the process of South Somerset District Council establishing the Community Infrastructure Levy (CIL) in South Somerset. CIL is a fixed levy that Councils can charge on new developments to fund infrastructure needed to support development.
- 1.2. The Government introduced CIL in the Planning Act 2008. Detail on the CIL regime was subsequently set out in the CIL Regulations 2010 (as amended)<sup>1</sup>. The Government has also published guidance on the operation of CIL<sup>2</sup>.
- 1.3. This Draft Charging Schedule (DCS) consultation document represents the second consultation stage in preparing a CIL for South Somerset. Consultation on the Preliminary Draft Charging Schedule (PDCS) took place in March 2012. This DCS has been informed by the responses which were received during this earlier consultation, along with updated evidence on viability and infrastructure requirements.
- 1.4. The supporting evidence on CIL and infrastructure issues which should be read in conjunction with this DCS is:
  - Community Infrastructure Levy evidence base, Roger Tym & Partners and Baker Associates (January 2012)
  - Community Infrastructure Levy: viability study, BNP Paribas and SSDC (May 2013)
  - Community Infrastructure Levy: viability assessment – update Addendum report, BNP Paribas and SSDC (July 2015)
  - South Somerset Infrastructure Delivery Plan update 2015/16 (January 2016).
- 1.5. This consultation document contains the proposed level of CIL, an instalment policy, and a draft Regulation 123 list of infrastructure that may be funded, in whole or part, by CIL.
- 1.6. In accordance with Regulation 16 and 17 of the CIL Regulations 2010 (as amended) the Council is inviting comments on the DCS, the instalment policy, and the draft Regulation 123 list, over a six-week period from **10<sup>th</sup> February to the 24<sup>th</sup> March 2016**.
- 1.7. **Chapter 2** sets the context for CIL, in the form of ‘frequently asked questions’. The justification for introducing CIL in South Somerset and the key findings of the evidence base, specifically the four studies listed above, are set out in **Chapter 3**. The Draft Charging Schedule itself, which shows the proposed levy rates, is in **Chapter 4**; supported by the overall approach for how the levy will be calculated in **Chapter 5**. The proposed instalment policy is explained in **Chapter 6**, and the draft ‘Regulation 123 list’ of infrastructure that may be funded in whole or part by CIL is shown at **Chapter 7**). Finally, **Chapter 8** explains how to make comments on this consultation document, and outlines the next steps in the CIL preparation process.

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<sup>1</sup> Community Infrastructure Regulations 2010 (as amended):

<http://www.legislation.gov.uk/ukxi/2010/948/contents/made>

<sup>2</sup> Department for Communities and Local Government Planning Practice Guidance:

<http://planningguidance.communities.gov.uk/blog/guidance/community-infrastructure-levy/>

## 2. Context – Community Infrastructure Levy FAQs

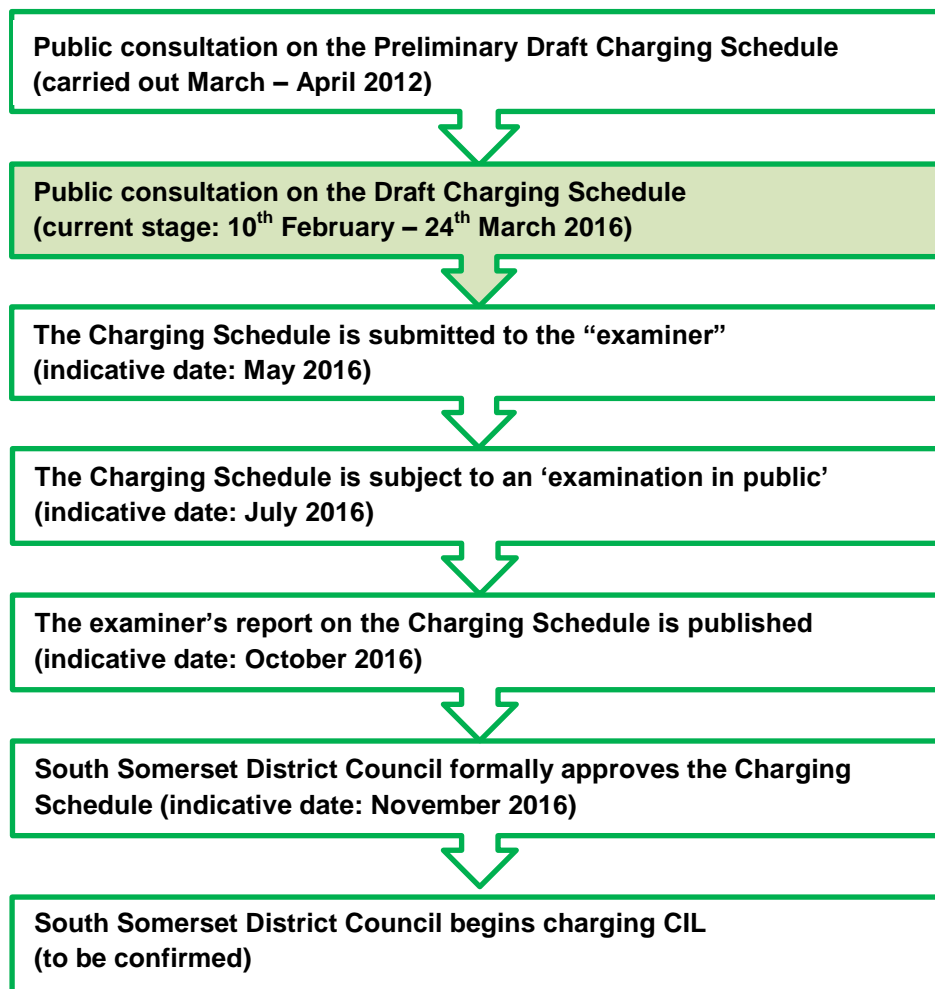
### What is the Community Infrastructure Levy?

- 2.1. The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support new development. It is a fixed levy, calculated per square metre, which the Council can charge on new development in order to fund a wide range of infrastructure. CIL was introduced in the Planning Act 2008, and came into force through the CIL Regulations 2010 (as amended).

### What is the process for introducing CIL?

- 2.2. The following diagram outlines the process that is required for the Council to successfully introduce CIL in South Somerset.

**Figure 2.1: Process for introducing CIL in South Somerset**



## What are the benefits of CIL?

- 2.3. The Government has set out that CIL seeks to provide a “*faster, fairer, more certain and transparent*” means of collecting developer contributions to infrastructure than individually negotiated Section 106 planning obligations:
- It is *faster* because it reduces the need for lengthy discussions on planning obligations, and CIL must be paid within a certain time of development commencing.
  - Most new development has an impact on infrastructure needs and, as such, it is *fairer* that nearly all new development contributes towards the cost of these needs.
  - CIL provides *certainty* as the levy is fixed, so the developer is aware of costs towards infrastructure provision up front.
  - There is greater *transparency* because a schedule sets out the infrastructure that will be funded through CIL.
- 2.4. In addition, local communities will benefit from the proportion of CIL that is given to town and parish councils. Town and parish council will automatically receive 15% of CIL receipts from development occurring in their area, and this figure rises to 25% where a neighbourhood plan has been ‘made’ and adopted.

## What type of development is liable for CIL?

- 2.5. CIL may be payable on development which creates net additional floor space, where the gross internal area of new build exceeds 100 square metres. This threshold does not apply to new dwellings as CIL is payable for a new dwelling of any size, unless it is subject to an exemption (e.g. built by a ‘self-builder’), or is located in an area that has been designated as a zero rate in the Charging Schedule.
- 2.6. The levy is applied to the gross internal area (GIA) of the net additional development liable for the levy. GIA should be calculated according to the definition in the latest edition of the RICS Guidance Note: Code of Measuring Practice. Chapter 5 sets out how the chargeable amount will be calculated.
- 2.7. CIL applies to planning permission granted through local planning orders and may also be payable on permitted development and development which is subject to a Lawful Development Certificate.

## What kind of development does not pay CIL?

- 2.8. The following examples are types of development that do not pay the levy. This list is not exhaustive and further exemptions may arise:
- Development of less than 100 square metres, unless it is a new dwelling;
  - Houses, flats, residential annexes and residential extensions which are built by ‘self-builders’;
  - Social housing that meets Government criteria;
  - Charitable development that meets Government criteria;

- Buildings into which people do not normally go, or go only intermittently for the purpose of maintaining fixed plant or machinery;
- Structures which are not buildings, such as pylons and wind turbines;
- Types of development which have a 'zero rate' in the Charging Schedule;
- Vacant buildings brought back into the same use; and
- Mezzanine floors of less than 200 square metres inserted into existing buildings, unless they form part of a wider planning permission that seeks to provide other works as well.

### What is the rate of CIL?

2.9. The levy rate is expressed as pounds per square metre. The Draft Charging Schedule (set out in Chapter 4) identifies a nil rate at the Yeovil Sustainable Urban Extensions and Chard Eastern Development Area; £40 per square metre for residential development elsewhere in the district; and £100 per square metre for convenience based supermarkets and superstores, and retail warehouse parks. All other uses are proposed to have a nil rate.

### When does CIL need to be paid?

2.10. The regulations state that the amount of CIL generated by a development should be paid in full within 60 days of commencing development. However, the regulations also allow councils to have an instalment policy if they wish, which can set out the number of payments, the amount and time due.

2.11. Chapter 6 contains the Council's proposed instalment policy. This was drafted in response to comments made on the Preliminary Draft Charging Schedule, and is intended to assist the viability and deliverability of development, recognising that few if any developments generate value until they are complete either in whole or phases.

### What can CIL be spent on?

2.12. Local authorities must spend CIL on infrastructure needed to support the development of the area. The adopted South Somerset Local Plan identifies development that should be delivered over the period 2006 – 2028. CIL can be used to fund a wide range of infrastructure, including: transport, flood defences, schools, health care, open space, and sports facilities. The infrastructure that the Council intends to fund, or may fund, by CIL is set out in the 'Regulation 123 list'. The draft Regulation 123 list for consultation is set out in Chapter 7.

2.13. The focus of the majority of spending CIL should be on the provision of new infrastructure. However, CIL can also be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

2.14. The money that is expected from CIL will not be enough to cover the cost of infrastructure requirements in the district. The South Somerset Infrastructure Delivery Plan (2016) identifies a funding gap of approximately £124 million, far higher than the



amount expected to be generated from CIL receipts<sup>3</sup>. Therefore, a governance and prioritisation process will be set up for spending CIL. The Council will also work to obtain other funding streams to help deliver infrastructure. The governance and prioritisation of spending CIL is the responsibility of the district council, and will involve infrastructure providers and other public organisations.

- 2.15. Fifteen percent of CIL receipts are passed directly to those Town and Parish Councils where development has taken place, subject to a limit of £100 per existing council tax dwelling which can be passed to the Town or Parish Council each year. Where a neighbourhood plan has been adopted, having successfully passed through a local referendum, the Town or Parish Council will receive 25% of CIL receipts and are not subject to the annual limit per existing dwelling.
- 2.16. Known as the 'neighbourhood portion' of the levy, the money allocated to Town and Parish Councils can be spent on a wider range of things than the rest of the funds collected through the levy, provided that it meets the requirement to '*support the development of the area*' (e.g. it could be used to fund affordable housing, or develop a neighbourhood plan).
- 2.17. In addition, the Council can retain up to 5% of total CIL receipts for administrative expenses.

### How does CIL relate to other developer contributions?

- 2.18. There are several ways that developers may be asked to make contributions for the delivery of infrastructure. This may be through CIL, Section 106 Agreements, and Section 278 highway Agreements.<sup>4</sup>
- 2.19. CIL is intended to contribute to infrastructure to support the development of the whole district, rather than making individual planning applications acceptable. Therefore, some site specific mitigation of impacts through other developer contributions may still be required in order for a development to be granted planning permission e.g. the provision of affordable housing, community facilities, local open space, and access roads.
- 2.20. Once CIL is in place, Section 106 obligations should be scaled back to those matters that are directly related to a specific site. In addition, Section 106 and Section 278 Agreements cannot be sought for infrastructure items that are defined in the 'Regulation 123 list'. This is to ensure there is no 'double dipping', with the development industry paying twice for the same item of infrastructure. These restrictions do not apply to highways Agreements drawn up by Highways England, as the scale and nature of works on the strategic road network are not considered suitable for funding through receipts from CIL.
- 2.21. Since April 2015, there is a restriction on the number of Section 106 contributions that can be pooled for specific infrastructure projects. No more contributions can be collected if five or more obligations for a project have already been entered into since 6 April 2010. This restriction does not apply for provision that is not capable of being funded by the levy, such as affordable housing.

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<sup>3</sup> South Somerset infrastructure Delivery Plan (2016): [http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-\(2006-2028/evidence-base/](http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-(2006-2028/evidence-base/)

<sup>4</sup> Section 278 of the Highways Act 1980 allows developers to enter into an Agreement with the highways authority (Somerset County Council) that requires them to pay for or undertake improvement works to the existing highway.

2.22. Where Section 278 Agreements are used, there is no restriction on the number of contributions that can be pooled.

### **What will be the Council's approach to Section 106 planning obligations once CIL is in place?**

2.23. The Council expects that Section 106 planning obligations will be sought on larger, more complicated development sites within the district. It is expected that the development proposals for the two Yeovil Sustainable Urban Extensions and Chard Eastern Development Area will be subject to Section 106 Agreements in order to secure the necessary on-site infrastructure and affordable housing as required in the South Somerset Local Plan.

## **3. Evidence Base**

### **Justification for Community Infrastructure Levy in South Somerset**

- 3.1. The Council is not required to introduce CIL but, as explained in Chapter 2, there are benefits in being able to capture funds for infrastructure from most new development that occurs, rather than just larger schemes. Government regulations have also restricted the use of planning obligations, meaning it is no longer possible to gather more than five planning obligations towards a single infrastructure project.
- 3.2. The Council adopted the South Somerset Local Plan (2006 – 2028) which provides a statutory framework through which to realise policy objectives for 15,950 homes and 11,250 jobs in the district by 2028. The Council had previously produced an Infrastructure Delivery Plan in 2012 to help support the adoption of the local plan. However, significant changes in the viability, funding and delivery of development have occurred since that time, which in turn has altered the context for infrastructure provision.
- 3.3. Therefore, the Council has produced a new Infrastructure Delivery Plan (January 2016) which documents the current status of existing infrastructure, appraises its ability to meet the additional demands generated by planned growth, takes account of planned investment, and concludes on infrastructure requirements and projects necessary to ensure the successful delivery of the number of homes and jobs set out in the South Somerset Local Plan (2006 – 2028)<sup>5</sup>.
- 3.4. The Infrastructure Delivery Plan provides conclusions on infrastructure requirements in each of the locations defined in the South Somerset Local Plan settlement hierarchy, as well as clarifying needs which affect the district as a whole. As noted above, the clear conclusion from the Infrastructure Delivery Plan is that there is a gap between the costs of the funding required, versus the availability of known funding. As at January 2016, the funding gap is approximately £124 million. As such, the proposed levy rates are demonstrated to be necessary and will contribute towards the implementation of the South Somerset Local Plan.

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<sup>5</sup> South Somerset infrastructure Delivery Plan (2016): [http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-\(2006-2028/evidence-base/](http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-(2006-2028/evidence-base/)

## Impact of Community Infrastructure Levy on development viability

3.5. As noted in Chapter 1, the Council has undertaken a series of assessments and viability appraisals to help inform its approach to the CIL. The following Section provides a brief summary of work carried out, and the conclusions on development viability.

**Table 3.1: Overview of Development Viability Work**

Date	Report / Event	Conclusions
<b>January 2012</b>	Community Infrastructure Levy Evidence Base	Appraised 26 different generic development typologies. 13 linked to various residential development sites, and 13 linked to a range of commercial developments.  Identified CIL rates of the following amounts: <ul style="list-style-type: none"> <li>• Yeovil Urban Extensions = £32m<sup>2</sup></li> <li>• Chard Urban Extensions = £0m<sup>2</sup></li> <li>• Other residential = £150m<sup>2</sup></li> <li>• Retail = £200m<sup>2</sup></li> </ul>
<b>March 2012</b>	Preliminary Draft Charging Schedule (PDCS)	Based upon this initial viability work, the PDCS was consulted upon in accordance with the CIL Regulations for period of four weeks up to the 4 <sup>th</sup> April 2012.
<b>November 2012</b>	Developer Workshop	Consultation on PDCS held. All respondents invited to attend.
	Internal Work	PDCS CIL Rate for residential is deemed too high due to: <ul style="list-style-type: none"> <li>• Source of adopted build costs – agreed BCIS data adjusted for Somerset region, split rates for large scale and small developments</li> <li>• Treatment of externals – additional 15% on build costs to be adopted</li> <li>• Professional fee assumptions increased to the mid-range proposed of 10%</li> <li>• Finance and marketing cost assumptions agreed at current interest rates and 3% of GDV for marketing on larger sites, with a higher agent's fee on small sites.</li> <li>• Review of sale data with developers requested to submit anonymous appraisals and current new homes sales rates</li> </ul>

Date	Report / Event	Conclusions
		<p>PDCS CIL Rate for larger format retail is too high due to:</p> <ul style="list-style-type: none"> <li>• GDV too optimistic, rents and yields not reflective of actual scheme evidence</li> <li>• Overall costs are not sufficient and should vary between in-town brownfield and out of town greenfield sites.</li> <li>• SSDC Requested and agreed to take actual residual appraisal examples provided by the market agents and developers in this field into account in preparing the DCS. A greenfield and brownfield appraisal provided by the market that represented the concerns raised were adopted for reappraising the CIL rate proposed in the DCS.</li> </ul>
<b>May 2013</b>	Community Infrastructure Levy: Viability Study	<p>The new research was collected from the market and respondents and the DCS 2013 report was then prepared, finalised in May 2013 and the proposed CIL rates changed in light of adopting the respondents' comments and agreed areas from the workshop, ready for consultation in June/ July 13.</p> <p>This new work and previous consultation feedback resulted in CIL rates of the following amounts:</p> <ul style="list-style-type: none"> <li>• Urban Extensions (Yeovil &amp; Chard) = £0m<sup>2</sup></li> <li>• All other residential = £50m<sup>2</sup></li> <li>• Convenience base supermarkets, and superstores, and retail warehouse parks = £100m<sup>2</sup></li> </ul>
<b>March 2015</b>	South Somerset Local Plan (2006 – 2028) adopted	Confirms approach to residential and commercial growth, as well as shaping infrastructural requirements to support growth. Establishes policy framework to progress with CIL.
<b>July 2015</b>	Community Infrastructure Levy: Viability Assessment (Update Addendum Report)	<p>Drafted to support and update the 2013 report to ensure that key variables and market changes have been incorporated and proposed CIL rate is robust. Updates, include:</p> <ul style="list-style-type: none"> <li>• New sales values researched with an increase adopted in appraisals. New homes sales rates per sq ft analysed on local schemes to ensure that this was in line with increase in sales assumptions.</li> <li>• Updated BCIS build costs for Somerset adopted for large and small schemes.</li> <li>• Yields on retail adjusted to reflect current investment market position</li> </ul>

Date	Report / Event	Conclusions
		<ul style="list-style-type: none"> <li>• Code for sustainable homes assumptions altered in line with government guidance.</li> <li>• New analysis of current S106 charges undertaken = no change to DCS assumptions.</li> <li>• All appraisals re-run with amended assumptions and results summarised in addendum report and appendices.</li> </ul> <p>This additional work and previous consultation feedback resulted in CIL rates of the following amounts:</p> <ul style="list-style-type: none"> <li>• Urban Extensions (Yeovil &amp; Chard) = £0m<sup>2</sup></li> <li>• All other residential = £40m<sup>2</sup></li> <li>• Convenience base supermarkets, and superstores, and retail warehouse parks = £100m<sup>2</sup>.</li> </ul>
<b>January 2016</b>	Infrastructure Delivery Plan	Re-defines current infrastructure capabilities, the impact of proposed levels of growth, whether existing infrastructure can accommodate planned growth, what infrastructure is planned and funded, what additional infrastructure is required and how much does it cost, and what (if any) gaps in funding and delivery exist.

## 4. Draft Charging Schedule

- 4.1. When deciding the rate of the levy, an appropriate balance must be struck between the level of additional investment that can be accrued to support development, and the potential effect on the viability of developments. Having regard to the viability assessments prepared in January 2012, May 2013, and February 2016, the following levy rates have been established as capable of being realised via development.

**Table 4.1: Draft Charging Schedule**

Type of Development	Levy Rate	Geographical Extent
<b>Yeovil Sustainable Urban Extensions<sup>6</sup></b>	£0 (zero) per square metre	See Appendix 1
<b>Chard Eastern Development Area<sup>7</sup></b>	£0 (zero) per square metre	See Appendix 2
<b>All Other Residential Development (including C2 Use Class)<sup>8</sup></b>	£40 per square metre	District-wide. See Appendix 3
<b>Convenience-based Supermarkets and Superstores, and Retail Warehouse Parks (outside of defined Town Centres and Primary Shopping Areas)<sup>9 10</sup></b>	£100 per square metre	District-wide, excluding those areas defined in Appendices 1, 2, and 4 – 15
<b>Retail (A1 – A5 Use Class) in Town Centres and Primary Shopping Areas<sup>11</sup></b>	£0 (zero) per square metre	See Appendices 1, 2, and 4 – 15
<b>All Other Uses</b>	£0 (zero) per square metre	District-wide.

- 4.2. Given the proposed level of growth defined in the South Somerset Local Plan (2006 – 2028) but taking account of previous delivery, the Council expects there to be approximately £14.6 million by way of CIL receipts up to 2028.
- 4.3. It is clear from this figure that CIL will be important to help realise the level and cost of infrastructure identified in the Infrastructure Delivery Plan (2016); but will only go part way to help fund the overall total requirement.

<sup>6</sup> As defined in Policy YV2 in the South Somerset Local Plan (2006 – 2028): North-East Sustainable Urban Extension and South Sustainable Urban Extension.

<sup>7</sup> As defined by Policy PMT1 & PMT2 in the South Somerset Local Plan (2006 – 2028).

<sup>8</sup> As defined under Use Class C2 (including residential accommodation and care to people in need of care, residential schools, colleges or training centres, hospitals, and nursing homes).

<sup>9</sup> Supermarkets are shopping destinations in their own right where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix. The majority of custom at supermarkets arrives by car, using the large adjacent car parks provided.

Superstores are self-service stores selling mainly food, or food and non-food goods, with supporting car parking.

Retail warehouses are large stores specialising in the sale of comparison and household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering mainly for car-borne customers.

<sup>10</sup> Town Centres as defined through Policy EP11 of the South Somerset Local Plan (2006 – 2028). Primary Shopping Areas in Yeovil and Chard as defined through Policy EP11 in the South Somerset Local Plan (2006 – 2028).

<sup>11</sup> Town Centres as defined through Policy EP11 of the South Somerset Local Plan (2006 – 2028). Primary Shopping Areas in Yeovil and Chard as defined through Policy EP11 in the South Somerset Local Plan (2006 – 2028).

## 5. Calculating the Chargeable Amount

5.1. The formula for calculating the chargeable amount is set out in full in Part 5 of the Community Infrastructure Regulations 2010 (as amended)<sup>12</sup>. In summary the amount of CIL chargeable is calculated as follows:

**CIL Rate (£m<sup>2</sup>) x net chargeable floor area (m<sup>2</sup>) x BCIS index figure (at date of planning permission)**

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**BCIS Index figure (at the date of implementation of the Charging Schedule)**

5.2. This calculation multiplies the CIL rate by the net new floor area and then adjusts the results to take account of inflation (BCIS index figure);

- the **CIL Rate** (£m<sup>2</sup>) is the applicable rate from the above schedule.
- the **net chargeable floor area** (m<sup>2</sup>) is the gross internal floorspace of the development minus the gross internal floorspace of any existing buildings that are to be retained or demolished, provided they have been in continuous lawful use in accordance with CIL Regs (as amended). Where there is more than one use class on a development, the chargeable amount in each class is calculated separately and then added together to provide the total chargeable amount. However where the amount is less than £50 the chargeable amount is zero.
- The **BCIS Index Figure** (%) is an annually updated measure of inflation published by the Building Cost Information Service (BCIS) of the Royal Institute of Chartered Surveyor (RICS).

5.3. The Community Infrastructure Levy is charged on new development over 100m<sup>2</sup> or any new dwellings if these are less than this size. Gross internal floorspace includes everything within the external walls of a building, including lifts, stairwells and internal circulation areas, but not the thickness of the external walls or balconies. GIA should be calculated according to the definition in the latest edition of the RICS Guidance Note: Code of Measuring Practice. Chapter 6 sets out how the chargeable amount will be calculated.

5.4. Residential floorspace includes new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use. Affordable housing and self-build housing are exempt from CIL.

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<sup>12</sup> Community Infrastructure Regulations 2010 (as amended):  
<http://www.legislation.gov.uk/uksi/2010/948/contents/made>

## 6. Draft Instalment Policy

- 6.1. The CIL regime aims to provide certainty to both the development industry and the Council in terms of the amount of levy that is due, and the timing of payment. As noted in Chapter 1, the Government expects the CIL process to be faster in terms of securing funds. In normal circumstances the levy becomes due from the date that a chargeable development has commenced. Commencement is defined in the same way as it is used in planning legislation (i.e. 'material operations' on the site)<sup>13</sup>.
- 6.2. However, in response to comments received during consultation on the Preliminary Draft Charging Schedule, the Council intends to introduce an instalments policy to help manage the flow of payments.
- 6.3. The Council's instalments policy is in accordance with Regulation 69B of the Community Infrastructure Levy Regulations 2010 (as amended), with instalments linked to the amount payable (the chargeable amount). As permitted under Regulation 9(4) of the Community Infrastructure Regulations 2010 (as amended), where outline planning permission which permits development to be implemented in phases has been granted, each phase of the development as agreed by South Somerset District Council is a separate chargeable development and the instalment policy will, therefore, apply to each separate chargeable development and associated separate liable amount chargeable.
- 6.4. There will be exemptions and circumstances where this policy will not apply. These issues will be considered by the Council as and when they arise, but include, and are not limited to:
  - a) A commencement notice has not been submitted prior to commencement of the chargeable development, as required by Regulation 67 of the Community Infrastructure Regulations 2010 (as amended).
  - b) On the intended date of commencement:
    - i. Nobody has assumed liability to pay CIL in respect of the chargeable development;
    - ii. A commencement notice has been received by South Somerset District Council in respect of the chargeable development; and
    - iii. South Somerset District Council has not determined a deemed commencement date for the chargeable development and, therefore, payment is required in full, as required by Regulation 71 of the Community Infrastructure Regulations 2010 (as amended);
  - c) A person has failed to notify South Somerset District Council of a disqualifying event before the end of 14 days beginning with the day on which the disqualifying event occurs, as per the Community Infrastructure Regulations 2010 (as amended).

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<sup>13</sup> See Section 56(4) of the Town and Country Planning Act 1990:  
<http://www.legislation.gov.uk/ukpga/1990/8/Section/56>



d) An instalment payment has not been made in full after the end of the period of 30 days beginning with the day on which the instalment payment was due, as per the Community Infrastructure Regulations 2010 (as amended).

6.5. Where the instalment policy is not applicable, the amount must be paid in full at the end of the period of 60 days beginning with the notified or deemed commencement date of the chargeable development or the date of the disqualifying event, whichever is the earliest, unless specified otherwise within the Community Infrastructure Levy Regulations 2010 (as amended).

6.6. The breakdown of instalments for payments of the levy is set out in Table 6.1 below.

**Table 6.1: Draft Instalments Policy**

Total CIL liability	Number of instalments and amount payable	Payment period
<b>Amount less than £16,000 or amount due in respect of a single dwelling</b>	Payable as one instalment	100% payable within 60 days of the commencement date
<b>Amount between £16,000 and £60,000</b>	Payable as two instalments	1st instalment of 50% payable within 90 days of commencement date; and 2nd instalment of 50% payable within 180 days of commencement date.
<b>Amount between £60,000 and £300,000</b>	Payable as three instalments	1st instalment of 25% payable within 90 days of commencement date 2nd instalment of 25% payable within 180 days of commencement date 3rd instalment of 50% payable within 360 days of commencement date
<b>Amount over £300,000</b>	Payable as four instalments	1st instalment of 20% payable within 90 days of commencement date 2nd instalment of 20% payable within 360 days of commencement date 3rd instalment of 20% payable within 540 days of commencement date 4th instalment of 40% payable within 720 days of commencement date
<p><b>1. Where an outline planning permission permits development to be implemented in phases, each phase of the development is a separate chargeable development and will be collected in accordance with this Instalment Policy.</b></p> <p><b>2. Nothing in this Instalment Policy prevents the person with assumed liability to pay CIL, to pay the outstanding CIL (in whole or in part) in advance of the instalment period set out in this policy.</b></p>		

## 7. Draft Regulation 123 List

- 7.1. The Community Infrastructure Levy Regulations 2010 (as amended) require the Council to set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the Community Infrastructure Levy.
- 7.2. The Regulation 123 List limits the use of planning obligations. The Regulations restrict the use of pooled contributions towards items that may be funded via the levy. From April 2015, no contributions may be collected in respect of a specific infrastructure project or a type of infrastructure through a Section 106 Agreement, if five or more obligations for that project or type of infrastructure have already been entered into since 6 April 2010.
- 7.3. The Council's draft Regulation 123 List is set out in Table 7.1 below.
- 7.4. The draft Regulation 123 List does not signify a commitment from the Council to fund all the projects listed, or the entirety of any one project through the Community Infrastructure Levy – it just signifies projects that will be considered by the Council in its decision as to what might receive Community Infrastructure Levy funding.

**Table 7.1: Draft Regulation 123 List**

Infrastructure type	Infrastructure that may be partly or wholly funded by CIL	Exclusions (funded by S106 or S278 payments or alternative measures)
<b>Transport</b>	Millfield Link Road, Chard.	Improvements or provision of highways or highways access works related to a specific development site.
	Link road from Oaklands Avenue to A358 Furnham Road, Chard.	
	Link road connecting A30 with Oaklands Avenue, Chard.	
	Improve Stop Line Way cycle route between Chard and Tatworth.	
	Yeovil Sustainable Transport Interchange	
	Chard Sustainable Transport Interchange	
<b>Flood risk management</b>	Off-site flood risk management works	Improvements or provision of flood risk management works related to a specific development site.
<b>Outdoor Play Space, Sports, Community and Cultural facilities</b>	Playing pitch improvements or provision in Primary and Local Market Towns.	Improvements or provision of outdoor play space, sports, community and cultural facilities related to a specific development site.
	Equipped play area improvements or provision in Primary and Local Market Towns	

Infrastructure type	Infrastructure that may be partly or wholly funded by CIL	Exclusions (funded by S106 or S278 payments or alternative measures)
	<p>Birchfield Bike Park</p> <p>Refurbishment of Westlands Sports Centre</p> <p>Swimming pool improvements of provision in Yeovil, Chard, Primary and Local Market Towns</p> <p>Sports hall improvements or provision in Primary and Local Market Towns</p> <p>3G Synthetic Turf Pitch improvements or provision in Primary and Local Market Towns</p>	
<b>Open Space and Public Realm</b>	Off-site open space and public realm	Improvement or provision of open space or public realm related to a specific development site.

7.5. Where site-specific exclusions are identified, they will be subject to statutory tests set out under Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended), which stipulates the following:

*“A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is –*

- a) necessary to make the development acceptable in planning terms;*
- b) directly related to the development; and*
- c) fairly and reasonably related in scale and kind to the development”.*

7.6. Site-specific infrastructure which is required to make the development acceptable in planning terms, and satisfies the requirements set out in Regulation 122, will be secured through Section 106 Agreements for sites such as: North-east Yeovil Sustainable Urban Extension, South Yeovil Sustainable Urban Extension, and each of the development sites which constitute the Chard Eastern Development Area.

7.7. Affordable housing will continue to be secured through Section 106 Agreements, and is not liable for the Community Infrastructure Levy.

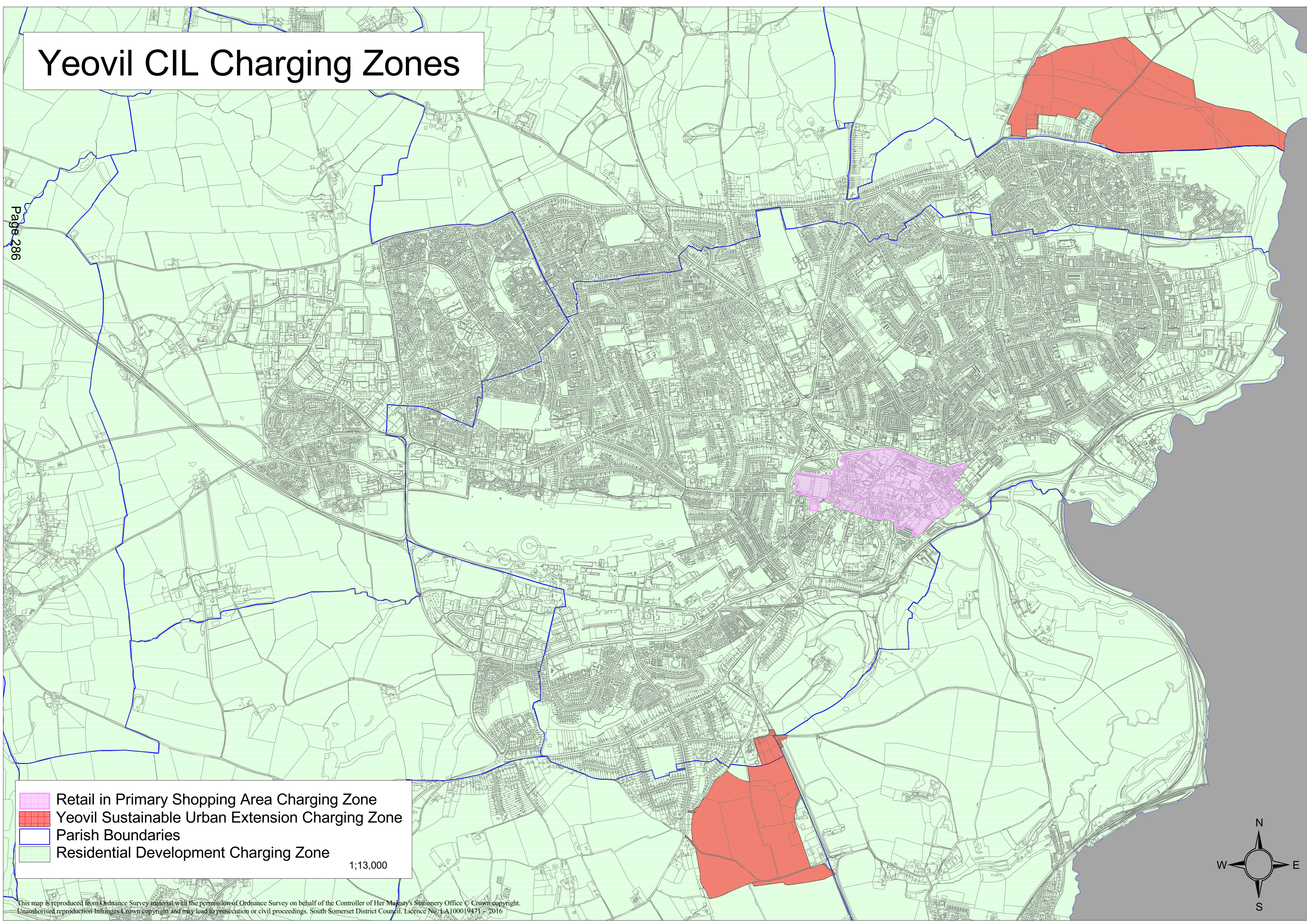
## 8. How to Make Comments and Next Steps


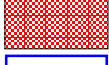


- 8.1. This consultation document contains the proposed level of CIL, an instalment policy, and a draft Regulation 123 list of infrastructure that may be funded, in whole or part, by CIL.
- 8.2. In accordance with Regulation 16 and 17 of the CIL Regulations 2010 (as amended) the Council is inviting comments on each of these items, over a six-week period from 10<sup>th</sup> February to 24<sup>th</sup> March 2016.
- 8.3. Comments can be submitted to the Spatial Policy team via the following routes:
  - **Online:** Using the questionnaire on the consultation webpage: <http://consult.southsomerset.gov.uk/consult.ti/system/listConsultations>
  - **Email:** [planningpolicy@southsomerset.gov.uk](mailto:planningpolicy@southsomerset.gov.uk); or
  - **Writing:** Spatial Policy, South Somerset District Council, Brympton Way, Yeovil, BA20 2HT.
- 8.4. Once the consultation period has ended, the Council will reflect on the comments and consider whether any amendments to the CIL rate, the instalments policy, or the Regulation 123 list are required.
- 8.5. Subject to any amendments, the Council's proposed "Charging Schedule", along with the instalments policy, the Regulation 123 List, and the supporting evidence base and material will be submitted to an "examiner". This person will be appointed by the Local Planning Authority as the Charging Authority. The examiner is an independent person with appropriate experience and qualifications. It is often the case that the examiner will be someone from the Planning Inspectorate.
- 8.6. Only after the Council's Charging Schedule is examined and found to be acceptable, can the Council look to adopt the proposed Community Infrastructure Levy. A full meeting of South Somerset District Council will be required to finally sign-off and adopt the Community Infrastructure Levy.

## **APPENDIX 1: Yeovil Charging Zones**

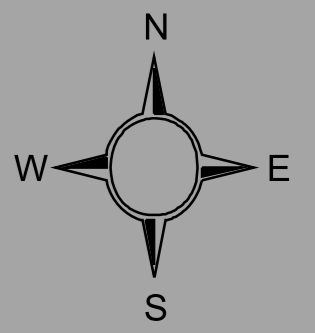
# Yeovil CIL Charging Zones

Page 286



-  Retail in Primary Shopping Area Charging Zone
-  Yeovil Sustainable Urban Extension Charging Zone
-  Parish Boundaries
-  Residential Development Charging Zone

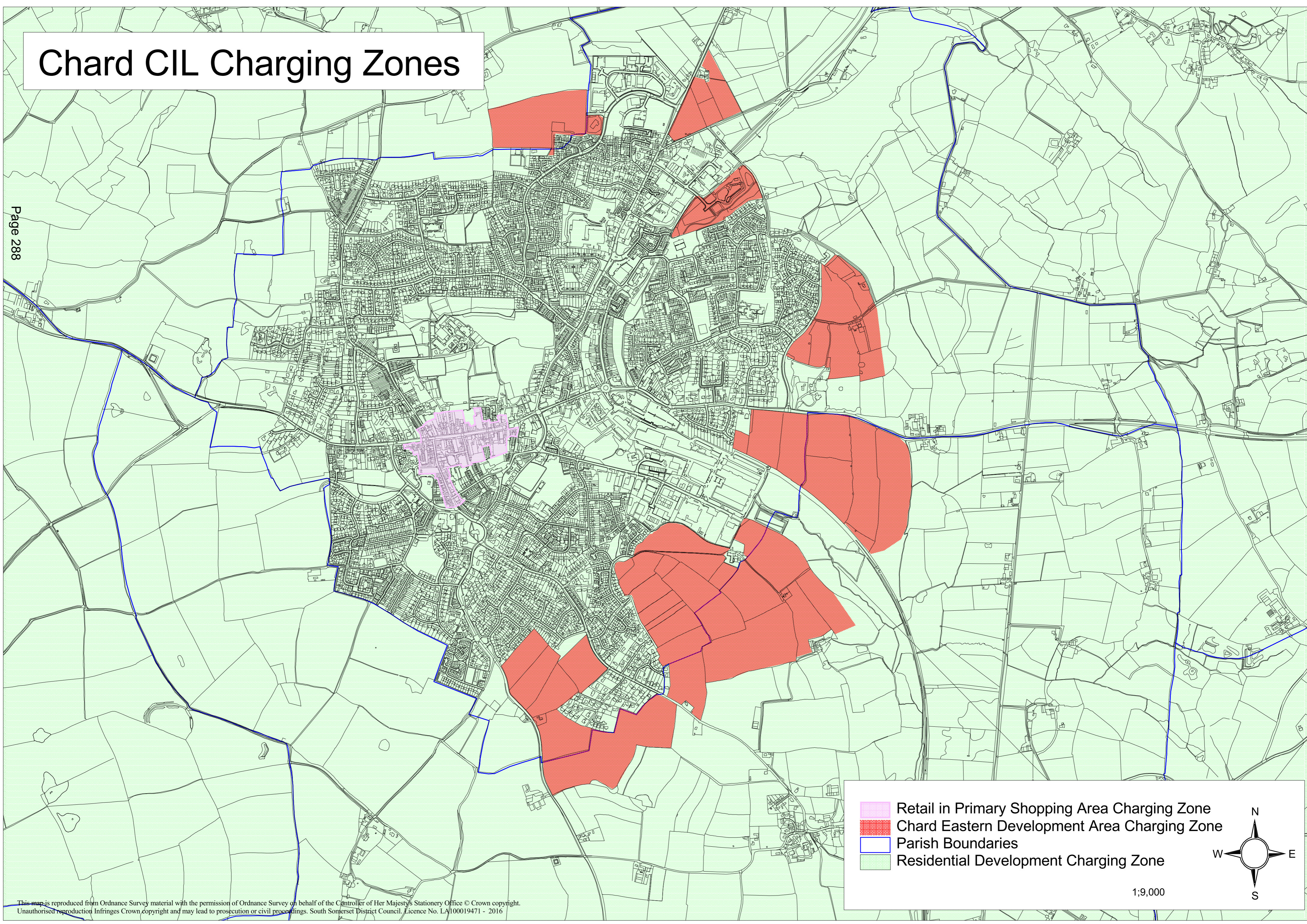
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## APPENDIX 2: Chard Charging Zones

# Chard CIL Charging Zones



Legend:

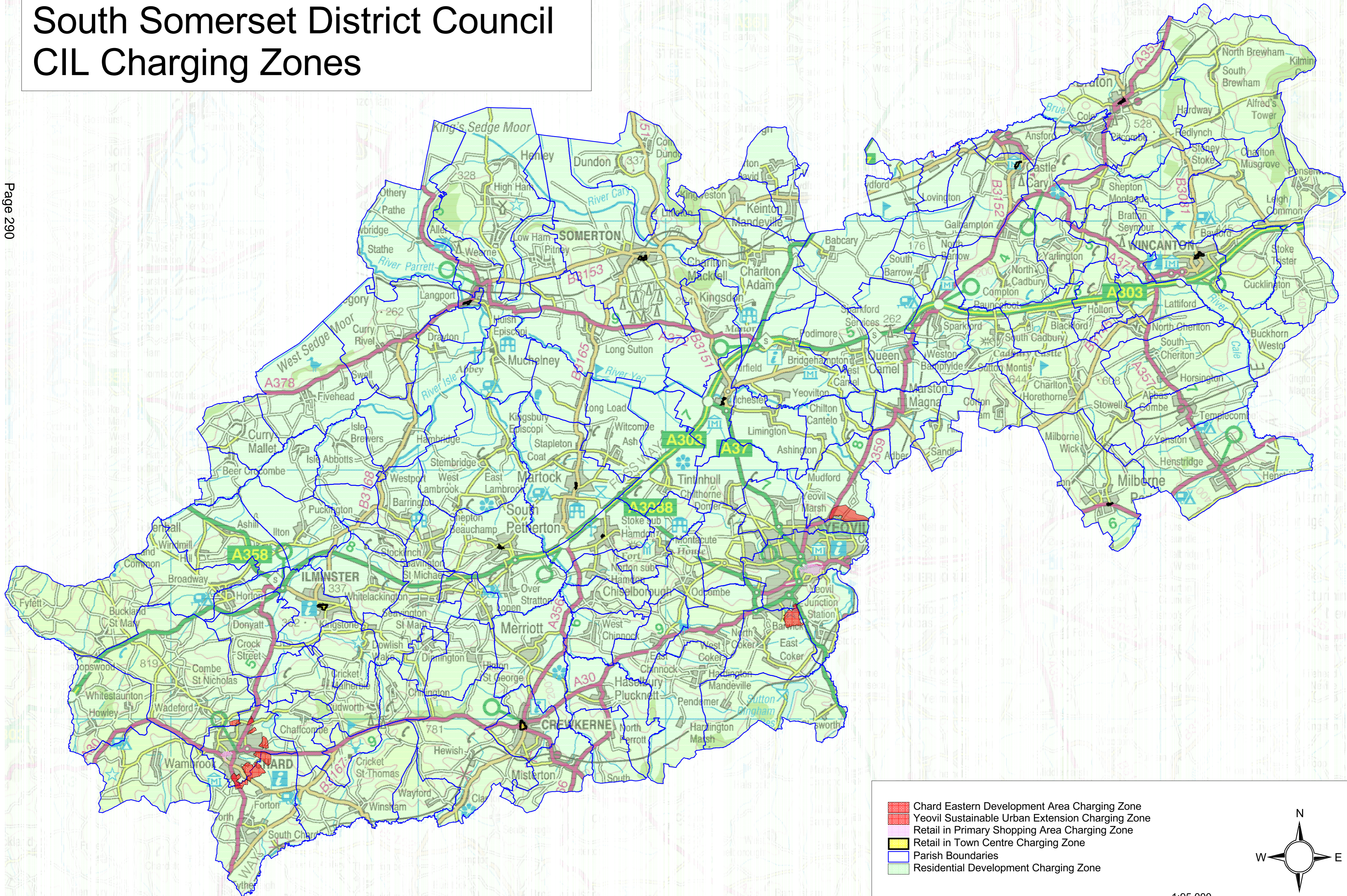
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- Chard Eastern Development Area Charging Zone
- Parish Boundaries
- Residential Development Charging Zone

Scale: 1:9,000

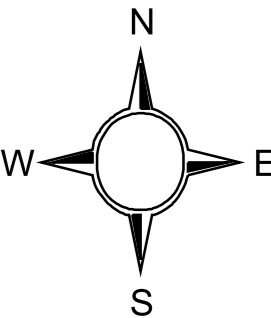


## **APPENDIX 3: All Other Residential Development Charging Zone**

# South Somerset District Council CIL Charging Zones



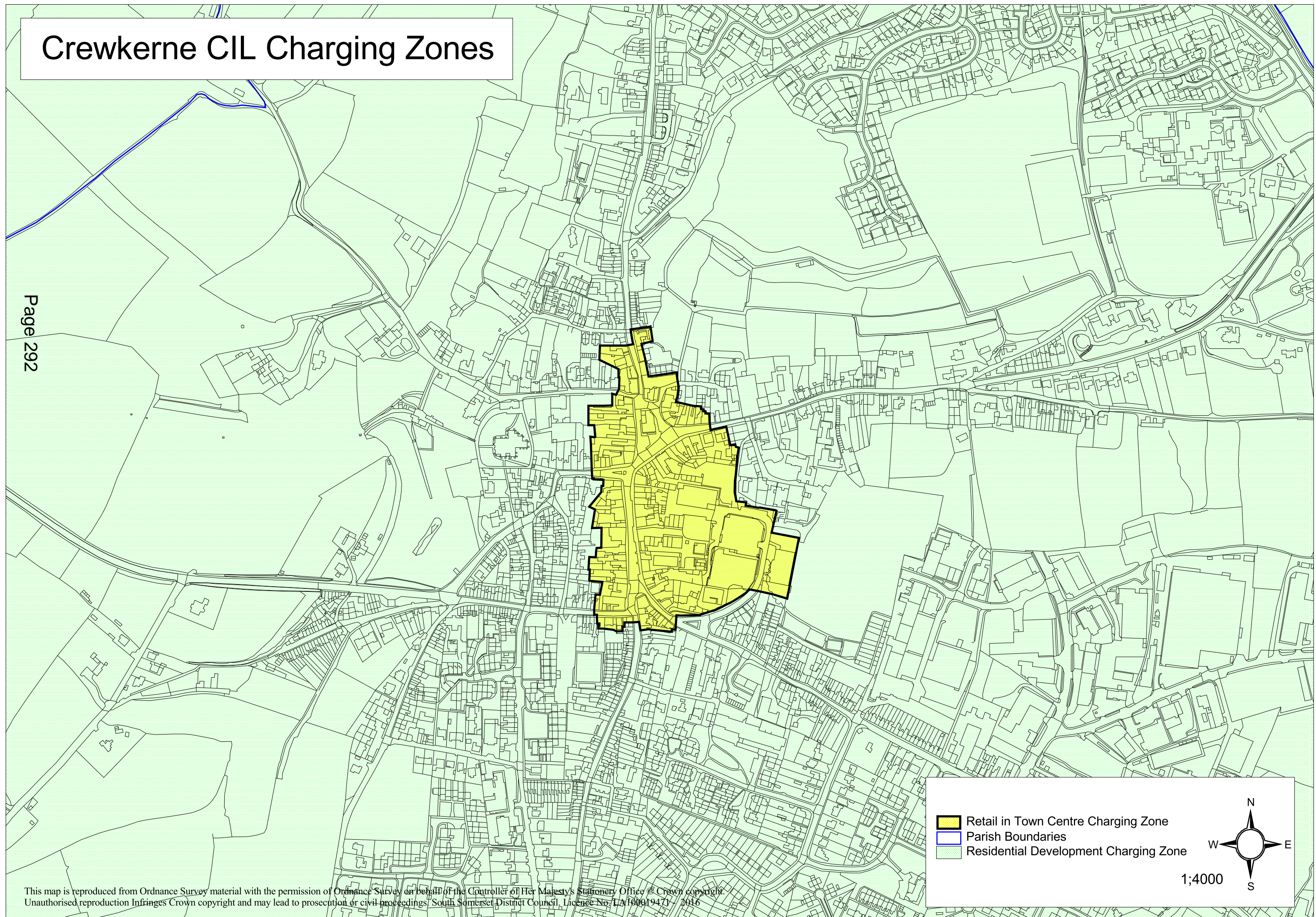
Chard Eastern Development Area Charging Zone  
 Yeovil Sustainable Urban Extension Charging Zone  
 Retail in Primary Shopping Area Charging Zone  
 Retail in Town Centre Charging Zone  
 Parish Boundaries  
 Residential Development Charging Zone

  
 1:95,000

## **APPENDICES 4 – 15: Retail in Town Centres Charging Zones**

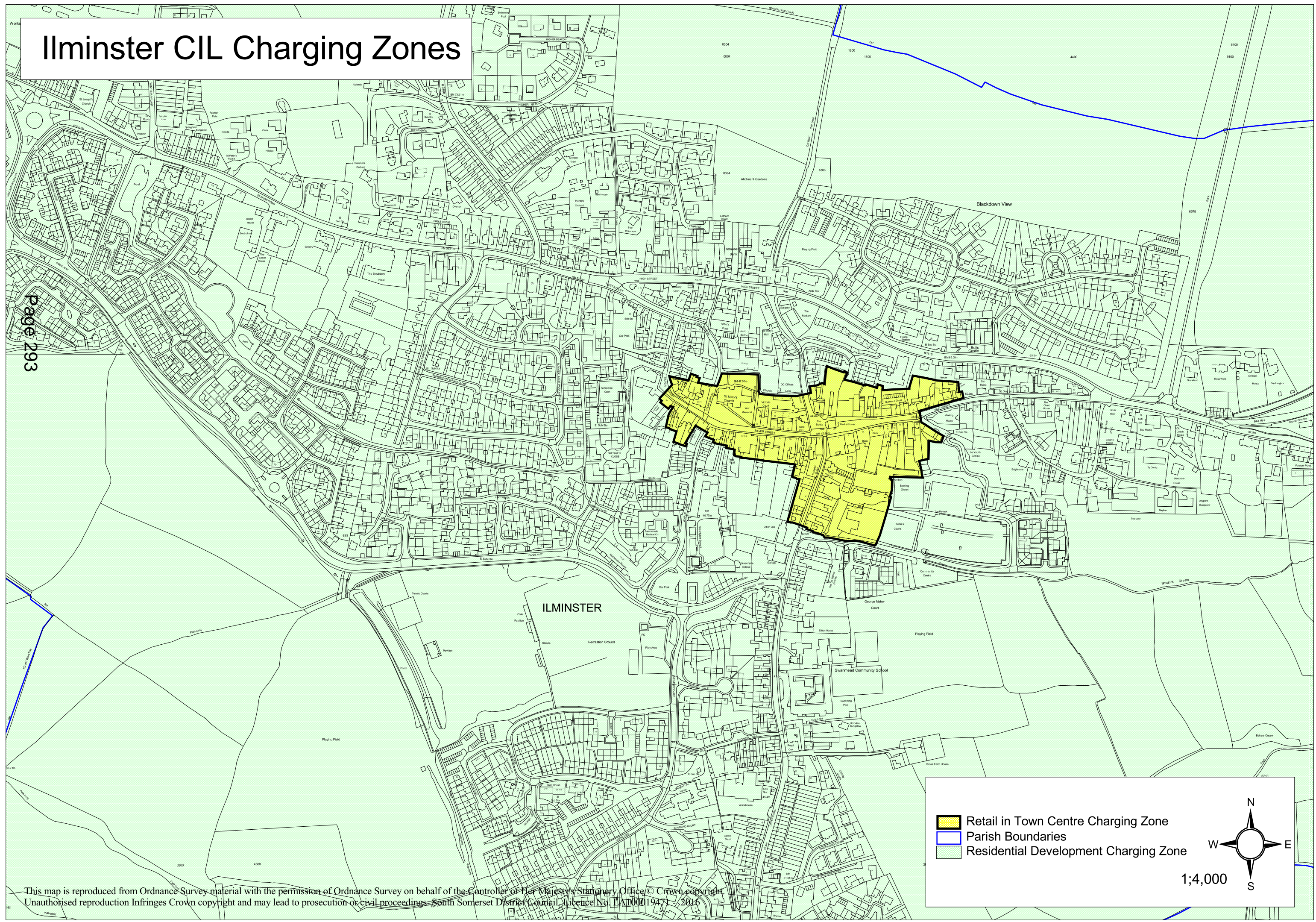
# Crewkerne CIL Charging Zones

Page 292






# Iminster CIL Charging Zones

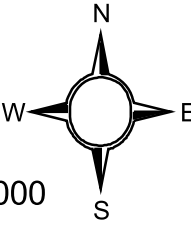
Page 293



**Legend**

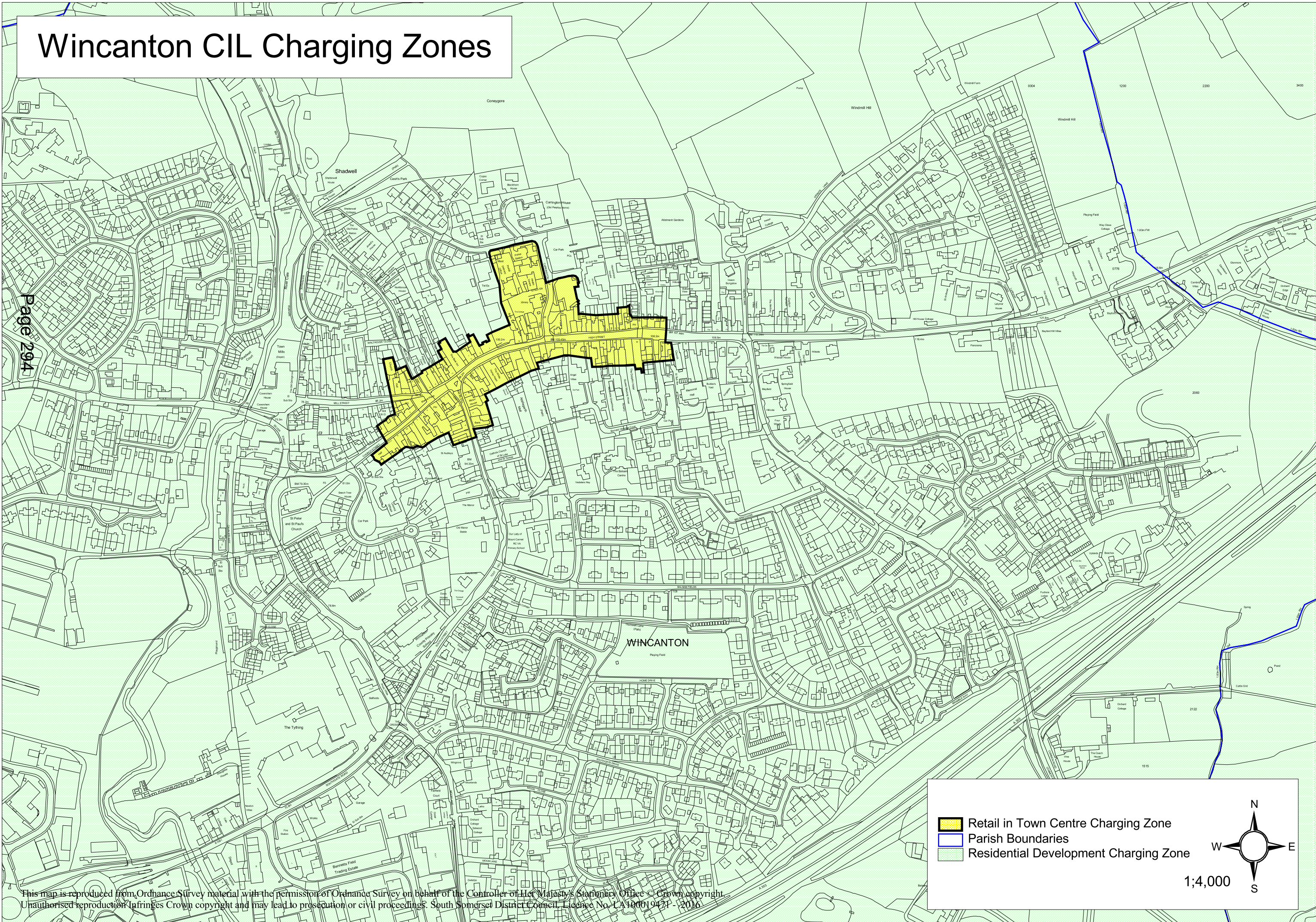
-  Retail in Town Centre Charging Zone
-  Parish Boundaries
-  Residential Development Charging Zone

**Scale**  
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# Wincanton CIL Charging Zones

Page 294



**Legend**

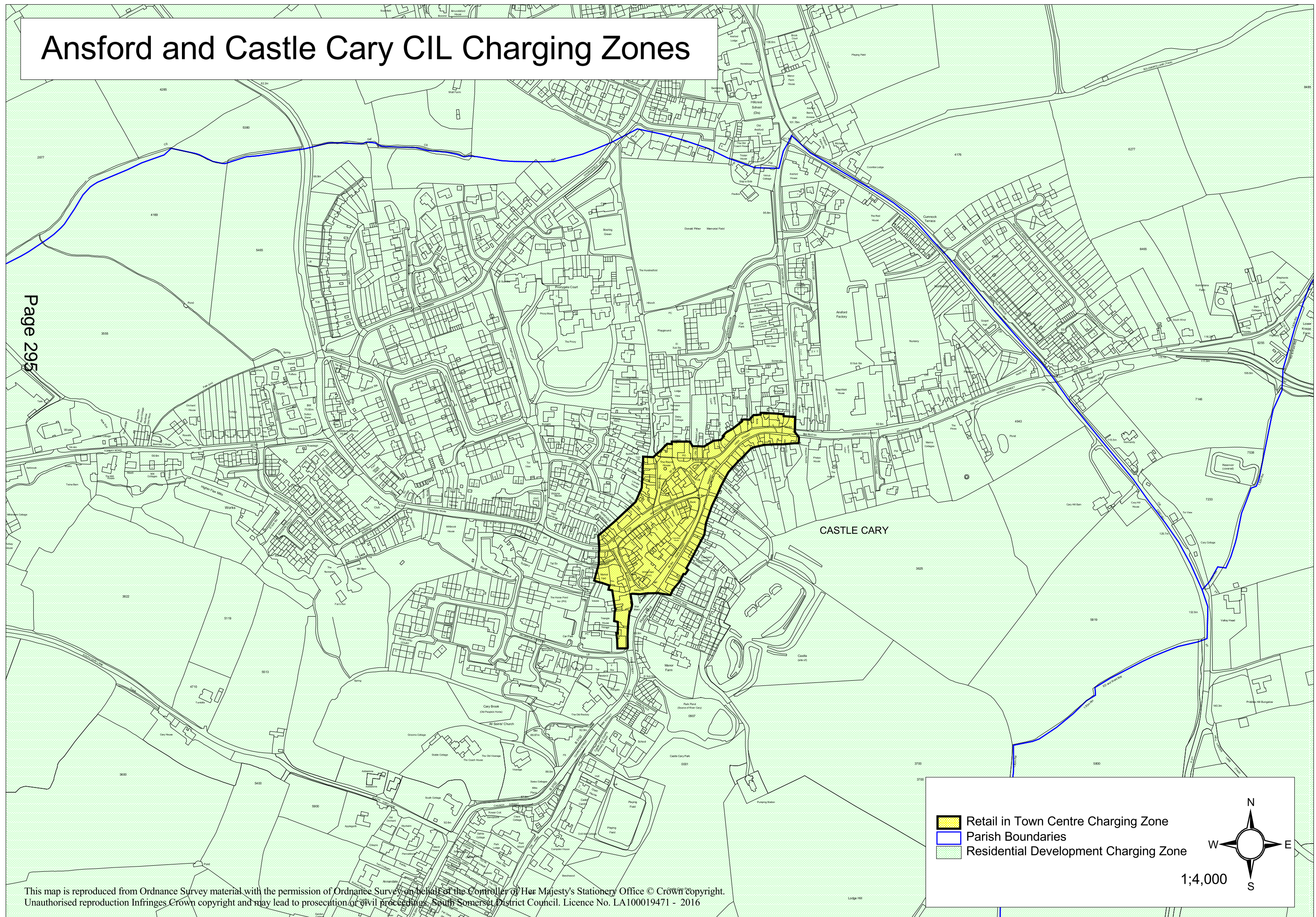
- Retail in Town Centre Charging Zone
- Parish Boundaries
- Residential Development Charging Zone

**Scale**  
1:4,000




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# Ansford and Castle Cary CIL Charging Zones

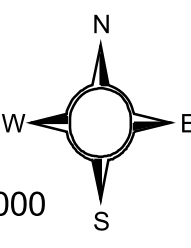
Page 295



**Legend**

-  Retail in Town Centre Charging Zone
-  Parish Boundaries
-  Residential Development Charging Zone

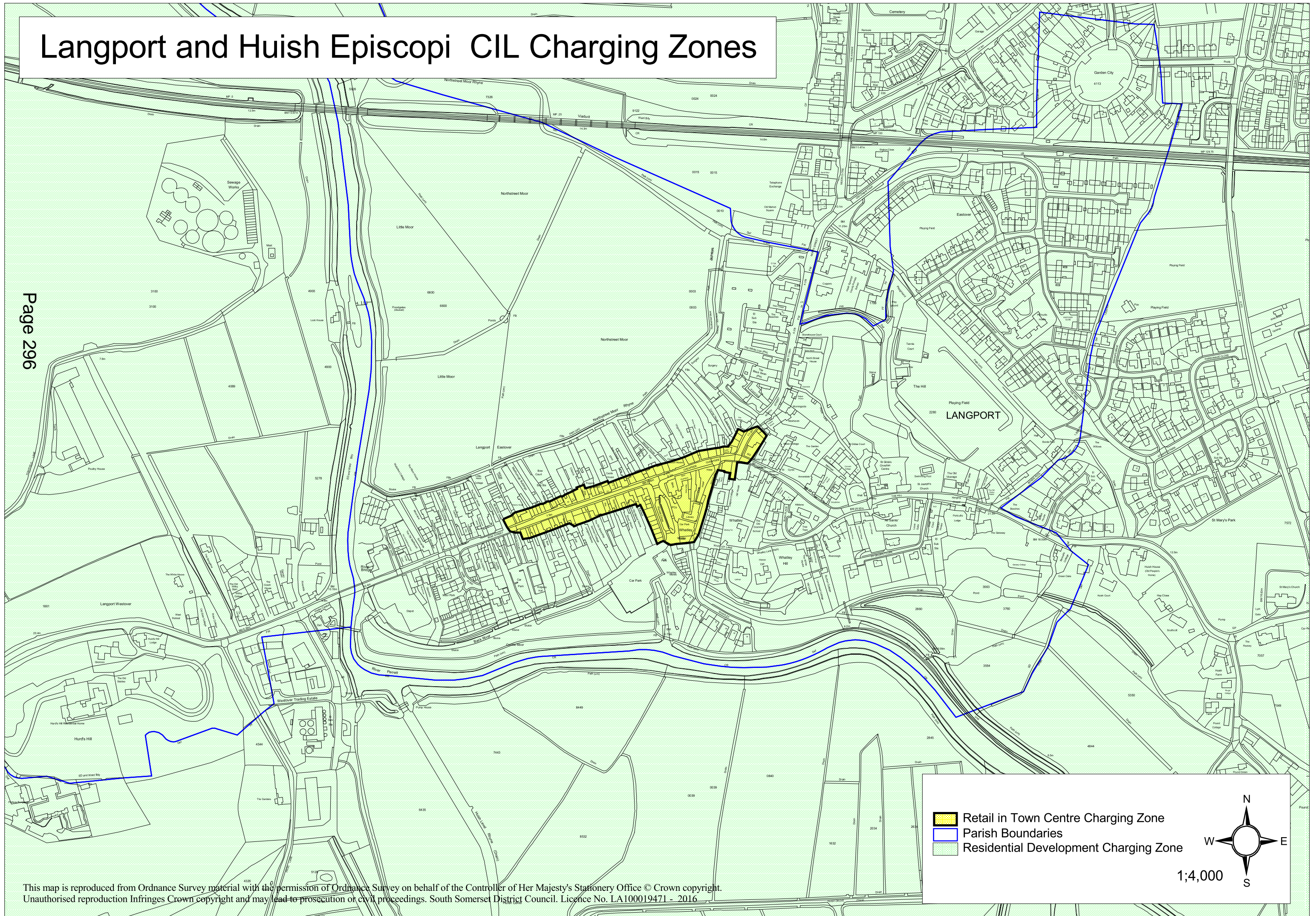
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# Langport and Huish Episcopi CIL Charging Zones

Page 296



**Legend**

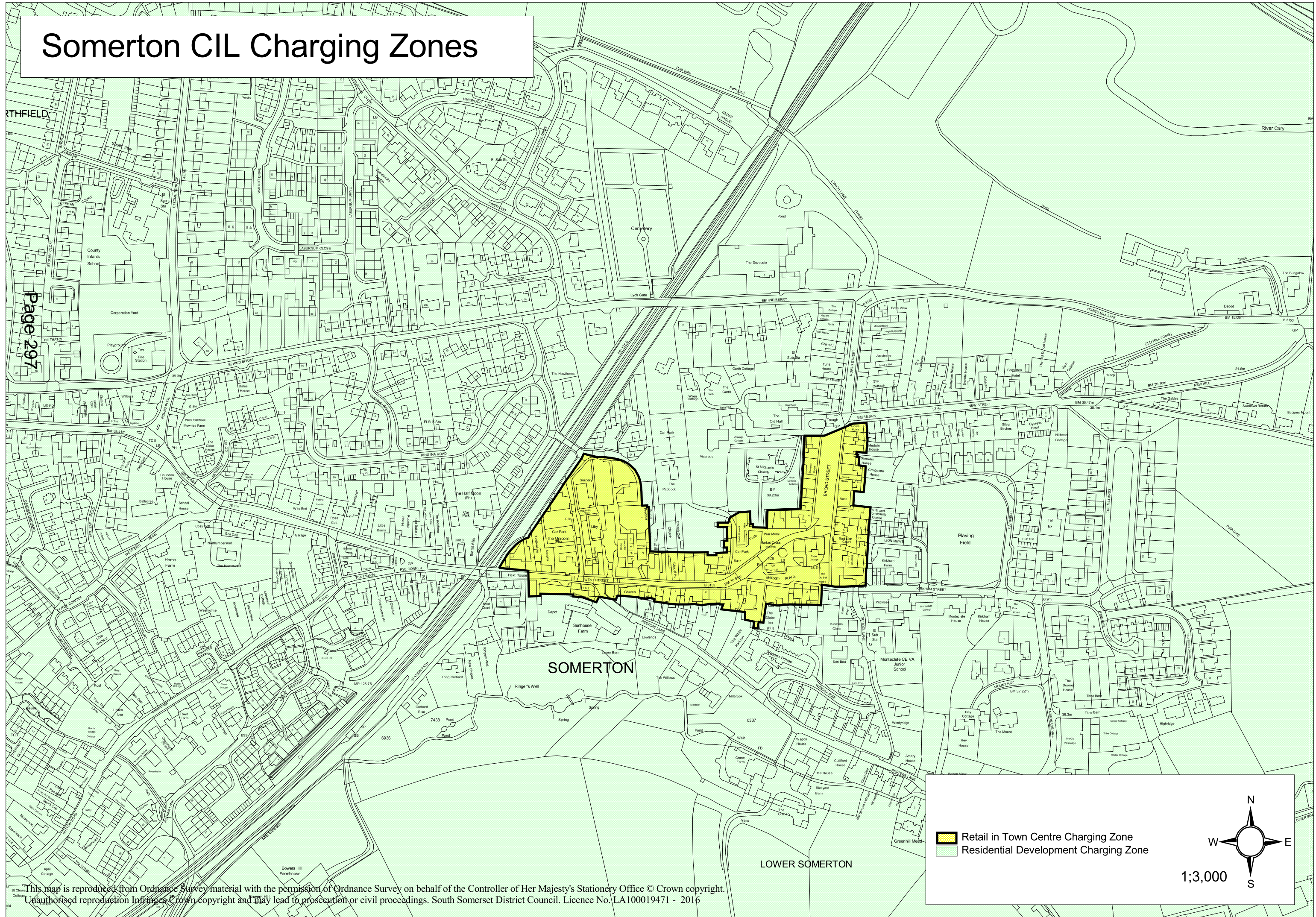
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- Parish Boundaries
- Residential Development Charging Zone

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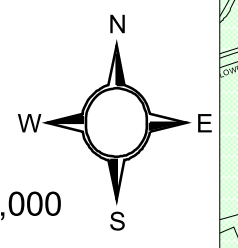


# Somerton CIL Charging Zones

Page 297

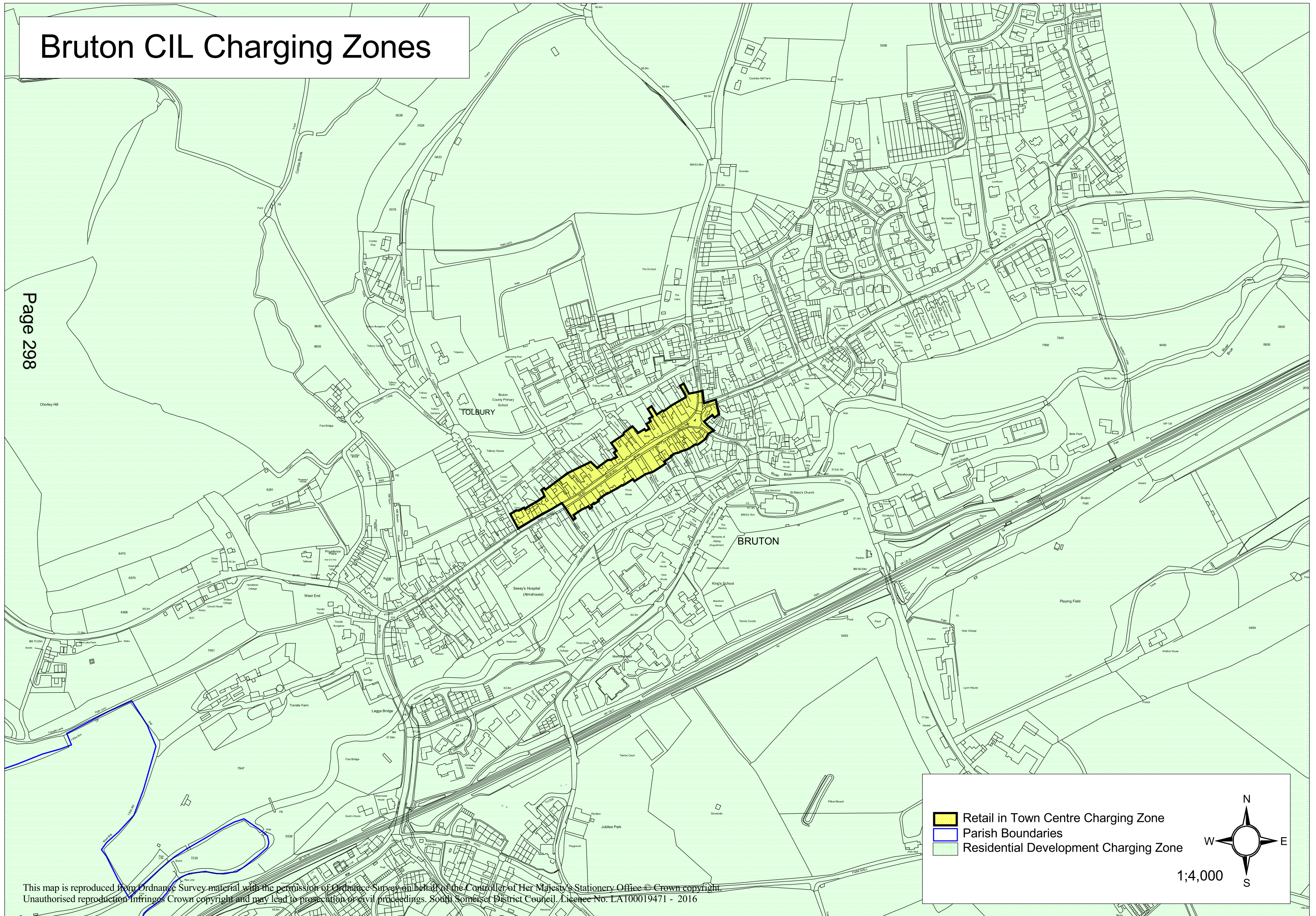


■ Retail in Town Centre Charging Zone  
■ Residential Development Charging Zone



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# Bruton CIL Charging Zones



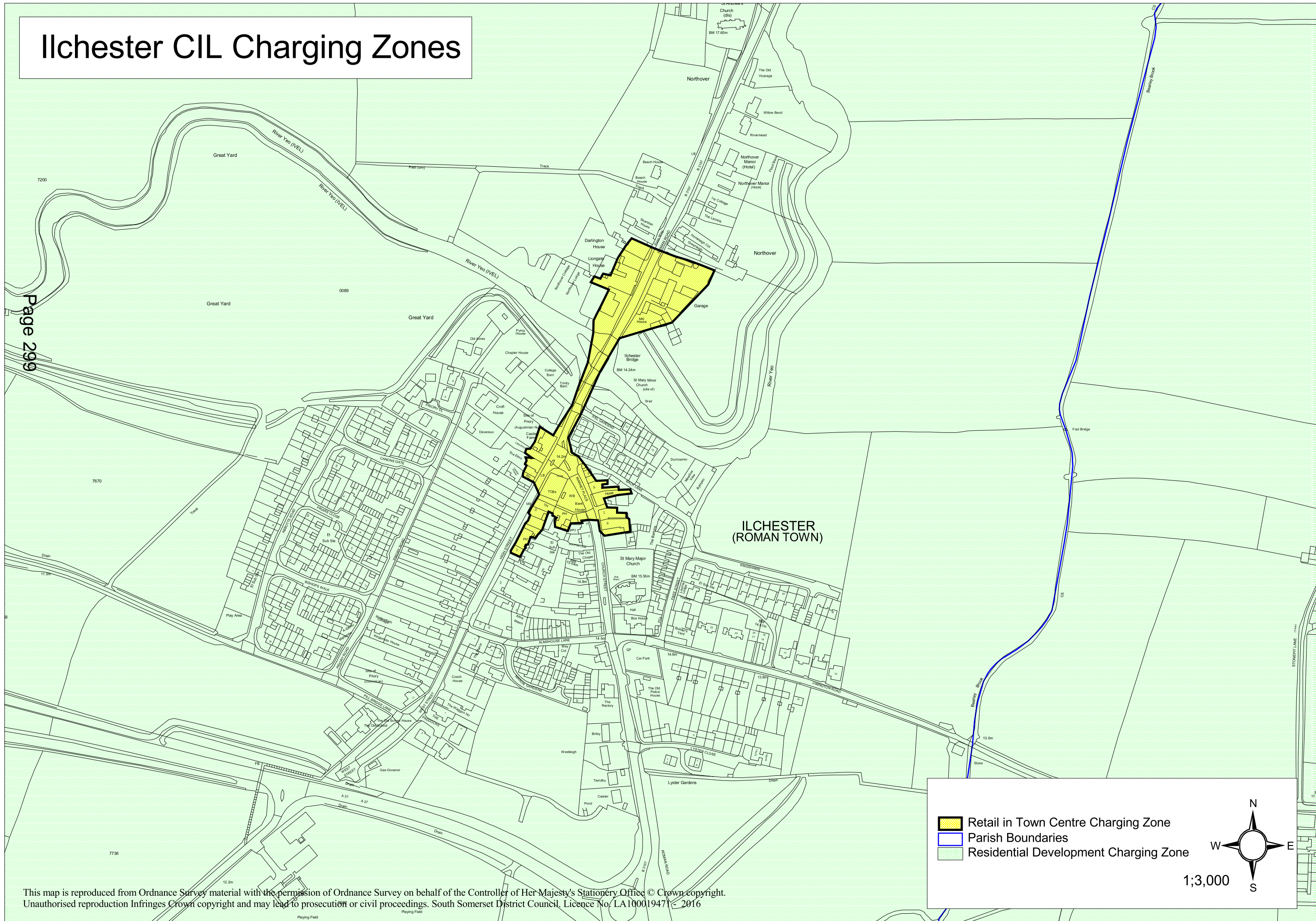
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- Parish Boundaries
- Residential Development Charging Zone

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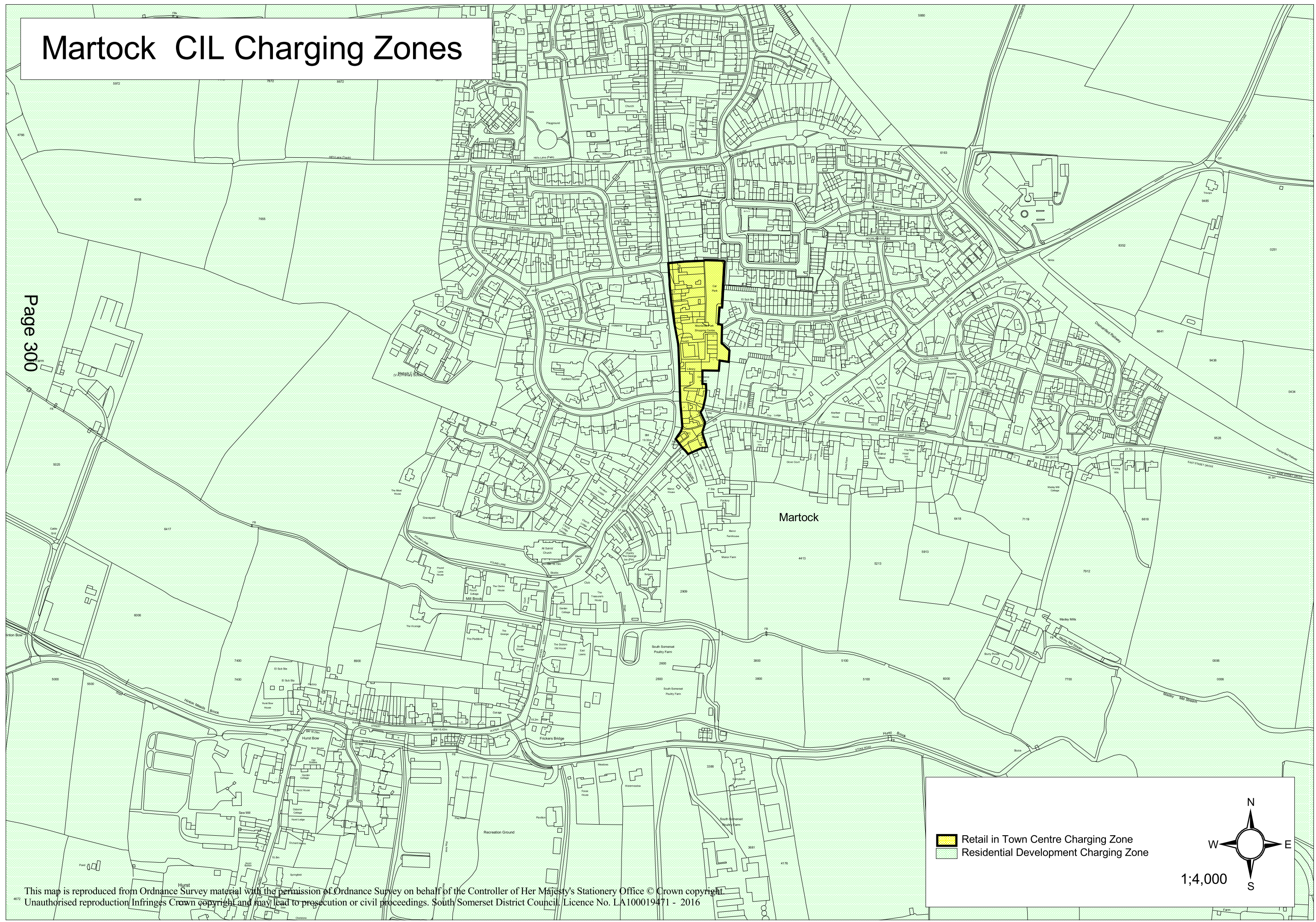
# Ilchester CIL Charging Zones



Page 299



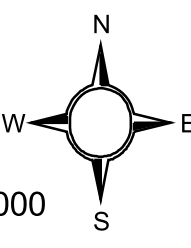
# Martock CIL Charging Zones

Page 300



 Retail in Town Centre Charging Zone  
 Residential Development Charging Zone

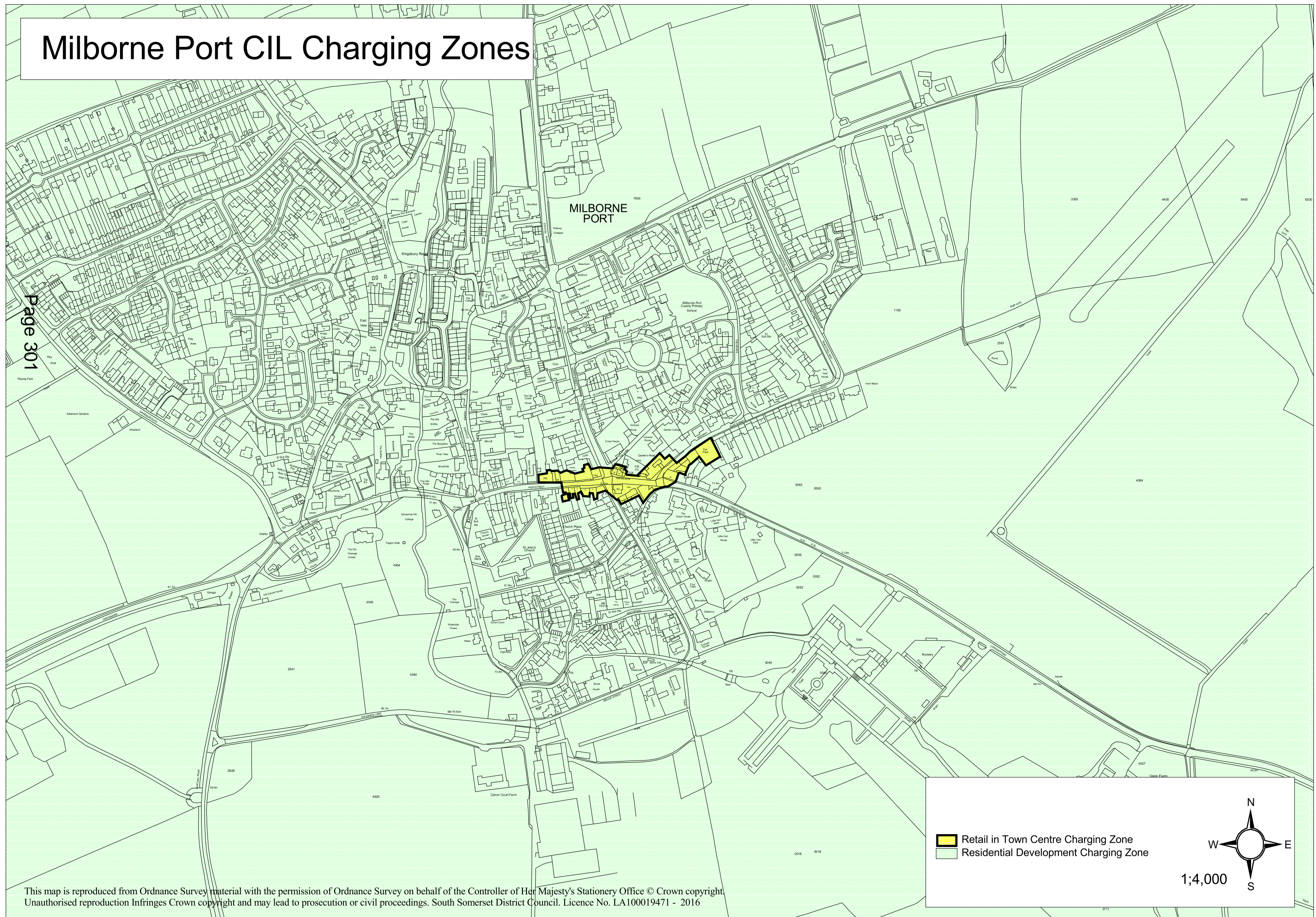
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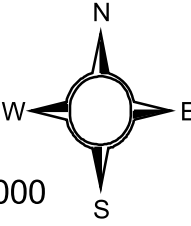
# Milborne Port CIL Charging Zones

Page 301



 Retail in Town Centre Charging Zone  
 Residential Development Charging Zone

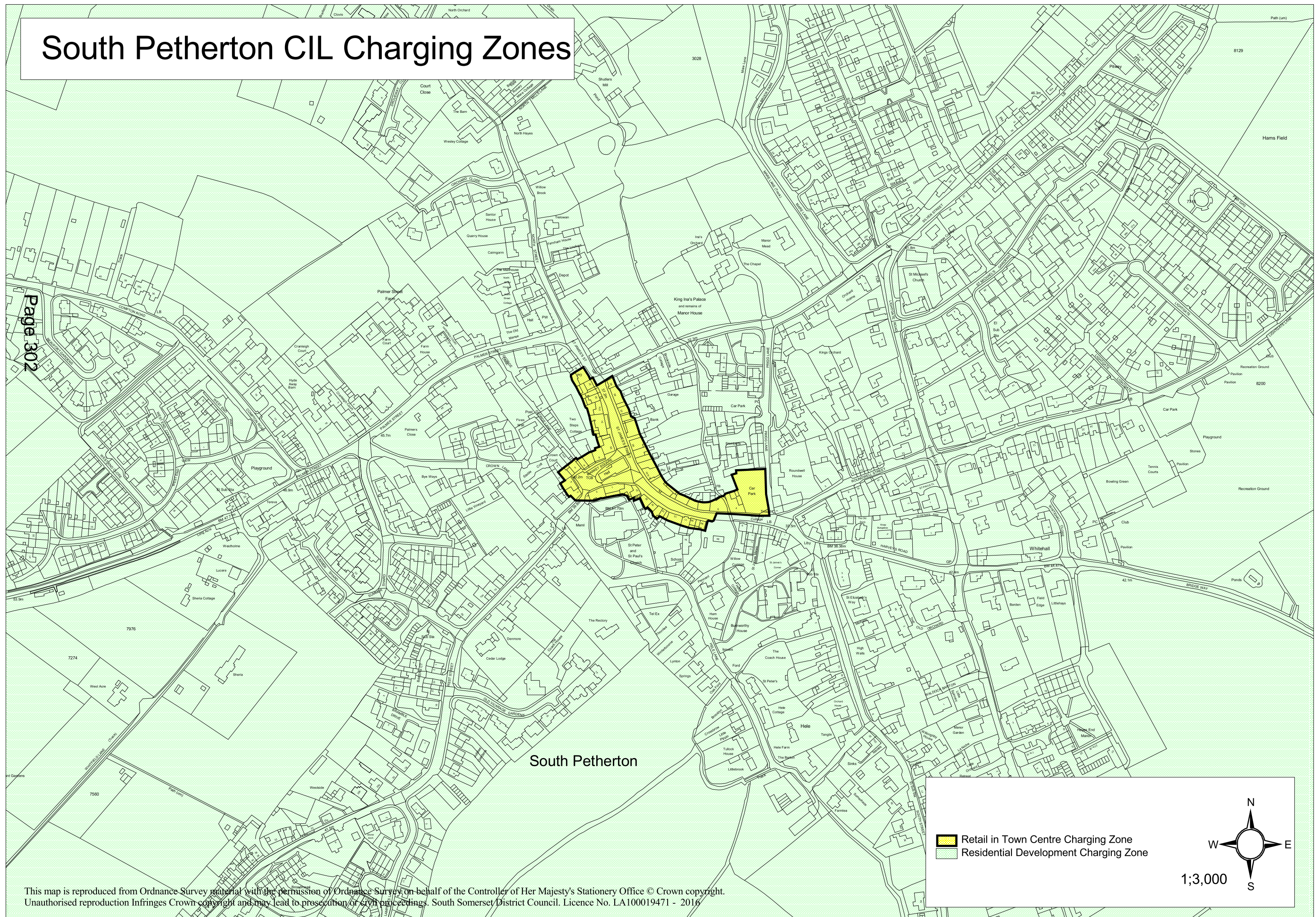
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# South Petherton CIL Charging Zones

Page 302



South Petherton

**Legend**

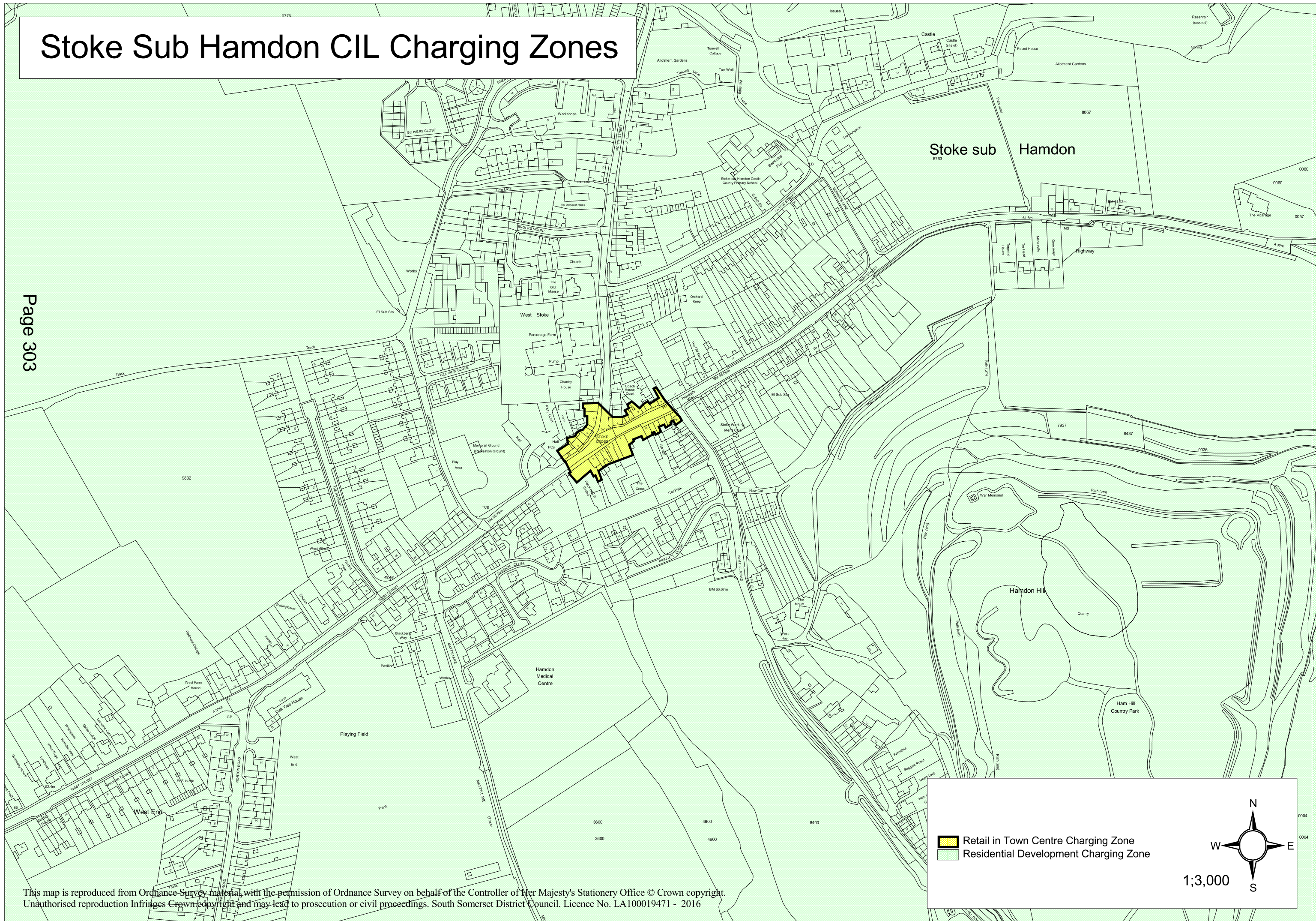
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- Residential Development Charging Zone

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# Stoke Sub Hamdon CIL Charging Zones

Page 303



# Agenda Item 12

## **Westland Leisure Complex – Progress Report**

*Executive Portfolio Holder:* Cllr Sylvia Seal, Leisure, Culture and Well-Being  
*Assistant Director* Steve Joel, Assistant Director (Health and Well-Being)  
*Service Manager:* Adam Burgan Arts and Entertainment Manager  
*Lead Officer:* Steve Joel, Assistant Director (Health and Well-Being)  
*Contact Details:* [steve.joel@southsomerset.gov.uk](mailto:steve.joel@southsomerset.gov.uk) or (01935-462278)

### **Purpose of the Report**

1. This report seeks to provide the District Executive with a summary of the progress in delivering the Westlands Leisure Complex Project as approved by the District Executive.

### **Forward Plan**

2. This report has been part of the District Executive Forward Plan following the District Executive decision in October 2015 to enter into an agreement with Agusta Westland (AW) (now Finmeccanica Helicopters) to take over the management and operation of the Complex for a 30 year term.

### **Public Interest**

3. The Complex has been a locally important and long standing venue regularly hosting a vast array of sporting activities and different events ranging from functions, conferences, meetings, training events, to weddings, ballroom dances, award ceremonies, festivals and live music events.
4. The Complex is wholly owned by AW, and has been traditionally operated as a proprietors club for the benefit of AW employees, their families and associate community members under a formal constitution. On the 12th May AW announced their decision to close the Complex at the end of September 2015. The decision was taken due to increasing costs and the growing subsidy AW has had to make to keep the complex open. Other factors taken into consideration were the impending major investments that would be required to modernise the facilities and declining membership.
5. Recognising the value and importance of the Complex, SSDC and Yeovil Town Council (YTC) met with AW at the beginning of June to discuss its future. At the meeting all parties agreed to carry out a feasibility appraisal to assess the viability of SSDC or another organisation operating the site and continuing to provide a range of sport and leisure facilities for the overall benefit of the community.
6. The District Executive Committee considered the key findings emerging from this and further risk appraisal work at its September and October meetings, and in doing so agreed subject to financial approval by Full Council to seek to negotiate and secure satisfactory terms with AW and other funding partners.
7. As the District Executive only has the delegated authority to approve capital spend of up to 5% of capital receipts the decision to approve the internal loan of £1,865,046 rests with full Council. The full Council subsequently approved a 30 year £1,865,046 internal loan towards the costs of refurbishing the Complex in October 2015.



8. As part of the project governance arrangements, members requested quarterly progress updates report. This report and its supporting appendices seeks to provide the District Executive with a summary of the progress for the first quarter ending on 24<sup>th</sup> January 2016.
9. **A number of Appendices for this report are exempt from disclosure or publication under category 3 of part 1 of Schedule 12(A) to the Local Government Act 1972 as amended by Section 1 of the Local Authorities (Access to Information) (Variation) Order 2006 as it may comprise the Council's ability to secure best value through the subsequent commercial negotiations, and some of the information is subject to a Non-Disclosure Agreement with AW.**

### **Recommendation(s)**

10. That Members note the new project governance arrangements and progress made.

### **Background**

11. Through previous District Executive and full Council meetings held during October 2015, Councillors agreed:
  - a. To authorise the Assistant Director (Health and Well-Being) in conjunction with Portfolio Holder (Leisure, Culture and Well-Being) to:
    - i. Submit and negotiate the Statement of Principles set out in Appendix 1.6 with AW.
    - ii. Seek an annual financial contribution from YTC towards the revenue costs and seek additional financial support from the other adjacent Parish Councils.
  - b. Subject to approval by AW of the Statement of Principles authorise the Assistant Director (Health and Well-Being) in conjunction with the Assistant Director (Legal and Corporate Services), Assistant Director (Finance and Corporate Services) and Portfolio Holder (Leisure, Culture and Well-Being) and the Leader of Council to negotiate and finalise the Lease, Funding Agreement and Business Transfer Agreement.
  - c. Subject to agreeing terms of the Lease, Funding Agreement and Business Transfer Agreement with AW, and a Funding Agreement with YTC and other funding partners, pursuant to recommendations a. and b:
    - i. Enter into an agreement with AW to take over the management and operation of the Complex for a 30 year term.
    - ii. Approve the use of up to £62,495 of general revenue balances to fund the revenue required to finance the operation of the facility, adding the requirement to the MTFP.
    - iii. Approve the once-off use of up to £89,850 of general revenue balances that may be required to fund the Loan Repayments whilst the Facility Levy scheme is implemented during year 1.

- iv. Approve the once-off use of up to £60,000 of general revenue balances during the first year from handover to cover the net loss of revenue associated with the planned refurbishment works.
- d. To authorise the Assistant Director (Health and Well-Being) in conjunction with Portfolio Holder (Leisure, Culture and Well-Being) to work with the clubs and individuals supporting the venue and petition to raise further funds towards the overall refurbishment and operating costs.

## **Progress**

### ***Project Governance and Mobilisation***

- 12. Project governance arrangements were put in place in October 2015 comprising:
  - a. Project Board and Project Team (see Appendix 1 and 2).
  - b. Budget and budget monitoring arrangements.
  - c. Programme.
  - d. Risk Register.
  - e. Highlight Report (see Appendix 3).

13. The new arrangements have bedded down well and are operating effectively.

### ***Project Highlights***

- 14. A copy of the latest Highlight Report used by the Project Board to monitor stage and project progress, and by the Project Manager to advise the Project Board of any potential problems or areas where assistance is required from the Project Board is attached in Appendix 3.
- 15. In brief, the key highlights are:

#### General:

- a. Project Governance Structure mobilised.
- b. Financial Structure mobilised.
- c. HoT submitted and negotiated with UK AW Board. Finmeccanica approval expected 27th January 2016.
- d. Parish and Town Council Financial Support sought. We are grateful to Yeovil Town Council and Yeovil Without Parish Council who have committed revenue support. This amounts to £33,887.23. Brympton Parish Council have declined providing any support, and we are still awaiting responses from 5 Parish Councils.
- e. Mobilised Friends of WLC.
- f. The project is performing to budget. All project risks are being actively managed and are under control. Work on new Operating Programme and 3 Year Business Plan has commenced.

#### Conference and Entertainment Complex:

- g. Design team appointed. Project Manager: Kirkham Board. Architects: Robert Limbricks. M & E Designers: EDP Environmental.
- h. Appointment contracts prepared.
- i. Prepared Design Brief.
- j. Briefed Design Team.
- k. Prepared Design Configuration, accommodating PB requested changes.
- l. Commissioned R & D Asbestos Survey.
- m. Updated Project Programme.
- n. Agreed Two Stage Tender Process. Tender invitation shortlist prepared.
- o. Prepared Room Design Data Sheets.
- p. Prepared detailed design of retractable seating, and issued tenders.
- q. Reviewed and revised lighting and sound specification, and identified suppliers to be invited to tender.
- r. AW have agreed to submit planning application, with SSSC acting as agent, for application covering new foyer/reception area.
- s. Pre-application meeting scheduled with planning. Submission timescale can be put back without impacting the programme.
- t. Access for All assessment arranged.

Sport Phase 1 – Sport Hall, Squash and Fitness Centre:

- u. Completed fitness market appraisal.
- v. Prepared and submitted bid to Sport England for £492,463. Bid passed Stage 1 and Stage 2. SE have identified the project as having significant potential to contribute to the outcomes of the Improvement Fund and formally invited us to submit final details. A final funding decision will be made at the end of April once they have completed their final stage of assessment and decision making with us. Final decision expected on 29<sup>th</sup> April 2016.
- w. Updated Sport Business Plan to including new Fitness Centre proposal.
- x. Prepared and submitted bid to Badminton England for £50,000. In-principle Award offered on Friday 11th December, subject to confirmation in February 2016, and spend in 2016-17 financial year.
- y. Formed and briefed SSSC Design Team.
- z. Commissioned Structural Engineer to assess the floor load capability to assist with fitness centre design and equipment layout.
- aa. Prepared Design Options and New Layout Configuration, accommodating PB requested changes.

- bb. Tested proposals with LED Leisure Management, and invited them to submit a proposal to operate the Sport Facilities under an extension to our existing contractual framework.
- cc. Invited Technogym to work up the gym equipment layout.
- dd. Held two Sport Club Stakeholder Group meetings.
- ee. AW have agreed to submit planning application, with SSDC acting as agent, for application covering new foyer and demolition of various outbuildings.
- ff. Pre-application meeting scheduled with planning. Submission timescale can be put back without impacting the programme.
- gg. Planning to tender work as part of Two Stage Conference and Entertainment Tender process, to achieve better value.
- hh. Access for All assessment arranged.

**Sport Phase 2 – New Pavilion:**

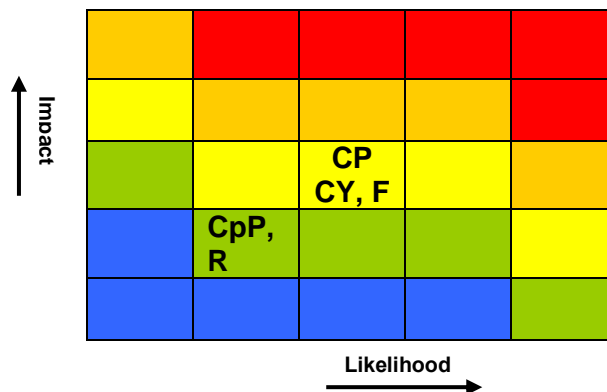
- ii. Prepared and submitted bid to Sport England for £492,463. This decision is central to us being able to deliver the Sport Phase 2 Scheme as the funding is crucial for the new Pavilion.
- jj. Pavilion design requirements identified with Cricket and Bowls Clubs.
- kk. Rifle range requirements identified with the Rifle Club.
- ll. Design option work is scheduled to commence in February, now that the Stage 2 outcome of the Sport England Bid is known.

**Financial Implications**

- 16. There are no new financial implications stemming from this report. Only £7,700 of the allocated budget has been spent to date. The project is on track to be delivered to budget.

**Risk Matrix**

- 17. The risks associated with the delivery of the project are summarised in the Risk Matrix below.



## Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

## Corporate Priority Implications

18. The decision to seek to take over the management and operation of the Westlands Sport and Leisure Complex is in accordance with Corporate Plan Focus Four - Health and Communities, where SSDC set out its priority to maintain and enhance the South Somerset network of leisure and cultural facilities.

## Carbon Emissions and Climate Change Implications

19. The refurbishment proposals set out in this report will result in significant reductions to the current level of carbon emissions from the Complex. This will result in the main from the planned room divisions, air handling, stage, lighting, sound equipment and rain harvesting installation proposals. As part of the detail design process that would be associated with the next stage of development of the project further consideration will be given to the environmental credentials of the modernisation programme, ensuring the refurbishment works accord with current good practice.

## Equality and Diversity Implications

20. The project will enhance access by all members of our communities. The proposed refurbishments will deliver a significant range of DDA compliant improvements.
21. The design proposals are currently subject to an Access for All assessment.

## Background Papers

Westlands Leisure Complex  
District Executive September 2015

Westlands Leisure Complex  
District Executive October 2015

Westlands Leisure Complex  
Full Council October 2015

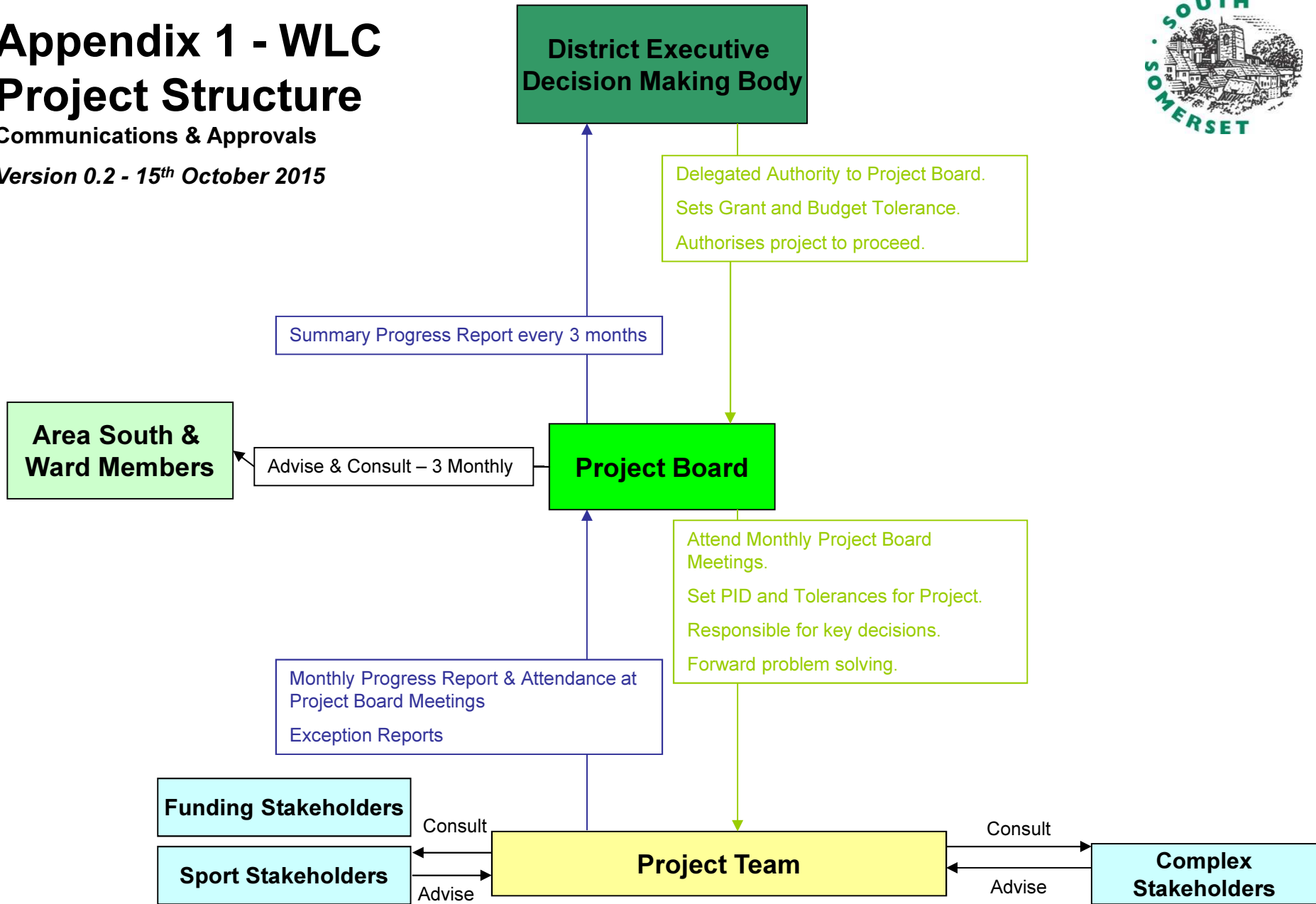
# Appendix 1 - WLC Project Structure

Communications & Approvals

Version 0.2 - 15<sup>th</sup> October 2015



Page 310

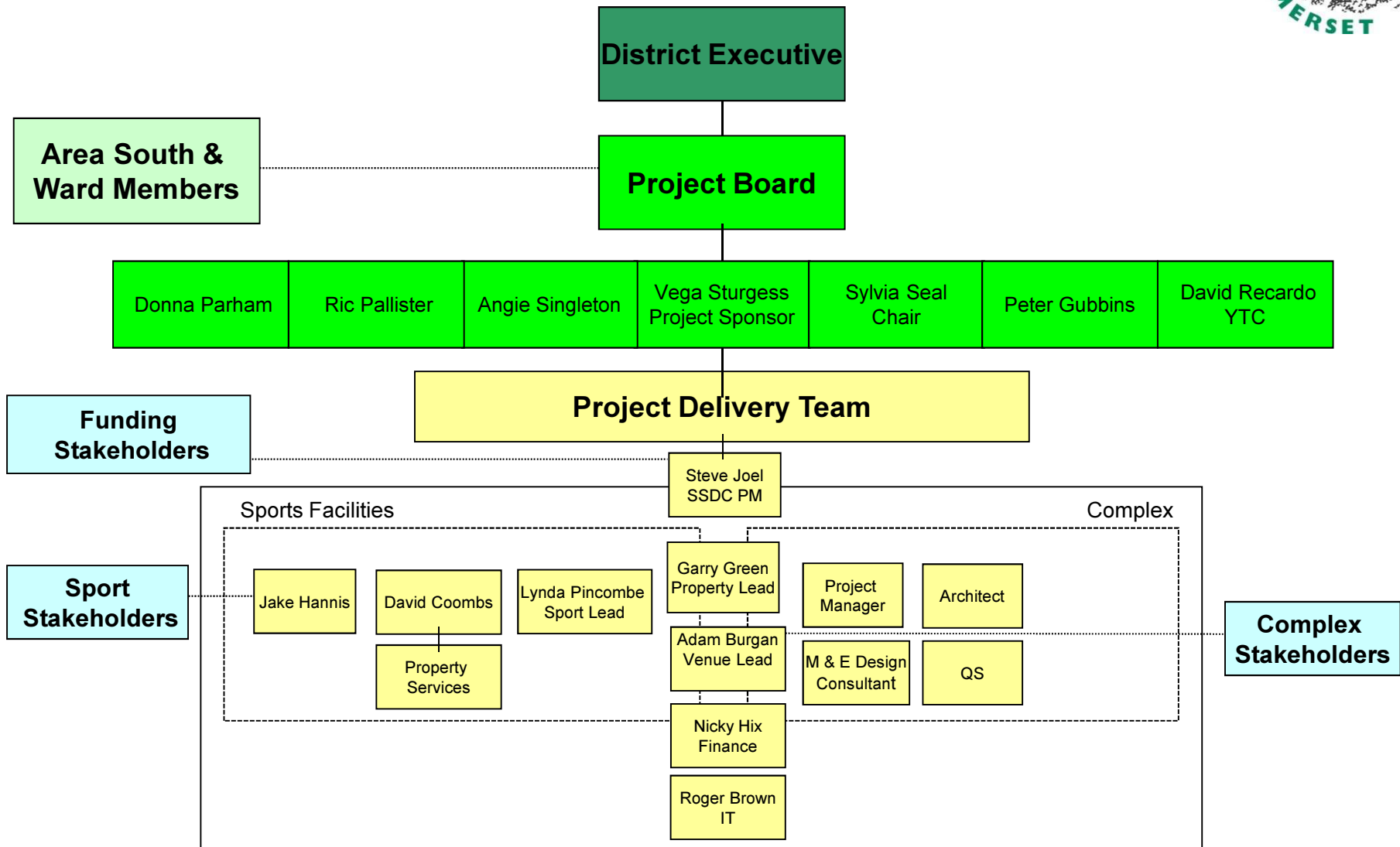


# Appendix 2 - WLC Project – People

Version 0.2 - 30<sup>th</sup> October 2015



Page 311



# Agenda Item 13

## **The proposed leasing of 72 South Street, Yeovil, BA20 1QF**

*Executive Portfolio Holders:* Cllr Ric Pallister, Leader, Strategy and Policy  
Cllr Henry Hobhouse, Property and Climate Change  
*Strategic Director:* Vega Sturgess, Strategic Director (Operations & Customer Focus)  
*Assistant Director:* Laurence Willis, Assistant Director (Environment)  
*Lead Officer:* Alasdair Bell, Environmental Health Manager  
*Contact Details:* Alasdair.bell@southsomerset.gov.uk or 01935 462056

### **Purpose of the Report**

The purpose of this report is to seek member's approval to lease 72 South Street, Yeovil, BA20 1QT to Somerset Care & Repair.

### **Forward Plan**

This report did not appear on the District Executive Forward Plan as the options for the property since its return to us from Somerset County Council have only just been concluded.

### **Public Interest**

This report concerns the potential leasing of a prominent building in Yeovil to Somerset Care & Repair (SC&R) to be converted into two flats to provide low cost housing for council nominated tenants.

### **Recommendations**

That the members agree, subject to the outcome of successful negotiations on the rear access rights with Yarlington Housing Group, to approve;

1. The granting of a full repairing lease for 15 years to Somerset Care & Repair subject to break clauses after five years.
2. A requirement for Somerset Care & Repair to pay a rent of £600 per month during the lease period to SSDC, and to ensure that the new flats to be converted are occupied by council nominated tenants at LHA rental rates.
3. The addition of £7,200 to the 17/18 Medium Term Financial Plan (MTFP).

### **Background**

72 South Street is a two storey corner property near the Yeovil Library that has recently become vacant. Since its return to SSDC in August 2015, the SSDC Land and Property officer instructed SSDC's commercial agents with regard to marketing the property, on a commercial basis. To date, whilst there has been some interest in the property, no suitable tenant has yet to come forward.

At the same time as the property was marketed for a commercial tenant SSDC also advertised the property in the Western Gazette asking for expressions of interest from developers who might be interested in developing the building on a partnership basis with SSDC. Only one developer has replied, Somerset Care & Repair (a not for profit charity managed by Kevin Lake). Somerset Care & Repair is an organisation that SSDC has



worked successfully with on a number of other projects within the District. It is now proposed to lease the property to Somerset Care & Repair.

## Report

SSDC's Development Valuer, Clare Pestell, recently prepared a valuation report on the property in which she was asked to provide valuation advice on what was proposed. She commented as follows;

- Under the GPDO criteria and with the high level of vacant secondary and tertiary office accommodation(In Yeovil) an alternative use to bring this property back into repair and use would seem to be a sensible course of action, subject to planning permission for conversion works being granted and the financial viability of conversion being considered.(note: planning permission to convert the property into two apartments has now been granted and conversion costs calculated)
- If the property is retained as an empty asset it will deteriorate over time and become a liability; and it is already in need of work and maintenance both externally and internally.
- In my opinion, the property location, on the fringe of the town centre with no car parking may not appeal to many business uses in the current market nor in its current condition. Therefore, the likely rental income from the property as offices is unlikely to offset repair and maintenance costs going forward, even if a tenant could be found.
- Therefore, the property could be considered for disposal with potential for an alternative use. There is little to no local or recent market evidence of which we are aware. However, in my opinion, the Market Value probably lies within the region of £100,000 – to £150,000, depending on the cost of works needed to bring it back into reasonable repair. I have only undertaken a limited visual inspection and a more thorough inspection may reveal more works required and costly repairs.
- Alternatively, if the property were in good repair and converted to two 2 bedroom apartments, its likely Market Value with vacant possession and shared freehold in my opinion would be in the region of £90,000 - £105,000 each, so a total of £180,000-£210,000. This will depend on the quality of the finish, space and facilities offered, as well as the overall condition of the main structure and fabric of the building.
- According to Land Registry information, few 2 bedroom apartments are available in this area of Yeovil, in what could be an attractive period property, conveniently located for the town centre.
- In the last two years, residential property prices have risen in the area by approximately 11% according to nationally recognised housing price indices (Nationwide and Halifax combined). Supply to the market is still restricted whilst demand continues to steadily grow for the right property product in sought after locations. More households are living in smaller accommodation, and convenient living in the town centre close to services, is often more appropriate for those on lower incomes without transport. Therefore, this property, if repaired and converted well could meet this market sector.
- The alternative is that the property is disposed of in its current condition without any expenditure and residual capital value is released upon sale to reinvest into a more appropriate asset, without the risk of planning permission, cost of conversion, unknown

rising repair costs during this process and delay in receiving a future rental income stream.

At the time of the Housing Stock transfer, rear access rights for this property were not retained. This means that the residential access needed to deliver this scheme requires officers to enter into negotiations with the Yarlinton Housing Group (YHG) who are the neighbouring land owners. Negotiations are currently underway that will take some weeks and it is suggested that in order to avoid delays that this report and the lease of the property to Somerset Care & Repair be agreed subject to the satisfactory outcome of these negotiations. The legal costs associated with the access right negotiations are to be £650 plus VAT, plus a one off consideration payment of £1,000. These payments would be payable on top of the usual legal and professional costs incurred as result of the leasing of the property. These and any other costs that arise can be included within the empty property grants that it is proposed to award to SC&R.

Subject to SSDC obtaining the required rights from YHG, preliminary discussions have been entered into with Somerset Care & Repair. The following proposal has been provisionally brokered:

- The property will be leased to SC&R on a 15 year lease for a rent of £7,200 a year (total return to SSDC over 15 years =£108,000).
- The lease will be a full repairing lease, meaning that the tenant has responsibility to ongoing repairs and maintenance.
- The lease will include break clauses allowing SSDC to give notice to terminate the lease on the fifth and tenth anniversary, as well as automatic break clauses for default in payment of lease costs.
- The property will be converted into two, two bedroom apartments. Funding will be as follows:

Empty property grants from SSDC = £12,000 per flat x 2 = £24,000  
All other development cost borne by SC&R = £6,000  
Total build cost £30,000

Rental income at LHA rates = £530pm for each two bed flat.  
Annual rental income from two flats x 12 = £12,720 pa  
Lease cost for building payable to SSDC at 600 per month = £7,200 pa  
SC&R maintenance cost/voids/profit = £5,520 pa

### **Advantages of this proposal**

- 72 South Street will be brought back into use and will no longer be a liability to SSDC.
- Two flats will be created that will increase the asset value of the building giving SSDC the option to sell them at a later date should this be desirable.
- SSDC will have nomination rights to the building and two local households from the Housing Needs Register will be rehoused during the lease period at the LHA rate which will be below the open market rate.
- This project and deal should not be looked upon purely in terms of economic return. The fact that the new flats will be let to local residents at LHA rates arguably puts it in the same position as new build projects which SSDC helps fund in partnership with Registered Providers to create affordable housing for rent-often at much greater cost.
- This development has the potential to generate approx. £16,000 in New Homes Bonus and will attract extra council tax.

**Financial Implications**

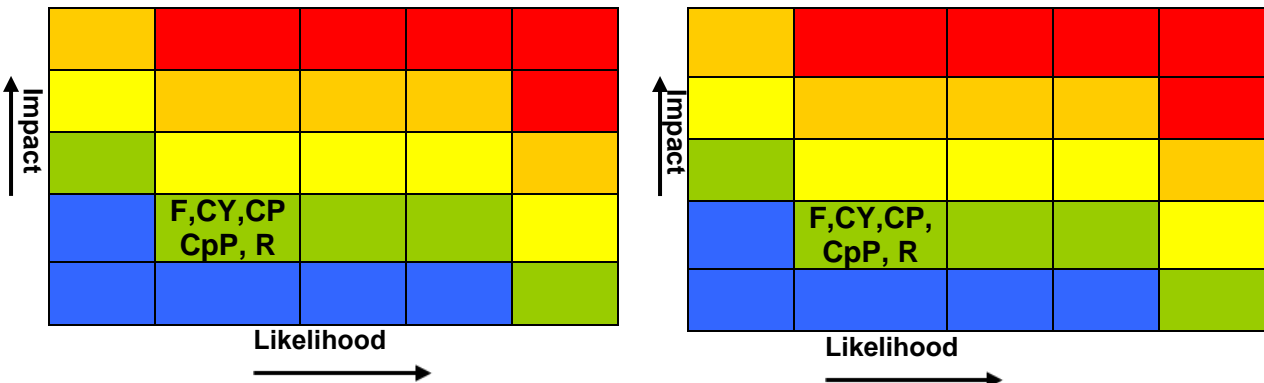
If this proposal goes ahead it will add £7,200 p.a. to the 17/18 MTFP. If one takes the estimated mid value of the property at £125,000 this proposal would generate a return on investment of 5.8%.

Legal costs of £650 and, subject to written confirmation, a consideration payment of £1,000 to YHG are additional costs that will be met from the empty property grant.

**Risk Matrix**

**Risk Profile before officer recommendations**

**Risk Profile after officer recommendations**



**Key**

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

**Carbon Emissions and Climate Change Implications**

There are no adverse carbon or climate change implications to this report.

**Equality and Diversity Implications**

There are no adverse Equality policy or diversity implications to this report.

**Privacy Impact Assessment**

There are no adverse personal data implications to this report.

**Background Papers**

Valuation report from Development Valuer

# Agenda Item 14

## **Transfer of responsibility for pathways and footbridge at Cockle Moor, Langport**

*Executive Portfolio Holder:* Cllr, Ric Pallister, Leader, Strategy & Policy  
Cllr Henry Hobhouse, Property and Climate Change

*Assistant Director:* Donna Parham, Assistant Director (Finance and Corporate Services)

*Lead Officer:* Charlotte Jones, Area Development Manager(North)

*Contact Details:* Charlotte.Jones@southsomerset.gov.uk or 01935 462565

### **Purpose of the Report**

The purpose of this report is to seek approval to transfer the District Council's ownership and maintenance responsibilities for two footpaths and a linked pedestrian bridge all at Cockle Moor, Langport together with a one-off payment of £5,000 to Langport Town Council.

### **Forward Plan**

This report appeared on the District Executive Forward Plan for February 2016.

### **Public Interest**

SSDC has responsibility for two pathways and a footbridge at Cockle Moor, Langport. These facilities are well used by the local community and visitors providing accessible 'all weather' routes away from the main street between different parts of the town. Langport Town Council may shortly acquire the full ownership of Cockle Moor from the Environment Agency and if so, has proposed to take over responsibility for the pathways and footbridge to simplify (and reduce the overall cost of) ownership. The town council has requested a one-off grant of £5,000 from SSDC towards future upkeep. This request has been considered and is recommended for approval by the Executive.

### **Recommendations**

That District Executive:

1. Authorise the Assistant Director (Finance and Corporate Services) and the Assistant Director (Legal and Corporate Services) to secure the transfer of full future ownership and maintenance responsibility for the two pathways and footbridge as indicated on the plan at Appendix A by early determination of existing leases or other arrangement to achieve that outcome together with the payment of one-off grant of £5,000 from General Fund Balances on completion to Langport Town Council.
2. Note that the Town Council's request is subject to the successful acquisition of Cockle Moor from the Environment Agency.

### **Background and costs of ownership.**

Cockle Moor is a large area of open space bordering the River Parrett as it runs through Langport. It is a special place to the local community well used for recreation, fishing, picnics, river access for boating, and community events. It includes a public right of way and an important part of the River Parrett Trail.

In 1993 the District Council entered into a licence agreement with the National Rivers Authority, now the Environment Agency, to create a footpath and footbridge link between SSDC Stacey's Court and Cocklemoor public car parks in Langport. This is at a peppercorn rent with full maintenance responsibility. In 2005 SSDC installed a 'all ability' pathway following the flood bank linking the town centre to the Westover Trading Estate as part of a broad regeneration for the town on similar terms with the Environment Agency. The cost of this path was around £15,000 plus officer time to design and supervise the works.

In the last 2 -3 years the town council funded improvements – including refurbishment of the SSDC pathways – as part of a local programme 'Walk Langport'- using external grant funding, the Community Payback (Probation) service and the local precept. Estimates for work if undertaken by SSDC were between £7,500 - £15,000 depending on the materials used.

A plan showing the pathways and footbridge is attached at Appendix A.

### **The proposal – a future option for ownership and maintenance**

The town council may shortly acquire the full ownership of Cocklemoor from the Environment Agency and if so, has proposed to take over responsibility for the pathways and footbridge to simplify ownership.

The town council has requested a one-off grant of £5,000 from SSDC towards future upkeep.

### **Benefits to the community**

These assets are not viewed as strategic to the council, but are of considerable local benefit to residents and visitors. It is important to seek a sustainable (affordable and long term) solution to maintain these benefits.

The paths provide 'all weathers' links across Cocklemoor using safe, accessible routes from one end of the town to the other. These provide both circular walks, easy access to the countryside, and a means to avoid sections of the narrow busy main street.

The town council has been negotiating with the Environment Agency to acquire the freehold transfer of Cocklemoor to the community. Taking on the full responsibility for the various facilities including the paths would assist the community in maintaining and building on the significant community / visitor benefits of Cocklemoor for the future. Overall this proposal will help ensure that decisions on the future of an important local asset are made as locally and as simply as possible.

### **Benefits to SSDC**

Within the council, operating budgets are not available to fulfil the maintenance liabilities (planned or reactive) which accrue for example to meet the risk of vandalism. Responding to local or third party requests, queries or complaints and ensuring that the relevant insurance, leases, licences or easements are in place and observed can incur significant officer time. In other words whilst the direct costs of maintenance can appear low, costs can still be incurred. A lack of regular maintenance over time can lead to higher costs in the long term.

The ward member for Langport and Huish Episcopi strongly supports the recommendation.

### **Conclusion**

Overall this proposal has benefits from both a community and corporate perspective, and the requested one-off grant of £5,000 appears reasonable. This will help the town council bear the costs of maintenance for the future, recognises their past contribution and simplifies local management arrangements of an important community asset for the future.

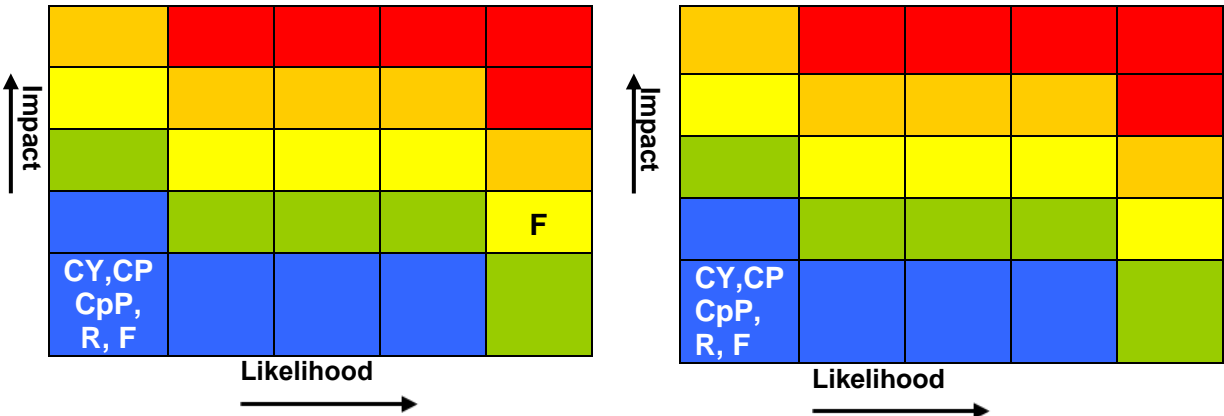
**Financial Implications**

If members agree the recommendations set out in this report £5,000 will be found from General Fund Balances to fund the grant.

The Area Development Manager (North) has indicated that if an internal recharge for Legal Services time to complete the paperwork is required, this can be met from existing budgets in Area North to help further local community priorities for promoting visitor facilities to the Langport area.

**Risk Matrix**

**Risk Profile before officer recommendations      Risk Profile after officer recommendations**



**Key**

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

**Council Plan Implications**

Focus Four – Health and Communities – Maintain and enhance the South Somerset network of leisure and cultural facilities optimising opportunities for external funding to promote healthy living.

Asset Management Plan (a key council strategy) – Action:- Dispose of, transfer or develop buildings and land that do not contribute to the council’s strategic outcomes or have an economic importance.

## **Carbon Emissions and Climate Change Implications**

None from this report.

## **Equality and Diversity Implications**

The town council have prioritised improved community access and funded work to address barriers to access SSDC assets where budgets were not available. Transferring full responsibility will help ensure accessibility of the pathways and bridge is well maintained for the future.

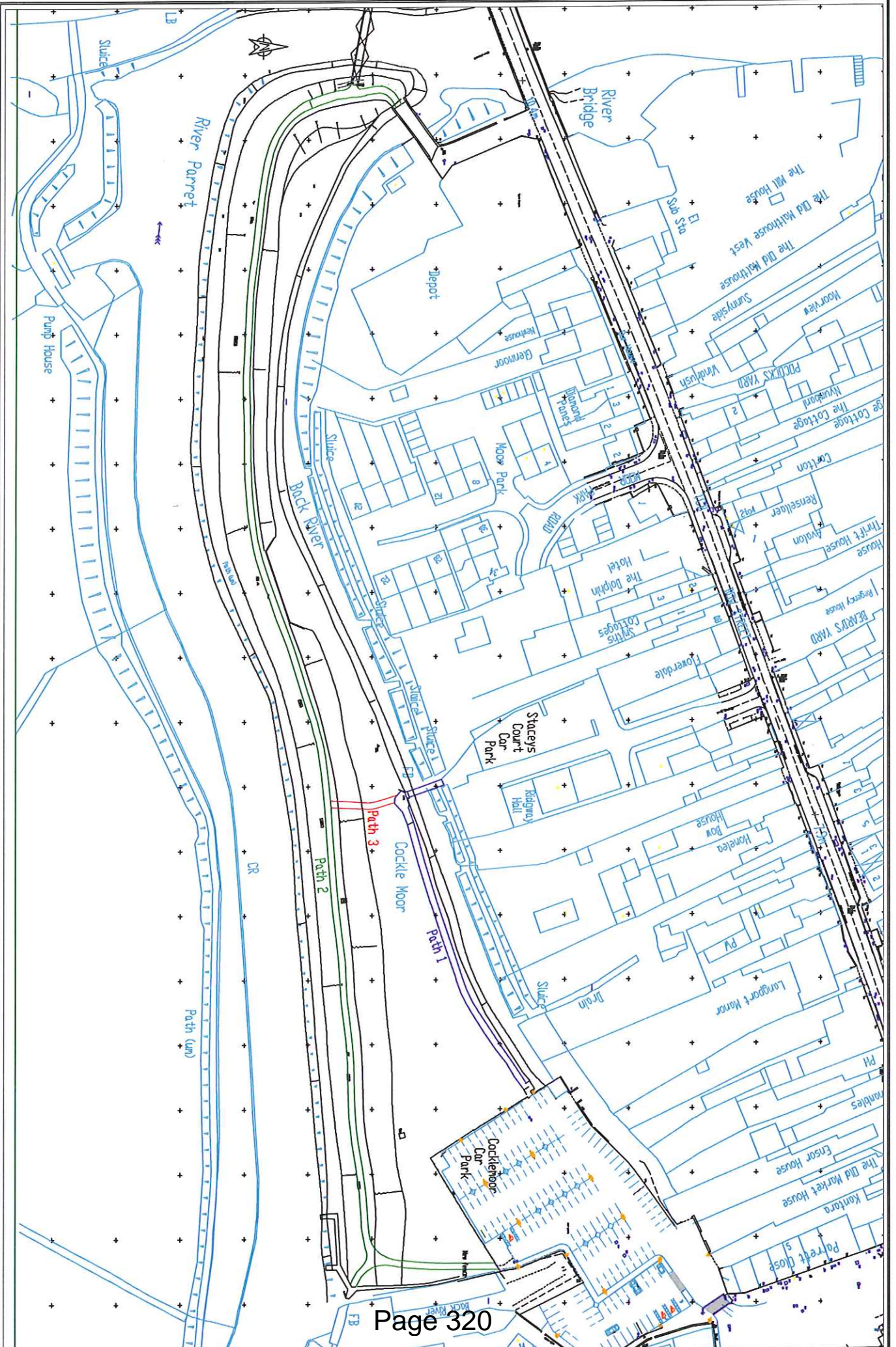
## **Privacy Impact Assessment**

N/A

## **Background Papers**

Letter from Langport Town Council dated 14<sup>th</sup> October 2015

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<p>Scale: 1:1000</p> <p>AN/099/04</p> <p>Drawn by: JLC</p> <p>Checked by: JLC</p> <p>Date: 11 Nov 2015</p> <p>Project number: 1.1.1</p>	<p>Scale: 1:1000</p> <p>AN/099/04</p> <p>Drawn by: JLC</p> <p>Checked by: JLC</p> <p>Date: 11 Nov 2015</p> <p>Project number: 1.1.1</p>	<p>Scale: 1:1000</p> <p>AN/099/04</p> <p>Drawn by: JLC</p> <p>Checked by: JLC</p> <p>Date: 11 Nov 2015</p> <p>Project number: 1.1.1</p>	<p>Scale: 1:1000</p> <p>AN/099/04</p> <p>Drawn by: JLC</p> <p>Checked by: JLC</p> <p>Date: 11 Nov 2015</p> <p>Project number: 1.1.1</p>	<p>Scale: 1:1000</p> <p>AN/099/04</p> <p>Drawn by: JLC</p> <p>Checked by: JLC</p> <p>Date: 11 Nov 2015</p> <p>Project number: 1.1.1</p>
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Project: Langport Staceys Court to Cockle Moor Path and Footpath Link

General Path Layout Plan

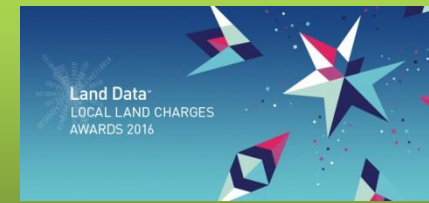
South Somerset District Council

Engineering & Property Services  
27, Tynon Way, Yeovil, Somerset, BA20 8RT  
Tel: 01505 462462



Page 320





- Since the Revenues Team started taking Council Tax and Business Rates summons calls direct in June 2015, it's estimated the team have saved both the council and 1,400 customers approximately 100 hours in call transfer time. The Revenues Team are extending the type of calls they will be taking to 2nd reminder and final notice calls direct from February.
- 39 food producers have confirmed their attendance at the South Somerset District Council Local Food Trade Show at the Cricket St Thomas Hotel on Monday 29 February. BBC Somerset's Ben McGrail will be broadcasting from the event and bringing the BBC Somerset bus. Also in attendance will be Angela Langford who is a MasterChef finalist.
- Over 1,500 residents visited our network of six Area Community Office's in January for help and advice on a range of SSDC services.
- 2015 Health Walks numbers are in... 6,569 total health walk attendances, 23 Walking Groups (up from 19), 508 Walks walked, 17 new leaders trained.

Latest headlines:

- Thursday May 5<sup>th</sup> will see voters going to the polls to have their say on who will be the next Police and Crime Commissioner for Avon and Somerset Police. Don't miss your chance to vote by making sure you are able to vote in the Police and Crime Commissioner's election. Register by visiting [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) or by calling South Somerset District Council on 01935 462462.
- Area East Committee approved five grants totalling £34,543 at their December meeting for Bayford Mission Hall Society, Hadspen Village Hall Committee, Wincanton Town Council, Mudford Parish Council and Kingsdon Village Shop. For more information, visit <http://goo.gl/7eXGfB>.
- Community Health and Leisure have agreed a Service Level Agreement with Somerset Activity and Sports Partnership (SASP) for the Healthy Lifestyles Team to deliver the new district wide Zing service worth £15k per year. Zing is a multi-disciplinary service looking at increasing healthy lifestyle behaviours from early years to old age. It will operate an area based model with universal services across Somerset plus targeted resources for 12 deprived communities.
- South Somerset District Council has been shortlisted in two categories for the 2016 Local Land Charges Awards. Winners will be revealed and celebrated on 29<sup>th</sup> February in Bristol. SSDC was shortlisted in the categories of 'Customer Satisfaction for Local Authority Searches' and 'Best Customer Experience Award'.

# Agenda Item 16

## **District Executive Forward Plan**

*Executive Portfolio Holder:* Ric Pallister, Leader, Strategy and Policy  
*Assistant Director:* Ian Clarke, Legal and Corporate Services  
*Lead Officer:* Ian Clarke, Legal and Corporate Services  
*Contact Details:* [ian.clarke@southsomerset.gov.uk](mailto:ian.clarke@southsomerset.gov.uk) or (01935) 462184

### **1. Purpose of the Report**

1.1 This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

### **2. Public Interest**

2.1 The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

### **3. Recommendations**

3.1 The District Executive is asked to:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

### **4. Executive Forward Plan**

4.1 The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

### **5. Consultation Database**

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

### **6. Background Papers**

6.1 None.

## SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
March 2016	Transformation Business Case	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Rina Singh, Strategic Director (Place & Performance)	District Executive
March 2016	District-wide Grants - approval of funding	Portfolio Holder Leisure & Culture	Assistant Directors (Communities)	Assistant Directors (Communities)	District Executive
March 2016	Somerset Waste Partnership New Waste Collection Model	Portfolio Holder for Environment & Economic Development	Strategic Director (Operations & Customer Focus)	Vega Sturgess, Strategic Director (Operations & Customer Focus)	District Executive
March 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Andrew Gillespie, Performance Manager	District Executive
March 2016	Consultation response on New Homes Bonus	Portfolio Holder for Strategic Planning (Place Making)	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
March 2016	Asset Transfer - Castle Cary Market House, Castle Cary	Portfolio Holder for Property & Climate Change	Assistant Director (Environment)	Laurence Willis, Assistant Director (Environment)	District Executive
April 2016 May 2016	Adoption of the Revised County Wide Tenancy Strategy	Portfolio Holder for Strategy and Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	District Executive South Somerset District Council

<b>Date of Decision</b>	<b>Decision</b>	<b>Portfolio</b>	<b>Service Director</b>	<b>Contact</b>	<b>Committee(s)</b>
April 2016	Community Right to Bid Quarterly Update Report	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
April 2016	South Somerset Together Annual Update	Portfolio Holder for Strategy and Policy	Assistant Directors (Communities)	Chereen Scott, South Somerset Together Co-ordinator	District Executive
May 2016	Approval of the Somerset District Authorities Regulatory Services Enforcement Policy 2015-2020 and the Environmental Protection Enforcement Policy 2015-2020	Portfolio Holder for Area West	Assistant Director (Environment)	Alasdair Bell, Environmental Health Manager	District Executive
May 2016	Capital and Revenue Budget monitoring reports for Quarter 4 (out-turn reports)	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
June 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Andrew Gillespie, Performance Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
June 2016 June 2016	Approval of the Homefinder Somerset Allocations Policy	Portfolio Holder for Strategy and Policy	Assistant Director (Health and Well-Being) Assistant Director (Health and Well-Being)	Kirsty Larkins, Housing and Welfare Manager	District Executive South Somerset District Council

**APPENDIX B - Current Consultations – February 2016**

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p><b>National Planning Policy: consultation on proposed changes</b>                      This consultation seeks views on specific changes to national planning policy to support delivery of new homes, including low cost homes for first time buyers.</p> <p><a href="http://www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes">www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes</a></p>	Strategic Planning (Place Making)	Assistant Director (Economy)	Portfolio Holder in consultation with officers & Members	David Norris	22 <sup>nd</sup> February 2016
<p><b>New Homes Bonus: sharpening the incentive: technical consultation</b>                      This consultation seeks views on options for changes to the New Homes Bonus to better reflect authorities' delivery of new housing.                      It also seeks views on reducing the number of years in which current and future payments are made.</p> <p><a href="https://www.gov.uk/government/consultations/new-homes-bonus-sharpening-the-incentive-technical-consultation">https://www.gov.uk/government/consultations/new-homes-bonus-sharpening-the-incentive-technical-consultation</a></p>	Finance and Legal Services / Strategy and Policy	Assistant Director (Finance and Corporate Services)	To be discussed at District Executive – March 2016	Donna Parham	10 <sup>th</sup> March 2016

# Agenda Item 17

## **Date of Next Meeting**

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 3<sup>rd</sup> March 2016** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.