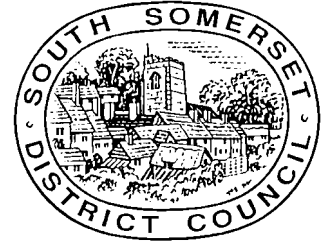


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 7th April 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.

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

This Agenda was issued on Wednesday 30 March 2016.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
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.

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 7 April 2016

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 3rd March 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 15th 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. **Report from Taunton and Somerset (Musgrove Park Hospital) NHS Foundation Trust** (Pages 5 - 29)
7. **SSDC Council Plan 2016 to 2021** (Pages 30 - 38)
8. **Gypsy Site Management** (Pages 39 - 49)
9. **Huish Episcopi Academy Swimming Pool Project Funding Decision** (Pages 50 - 78)
10. **Affordable Housing - revenue grant funding for Direct Access Hostel provision** (Pages 79 - 84)
11. **Asset Transfer of Castle Cary Market House** (Pages 85 - 93)
12. **Designation of Neighbourhood Area - Martock Parish** (Pages 94 - 101)
13. **Community Right to Bid Quarterly Update Report** (Pages 102 - 108)
14. **Monthly News Snapshot** (Page 109)
15. **District Executive Forward Plan** (Pages 110 - 114)
16. **Date of Next Meeting** (Page 115)

Agenda Item 6

Report from Taunton and Somerset (Musgrove Park Hospital) NHS Foundation Trust

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
SSDC Representative: Cllr Sue Steele

Council of Governors meeting held on 02 March 2016

Councillor Sue Steele will attend the District Executive meeting to answer any questions from Members regarding the Taunton and Somerset (Musgrove Park Hospital) NHS Foundation Trust. The published agenda and minutes of the Council of Governors meeting of 2nd March 2016 are attached for information.

Taunton & Somerset NHS Foundation Trust
COUNCIL OF GOVERNORS' MEETING
2 March 2016
AGENDA

Venue: SOMERSET COLLEGE
Time: 6.00 – 8.00 pm

- | | | | |
|----|--|----|--------------|
| 1. | Welcome and apologies for absence | CD | Verbal |
| 2. | Declarations of interest to items on the Agenda | CD | Verbal |
| 3. | Approval of minutes of meeting held on 2 December 2015 | CD | <u>Enc A</u> |
| 4. | Matters Arising | CD | Verbal |
| 5. | Chairman's Remarks | CD | Verbal |
| 6. | Chief Executive's Report | PL | Verbal |

Items for Discussion and Decision

- | | | | |
|----|---|----|--------------|
| 7. | Overview of Performance including finance | PL | Presentation |
| 8. | Questions from the Public | CD | Verbal |
| 9. | Questions From the Governors | CD | Verbal |

For Information

- | | | | |
|-----|---|----|--------------|
| 10. | Report on the Quarter 3 Monitor Return | ST | <u>Enc B</u> |
| 11. | Report of the Patient Care Group | JG | <u>Enc C</u> |
| 12. | Report of the Strategy Working Group | MB | <u>Enc D</u> |
| 13. | Report of the Communications and Engagement Group | JK | <u>Enc E</u> |
| 14. | Report of the Trust Board | CD | <u>Enc F</u> |
| 15. | Any Other Business | CD | Verbal |

Date and Time of Next Meeting: 19 July, Conference Room, Musgrove Park, Academy.

18.00 – 20.00 pm

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Minutes of the Council of Governors' Meeting Held on
2 December 2015

Present:	Colin Drummond	(CD)	Chairman
Public:	Mike Bickersteth	(MB)	Public Governor - West Somerset
	Alex Brown	(AB)	Public Governor - West Somerset
	Leonard Daniels	(LD)	Public Governor - Taunton Deane
	Anne Elder	(AE)	Public Governor - Taunton Deane
	Michael Free	(MF)	Public Governor - East Somerset
	Phil Hodgson	(PH)	Public Governor - Rest of England
	Jeanette Keech	(JK)	Public Governor - Taunton Deane
	John Paterson	(JP)	Public Governor - West Somerset
	Ron Powell	(RP)	Public Governor - Taunton Deane
	Ian Ramus	(IR)	Public Governor - Taunton Deane
	Judith Goodchild	(JG)	Public Governor - West Somerset
	Jonathon Secker-Walker	(JSW)	Public Governor - West Somerset
	Tony Wood	(TW)	Public Governor - East Somerset
Staff:	Graham Cartwright	(GC)	Staff Governor
	Andy Dodd	(AD)	Staff Governor
	Angus McCormick	(AM)	Staff Governor
	Lynn Pearson	(LP)	Staff Governor
	Tim Zilkha	(TZ)	Staff Governor
Partnership:	James Hunt	(JH)	Partnership Governor - Taunton Deane
	Chris Lehardy	(CL)	Partnership Governor - Somerset CC
	Patricia Livsey	(PL)	Partnership Governor - Universities
	Carolyn Moore	(CM)	Partnership Governor - CCG
	Sue Steele	(SS)	Partnership Governor - Mendip and South Somerset District Council
Attendees:	Kerry Laugharne	(KL)	Assistant Trust Secretary
	Steve Thomson	(ST)	Head of Integrated Governance
Directors:	David Allwright	(DA)	Director of Corporate Planning and Performance
	Sam Barrell	(SB)	Chief Executive Officer
	Colin Close	(CC)	Medical Director
	Hayley Peters	(HP)	Director of Patient Care
	Peter Lewis	(PLi)	Deputy CEO
NEDs:	Gavin Gracie	(GG)	Non-Executive Director
	Stephen Harrison	(SH)	Non-Executive Director
	Gill McComas	(GMc)	Non-Executive Director
	Huw Williams	(HW)	Non-Executive Director
Apologies	Sue Balcombe	(SB)	Partnership Governor - Som Par
	Will Chandler	(WC)	Partnership Governor - GP

Mandy Chilcott	MC	Partnership Governor – West Somerset
Kate Fallon	KF	Non-Executive Director
Kate Forsyth	KFo	Public Governor – East Somerset
David Hobdey	DH	Finance Director
Stephen Otter	SO	Non-Executive Director
Elizabeth Parry	EP	Public Governor – East Somerset
Chris Perry	CP	Director of Change
Brian Perowne	(BP)	Non-Executive Director

01/12.15 Questions from the Public

There were no questions from the public.

02/12.15 Welcome and apologies for Absence

Apologies received are recorded above.

03/12.15 Declarations of interest to items on the agenda

None

04/12.15 Approval of minutes of the meeting held on 22 September 2015 and review of the action log

The minutes of the meeting held on 22 September 2015 were approved as a true record of the meeting subject to the following amendments:

To note that Ian Ramus was present and that Jonathan Secker-Walker gave his apologies.

05/12.15 Matters Arising

There were no matters arising.

06/12.15 Chairman's Remarks

The Chairman welcomed newly elected Governors to the meeting and on behalf of the COG expressed the Board's appreciation to outgoing Governors, Jim Mochnacz, Lesley Discombe and Tarun Solanki for the enthusiasm and commitment they had shown during their term of office as Governors.

DA reminded the COG that the Trust had submitted a full business case to the TDA in July, outlining the Trust's proposals for Weston Area Hospital; a radically different service configuration designed to support patients across North Somerset. The Business Case has been evaluated by the TDA and it is their opinion that the Trust's proposal did not offer an affordable solution for Weston Hospital and they have ended the acquisition process.

A Sustainability Board, of which SB is a member, has been set up to lead and develop a sustainable service solution for the Weston Hospital site.

CEO's Remarks

The CEO provided a brief summary of recent activities within the Trust, that have been included in the Chief Executive's report over the last three public Board meetings:

The Executive Team have been holding Musgrove Story events across the hospital, talking about the Trust's 20/20 vision for new ways of working; highlighting the many challenges faced by the Somerset health community, with an elderly population, requiring more complex care, the financial challenges and the challenges of an increasingly busy hospital. The 20/20 vision is about "joining the dots" in all that we do for patients across the care community, for each other as colleagues and in how the Trust performs and improves.

In response to a question from JSW on Monitor's requirement to appoint a Turnaround Director, SB responded that Monitor had given the Board complete autonomy to scope the remit of the role, to lead the selection process and to appoint a Turnaround Director. This is a short term, interim role, for a period of approximately up to six months, not full time.

The Trust has gone through a comprehensive appointment process and has appointed a candidate (subject to satisfactory employment checks) with a wealth and breadth of expertise in financial recovery, within the health and commercial world setting. It is hoped that the person selected will be in post in the second week of December.

In response to a question from JP, SB responded that the Trust is in breach of its licence with Monitor for its financial position and has given the following four undertakings:

- For T&SFT to appoint a Turnaround Director, to work with the Trust to help achieve the following:
- to submit a short term financial recovery plan by 31 October 2015 to the end of the financial year;
- to submit a medium term recovery plan for 2016/17 by the end of January 2016;
- by May, to deliver a five year strategy outlining details for long term financial sustainability, aligned to commissioner plans.

In response to a further question from JP, SB replied that Monitor will want to see an improvement in the Trust's deficit/cash position, CD added that Monitor would expect the Trust to achieve a breakeven (or as close to) position during the next financial year; every effort will be made to achieve this, patient safety and care remaining the utmost priority.

LD queried how the new Turnaround Director would meet the fundamental challenge of "squaring the circle" of ever increasing demand versus decreasing supply. SB acknowledged that there are concerns about how health systems can work together in a co-ordinated and joined up way to treat people in the right place (which may not be in an acute setting) and at the right time, a vision shared with the commissioners; change however takes time and considerable effort.

In response to a question from JSW, PL responded that one of the major

challenges and concerns for the Trust is that it is likely to run out of cash in 2016, SB added that Monitor could potentially invoke additional enforcement actions (special measures) if the Trust was unable to comply with the undertakings given above. Nationally 25% of foundation trusts are in "special measures" increasing all of the time and a number of trusts are reporting a worsening position than T&SFT. The Trust has raised the apparent inconsistencies in the application of enforcement action with Monitor.

CD reported that 95% of acute trusts are in a deficit position, indicating a national systemic problem. The situation in Somerset is exacerbated by specific issues relating to the proportion of elderly population, the rurality, the size of hospitals and the lower funding for A&E attendances; the Chairman continues to raise this with Monitor, other NHS bodies and local MPs. The Trust Board remains committed to do all it can to address the financial issues facing the Trust and SB emphasised that patient safety is a red line that the Board would not cross.

JP expressed the Governor's concerns over the Trusts current financial challenges, emphasising the COG's full support for the leadership of the Board through a very difficult period. SB welcomed the support of the Governors; CD acknowledged the strength of feeling on behalf of the Governors and is a great comfort to the Executive team.

CLH emphasised the importance of working together in a more integrated and collaborative way across the Somerset Health system. SB responded that the Trust is fully supportive of Out Comes Based Commissioning, (renamed Somerset Together). CD advised that a Test and Learn pilot, a pre-cursor to Somerset together is progressing well and some real benefits are already being realised.

SB reported that the CQC will start their inspection on the 25 January 2015. 50 CQC inspectors, from a wide variety of backgrounds, will form the inspecting team. As a hospital we are very humble and some of our staff do amazing things but do not want to "shout" about it. Staff are being encouraged to celebrate those successes and to share examples of the many good things that as a hospital we do really well.

07/12.15 Questions from the Governors

In response to a question from JG on emergency tariffs, DA responded that the CCG re-invests the money into admission avoidance schemes.

RP reported a rumour that had been circulating at "grass roots" level that a last minute request for equipment in the new mobile theatre had been approved. He sought re-assurance that the Trust has tight controls in place to prioritise and justify unexpected or late requests for additional money, particularly in this very challenging financial environment.

DA confirmed that robust control mechanisms are in place for the procurement of items and that this had been an oversight in the procurement process and assured the COG that it was an essential standard piece of equipment that should have been requested at the start of the procurement process.

JH raised concern over the number of staff in the hospital who do not wear their

ID badges and asked if staff could be reminded of the need to display their badges at all times. A reminder will be circulated via the weekly staff bulletin.

08/12.15 Overview of Performance

PL gave a presentation on the overview of performance to the end of October 2015, highlighting the following key points:

- Hospital activity;
- Clinical quality;
- People;
- Performance – regulatory position;
- Finance.

Emergency Activity

- Compared to the same period last year emergency admissions have increased by 8%; 4.5% above the plan for last year. There is sustained pressure on hospital beds due to increases in emergency demand.

Planned Activity

- Outpatients attendances have increased by nearly 4% compared to last year with a rise of 2% in elective care year on year.

Clinical Quality

- Overall the Trust has performed well across a range of clinical quality indicators.
- There are concerns over the increase in the number of hospital attributed C difficile infection cases; two of the cases in 2015/16 have been attributed to lapses in care. Work is on-going to understand the cause of the increase.

People

- The Pulse Check is a simple tool that provides a "snapshot" of how engaged and valued staff feel; 25% of staff completed the survey in quarter 2. Improvements in the following indicators were noted:
 - 97% of staff said that they would recommend this hospital if they needed care or treatment;
 - 78% of staff would recommend this hospital as a good place to work;
 - The leadership capability indicator has increased to 69% (the relationship between staff and their manager).

It is encouraging to see that all three indicators listed above have increased over the last 18 months.

- There has been a higher than usual demand for nursing staff during the reporting period. The pressure on beds and the outbreak of Norovirus reducing the flexibility of nursing staff. Staff sickness levels in ITU and current vacancy levels are contributory factors; the shortage of nursing staff remains a national problem. Nursing vacancy levels in the Trust are reducing and this is an improving position. improving the position.

Performance Overview

A&E

- In Quarter Two the A&E target was narrowly missed, with performance to the end of September recorded at 94%. In October attendances increased by 8% compared to October 2014, indicating a change in pattern. There is a recording issue in Maxims a random re-validation of breached patient records has seen that number significantly reduced, giving a level of confidence that this is a recording issue in Maxims.

Cancer Performance

- The Trust achieved seven out of eight national cancer targets in October, narrowly missing the 62 day target. Performance is in line with a planned trajectory to achieve the target by March 2016. The Trust will fail the 62 day target in November, as patients who have passed their waiting time standard are seen.

The two week cancer wait target was just delivered in October and it is too early in the reporting cycle to know if this target will be delivered in November.

RTT – Admitted Performance:

The Trust used to be measured against three regulatory RTT targets; there is now only one, the 18 week referral to treatment target; the target was just delivered in October (92%). An increase in demand has led to a deterioration in performance. It is too early to know the final position, however it is expected that this target will be missed in November.

The Trust does not have the capacity or the money to invest in the additional capacity required to keep up with the demand and will need to try and control and manage that elective demand.

RTT – Waiting List Size

- 17,000 patients were waiting for treatment this time last year, that figure has risen in October 2015 to 19,000. The Trust cannot keep up with this level of increasing demand, despite treating more patients than planned to.

Financial position to the end of October:

- The deficit for the month of October was £900k, consistent with the revised forecast presented to the Board in October. The deficit position for the year to date is a deficit £6m, contributing to the forecast deficit of £11.5m at the year end. This gives the Trust a risk rating of one with Monitor in terms of finances the original plan was for a risk rating of two for the whole of the year.

In response to a question from JG, PL reported that Monitor will expect the Trust to make efficiency savings of 4% a year.

09/12.15 Nomination Committee Recommendation

The appointment of Non-Executive Directors (NEDs) is a statutory duty of the Council of Governors with input from the Chairman and Board of Directors. At the Council of Governors' meeting on the 3 June 2015, the COG approved the Nomination Committee's recommendation to appoint two Non-Executive Directors and a Non-Executive Director designate, with a plan to make the designate role definitive within a year.

The Governors Nomination Committee met prior to the main COG meeting (this evening) to consider a proposal to make Huw Williams' position definitive. The Nomination Committee unanimously approved the recommendation and sought approval of the full Council to make the role definitive with effect from 1 January 2016 for a three year period.

The Council of Governors approved the recommendation of the Nominations Committee to make Huw Williams' position as NED definitive with effect from 1 January 2015 for a term of office of three years.

SB reported that an interview process for the Acting Director of Nursing position had taken place (today) and she was delighted to announce that Hayley Peters had been appointed to the newly titled role of Director of Patient Care.

For Information

10/12.15 Report on the Quarter 2 Monitor Return

The report was noted.

11/12.15 Report of the Patient Care Group

JG presented the above report highlighting the following key points:

- LP gave an update on the new Performance Assurance Framework;
- First impressions can affect patients and visitors perceptions of their hospital journey. The Good to Know log will include an additional column to capture comments made about first impressions of the hospital;
- The Chair of the PCG, re-visited the discharge lounge and commended HP and her team on a number of improvements made in this area;
- In addition the Chair commended the hospital on the recently opened OPAL unit, where elderly patients are assessed, treated and supported to lead an independent life at home;
- JG reported that she had recently attended a Complaints Peer Review meeting run by the CCG, looking at the way complaints are handled. It was acknowledged that complaints that are dealt with within a 48 hour window, significantly reduces the escalation of complaints.

JK advised that she had attended a similar workshop approximately two years ago and was disappointed to see the lack of progress in this area. SB responded that complaints handling was now part of HP's portfolio and that she had some innovative ideas to improve how complaints are managed in the Trust.

JG reported that she had taken part in a mock CQC inspection and was

encouraged that the concerns that she had highlighted to SB and CD were known about and actions were already being taken.

A number of Governors attended the SWGEN meeting in November, IR highlighted the following key points:

This was IR's first visit to SWGEN. He felt that the format for the day was unsuitable with only two key speakers. The agenda was too long and concentration levels difficult to sustain as a result. IR was disappointed that the presentation from Monitor had been cut short by the hosting Chair from Gloucestershire. NHS Providers Saffron Cordery, gave an informative presentation on the political and strategic challenges facing the NHS in the future.

IR re-iterated the Governors support for the Trust Board during this very challenging period.

12/12.15 Report of the Strategy Working Group

MB extended a formal invitation to all newly elected Governors to attend the next Strategy Working Group meeting and any NED's who would also like to attend.

The report was noted

13/12.15 Report of the Communication and Engagement Group

JK presented the above report highlighting the following key points:

- RP is a Governor representative on the Trust's signage and wayfinding committee;
- The CEG supported and welcomed the on-going work to build closer and stronger relationships with GP's; agreeing a long term vision for joined up services in Somerset with a plan to deliver them;
- The CEG raised concern over the quality, accuracy and timeliness of hospital correspondence. The Committee will continue to monitor and highlight the concerns raised.

RP reported that he had attended the signage and wayfinding committee meeting in October 2015 representing the Governors. The committee are currently reviewing hospital signage to ensure standardisation across the hospital site.

The committee is limited in the actions it can take as the allocated budget for the current financial year has been used; therefore any expenditure identified by the committee will require higher level authorisation.

Volunteers on the meet & greet desk are recording and highlighting the problems that patients and visitors experience when they visit the hospital and will feed these back to RP for discussion at the next signage & wayfinding committee in January 2016.

DA acknowledged the important issues raised by RP. He reported that a significant amount of money (£3m) had been taken out of the capital programmes budget for 2015/16 and the Trust is not able to do everything that it

would like to do.

DA met with Steve Power, (Estates and Facilities) and it was agreed that a small investment of £10k would be made to upgrade the signage primarily on the ground floor of the Duchess and Queens building.

The report was noted.

14/12.15 Report of the Trust Board

The report was noted

15/12.15 Any Other Business

There being no further business the meeting closed.

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Council of Governors

Report on the Quarter 3 Monitor Return

Date of Meeting	02 March 2016
Author of Paper	Steve Thomson, Head of Integrated Governance
Sponsor of Paper	Colin Drummond, Chairman
Summary	The paper reports on the declaration to Monitor for Quarter 2
Confidentiality Status (if confidential this paper will not go on the website, and will be dealt with under Part 2 of the Agenda)	Please tick if any of the following apply <input type="checkbox"/> Data protection – staff or patient detail <input type="checkbox"/> Commercially sensitive <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Early stage of discussion – potentially prejudicial to staff morale or partnership working
Previous Consideration	Previous Quarter Return – December 2015
Recommendation	The Council of Governors is asked to note the report
Action Required	For Assurance

Quarter Three 2015/16 Report to Monitor

1. INTRODUCTION

- 1.1 The Trust is required to report to Monitor in accordance with the Compliance Framework (thereby self-certifying compliance with its terms of authorisation) on a quarterly basis. The Trust last reported to Monitor at the end of January 2016 for the Q3 report for 2015/16 (covering the period October to December 2015).
- 1.2 The Trust made a declaration of compliance in respect of finance and governance as detailed below.

2. Q3 RETURN SUMMARY

- 2.1 The Trust's return per the Quarter 3 report are summarised below:
 - The Board confirmed that it could not state that it was satisfied that the Trust will continue to maintain a Continuity of Service risk rating of at least 3 over the next 12 months.
 - The Board confirmed that it was not satisfied that plans in place are sufficient to ensure on-going compliance with existing targets and a commitment to comply with all known targets going forwards.

3. BACKGROUND

3.1 Continuity of Service risk rating:

The Trust Board was unable to confirm that the Trust will sustain a continuity of service risk rating of at least level 3 for the following 12 months; the Trust's financial position has deteriorated during 15/16. This is the impact, in particular, of:

- a 54% (£2.3m) increase in the Trust's CNST contribution for 15/16;
- the cost of delivering increased activity to meet, in particular, the Trust's RTT recovery plan (which has also created an affordability challenge for Somerset CCG and created for the Trust a £2.15m funding gap between expected and actual income from the CCG);
- the cost of delivering higher than expected growth in non-elective activity during the first half of 2015/16, which has adversely impacted spend on agency nursing staff.
- Under achievement of the Trust's CIP programme

The Trust has an agreed financial recovery plan in place to ensure delivery of the revised deficit in 2015/16 and is actively working on a range of actions aimed at improving the Trust's position and which are expected to demonstrate long term sustainability.

3.2 Governance:

RTT

In November the Trust fell below the aggregated target for incomplete pathways (which is the on-going compliance requirement) for the first time since February 2015. The primary cause for this underachievement was increased waiting lists

stemming from referral growth in key RTT specialties (including ENT, General Surgery and Ophthalmology). Contributing factors were the continued high levels of medical emergency admission growth (10% for the year-to-date) which has impacted on elective capacity, plus below planned levels of elective activity moved to the independent sector (due partly to capacity constraints).

The Trust is working with commissioners to produce a trajectory for improvement which will return performance back above the national target of 92% whilst also ensuring sustainable waiting list sizes. The Trust and its main commissioner are regularly reviewing referral data and are implementing a number of actions to reduce demand, particularly for services where there has been significant growth in 2015/16.

Cancer waiting times

62 day performance

Taunton started to fail the monthly 62 day target in June 14 and, although the quarter 1 target was met in 2014/5, deteriorating performance led to failure of the target for each quarter since then. Quarter 3 performance for 2015/6 is yet to be formally reported, but is provisionally at 83.2% against the 85% target, which is the best performance since Q1 14/15. Recovery has been broadly in line with the improvement trajectory that was submitted to Monitor in August; this anticipates sustained achievement of the target from March 16.

Recovery has been slow as anticipated due to the following factors /challenges:

- Increased suspected cancer referral rates leading to pressure on first appointments and diagnostic capacity (imaging and endoscopy)
- Consequent later diagnosis, later treatment planning and less time to treat within target. This has a particular impact on patients that require complex radiotherapy or surgery as first treatment (e.g. chemo-radiotherapy for head & neck patients, breast reconstructive surgery, complex urological surgery)
- Similar pressure on tertiary sites that treat/advise on Taunton cancer patients (leading to shared breaches)
- Specific capacity issues in urology for results clinics and theatre lists
- High staff turnover rates in the cancer administrative team

The Cancer Improvement Plan is now in place, with detailed pathway mapping of all cancer pathways completed, and fortnightly reviews of each specialty's separate action plans in place.

2-week wait performance

Taunton underachieved against the 2-week cancer target in quarter three with performance of 91.7% against the 93% target. This was primarily related to changes in triaging and administration processes brought in with the new Patient Administration System (PAS) that occurred at the same time as high staff turnover rates in the cancer administrative team. This meant that referrals were not processed as quickly as they need to be in order to meet the target. More staff have now been recruited to carry out these processes, so it is anticipated that performance will improve through Q4 as they are trained and get up to the required speed.

A&E

The Trust underachieved against the 95% 4 hour A&E waiting times target in quarter three with overall performance at 92.2% (year to date performance is just below target at 94.8%). Whilst the target had been met since December 2014 until July 2015 a sustained increase in attendances since August 2015 has contributed to the Trust falling behind target. Attendance growth from August to December was 5.4% with quarter three seeing 7.1% growth. In addition, emergency admission growth in the same period was 10% and delayed discharges have remained at a high level in quarter three, leading to pressure on bed capacity which has a knock-on effect on A&E performance. The action plan that the Trust was already working to has been revised and a number of actions have been taken both by the Trust and by partners to ensure flow through the hospital and community is improved. A trajectory for improvement has been produced showing the Trust moving back above target from January 2016.

4 RECOMMENDATION

- 4.1 The Council of Governors' is asked to note the current Monitor ratings for the Trust.

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Council of Governors

Report from the Patient Care Group

Date of Meeting	2 March 2016
Author of Paper	Kerry Laugharne, Assistant Trust Secretary
Sponsor of Paper	Judith Goodchild, Chair of the PCG
Summary	Council of Governors to receive the report of the PCG
Confidentiality Please tick if the following apply (if confidential this paper will not to on the website, and will be dealt with under Part 2 of the Agenda)	<input type="checkbox"/> Data protection – staff or patient detail <input type="checkbox"/> Commercially sensitive <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Early stage of discussion – potentially prejudicial to staff morale or partnership working
Previous Consideration	Working Groups report to each Council of Governors' Meeting
Recommendation	The Council of Governors is asked to note the report and gain assurance on patient care.
Action Required	None

Report of the Patient Care Group to The Council of Governors

1. INTRODUCTION

- 1.1 The PCG met on the 9 February 2016. The following key topics were discussed.

2. TREATMENT ESCALATION PLANS – END OF LIFE

- 2.1 Tom Macconnell reported that around 5,000 people will die in Somerset each year. The demographics of the county suggest that this number will increase significantly over the next 15 years. TM outlined the challenges faced in end of life care. There is a growing body of evidence which suggests that if patients are recognised earlier in their End of Life Journey, their quality of life is improved, their symptoms are better palliated and they spend less time in hospital.
- 2.2 The hospital, as part of the CCG End of Life Programme Board, is contributing to a single Planning Ahead (Advance Care Plan) for Somerset. A Treatment Escalation Plan (TEP) has replaced Do Not Attempt Resuscitation (DNAR) forms. A local End of Life Plan has been introduced to replace the Liverpool Care Pathway (LCP).

3. QUALITY ACCOUNTS 2016/17 – THE PROCESS

- 3.1 The process of producing a Quality Account is an opportunity for organisations to collect, review and analyse information relating to quality so that they can decide where improvement is needed in such a way that it becomes part of the core business of the organisation. It can also help with benchmarking against other organisations. At Musgrove these processes are fundamental to quarterly clinical quality review meetings with the commissioners and the development of Commissioning Quality for Innovation targets (CQUINS) each year.
- 3.2 A key requirement of the Quality Accounts process is for the Patient Care Group to identify an indicator relating to one of the quality priorities for the Trust's external auditors to review as part of their overall audit of the Trust's Quality Account. For the 2014/15 Quality indicator for the Auditors to review the PCG decided to focus on discharge and, in particular, on the indicator relating to length of stay.

The Chair of the PCG reported on her findings following a recent visit to patient flow, highlighting some of the reasons for increases in length of stay.

For 2015/16 the PCG have selected End of Life Care as their quality indicator for the external Auditors to review.

4. QUALITY ACCOUNT MEASURES

- 4.1 ST provided a summary of the Integrated Performance Report, highlighting that this is the first time that the Board have received the integrated performance report in the new format.

- 4.2 Performance remains positive against the majority of patient-focused indicators, with particularly good performance on clean and welcome environment and listening to patients. Numbers of pressure ulcers have also decreased to the lowest numbers this financial year, although there is still improvement to be made. Measures relating to information for patients, and in particular discharge planning, require focus.

Other specific areas for focus for improvement include complaints performance, timeliness of incident management, end of life care planning, out of hours transfers, falls and *Clostridium difficile* infection.

5. PATIENT EXPERIENCE QUARTER 3 REPORT

- 5.1 The following key points from the Q3 Monitor report (October to December 2015) are highlighted as follows:

- The number of formal complaints did not increase during the period. There were 855 PALs enquires in December 2015 and a total of 345 in the quarter;
- clinical treatment, attitude of staff and communication remain the top three broad complaint categories;
- complaint response performance is monitored, that is the number of complaints where a response (either by letter or a face to face meeting) is provided in the timeframe agreed with the complainant. Action is being taken to improve performance and a proposal to take complaints forward was approved at the Executive Board in November.
- There are two cases being investigated by the Ombudsman;
- the combined Friends and Family Test result for maternity services in December was 99%, based on 281 responses. Individually 98% of patients would recommend three of the four maternity services;

6. GOOD TO KNOW FEEDBACK FROM GOVERNORS

- 6.1 First impressions can affect patients' perceptions of their whole care journey and a number of issues have been raised. The Governors' good to know log now includes additional information to help assess and monitor "first impressions".
- 6.2 The COG is asked to continue to highlight concerns commendations received from members of the public to Kerry Laugharne and Judith Goodchild, Chair of the PCG, for the "Good to Know" log.
- 6.3 RP provided a report from the Wayfinding and Signage Committee; this item has been reported in the minutes of the COG meeting dated 2 December 2016.

7. RECOMMENDATIONS

- 7.1 The Council of Governors is asked to note the report.

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Council of Governors

Report from the Strategy Working Group

Date of Meeting	2 March 2016
Author of Paper	Kerry Laugharne, Assistant Trust Secretary
Sponsor of Paper	Mike Bickersteth, Chair of the SWG
Summary	Council of Governors to receive the report of the SWG
Confidentiality Please tick if the following apply (if confidential this paper will not to on the website, and will be dealt with under Part 2 of the Agenda)	<input type="checkbox"/> Data protection – staff or patient detail <input type="checkbox"/> Commercially sensitive <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Early stage of discussion – potentially prejudicial to staff morale or partnership working
Previous Consideration	Working Groups report to each Council of Governors Meeting
Recommendation	None
Action Required	The Council of Governors is asked to note the report

Report of the Strategy Working Group to The Council of Governors

1. INTRODUCTION

- 1.1 The SWG met on the 4 February 2016 and discussed the following main items.

2. NATIONAL PLANNING GUIDANCE

- 2.1 David Allwright (DA) summarised the NHS national planning guidance (2016/17 – 2020/21) on delivering the forward view, outlining the requirement to produce two separate but connected plans:

A five year Sustainability and Transformation Plan (STP), place-based and driving the Five Year Forward View and a one year Operational Plan for 2016/17, organisation-based but consistent with the emerging STP.

3. KEY CORPORATE OBJECTIVES 2016/17

- 3.1 DA summarised the current thinking with regard to the revised vision and objective for MPH. The vision focussed on working together with other partners to create a healthy Somerset.

The aims are to:

- to achieve excellent performance across all patient services;
- to be a great place to work with a culture of continuous improvement;
- to embed a person centred approach across a joined up health economy;
- and to create financially sustainable services both in this hospital and across the health economy.

4. SUSTAINABILITY AND TRANSFORMATION PLAN (STP)

- 4.1 The STP is a local blueprint for accelerating the implementation of the Forward View and create a compelling vision for the local area.

STPs will cover the period between October 2016 and March 2021, and will be subject to formal assessment in July 2016 following submission in June 2016.

- 4.2 The STP must cover better integration with local authority services, including, but not limited to, prevention and social care, reflecting local agreed health and wellbeing strategies. STPs will be the single application process for transformational funding initiatives from 2017/18. They will be judged on quality, reach, strength of partnerships and confidence in deliverable actions.

5. RECOMMENDATIONS

- 5.1 The Council of Governors is asked to note the report.

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Council of Governors'

Report from the Communications and Engagement Working Group

Date of Meeting	2 March 2016
Author of Paper	Kerry Laugharne, Assistant Trust Secretary
Sponsor of Paper	Jeanette Keech, Chair of the CEG
Summary	Council of Governors' to receive the report from the CEG
Confidentiality Please tick if the following apply (if confidential this paper will not to on the website, and will be dealt with under Part 2 of the Agenda)	<input type="checkbox"/> Data protection – staff or patient detail <input type="checkbox"/> Commercially sensitive <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Early stage of discussion – potentially prejudicial to staff morale or partnership working
Previous Consideration	Working Groups report to each Council of Governors' Meeting
Recommendation	None
Action Required	The Council of Governors' is asked to note the report.

INTRODUCTION

- 1.1 The Communications and Engagement Working Group met on the 9 February 2016 and discussed the following main items.

2. TRUST WEBSITE

- 2.1 Governors reviewed their designated sections of the web site. A number of helpful suggestions were passed to CG for review and amendment as necessary.
- 2.2 The team have an apprentice who is updating the Trust website.
- 2.3 The CEG has asked for brief report on Website changes made at each future meeting.

3. STAFF SURVEY AND ENGAGEMENT

- 3.1 Between October – December 2015 25% of Trust staff were selected at random, to complete a national staff survey;
- 3.2 Early results of the 2015 staff survey show improvement in all areas as follows:
 - the number of staff taking part in the survey;
 - improvement in staff engagement;
 - improvement in staff feeling confident to speak up.
- 3.3 A media breakfast is being held on the 23 February 2016, and the results of the staff survey could be shared with this group.

4. MUSGROVE MATTERS – PROGRESS ON SPONSORSHIP

- 4.1 In this challenging financial climate the Communications Team have been exploring a range of options to produce Musgrove Matters in a cost neutral way; unfortunately it has not been possible to do this. The magazine will continue to be circulated electronically to all members with e-mail addresses with hard copies distributed to key areas including GP practices.
- 4.2 The CEG discussed member engagement, particularly in light of the changes to the way the magazine is circulated. Concern was expressed on how to reach and engage with Trust Members who do not have an email address. The Committee were asked to feedback ideas to the Chairman of the CEG for further discussion.

5 SIGNAGE

5.1 In Ron Powell's absence, this item was deferred to the Patient Care Group meeting.

6. RECOMMENDATION

6.1 The Council of Governors is asked to note the report of the CEG.

TAUNTON AND SOMERSET NHS FOUNDATION TRUST

Council of Governors

Report of the Trust Board

Date of Meeting	2 March 2016
Author of Paper	Kerry Laugharne, Assistant Trust Secretary
Sponsor of Paper	Colin Drummond, Chairman
Summary	To report to the Council of Governors' of the work of the Board of Directors since the last meeting
Confidentiality Status (if confidential this paper will not go on the website, and will be dealt with under Part 2 of the Agenda)	Please tick if any of the following apply <input type="checkbox"/> Data protection – staff or patient detail <input type="checkbox"/> Commercially sensitive <input type="checkbox"/> Stakeholder management <input type="checkbox"/> Early stage of discussion – potentially prejudicial to staff morale or partnership working
Previous Consideration	None
Recommendation	None
Action Required	The Council of Governors is asked to note the report.

Report of the Trust Board

1. INTRODUCTION

1.1 The Trust Board held its Part A section of the Board meeting in public on the 27 January 2016 and 24 February 2016, a number of Foundation Trust Governors attended.

1.2 The papers for the Part A section of the Board are published in advance of the meeting, along with a Part B agenda for confidential items, on the Trust's internet site at the following address:

<http://www.tsft.nhs.uk/AboutUs/TheTrustBoard/TrustBoardPapers/tabid/565/Default.aspx>

The Minutes of the Part A meeting are also published on the Trust's website once they have been approved.

1.3 The Following change has been made to the Trust Board since the last meeting of the Council of Governors on 2 December 2016:

David Hobdey stepped down from his role as Director of Finance in January; Peter Lewis has added this role to his portfolio in the interim.

2. BOARD SUB-COMMITTEES

2.1 Sub-Committees of the Trust Board met/will meet on the following dates:

- Governance Committee – 13 January, 3 February and 2 March 2016;
- Charitable Funds – 13 January 2016;
- Audit Committee – 13 January 2016 and 2 March 2016.

3. RECOMMENDATIONS

3.1 The Council of Governors is asked to note the report.

Agenda Item 7

SSDC Council Plan 2016 to 2021

Executive Portfolio Holder: Ric Pallister, Leader of Council
Strategic Directors: Vega Sturgess, Interim Chief Executive & Strategic Director
Rina Singh, Interim Chief Executive & Strategic Director
Lead Officer: Vega Sturgess, Interim Chief Executive & Strategic Director
Contact Details: vega.sturgess@southsomerset.gov.uk or 01935 462200
rina.singh@southsomerset.gov.uk or 01935 462010

Purpose of the Report

To invite members to consider the new SSDC Council Plan (see attached) with a view to endorsing it and recommending its adoption at Full Council on the 21st April 2016.

Forward Plan

The Council Plan has been expected for discussion at the April meeting of District Executive.

Public Interest

The SSDC Council Plan is a document that outlines the Council's ambition and key priorities. Generally, council plans do not lay out every action that the council will take but focus on additional actions that put together with the delivery of important day to day council services will improve the quality of life in the area.

Recommendations

That the District Executive:

- (1) Recommends that Full Council adopts the new SSDC Council Plan 2016 – 2021.
- (2) Recommends that Full Council adopts the Council Plan Annual Action Plan (2016-17)

Background

Members will recall that the previous Council Plan was adopted by Full Council on 23 February 2012.

Rather than produce a long, wordy or costly document, this Council Plan is a change to a more simple approach. It depicts our aims, values, priorities and areas of focus on a single page. This is a document that can be shared widely and hopefully can be easily assimilated and understood. It is titled '*Tackling the Challenges*' and despite the financial situation it shows ambition with a co-ordinated and holistic approach. It should deliver outcomes and actions needed and wanted by our communities. The four priority areas from the previous Council Plan (*Economy, Environment, Homes and Health & Communities*) are retained but a new priority area is added. '*High quality, cost effective services*' enables the council to make savings to meet future budget shortfalls with the intention that front-line services can be protected wherever possible.

Another change is to move to an Annual Action Plan, (Appendix 1). It is important that council plans are resourced and can be delivered. In this era of local government funding uncertainty the Annual Action Plan will bring flexibility to adjust actions to ensure that they are allocated sufficient resources. In this way both staff time and funding can be assessed

each year to ensure plans are realistic and can be delivered. The Annual Action Plan also avoids a common drawback with 5-year action plans where the majority of actions are in the first two or three years. A further advantage of an annual plan with prioritised actions is the ability to retain flexibility to take advantage of new opportunities as they arise. It also allows easy monitoring of progress and it is suggested that there is an annual monitoring report to Full Council on the progress of the Annual Action Plan.

Appendix 2 is a brief snapshot of some of the key statistics relating to the priority areas. Data has been taken from the Joint Strategic Needs Assessment (JSNA) which has been developed and agreed by the Somerset Health and Wellbeing Board as well as data from other sources.

It is important to recognise that these priority areas in the Council Plan are overlaid over a large number of service areas that are important to our residents, businesses and visitors. These are shown in Appendix 3. These diagrams also indicate the range of ways in which SSDC seeks to deliver services to the district. Some years ago, SSDC adopted the principle of 'Enable-Partner-Deliver' and these diagrams indicate how many of our important services are now delivered in partnership with others. They also show where work is contracted into the council as one strand of an income generation approach.

There are two additional sections. Firstly, a glossary of acronyms used and secondly a list of the key partnerships that we will be working with to deliver the Council Plan.

Process

This Council Plan is very much a member-led plan. It has rolled forward the priorities of the previous corporate plan but the future actions have taken account of the needs assessment in the JSNA (Joint Strategic Needs Assessment). It has also incorporated the views of local people which were gathered in face-to-face conversations in the period January – May 2015. Overlaid over that information are the new initiatives such as Devolution, Somerset Rivers Authority, Transformation, Income Generation and the strategic alliance with Sedgemoor District Council.

Management Board and relevant council officers have contributed to the plan process. Scrutiny Committee and District Executive comments will be also fed in before the final draft is taken to Full Council.

Financial Implications

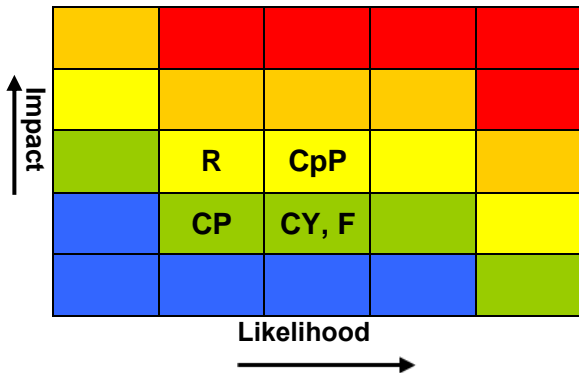
The cost of implementing the Action Plan has been included within the 2016/17 budget with the exception of the transfer of Castle Cary Market House and support for Huish Episcopi Academy community pool which are included elsewhere in this agenda.

A number of projects are outlined as being developed or progressed and these may come forward for further funding once this work has been completed.

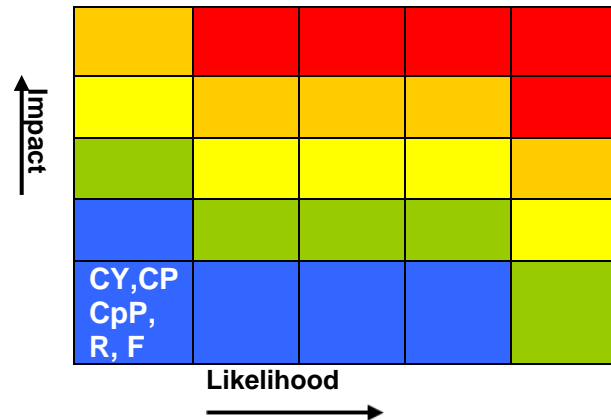
The Action Plan for 2017/18 will be brought forward at the same time as the budget is approved.

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

This report clarifies council plan priorities for the next five years.

Carbon Emissions and Climate Change Implications

None directly.

Equality and Diversity Implications

None directly.

Privacy Impact Assessment

None directly.

Background Papers

None.

'Tackling the Challenges' : Council Plan on a Page 2016-21

Vision: South Somerset: a place where businesses flourish, communities are vibrant, healthy and happy and where residents enjoy good housing and cultural, leisure and sporting activities.

Aims:

South Somerset will be a confident, resilient and flexible organization, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

Our Values:

- Putting the customer and community first when developing plans and services.
- Supporting people and communities, enabling them to help themselves.
- Being open, transparent and with greater accessibility to those that need to use council services.
- Working with partners to improve services, efficiencies, resilience and influence.
- Embracing innovation and improved technology to improve customer service and access.
- Empowering a confident, flexible workforce.

Our Priorities – Making a Difference Where it Counts

Page 33

High quality cost effective services

In order to protect front line services we will:

- Transform customer services through technology.
- Actively manage assets and resources to ensure the best financial or community return.
- Seek business opportunities for the council.
- Work with partners to achieve economies, resilience and influence.

Economy

To promote a strong economy with thriving businesses we will:

- Work with businesses and use our assets to grow our economy.
- Advise and support initiatives that ensure worker skills meet the employers needs.
- Lobby for and support infrastructure improvements to enable growth.
- Capitalise on our high quality culture, leisure and tourism opportunities to bring people to South Somerset.

Environment

To keep South Somerset clean, green and attractive we will:

- Increase recycling.
- Maintain Country Parks and open spaces to promote good mental and physical health.
- Keep streets and neighborhoods clean and attractive.
- Continue to address the impact of flooding.
- Promote a high quality built environment in line with Local Plan.
- Support communities to develop local, parish and neighbourhood plans.

Homes

To work with partners to enable the provision of housing that meets the future and existing needs of residents and employers we will:

- Minimise homelessness and rough sleeping.
- Work with the private rented sector to improve the standard and availability of rented accommodation.
- Tackle fuel poverty.
- Enable people to live independently for as long as they are able.

Health and Communities

To build healthy and self-reliant communities we will:

- Support communities so that they can identify their needs and develop local solutions.
- Target support to areas of need.
- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities.
- Work with partners to tackle health issues such as diabetes and hypertension.
- Help keep our communities safe.

Appendix 1 : Annual Action Plan on a Page

Purpose: The Annual Plan outlines agreed high level actions for each year. It will be updated each year, with an annual monitoring report to Full Council.

Priority Levels: Council Plan delivery is designed to be flexible to allow urgent projects to be added mid-year. To aid flexibility, actions are prioritised as **High**, **Medium** and **Low**. Lower priority actions or those in italics will start when capacity allows, when the opportunity arises or if external resource is identified within the project plan.

Our plans for 2016-17

High quality cost effective services

- H** Commence the delivery of the Transformation programme
- H** Set up Income Generation Board and develop prioritised action plan.
- M** Optimise council assets to increase use or receive income.
- H** Take a full role in the emerging Devolution discussions to ensure the best outcome for South Somerset communities.
- H** Work with Sedgemoor District Council on the formation of a strategic alliance to increase influence, resilience and savings.

Economy

- H** Engage pro-actively with the LEP to maximise investment in South Somerset.
- H** Progress key strategic projects such as Lufton 2000 and Chard Regeneration.
- H** Agree a prioritised action plan to deliver local projects with Regeneration Boards.
- H** Progress the key infrastructure projects that unlock development.
- M** Support district-wide roll out of superfast broadband.
- H** Progress work hubs in Chard and Yeovil.
- H** Progress options to improve access /regeneration of Yeovil Town Centre.
- H** Continue to promote and support intern and apprentice scheme.

Environment

- H** Decide on a new waste and recycling collection model in order to increase recycling and minimise costs.
- H** Maintain levels of street cleanliness and increase the joint work with parishes via the parish ranger scheme.
- H** Improve gateway to Ham Hill CP through road and high profile signage scheme.
- H** Increase visitor numbers (and YCP café income) via an exciting events programme.
- H** Diversify volunteering opportunities to increase capacity for projects in all Country Parks.
- M** Begin installing 4km of paths within our open spaces to improve 'access for all'.
- H** With SRA, deliver the Enhanced Maintenance Programme.

Homes

- H** Increase housing supply to meet local needs by the agreed investment of £2.4m.
- H** Contribute to the review of DFG effectiveness led by the Health and Wellbeing Board.
- H** Work with partners to secure supported hostel and move on accommodation for vulnerable individuals.
- M** Continue to bring empty properties back into use.
- M** Continue to work with CSE on fuel poverty schemes.
- M** Promote Careline to increase take up and enable people to continue living independently.
- M** Develop a Lettings Agency project.
- M** Explore a landlord accreditation scheme.

Health and Communities

- H** Support residents through national benefit changes including universal credit.
- H** Agree lease, refurbish and relaunch WLC Sport, Conference & Entertainment Facilities.
- H** Deliver Healthy lifestyles projects inc Yr 1 of project to deliver integrated interventions to those with diabetes and hypertension.
- M** Transfer Castle Cary Market House to community.
- H** Enable enhancement of at least 8 play & youth facilities.
- H** Support Huish Episcopi Academy community swimming pool project.
- M** Work with partners on public sector hub in Yeovil.
- H** Support at least 50 community projects.

Appendix 2 : South Somerset Today – A Snapshot Profile (2016) Purpose: The Council Plan addresses local needs. This summary identifies a number of key facts and figures about the district and suggests areas where we should be focusing our resources to make the maximum impact. Most of the data is taken from the JSNA which is a living document signed off by the Health and Wellbeing Board.

Our profile

Corporate

Resident population is 164,569.

Yeovil and Chard are the 2nd and 6th biggest towns in Somerset.

SSDC annual budget for 2016-17 is £17.3 million.

SSDC needs to save £4.1m by 2020.

To balance the budget £9.98m has been found in savings since 2010/11.

In 2006 SSDC had 646 FTE's. In 2016 there are now 420 FTE's.

Jobs

Workday population - 160,193.

South Somerset economy represents over 32% of Somerset's economic value.

5,480 businesses.

Productivity per job is around 85% of UK average.

HoSW ranks 38 out of 39 LEPs on innovation measures including patent registrations and Innovate UK funding.

Top industries are 1 Wholesale, retail, vehicle repair; 2 Manufacturing; 3 Health and social work; 4 Education and 5 Construction.

Somerset GCSE performance 53.8% A*-C (national 56).

Only 76% pupils in Somerset in education /training / employment the year after A levels.

Environment

1025 miles of streets and roads to clean.

76 houses flooded and Muchelney cut off for 10 weeks in 2013/14.

Lack of provision of green open space is linked to self-reported levels of health and mental health for all ages and socio-economic groups (Maas et al 2006).

Three Green Flag Country Parks covering 252Ha, with 100,000's visitors / year.

46.20% household waste reused, recycled and composted.

37,460 Customer transactions at Ninesprings café in 1st year.

48% of Somerset conservation areas are in South Somerset with 4500 listed buildings.

Homes

2072 registered on Homefinder Somerset, 277 in gold or emergency band (March 2016).

In 2013, the ratio of lowest quartile house prices to lowest quartile earnings was 6.9.

Average delivery of affordable housing over the past 4 years is 207/year.

Over the same period over £1m funding SSDC has levered in over £23m from HCA.

Health and Communities

We have a higher proportion of older residents than the national average: 12.8% 65-74yrs (England 9.5%); 10.9% over 75yrs (England 8.1%).

97.3% Somerset residents speak English as their main language.

34,419 of our population are aged 19 and under.

13.2% of children (15 and under) are in child poverty compared to 14.9% in Somerset, 16.2% in SW and 20.6% in England.

HoSW area performs poorly for mental health outcomes.

Some areas of Yeovil are in the 20% most deprived MSOAs in the county.

Above average levels of deprivation around Chard, Crewkerne, Wincanton, Castle Cary and Langport.

Sources

JSNA (<http://www.informsomerset.org.uk> which references a wide range of data sources) inc Somerset Economic Dashboard, Budget papers, Housing data from Abritas March 2016, Waste data from Q2 performance report December 2015 SWB)

Appendix 3 : Core work of the Council

The Council Plan puts a sharp focus on what we want to achieve over and above the core council services in the next five years. Clearly, these targets are underpinned by the delivery of the services which are extremely important to the residents of South Somerset. They are outlined in the following two pyramids.

Contracted in:
Healthy Lifestyles,
Play Area inspection,
Hospital Grounds Maintenance
Yarlington Grounds Maintenance

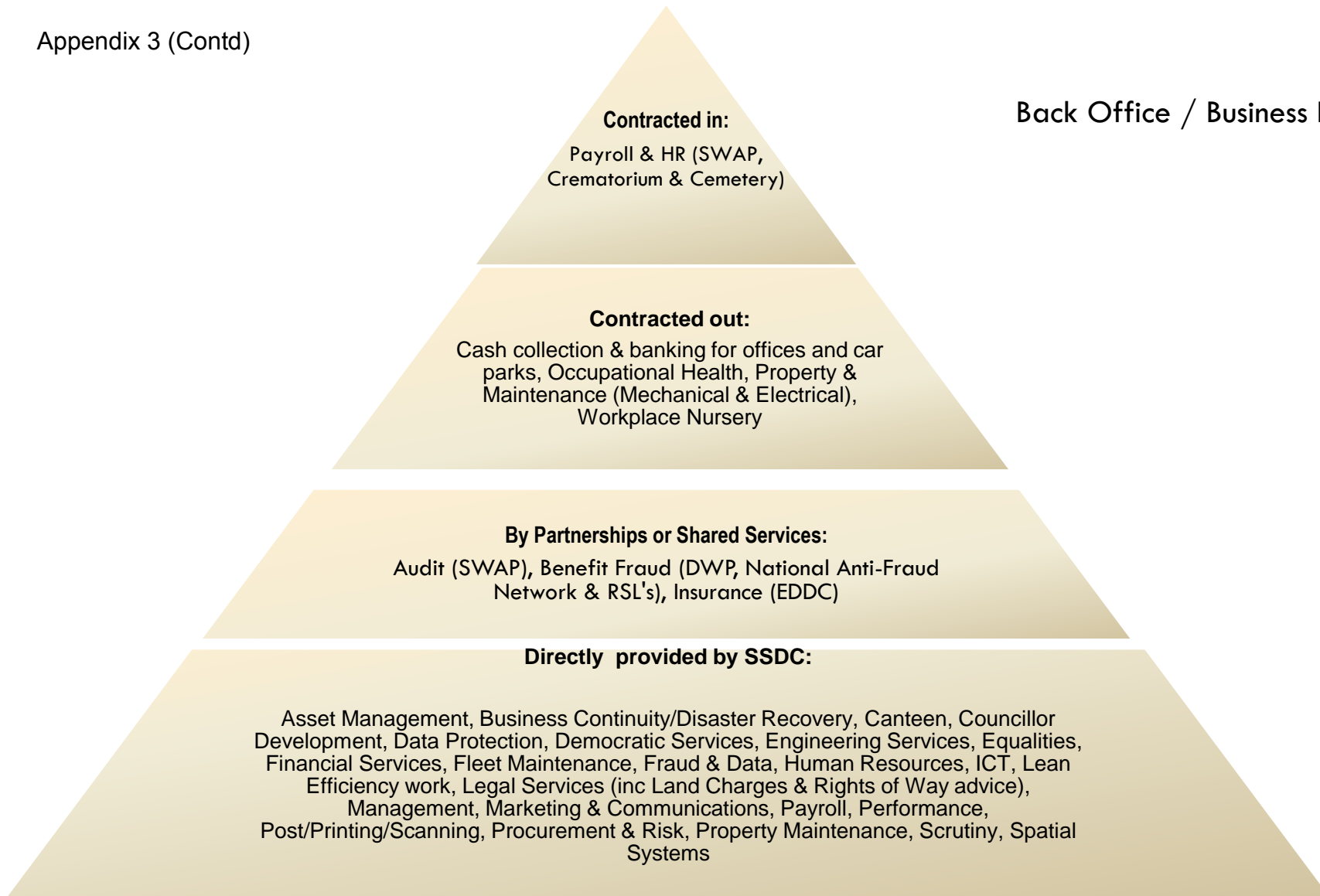
Front Line Services

Contracted out:
Revenue Recovery Bailiffs, Office & Public
Convenience Cleaning, Out of Hours Helpline

Local delivery by town, parish or community:
Car parks charging policy (Castle Cary, Somerton & Wincanton),
Licensing (some), Play & Youth Facility provision (some), Public
conveniences (some), Local Information Centre, Streetcleansing (Chard)

By Partnerships or Shared Services:
Civil Contingencies, Crematorium, Disabled Facilities Grants, Goldenstones Leisure Centre, Homefinder,
Home Loans, Market Town Regeneration, Play area provision, Shared use leisure facilities, Third Sector &
Partnership support*, Troubled Families, Waste & Recycling, Welfare Benefits Advice, Wincanton
Community Sports Centre, Workplace Nursery, Yeovil in Bloom, Yeovil Bus Station, Yeovil Crematorium,
Yeovil Cemetery.
Also: Area/Community Offices (some), Arts, CCTV monitoring, Community Bus, Milford Healthy Living
Project, St Michael's Hall,

Directly provided by SSDC:
Building Control, Car Parking, Community Safety, Countryside Parks*, Customer Services, Development Management,
Economic Development & Regeneration, Elections, Environmental Enforcement, Environmental Protection, Food & Water
Safety, Health & Safety compliance, Heritage services*, Homelessness services, Horticulture & Nursery, Licensing,
Neighbourhood Development & Community Planning*, Open Spaces, Planning Enforcement, Private Sector Housing
Standards, Revenues & Benefits, Social & Private Sector Housing, Spatial Planning, Strategic Housing, Street cleansing,
Theatre & Arts*, Tourism & TIC's, Welfare Benefits & support,
Also: Birchfield Landfill site management, Careline, Community Grants, Community Offices (some), Conservation advice, Flooding advice,
Gypsy & Traveller sites, Markets, Pest Control, Play & Youth Facility Management & Inspection, Public Conveniences, Sports Development,
Street Naming & Numbering, Yeovil Recreation Centre.



Glossary

CCTV	Closed Circuit Television
CLICK	Chard, Ilminster and Crewkerne GP Federation
CSE	Centre for Sustainable Energy
CP	Country Park
DFG	Disabled Facility Grant
DWP	Department of Work & Pensions
DX	District Executive
EDDC	East Devon District Council
HCA	Homes & Communities Agency
HoSW	Heart of the South West (Devolution)
HR	Human Resources
JLAG	Joint Leaders Advisory Group (with Sedgemoor District Council)
JSNA	Joint Strategic Needs Assessment
LED	Leisure East Devon

LEP	Local Enterprise Partnership(s)
MTIG	Market Towns Investment Group
MSOA	Middle Layer Super Output Area
RSL's	Registered Social Landlords
SASG	Strategic Asset Steering Group
SDC	Sedgemoor District Council
SRA	Somerset Rivers Authority
SSDC	South Somerset District Council
SWB	Somerset Waste Board
SWAP	South West Audit Partnership
SWP	Somerset Waste Partnership
TIC	Tourist Information Centre
WLC	Westlands Leisure Complex
YCP	Yeovil Country Park

Partnerships that will support the delivery of the Council Plan

Blackdown Hills Area of Outstanding Natural Beauty Chard
Regeneration Scheme (Chard Vision)
Cranborne Chase and West Wiltshire Downs AONB
Heart of the South West (LEP)
Heart of Wessex Rail Partnership
Homefinder Somerset Partnership & Strategic IT
Market Towns Investment Group
Safer Somerset Partnership
Joint Leaders Advisory Group (Sedgemoor DC)
Somerset Armed Forces Community Covenant Partnership
Somerset Intelligence Partnership
Somerset Levels & Moors Local Action for Rural Communities

Somerset Local Authorities Civil Contingencies Partnership
Somerset Rivers Authority
Somerset Waste Partnership
Somerset Water Management Partnership
South Somerset Together (LSP)
South West Audit Partnership
Strategic Partnership Against Hate Crime
The Stop Line Way
Town & Parish Councils
Yeovil Vision

Agenda Item 8

Gypsy Site Management

Executive Portfolio Holder: Sylvia Seal, Leisure and Culture
Assistant Director: Steve Joel, Assistant Director (Health and Well-Being)
Service Manager: Kirsty Larkins, Housing and Welfare Manager
Lead Officer: Kirsty Larkins, Housing and Welfare Manager
Contact Details: kirsty.larkins@southsomerset.gov.uk or 01935 462744

Purpose of the Report

To recommend the transfer of the day to day management of Gypsy Sites to Elim Housing

Public Interest

The Council has a statutory duty to provide Gypsy and Traveller residential and transit pitches.

There is a need to monitor the site management arrangements to ensure the sites are managed in the best way and at the lowest possible cost to the Council.

Recommendation(s)

It is recommended that the District Executive:

1. Approve the appointment of Elim Housing, for a five year period, to manage the Council's Gypsy sites at Ilton, Tintinhull and Pitney.
2. Authorises the Assistant Director (Health and Well-Being), in conjunction with the Assistant Director (Legal and Corporate Services) and the Housing and Welfare Manager to negotiate and finalise the Management Agreement.
3. Instruct Officers to report on performance annually.

Background

The Council has a statutory duty to provide Gypsy and Traveller residential and transit pitches. As part of this duty SSDC currently provides three gypsy sites Ilton, Tintinhull and Pitney took over the management of Chubbards Cross, Ilton and Marsh Lane, Tintinhull from Somerset County Council.

The Ilton site consists of four pitches with utility blocks and hard standing known as Twisted Willows. Next to Twisted Willows there are six pitches with park homes. (See Appendix A). The Tintinhull sites costs of 8 park homes. (See Appendix B). The Pitney site is one large extended site with a utility block.

Each site was extensively refurbished in 2009 with central government grant and for the last seven years the sites have been managed in house by a dedicated Gypsy Sites Officer, with rent account management provided by the Housing Finance Team.

Following the departure of the Gypsy Site Officer, the service has taken the opportunity to review the current arrangements for the sites and consider the most appropriate future management option for the Council.

This report presents the key findings from this review and recommends the transfer of the day to day management of Gypsy Sites to Elim Housing.

Management Options

There are three main management options available to the Council:

Option 1: In-House Management

The key characteristics of continued in-house management by the Council are:

- The Council takes direct responsibility for the management and operation of the sites and services.
- The responsibility for the organisation of maintenance of the Park Homes and site infrastructure remains with the Council.
- The operation uses the Council's central support services, particularly Property Services, Finance and Legal.
- The Council continues to employ staff.
- The Council receives all income generated by the sites and is responsible for all expenditure incurred in the delivery of the services.

Whilst delivery in-house gives flexibility and a high degree of control, the service is not resilient and relies on one Officer delivering the work. Past experience has shown this is can present management challenges from time to time in ensuring continuity of service to our residents. Recruiting is also often difficult, and our Property expertise tends to be commercial building focussed rather than residential or park home focussed.

Option 2: Private Contractor Management

The key characteristics of private contractor management are that:

- The Council would be the “client” and would manage operations under a contract agreed by both parties.
- The management opportunity is defined by a number of key heads of terms, including:
 - A fixed contract term (typically 3-5 years).
 - A management fee payable by the Council to the contractor.
 - A management specification setting out the Council 's requirements in respect of the delivery of the management services.
- The contractor manages the sites, collects the rent, and is responsible for the majority of costs incurred by the facilities.
- Typically, the Council would retain some responsibilities (usually including items such as maintenance of the site pumping stations, allocations, and replacement of Park Homes) and incur costs in respect of these responsibilities.

- Staff are employed by the private contractor.
- The majority of the operating risks of the services are transferred to the contractor. The contractor would incorporate its own profit (risk) margin within the management fee agreed.
- The Council would typically undertake ongoing contract monitoring of the operational performance and service standards delivered by the contractor, including quarterly site visits.
- The private contractor will use their own central support (finance, HR, property, and legal services etc) and will not need to use those of the Council.

Whilst delivery in this way is feasible, the management of Gypsy sites does not appear to be particularly attractive to the private sector. As a consequence of the risks, contract pricing tends to be very high, and the market is extremely limited locally. This option has therefore not been considered further.

Option 3: Registered Social Landlord (RSLs)

These organisations are charitable housing providers, and have the fiscal benefits that are attributable to this status.

Any surpluses are reinvested into the delivery of the charitable objectives of the organisation and are not able to be distributed to shareholders as dividends. Due to the non-profit motive their purposes are social and welfare-oriented.

The key characteristics of RSLs are:

- The Council will enter into a contract and specification for the management and operation of the sites.
- The assets, as with the private sector option, can either be transferred under a lease to the RSL or remain under the ownership of the Council.
- In return for the services and management of the sites, the trust will receive an agreed management fee from the Council.
- The majority of the operating risks are transferred to the RSL.
- RSLs have an extensive range of tenant support services, offering much valued resources and support for tenants.
- The Council would typically undertake ongoing contract monitoring of the operational performance and service standards delivered by the contractor, including quarterly site visits.
- The RSL will use their own central support (finance, HR, maintenance, and legal services etc) and will not need to use those of the Council.

In overall terms this approach has the potential to deliver the best value for money to SSDC whilst also providing better support and services for tenants.

Two RSLs who have expressed an interest in managing our sites, namely Yarlinton Housing Group (YHG) and Elim Housing (EH).

Valuation of Options

A summary of the potential options available to the Council is set out in the table below.

	In-House	Yarlington Housing Group	Elim Housing
Resilience	Low	Good	Good
Experience of dealing with Gypsy and Travellers	Good	Low	Good
Maintenance	Fair- contractors are experienced in dealing with commercial buildings but not residential properties.	Fair-good service but expensive.	Good
Back office systems- rent accounting	Fair- no rent accounting system so have to rely on manual input into spreadsheets by Housing Finance Team.	Good	Good
Cost of overall service	Fair	High	Medium
Recruitment of experienced staff	Low- we have previously struggled to recruit experienced staff in the past for this post	Fair- lack experience in dealing with the Gypsy and Traveller community.	Good- already have team of experienced staff in place.
Savings	Cost will remain the same.	Most expensive.	Slightly more expensive but there will be some time saved with Property Services and Housing Finance Team.

Whilst YHG were happy to explore the options of managing the sites they do not have any experience of working with the Gypsy and Traveller community. The service would have also been considerably more expensive than keeping the service in house.

Elim Housing manage four Gypsy and Traveller sites in North Somerset and are in the process of developing a 24 pitch Gypsy and Traveller site in Weston-Super-Mare. Elim Housing was established in 1963 and comprises Elim Housing Association and Elim Housing Services. The association is a charitable registered social landlord (RSL). The association owns and manages around 800 homes in England and Wales and this comprises a diverse stock of general needs and supported housing.

The assessment indicates that progressing the Elim option represents the best option for the Council.

Structure of Arrangements and Costs

The proposal would see SSDC maintain the allocation of pitches, planned replacement maintenance, and maintenance of the pumping stations. Elim Housing would manage the sites on a day to day basis, dealing with routine repairs, rent collection and any tenancy or neighbourhood issues. (See Appendix C for a full breakdown of responsibilities).

The costs for this service are set out in the table below, together for comparison purposes with the costs for previous years.

	Actual costs 2014/15	Estimated Budget Savings 16/17	Proposed costs for first year of service	Proposed costs for second year of service
Staffing & travel costs	0	8,320	£28,500	£24,700
Maintenance costs	69,086	22,060	£15,000	£15,000
Totals	69,086	30,380	£43,500	£39,700

There will be a slight increase in the direct annual running cost for the site. However, there will be below the line savings in Property Services, Housing Finance and Legal, which will result in further savings in both financially and in staff time.

The work involving our Housing Finance Team will be dramatically reduced as Elim would take over responsibility for managing the rent account.

There would also be a considerable amount of time saved within the Property Services Team, as Elim would deal with all routine repairs and maintenance on site.

With the site being managed by experts I think we will see a continued reduction in our maintenance costs.

The sites currently operate on a break even basis after transfer of monies to the reserves.

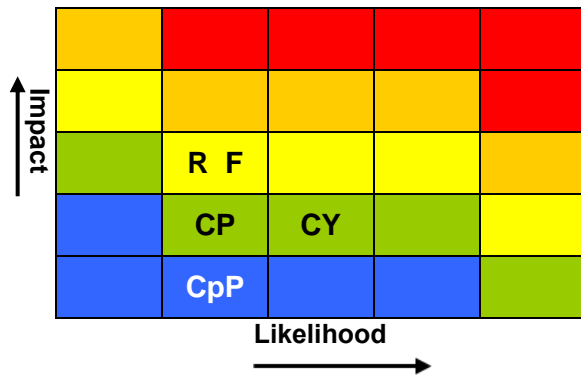
Repairs and maintenance expenditure must remain within the agreed budget, unless an overspend is agreed in advance with the Housing and Welfare Team, this would result in additional costs to SSDC, and less money going to the reserves.

Financial Implications

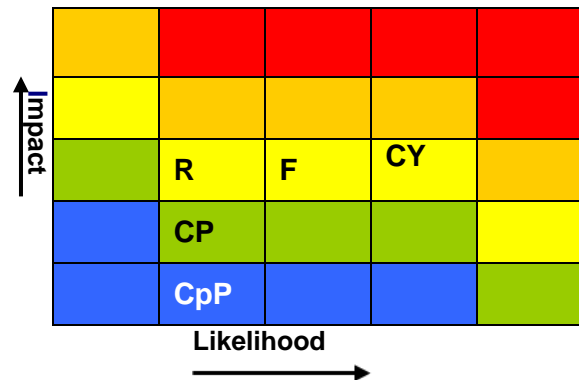
SSDC will be tied to a three year contract. It has been estimated that from the Traveller's site budget all staffing costs will be saved and 50% of maintenance costs. Although there is an increase in costs at the start of the contract it is hoped that further budget savings will be made from the improved management of the site. These costs will be met from within the Housing Service and budgets will not change.

Risk Matrix

Risk Profile if the proposal is approved



Risk Profile if the proposal is NOT approved



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

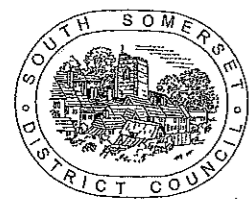
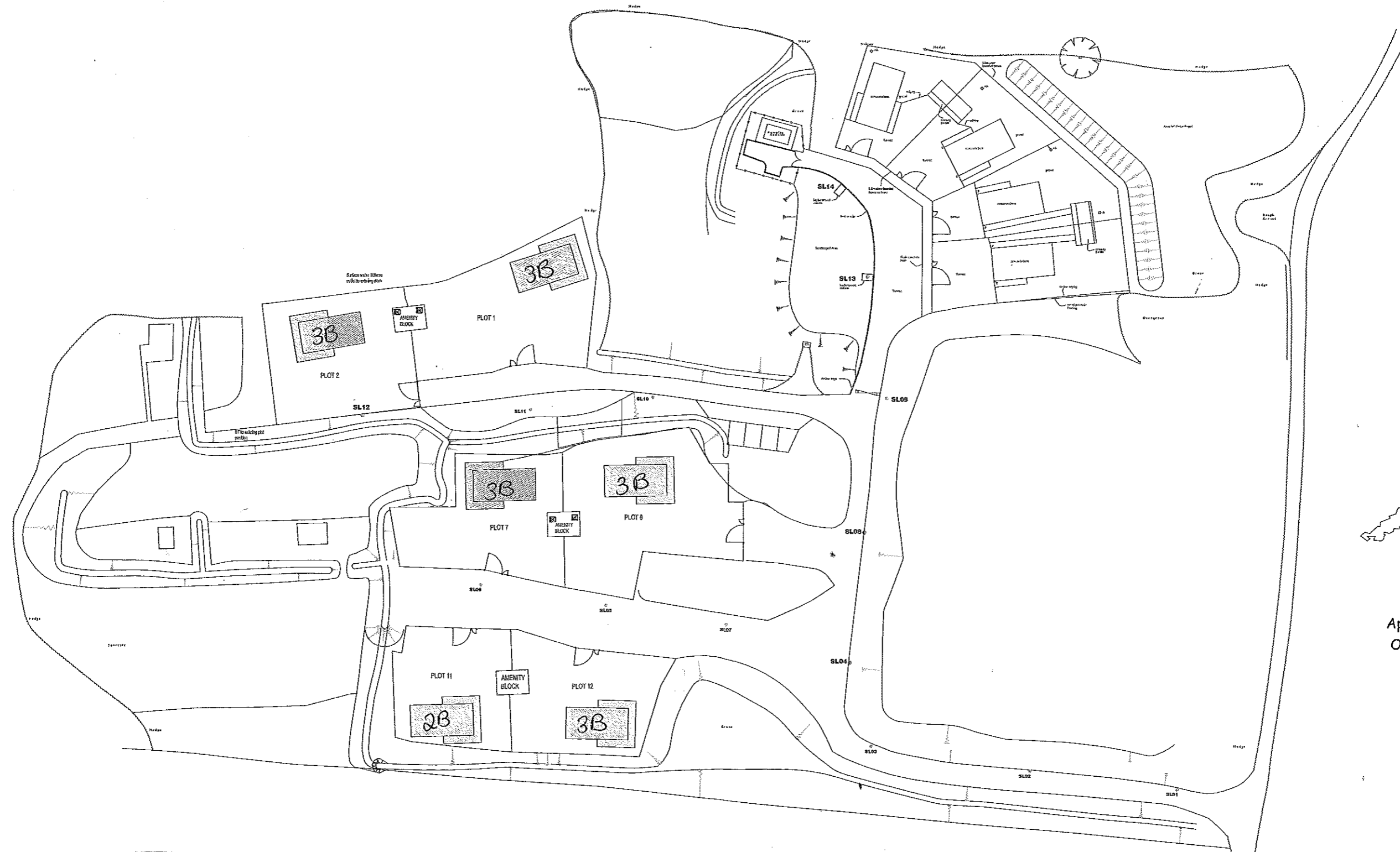
None

Equality and Diversity Implications

A full impact assessment has been completed

Background Papers

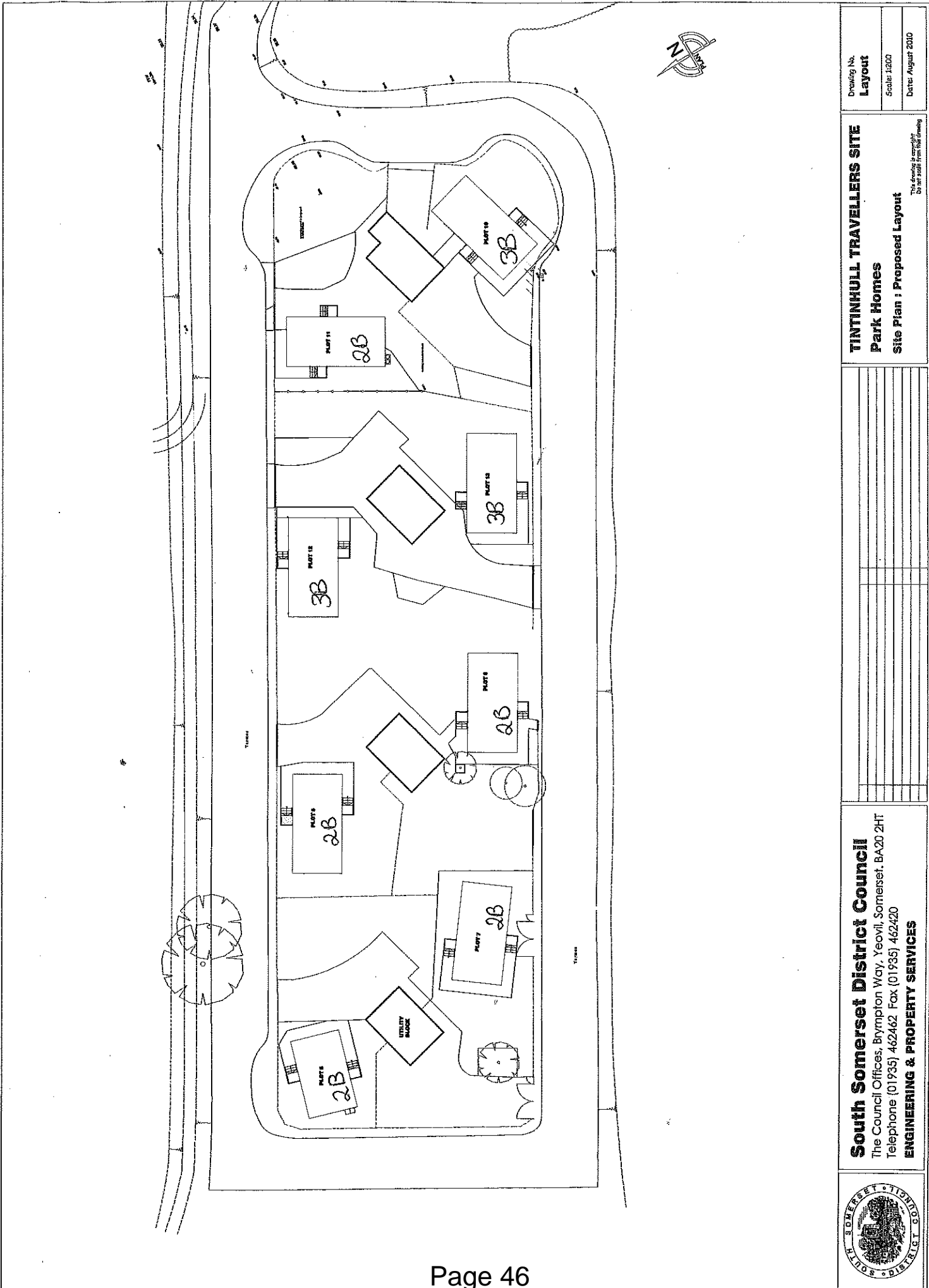
None



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PROPERTY SERVICES DEPARTMENT

**TW TRAVELLERS SITE
SERVICES LAYOUT
(AS CONSTRUCTED)**

Drawing No.
3129/25H
Scale: 1:200
Date: APRIL 2011



Drawing No.
Layout
 Scale: 1:200
 Date: August 2010

TINTINHULL TRAVELLERS SITE
Park Homes
Site Plan : Proposed Layout
The drawings are copyright
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ENGINEERING & PROPERTY SERVICES



Appendix C - Responsive Maintenance For Gypsy Sites

Item	PROVIDER	SSDC	TENANT	Notes
Basin, sink or bath plugs			X	
Bath or bath panels	X			
Blockages-rainwater pipe, guttering	X			
Blockages-basin sink or bath	X			If caused by tenant they should be recharged
Blockages-toilet or toilet pipes	X			
Carbon monoxide alarms	X			Must be originally fitted by SSDC
Ceiling repairs	X			
Central heating	X			
Chairs/tables			X	
Coat hooks			X	
Cooker			X	
Cooker bulbs			X	
Curtain batten, rail or pole			X	
Damage to barriers	X			
Damage to fencing	X			
Damage to gates	X			
Decoration inside			X	
Decoration outside	X			
Doors - inside			X	
Electric consumer unit	X			
Electric Meter, sockets and wiring	X			
Extractor fan	X			
Fences and gates	X			
Fitted furniture			X	
Floor covering			X	
Forced entry required as result of breach of tenancy			X	
Gas boiler	X			

Gas Fires	X	
Gas leak	X	
Gas pipe work	X	
Gas supply		X
Gas test	X	
Gas/electrical appliances not supplied by SSDC		X
Glazing	X	
Key replacement		X
Kitchen units - door catches, handles and hinges		X
Kitchen units - worktop and sinks	X	
Light switches	X	
Lightfittings-bulbs		X
Overflow pipes	X	
Pest Control		X
Radiators	X	
Rubbish clearance	X	
Satellite dishes		X
Sealant to bath, washbasin,sinks and worktops		X
Shower and screen	X	
Smoke detector	X	
Steps and handrails	X	
Street lighting	X	
Tap washer replacement		X
Taps	X	
Toilet pan and cistern	X	
Toilet seat and lid		X
TV aerial		X
Water leaks	X	
Water supply	X	
Windows- frames, sills or vents	X	

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Must be originally fitted by SSDC

Appendix C - Overview of Gypsy Site Management

Area of work	Provider	SSDC
Allocations for Park Homes and Pitches		x
Maintain the waiting list for park homes and pitches		x
Maintenance of Pumping Stations		x
Insurance of Park homes		x
Grass Cutting		x
Routine Maintenance	x	
Day to day site management	x	
Rent accounts for rent on park home/pitches	x	
Rent accounts for water bills	x	
Opening/closing barrier	x	
Barrier repairs	x	

Agenda Item 9

Huish Episcopi Academy Swimming Pool Project Funding Decision

Executive Portfolio Holder: Sylvia Seal, Leisure and Culture
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Steve Joel, Assistant Director (Health and Well-Being)
Service Manager: Lynda Pincombe, Community Health and Leisure Manager
Lead Officers: Steve Joel, Assistant Director (Health and Well-Being)
Contact Details: steve.joel@southsomerset.gov.uk or (01935) 462278

Purpose of the Report

1. To seek approval to award Huish Episcopi Academy (HEA) a maximum grant of £352,722 comprised of Section 106 Contributions (S106) and SSDC capital towards the enclosure of the existing outdoor pool to provide indoor swimming for school and community use.

Forward Plan

2. This report was not part of the Forward Plan. This report has been triggered by the timing of a provisional Sport England Improvement Fund Grant allocation of £481,600 to HEA towards retiling the existing pool, adding a traditional structure enclosure alongside new community changing, lighting, heating, air handling, and disability access. The bid to Sport England seeks to maximise the use of this school asset for the benefit of the whole community and enable swimming to be integrated all year round into the curriculum of the only secondary school with a sixth form provision in South Somerset, with a growing base of 1,459 11-18 year old students.

Public Interest

3. HEA is a long standing provider of dual use community leisure services and facilities, operating an indoor sports hall, health and fitness suite, exercise studio, squash courts, multi-use games area, 3G artificial grass pitch and a heated outdoor swimming pool through its subsidiary operating company Huish Leisure Ltd.
4. The Academy Leisure Centre is some 740sqm in size and is open to the public with restricted opening times. Community access for the swimming pool operates April to October from 0630 to 2000 Monday to Friday, and 0800 to 1800 on Saturdays and Sundays.
5. Both the Academy and South Somerset District Council have a shared strategic objective to provide indoor swimming for the community in Area North, the only SSDC area with no indoor swimming provision, through transforming the existing LIDO pool, along with improvements to the supportive leisure infrastructure. This proposal will maximise the use of this school asset for the benefit of the whole community.
6. At the beginning of October 2015, Sport England launched Round 5 of the Improvement Fund Grant Programme, prioritising investments into swimming projects that could deliver an improved customer experience and increase participation, particularly in the 14 to 25 year old age group, considering funding requests of between £150,000 and £500,000.

7. In response to this opportunity, SSDC agreed to partner with HEA in making a speculative bid to the Fund to deliver its Strategic Swimming Pool Policy SP 1, to upgrade the existing Huish Episcopi Lido pool to provide a covered facility on the school site.
8. After undertaking initial concept design, cost and financial forecast work to assess the feasibility of the project, the application was submitted on 11th November 2015.
9. At the beginning of January 2016 HEA were informed that the application had passed Stage 2 of the process with SE identifying the project as having significant potential to contribute to the outcomes of the Improvement Fund, with a provisional grant allocation of £481,600, subject to receipt of the full project details. A final funding decision will be made at the end of April once SE has completed their final stage of assessment and decision making.
10. As part of this assessment HEA is required to confirm the partnership funding to SE, to demonstrate that they will be able to proceed with the execution of the project, once SE confirm their Award.
11. This report seeks this approval of a grant from the District Executive to enable the project to proceed.

Recommendations

12. That Members:

- Approve subject to the standard Leisure grant terms and conditions, that South Somerset District Council agrees to Award Huish Episcopi Academy a grant of up to £352,722 towards the enclosure of the existing outdoor pool to provide indoor swimming for school and community use, consisting of:
 - i. £200,038 capital grant.
 - ii. £105,837 of section 106 contributions that have been paid to the Council.
 - iii. £46,847 of section 106 contributions which have not been received by the Council.
- Agree to underwrite the S106 contributions not received by the Council up to £46,847 from the SSDC capital programme in the event those sums are not received by the Council by the time HEA needs to draw those funds down for the project.
- The loss of £6,300 interest is added to the 17/18 Medium Term Financial Plan.

Background

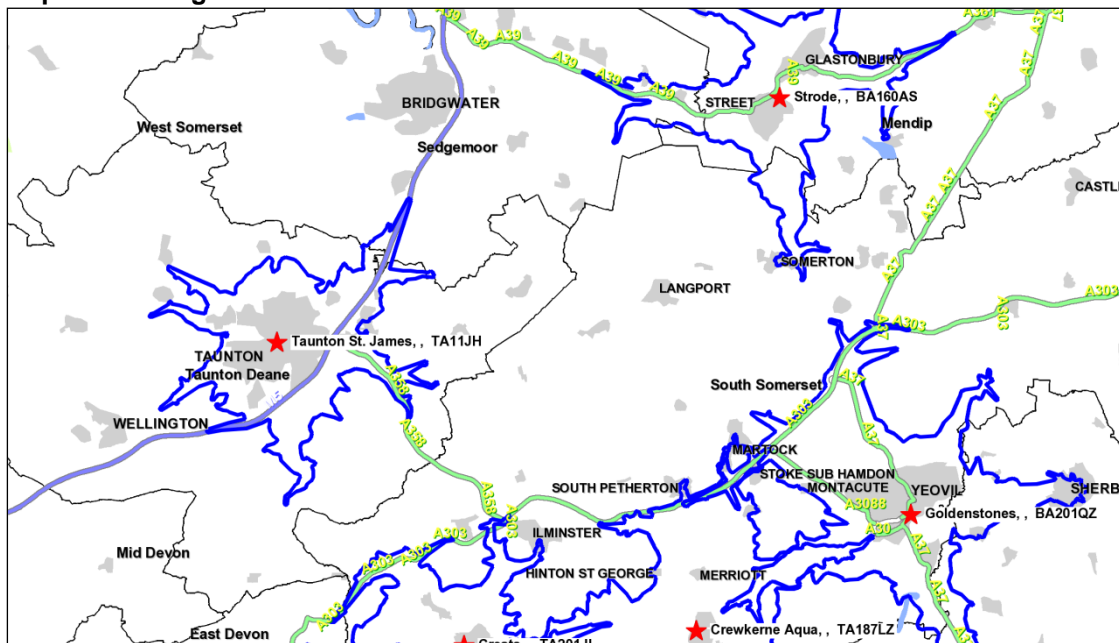
13. The strategic need for this project is underpinned by the South Somerset District Council's swimming pool assessment which indicates both district wide and local catchment deficiencies, and sets out a Strategic Policy SP1 to address this deficiency through "upgrading the existing Huish Episcopi Lido pool to provide a covered facility".

14. At the district level the current shortfall is equivalent to 636 sq m of swimming pool provision across South Somerset and this deficiency will grow to 943 sq m by 2027.

Population Scenarios:	Supply Sq m	Over Supply / (Shortfall) sq m
2017:	1085	(784)
2022:	1085	(862)
2027:	1085	(943)

15. In drilling down further into this shortfall, the mapping analysis for South Somerset shows a clear spatial deficiency in indoor swimming provision, with over 26,271 residents living outside the 15 minute drivetime catchment, primarily from the main market town areas including Somerton, Langport, Stoke-sub-Hamdon and Martock.

Map: Swimming Pool Sites with 15 Minute Drive Time Catchments



Source: Crown Copyright Reserved. Copyright Experian 2007.

16. This deficiency equates to a current shortfall equivalent to 251 sq m of swimming pool provision and this deficiency is expected to increase to 285 sq m by 2027.

Catchment Indoor Swimming Pool Shortfall:

Population Scenarios:	Supply Sq m	Over Supply / (Shortfall) sq m
2017:	0	(268)
2022:	0	(276)
2027:	0	(285)

17. In providing 212.5 sq m of indoor swimming provision, the proposed HEA swimming pool project would make a substantial contribution to reducing both the Area North and District wide shortfalls, in accordance with SSDC Strategic Swimming Pool Policy SP1.

Outcomes

18. This project aims to deliver make the following contributions to sport and health and well-being:

<p>A growth in participation in the 14-25 age group</p>	<ul style="list-style-type: none"> • Provide a structured all year round indoor swimming pool programme. • Enable the HEA network of 10 primary feeder schools to meet their national swimming curriculum obligations, and young provide children with a great introduction. • Integrate swimming into the HEA curriculum for their growing base of 1,459 11-18 year old students on site. • Offer small group learn to swim swimming courses linked to the national swim plan and one on one swimming lessons. • Deliver fast track holiday courses. • Introducing online and app based tracking. • Adopt a 'retention people' model to reducing drop out. • Introduce lifesaving awards scheme. • Encouraging swimming and triathlon 'club' development routes. • Good teachers, improved water quality, high quality changing provision. • Continuing to capitalise upon the summer Lido experience, through the flexible access design. • Strong regular marketing through social media, and school based leaflet drops.
<p>A growth in participation across the adult population</p>	<ul style="list-style-type: none"> • Provide all year round indoor swimming. • Offer increased casual and lane swimming time. • Develop Fitness Swimming product, using ASA recently published recommendations arising from "Behaviour Change" Research, and introduce ASA "Corporate Take 30". • Provide adult small group swimming courses and one on one swimming lessons. • Develop ASA site Aquatic Plan. • Target female mothers and senior markets. • Good teachers, improved water quality, high quality changing provision. • Build a new Swimming Club for Langport and its surrounding area. • Extending the range of available 'social' sporting activities available during the daytime and at weekends at the site. • Easier access and booking. • Adopt a 'retention people' model to reducing drop out. • Build upon national promotions (Swimathon, RLSS Drowning Prevention, and ASA Swim Britian).
<p>A growth in participation by people with disabilities, including those with talent</p>	<ul style="list-style-type: none"> • Accessible and DDA compliant facilities, incorporating the provision of a pool hoist with detachable chair. • Work with national Disability Sporting Organisations and local Disability groups to offer a regular tailored programme of swimming activities.
<p>An improved customer experience for participants</p>	<ul style="list-style-type: none"> • All year round, non-weather restricted, indoor swimming pool

	<p>programme.</p> <ul style="list-style-type: none"> • Reduced travel, improved access. • Fully refurbished and modernised facilities, including complete overhaul of existing changing. • Online and smart app booking. • Excellent water quality. • Great range of regular swimming courses and aqua fitness classes.
High quality talent development programmes	<ul style="list-style-type: none"> • Continued provision of the HEA highly successful and long standing junior and senior triathlon events. • Accommodate all year round club based training which supports a number of national triathlon and swimming age group athletes.
Employment	<ul style="list-style-type: none"> • Employment growth of 6.2 FTEs.

19. Details of current usage of the 25m x 8.5 LIDO pool, together with our expected usage figures for the first five years of opening the new facility are set out below. A copy of the model programme is set out in Appendix 1.

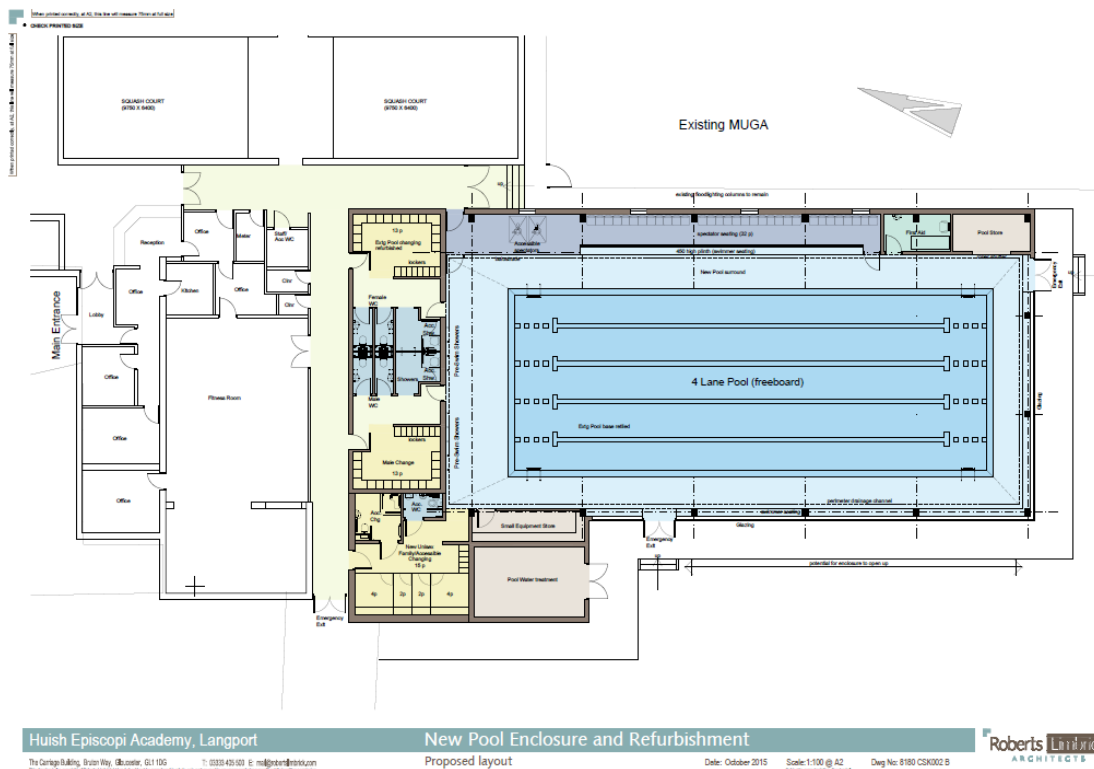
USAGE	CURRENT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Casual and Family swimming						
Users	550	1000	1050	1103	1158	1216
Visits	7924	15848	16640	17472	18346	18346
Exercise Class Visits	322	830	871	915	960	960
	8246	16678	17511	18387	19306	19306
School Swimming						
Users	378	1840	1840	1840	1840	1840
Visits	9450	30,912	30,912	30,912	30,912	30,912
Swimming Lessons						
Users	178	360	432	468	468	468
Visits	890	2340	2808	3042	3042	3042
Casual Visits	16	32	35	37	37	37
	906	2372	2843	3079	3079	3079
Aqua Fit						
Users	1279	2558	2686	2820	2961	2961
Visits	1067	2134	2241	2353	2471	2471
Casual Visits	212	424	445	468	491	491
	1279	2558	2686	2821	2962	2962
Tri Training						
Users	15	30	32	34	36	36

Visits	360	720	756	794	834	834
Casual Visits	203	406	426	447	469	469
	563	1126	1182	1241	1303	1303
Club / School Pool hire						
Users	3	4	4	5	6	6
Visits	30	156	156	195	234	234
Total Attendance	900	4680	4680	5850	7020	7020
Total						
Users	2,430	5,944	6,196	6,460	6,697	6,755
Visits	21,344	58,326	59,814	62,290	64,582	64,582

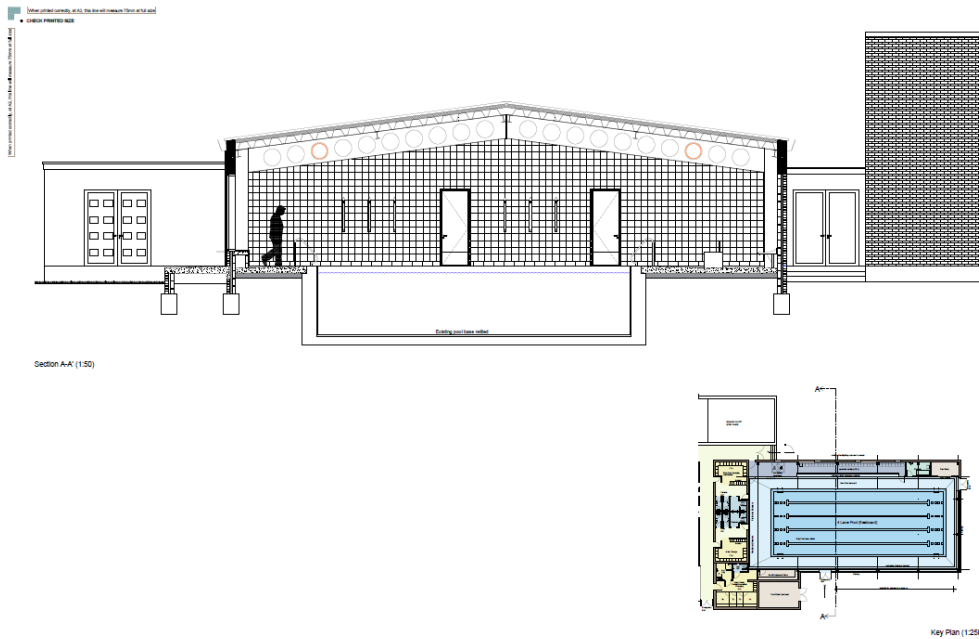
20. The proposed grant and S106 investment will deliver in the order of 1,343,000 visits over the potential 21 year term, delivering excellent VFM in order of 26p per visit over the same period.

Design

21. A detailed concept design has been prepared by Robert Limbricks Architects. An outline of the proposal is set out below, with a full copy of the design report attached in Appendix 2.



22. The design has built upon a detailed mechanical, electrical and structural condition survey of the pool assessed by KirkhamBoard consultants. Alongside this, the pool plant room and tank has been assessed and confirmed as being in good condition as part of the SE Improvement Fund grant process by both SE and the ASA.



23. A cost plan has been prepared by the QS from KirkhamBoard consultants. Details of the cost plan are attached in Confidential Appendix 3.

Capital Costs

24. The total project cost is estimated at £954,322.

25. Confirmed Partnership Funding for the project amounts to £601,600. The breakdown is:

Confirmed Partnership Funding Source:	£s	%
Sport England (Allocated In-Principle)	481,600	50.5
Huish Academy (Confirmed)	100,000	9.5%
Community Fundraising (To be raised)	20,000	2.0%
Total Partnership Funding:	601,600	62.0%

26. HEA are seeking a grant from SSDC of £352,722 to secure the grant funding from SE and enable this project to proceed.

27. The Council has been seeking and pooling developers' contributions specifically for this swimming pool project provision. The Council has currently negotiated a total £152,684 of S106 contributions from new housing developments to assist in financing this project.

28. Of the £152,684 of S106 contributions earmarked towards the project, currently £105,837 have been paid to the Council and £46,847 are still subject to the normal trigger clauses applying to the relevant S106 agreements and in particular, to site commencement and new dwellings being sold and occupied.

29. As there is a risk that the £46,847 still subject to the trigger clauses may not all be payable in the current economic climate. There are a number of variables that could affect these monies being received, for example, some of the contributions listed above are “strategic contributions” which are often the first obligations to be discharged if the developer presents a Discharge of Planning Obligations application and the schemes are proven to be unviable. There is also the potential that small new schemes may not to commence or get built out, and equally that if they do the period of time it might well take for the “trigger” points to be reached on these developments could be some years from now.
30. As HEA is still covering the S106 risk in delivering the new AGP in 2015 (currently circa £90K), they are seeking SSDC to cover these risks for this project.
31. Taking this into account, the grant would be comprised of:

Proposed SSDC Project Finance	Up to £s
SSDC Capital	200,038
S106 Banked Contributions	105,837
S106 Unbanked Contributions (or SSDC Capital if not received)	46,847
Total Partnership Funding:	352,722

Business Plan

32. The summary of all of the business plans in a mature year (4th year of operation) are provided in the Table below. A summary of the full 5 yr business plan is provided in Confidential Appendix 4.

Mature Year Summary	
Income	321,207
Expenditure	255,259
Subsidy / (Surplus)	65,948
Subsidy / (Surplus) Exc Lifecycle Costs	74,899

33. The business plan illustrates based on the assumptions set out within it that the proposed Huish Swimming Pool project (HSP) can operate without a revenue subsidy whilst meeting all planned preventative maintenance costs, and will generate sufficient surplus to finance future lifecycle costs. As such the business plan is viable.

Financial Implications

34. If the recommendations are approved the SSDC capital funding of £200,038 will be funded from useable capital receipts and the loss of £6,300 interest will be added to the 2017/18 Medium Term Financial Plan.

Corporate Implications

35. The project objectives specifically contribute 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:

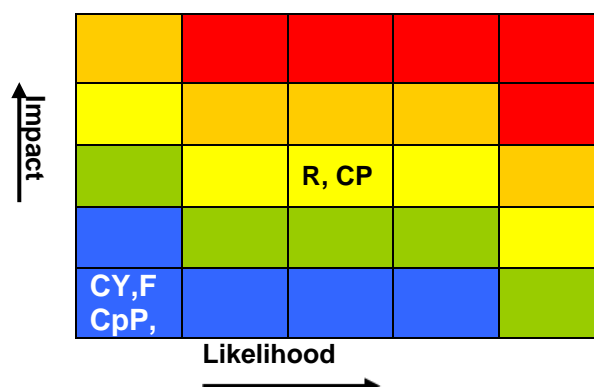
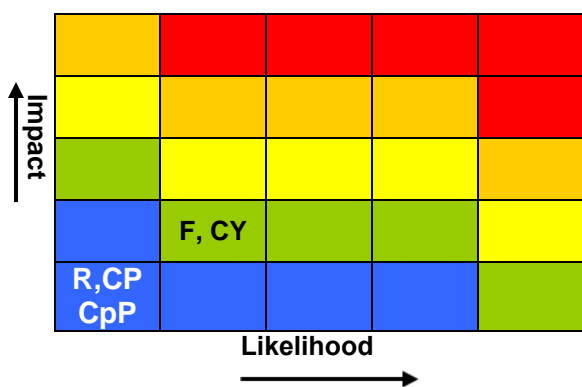
- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.

36. The project will also help to address the shortfall of third generation artificial grass pitches identified within the South Somerset Needs Assessment for Swimming Pools. This Needs Assessment was adopted by District Executive committee in March 2012.

Risk Matrix

The level of risk associated with supporting the recommendations contained in this report

The level of risk associated with not supporting the recommendations contained in this report



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

37. None.

Equality and Diversity Implications

38. No new implications.

Background Papers

None

Term Time Programme

	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm
MONDAY		Lane Swimming	Aquafit	School Swimming				Lane and General Swimming	School Swimming			Swim Lessons	Lane and General Swimming	Build Confidence	Aquafit and General Swimming	Swim Club	
TUESDAY		Lane Swimming		School Swimming				Lane and General Swimming	School Swimming			Swim Lessons	Lane and General Swimming	Lifesaving Club	Honing Technique	Lane and General Swimming	
WEDNESDAY		Lane Swimming	Aquafit	School Swimming				Lane and General Swimming	School Swimming			Swim Lessons	Lane and General Swimming	Social Fitness	Aquafit and General Swimming	Staff Training	
THURSDAY		Lane Swimming		School Swimming				Lane and General Swimming	School Swimming			Swim Lessons	Lane and General Swimming	Ladies Novice Tri	General Swimming	Swim Club	
FRIDAY		Lane Swimming	Aquafit	School Swimming				Lane and General Swimming	School Swimming			Swim Lessons	Tri Club and Lane Swimming	Fun Inflatable Session	Lane and General Swimming	Lane and General Swimming	
SATURDAY			Lane Swimming	Swim Lessons	Fun Inflatable Session		Lane and General Swimming	Fun Inflatable Session	Lane and General Swimming	Possible Party Hire							
SUNDAY			Lane Swimming	Swim Lessons	General Swimming		Lane and General Swimming	Fun Inflatable Session	Lane and General Swimming	AquaNatal	Silver Swimmers						

School Holiday Programme

	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm
MONDAY		Lane Swimming	Aquafit	Swim Lessons	Pool Mania Session		Lane and General Swimming	Fun Inflatable Session	General Swimming		Swim Lessons	Lane and General Swimming	Build Confidence	Aquafit and General Swimming	Swim Club		
TUESDAY		Lane Swimming		Swim Lessons	Pool Mania Session		Lane and General Swimming	Fun Inflatable Session	General Swimming		Swim Lessons	Lane and General Swimming	Lifesaving Club	Honing Technique	Lane and General Swimming		
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SATURDAY			Lane Swimming	Swim Lessons	Fun Inflatable Session		Lane and General Swimming	Fun Inflatable Session	Lane and General Swimming	Possible Party Hire							
SUNDAY			Lane Swimming	Swim Lessons	General Swimming		Lane and General Swimming	Fun Inflatable Session	Lane and General Swimming	AquaNatal	Silver Swimmers						



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CONTENTS

1.0 INTRODUCTION

2.0 APPOINTMENTS

3.0 BACKGROUND

4.0 PROPOSALS



The existing Sports Centre at the Huish Episcopi Academy in Langport, Somerset, is owned by South Somerset District Council (SSDC) and operated by Huish Leisure (HL) on behalf of the Huish Episcopi Academy (HEA) and provides valuable facilities to serve both the school and the local community. However, the facilities are in need of refurbishment in order to meet user expectations and to provide the required capacity.

Of these facilities, the existing pool and changing accommodation is in particular need of investment and SSDC are proposing to upgrade these in response to local demand.

Roberts Limbrick Ltd (RLL) have been appointed by SSDC to develop proposals to improve the pool facilities and this report has been produced to support their proposed application for funding from Sport England. RLL have been supported by Kirkham Board who have provided cost consultancy and MEP consultancy advice. Contact details are as follows:-

Architect



ROBERTS LIMBRICK LTD

The Carriage Building
Bruton Way
Gloucester GL1 1DG
Tel. 03333 405500
Contact: Peter Newth
Email: peter.newth@robertslimbrick.com

Cost and MEP Consultant



KIRKHAM BOARD

Unit 3, River Court
Pynes Hill
Exeter EX2 5JL
Tel. 01392 444747
Contact: Lee Cottrell
Email: lee@kirkhamboard.com

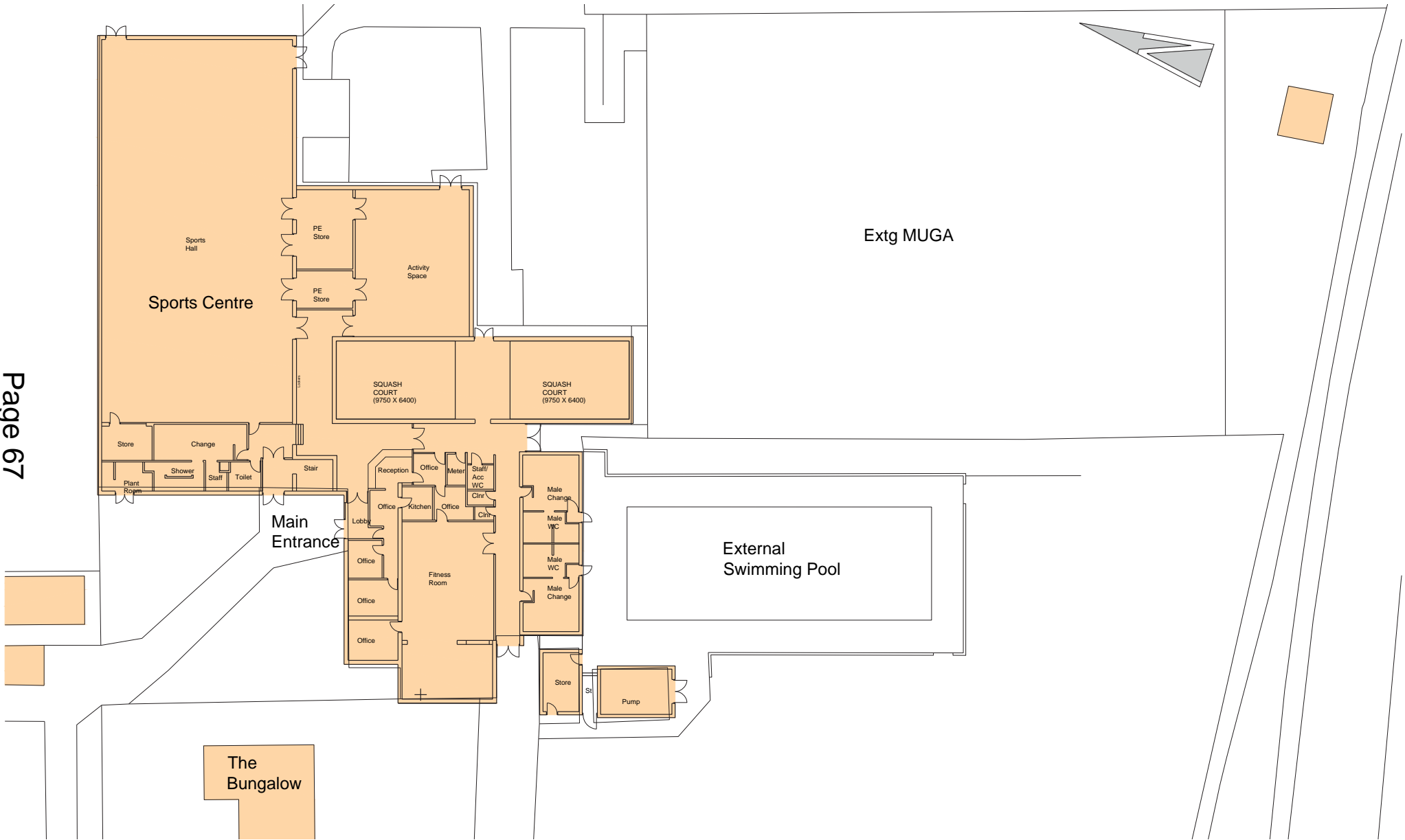
The pool facilities at HEA, which form part of the larger sports facilities at the school, comprise an 8.5m x 25m outdoor pool, two segregated male and female changing rooms and a pool plant room. These facilities are well used during the summer months in the daytime, but the lack of enclosure limits the periods and times of use by the school and the local community, and the desire is for an enclosure that will permit year round, extended hours of use.

Additionally, the configuration of the changing rooms is not suitable for use by families and disabled users. The provision of unisex and accessible changing rooms and toilets will extend use of the facilities to the wider community.

Consultation has taken place with the client (SSDC) and the school operator (HL) in order to determine the detailed requirements. The brief is therefore to provide:-

- Enclosure to the pool to permit extended use throughout the day and year
- Enhanced changing facilities
- Spectator area to make provision for parents to watch swimming lessons
- Storage for pool equipment and teaching aids
- First aid facilities
- Associated building services equipment

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Description of facilities

The enhanced pool facilities will comprise the following:-

Arrival

The entrance to the transformed pool facilities will be via the existing reception and circulation, which leads directly to the pool and associated changing areas.

Changing

Users of the pool will benefit from a combination of enhanced, high quality male and female group changing rooms, with a newly constructed unisex family and accessible changing area.

Segregated changing

The single sex changing areas will be reconfigured and fully refurbished to provide a changing space fitted with bench seating, toilets and showers. The provision of lockers within the space will allow the facilities to be used either as single sex segregated changing or as lockable group changing rooms. Sliding / lockable signage will allow the changing to be designated as male and female change, or as male / all female, depending on demand.

Unisex changing

This new changing room will include a combination of family changing cubicles of different sizes, combined with accessible changing to suit those with disabilities. An accessible WC, lockers and showers will provide facilities for the users of this area.

Pool hall

The changing facilities lead directly to the newly enclosed pool hall. The enclosure will allow use throughout the year and allow extended hours of use throughout the week. The new enclosure will meet Building Regulation performance requirements for structures, heat loss and acoustics, to ensure low reverberation and good speech intelligibility. Pre-swim showers are provided on pool side and newly tiled pool surrounds are of sufficient capacity for up to 71 people to access the pool at any one time.

Doors out from the pool hall will lead to a paved surround and steps, leading to the external grassed area and, in combination with the proposed glazing, will maintain the 'Lido' feel.

Pool tank

This is to be refurbished with grout and sealants replaced. The base of the pool tank will be re-tiled and re-marked to create 4 lanes of the recommended 2.0m width. The existing ladder accesses to the pool will be enhanced through the provision of a new pool hoist, making access feasible for people with disabilities. The refurbished pool will allow use for lane swimming, swimming lessons for adults or children, use by people with disabilities, children's parties, etc. and as part of regular decathlon events.

Pool storage

Two new pool stores will be provided for storage of pool equipment. One will be used for teaching equipment, e.g. floats, water woggles, etc., with the second one storing larger equipment.

First aid

A small first aid room will provide facilities for treatment and storage of first aid supplies and training equipment. A couch, chair, cupboard and basin will be incorporated.

Spectators

Parents wishing to watch their children enjoying swimming lessons will be able to separately access the pool hall from the dry circulation. Tip-up stadia style seating will provide seating for up to 32 people, together with space for those in wheelchairs.

Pool water treatment plant

The existing plant will be retained and overhauled as necessary to maintain effective operation for pool water quality standards.

Other building services plant

The new pool hall enclosure and other enclosed spaces will be served by new roof mounted AHU plant. Other services will be extended to cover the newly enclosed and extended area. In addition, a new disabled call system will link back to reception.

Approach to building fabric

The proposals illustrate a conventional approach to the building enclosure. The new pool hall will be a steel framed structure, with a built up roof construction, with a standing seam roof on structural decking, perforated for acoustics. External walls will be of a cavity construction, with rendered and blockwork finishes to match the existing building. A new floor construction surrounding the pool will receive tiled finishes and drainage. A similar form of construction will be used for the construction of the changing room extension.

Alternative approach to building fabric

Options for the use of a proprietary pool enclosure have also been shown. This may be an alternative construction, which could have benefits in terms of economy of construction. If this is proven to be a viable alternative to conventional methods of construction, it is important that the method of construction will meet requirements for structural loads, heat loss, durability and acoustics. Preliminary discussions with Building Control have indicated that the enclosure will not need to meet the requirements of Approved Document Part L. However, any reduction in the standard of insulation will need to be closely balanced with potential increases in running costs that may result from the reduced standard and this will need to be carefully considered as the design progresses during the next stage, along with solutions to meet acoustic requirements.

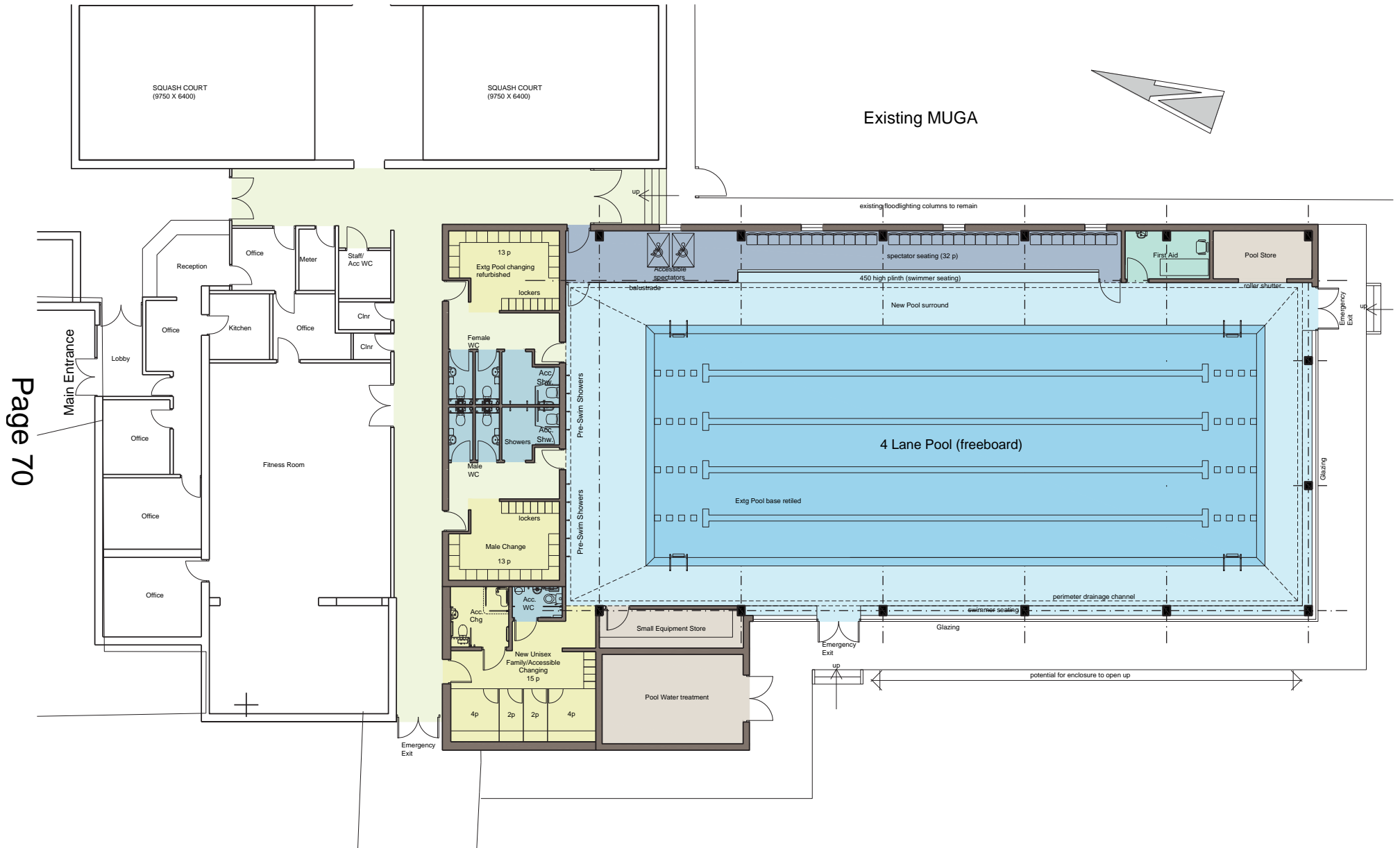
Sustainability

The facilities are designed to minimise energy use. They will benefit from extensive natural lighting to reduce reliance on artificial lighting and the enclosure will limit heat loss through the building fabric. In addition, the ventilation system will incorporate heat recovery, loss of water will be controlled by setting the air temperature min. 10C above the pool temperature and pool covers will reduce evaporation loss overnight, allowing a reduction in the pool hall ventilation rate.

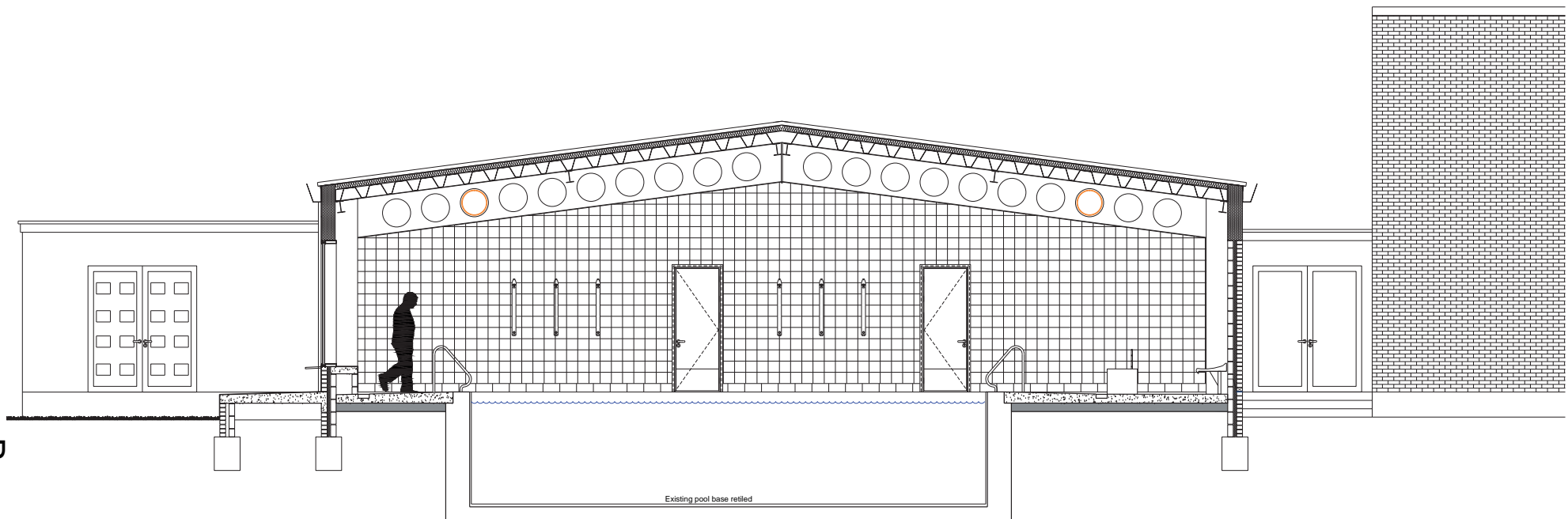
The provision of the enclosure to the pool hall will provide extended use and income to support the running costs of the enhanced facilities. Requirements for renewables will be met by the provision of either PVs, solar hot water or micro CHP. New lighting will be LED for optimum efficiency. Sanitary appliances and showers will be on demand with low water usage fittings. Occupancy sensors will control lighting in secondary spaces such as pool stores and first aid room.

Accessibility

The reconfigures and new changing facilities will provide suitable access to the pool hall. The provision of accessible changing facilities and a pool hoist will allow improved access to the pool. The spectator facilities will include space for wheelchair users to the new pool.

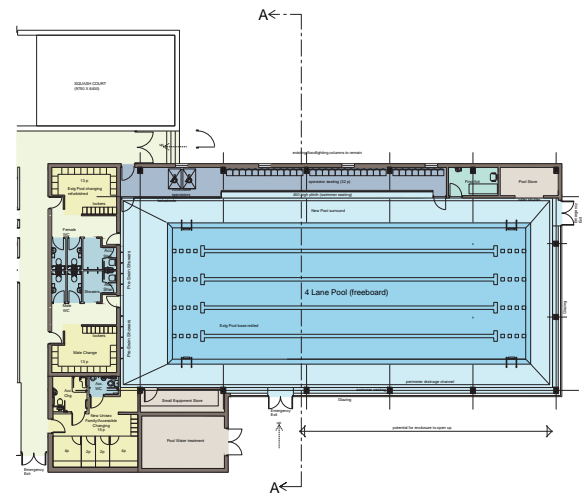


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Section A-A' (1:50)









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Agenda Item 10

Affordable Housing – revenue grant funding for Direct Access Hostel provision

<i>Executive Portfolio Holder:</i>	<i>Councillor Ric Pallister, Strategy and Policy</i>
<i>Strategic Director:</i>	<i>Rina Singh, Place and Performance</i>
<i>Assistant Directors:</i>	<i>Martin Woods, Economy</i> <i>Steve Joel, Health & Well-Being</i>
<i>Service Managers:</i>	<i>Colin McDonald, Corporate Strategic Housing Manager</i> <i>Kirsty Larkins, Housing and Welfare Manager</i>
<i>Lead Officer:</i>	<i>Colin McDonald, Corporate Strategic Housing Manager</i>
<i>Contact Details:</i>	<i>colin.mcdonald@southsomerset.gov.uk or (01935) 462331</i>

Purpose of the Report

The purpose of this report is to confirm grant funding towards the cost of provision of direct access hostel and related services for very vulnerable clients who would otherwise be homeless following the withdrawal of funding by Somerset County Council.

Recommendation

It is recommended that the District Executive:

1. Approve the selection of Stonham, for a one year period, to provide services to assist single adults who are in need of accommodation, to prevent homelessness and learn to live independently.
2. Approve the use of up to £240,500 of the £319,000 that was set aside in the budget for this purpose.
3. Note that £80,000 of this is to underwrite the risk associated with the structure of eligible / ineligible intensive housing management and general housing management tasks in relation to housing benefit.
4. Note that a report will be made in due course on proposals for the future ongoing delivery of the service from May 2017.

Public Interest

This report covers the provision of services to vulnerable individuals who might otherwise be homeless (in either the common sense or the legal meaning) by continuing to support the provision of a direct access hostel and related services.

It will therefore be of interest to members of the public concerned about the provision of emergency housing for those in need in their local area and to members of the public concerned about the total cost to the public purse in the event that the provision is withdrawn at the end of the current contract with the County Council.

It will be of particular interest to any member of the public who is seeking such assistance themselves, or has a friend or relative in need of such assistance.

Background

This report arises from the cessation of the 'P4A' contracts ("Pathway for Adults") issued by Somerset County Council in 2013, initially for a three year period with possible extensions.

The purpose of this contract was to assist single adults who are in need of accommodation or 'housing related support', to prevent homelessness, and learn a way to live independently. It focussed on those who have a history of homelessness and those with have offending background. The key parts of the service contract included:

- Assessment of Individual Needs
- High Support – 24hr double cover - Pathways Direct Access Hostel
- Move On Medium and Low Support Accommodation in Yeovil and Chard
- Intensive Housing Management Support

Formal consultation on the early cessation of the contracts began in November 2014. A paper was taken to the County's Cabinet on 4th November 2015 with a recommendation to cut the existing P4A contract by £1.1m. This decision was endorsed resulting in the current P4A contracts (other than mental health provision) coming to an end on 30th April 2016.

The impact for SSDC is that the existing provision will no longer be in receipt of revenue funding, and whilst the buildings will remain, there will be no funds to employ staff to deliver housing related support.

P4A services arise from the 'supporting people' (SP) regime which began in earnest in 2003, replacing a myriad of different funding sources, administered by a variety of public bodies, into one programme – but all having the characteristic of providing housing-related support to individuals and households who might otherwise struggle to maintain their existing tenure.

The Government removed the ring-fence in 2009 and effectively changed SP grant from multi-agency funding with County as administrative body to a named (but not ring fenced) fund within County mainstream funding settlement in April 2010. The (then) Housing Minister insisted that although it was no longer ring-fenced, the SP element had not been reduced. Despite this the County began a series of cost reductions in its review of SP contracts.

During the lifetime of the SP programme a number of independent studies had proven the overall worth to the public purse, the most well known of which is the cost:benefit analysis in the Cap Gemini report. Generally these studies showed that every £1 spent on SP grant saved multiples in other costs, for example through reduced costs to the criminal justice system and the health service.

The total value of the P4A contracts across Somerset during 2015/16 was approximately £2.9million, of which £1.5million has been preserved for revised mental health related services and £309,000 has been made available, under the stewardship of Mendip District Council, to a county-wide grouping, with the intention of lessening the impact on other

services. However £1.1 million has been cut completely, including the contract with Stonham (part of Home Group, one of the largest Housing Associations in the country) to provide housing related support in the 'East' of the County, covering Mendip and South Somerset.

£88,000 has been set aside from the county funding held by Mendip District Council for 'transformation' proposals submitted by Stonham, intended to help prevent repeat homelessness, including specific specialist support staff, enhancing 'peer support' and bringing in greater use of volunteers (under appropriate supervision). However these proposals can only be brought forward if there is a base retained on which to build them, and the county funding does not assist with 'steady state' provision nor any damage limitation.

Within the Stonham contract, the services for South Somerset consisted of :-

- 30 bed spaces at the direct access hostel in Yeovil (accommodation based support) with 24 hour staffing
- 20 'step-down' units in Yeovil (6 x self contained flats & 14 bedsits) & 5 in Chard (accommodation based support) (6 provided in Chard – 2 x 3 bed shared houses - 1 more than contracted)
- 26 placements of floating support (i.e. support wherever the client is placed)
- Triage and assessment at the 'service hub' (leading to potential placement in one of the above)

The direct access hostel provision in Yeovil is at a building called 'Pathways' in Newton Road. Prior to the current contract the building was known as 'Barnabas House' and was run by Barnabas, a local charitable group which has since merged with Bournemouth Churches Housing Association.

The District Council already has an existing SLA with Stonham / Home Group covering the provision of support to those in temporary accommodation in a building owned by the Council in Chard.

Risks to SSDC

The key financial risk to SSDC stems from potential increase in homelessness, both statutory and non-statutory, as clients are no longer eligible for services or where those services fail. There are similar direct risks to other partner agencies, such as the probation service.

If there is no further funding for these services and they close on the 30th April 2016 it is estimated we would need to house around half of the occupants, as we would have a statutory duty to provide accommodation under the homeless legislation. We do not currently have enough temporary accommodation units so this would result in SSDC having to use bed and breakfast accommodation for some of the most chaotic clients. The total costs of bed and breakfast for the year is estimated at approximately £319,000 (compared with last year's actual spend of £11,169). There would also be additional cost for transport and providing storage and removals for the client's belongings. Not only will there be high financial costs but the social misery of using bed and breakfast accommodation for any length of time is shown to have a direct impact on mental and physical health.

Other risks arising from the cessation of P4A contracts directly affecting SSDC and other agencies are chiefly structural and financial. There is also a social cohesion risk for the wider community which, in turn, could compound the structural and financial risks. The key structural risk is the loss of an independent agency, including other services it provides. A second structural risk is the potential loss of a building or facility which was commissioned with significant (capital) public subsidy specifically to support single adults.

Options

There are three main options available to SSDC to take effect from 1st May 2016

Option 1- Provide no direct mitigation funding

This is the 'do nothing' option, but there are likely dire consequences, some of which are listed below:

- Increase in the number of street homeless, especially in our main towns
- Increase in anti-social behaviour within our town centres
- Increase demand on health services
- Increase demand on Police to deal with the increase and anti-social behaviour
- Increase demand on housing services
- Increase in homeless acceptances
- Longer term for homeless households in temporary accommodation
- Increase in the use of bed and breakfast
- Increase in expenditure for the Housing and Welfare Service for bed and breakfast, travel, storage and removals.
- Loss of specialist buildings.

Option 2 - Bournemouth Churches Housing Association (BCHA)

Homegroup currently deliver the P4A services and lease the direct access hostel from BCHA. BCHA have submitted costings for delivering the housing related support element to vulnerable clients at the direct access hostel themselves. After comparing the costings submitted by BCHA and Homegroup, Homegroup provide better value for money and have access to the additional buildings in Sherborne Road and Chard.

Option 3 - Extend the existing SLA with Stonham / Home Group

Partner with the existing services provider Stonham to continue running the services from the same buildings albeit in a slightly different way to which the contract is run at the moment. Proposals submitted by Home Group indicate that this option will deliver the best value for money, minimises service disruption, and provides continuity for both existing residents and staff.

This option is recommended as the preferred option and can be readily achieved through amendment to the existing Service Level Agreement. The maximum cost would be £240,500 (£220,500 for 2016/17 and £20,000 for 2017/18). This includes a provision for the underwriting of housing benefit of £80,000.

Modified Service

In order to achieve better value for money SSDC has work with Stonham to modify the delivery of the service and the structure of intensive housing management and general housing management tasks in order to optimise the use of Housing Benefit that can be used to finance the delivery of the service.

Through these new arrangements:

Stonham will now provide:

- Street Rough Sleeper Team and Client Safe Sleep Provision
- High Support – 24hr double cover - Pathways Direct Access Hostel
- Move On Medium and Low Support Accommodation in Yeovil and Chard
- Intensive Housing Management Support

The SSDC Housing and Welfare Service will provide through existing budgets in 2016/17:

- Assessment of Individual Needs
- Floating Support Service

Implications for the District Executive Forward Plan

This subject will need to be revisited with respect to provision of services in 2017/18 onwards.

Financial Implications

Once-off funding of £319,000 was added to the MTFP for 2016/17 as a contingency for the extension of the existing SLA during 2016/17 and other related matters. The £240,500 sought (£220,500 for 2016/17 and £20,000 for 2017/18) recommended here is well within that contingency sum. This includes the provision to underwrite £80,000 eligible / ineligible intensive housing management and general housing management tasks in relation to housing benefit. The Housing Benefits Team is currently reviewing those eligible and ineligible costs to minimise the underwritten sum.

It is likely that there will need to be ongoing provision of funding in future and a further report will be made in due course. This will add an ongoing budget pressure to the future Medium Term Financial Plan.

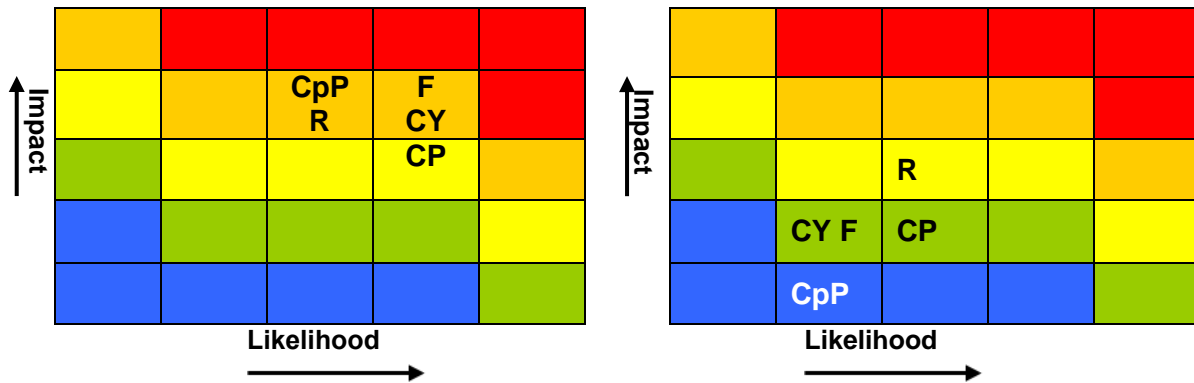
Officers are currently in discussion with Stonham over a revised staffing structure which should retain the skills currently deployed on the service but through adjustments in split of duties provide clearer demarcation between the 'housing related support' elements and the 'intensive housing management' elements of the on-site provision. If the proposed changes are acceptable (both to Stonham and to affected staff who are currently under a statutory consultation period), it may be that some of the requested funding shortfall can be absorbed into the rental stream, further reducing the pull on the Councils contingency budgets

There are potential further financial implications of not ensuring the continuation of a direct access provision – not least in the potential increased reliance on B&B which is estimated to exceed the sum sought for approval in this report.

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

It is not considered that there will be a measurable impact – positive or negative – on our carbon emissions targets.

Equality and Diversity Implications

The proposal seeks to ensure continued provision for some of the most vulnerable and 'hard-to-reach' individuals in the district

Implications for Corporate Priorities

The proposal clearly assists in addressing "Focus Three – Homes" and the major statement in the Plan:

"We want decent housing for our residents that matches their income"

Privacy Impact Assessment

This report does not directly impact on any data held of a personal nature.

Background Papers

None

Agenda Item 11

Asset Transfer of Castle Cary Market House

Executive Portfolio Holder: Henry Hobhouse, Property & Climate Change
Ward Members Cllr Henry Hobhouse & Cllr Nick Weeks
Strategic Director: Vega Sturgess, Strategic Director Operations & Customer Focus
Assistant Director: Laurence Willis, Assistant Director (Environment)
Service Manager: Laurence Willis, Assistant Director (Environment)
Lead Officer: Laurence Willis, Assistant Director (Environment)
Contact Details: laurence.willis@southsomerset.gov.uk or 01935 462428

Purpose of the Report

To seek approval for transferring Castle Cary Market House to Castle Cary Town Council (CCTC) under the SSDC Asset Transfer Policy and to agree a lump sum payment, in lieu of a programme of repairs and maintenance to the building.

Forward Plan

This report appeared on the District Executive Forward Plan with an initial anticipated Committee date of March 2016. This was moved forward a month to allow time for the business plan and a valuation of the premises to be completed

Public Interest

- SSDC has an Asset Transfer Policy that allows community groups and Parish & Town Councils to request the transfer of an SSDC asset to the community
- SSDC and CCTC have spent 10 years achieving a substantial renovation programme on key aspects of this Grade 2* listed building, which is the civic centre for the town
- The conclusion of this work is to transfer the asset back to community ownership now that conditions are right for this to be maintained sustainably within the community

Recommendations

It is recommended that District Executive:

- (1) Agrees to the transfer of Castle Cary Market House to Castle Cary Town Council on a 999-year peppercorn lease
- (2) That, subject to finalising terms, a capital dowry of £45,000 is transferred to the Town Council in respect of an outstanding programme of refurbishment that is required in the short and medium term
- (3) Note that current income streams from existing tenants will also be transferred to Castle Cary Town Council along with the management of the property
- (4) That £7,350, being the difference between the income from existing tenants and budget allocated to the property be added to the Medium Term Financial Plan

Background

The Market House is historically significant, built in 1855 to replace a former market building of 1616. It was constructed by Castle Cary Market House Company in expectation of an increase in trade to be brought by the railway. It is a high quality, prominent feature in the centre of Castle Cary and is now familiar and recognisable as part of the identity of the town. Pevsner Architectural Guide describes it as 'an excellent centrepiece'.

This and the fact that it was designed by F C Penrose, a major architect of the C19th, gold medallist and president of the RIBA, gives it Grade 2* listing. It is therefore considered within the most important 10% of buildings nationally.

This status means that alterations come under extensive scrutiny from Historic England and the National Amenity Society which place considerable obligations for careful upkeep on an owner. With a building over 150 years old, inevitably there are on-going repair obligations. It was this burden which led to the building being passed to the District Council by the Market House Company in 1991; the Company had insufficient resources and was failing to maintain it. Having taken on the building in a state of disrepair the District Council implemented a programme of improvements

The building is now held by the District Council as a commercial asset. The historic nature of the building and its configuration mean that the rental yields are lower than that of conventional a unit. Currently income is as follows:

Space	Annual Income	Rent review
Ground floor	£2,250 + 11% service charge	April 2017 – this will take account of enhanced use of the space
First Floor	£2,700	Done in 2014 – staged rise to be implemented from Oct 2015
Second Floor	£3,600	Completed November 2011 – there are no rent reviews between now and the end of the term in March 2020

Following consultations on the Town's Community Plan in 2005-06, the Market House project emerged from a household survey as the highest priority for local residents and on this basis the Town Council approached SSDC with a view to making further improvements to the building. A jointly commissioned feasibility study, completed in October 2006, resulted in a preferred option. Following two unsuccessful funding bids and with costs for the preferred scheme approaching £1million, in a climate of retracting grant funds, it meant that this scheme was undeliverable.

A more modest phased project has been undertaken in the last 5 years. Phase 1 involved improved access to the front of the building creating an accessible toilet and the creation of small office/meeting room. Phase 2 involved enclosing The Shambles area to become an inside multi-user space suitable for exhibitions, events, etc. and hireable for a wide range of community activities. Other improvements included a platform lift, due to the level changes across the ground floor and weather screening to the north-east end of the Undercroft and other conservation work.

The total project costs have been in the region of £429,000 with SSDC contributing 40% of this cost through its Capital Programme, with the balance being secured by the Town Council through precept, fundraising, grant applications, etc.

Since Phase 2 was completed and the building re-opened in February 2014, it has been actively promoted as a community facility and has hosted a wide range of community events. Usage has exceeded predictions and the building has once again has become a real focal point for the town.

An explicit part of the Partnership Agreement with Castle Cary Town Council over the last 10 years has been to return the building to community ownership in due course. This was also referred to in the Corporate Capital bid for funding the improvement works. Over the last year detailed work has been undertaken to update the building maintenance schedules and planned repairs for this building and to identify acceptable terms on which it can be transferred back to community ownership, with a good prospect of being sustained in the long-term.

Asset Transfer – Policy Context

The Council's Asset Transfer policy makes provision for the transfer of land/property at less than best consideration on a leasehold basis, where:

- the disposal is likely to contribute to the promotion or improvement of the economic, social or environmental wellbeing of its area
- the local body, group or association is properly constituted and managed and is prepared to enter into an appropriate agreement with the Council
- the group provide a business plan that is acceptable to the Head of Finance; *the business plan must be realistic and include no future expectation/request for funding from SSDC. Where the business plan is a radical change from before the transfer, the group need to demonstrate their ability to raise the revenue. Evidence will be needed to reflect future maintenance and ability to fund repairs.*
- there is evidence that both the future management of the building and the services delivered would improve/respond better to local needs

The policy includes a checklist of qualifying criteria (attached at Appendix 1). As part of this process the District Council undertakes to assess the building's condition/ future maintenance liabilities and is clear that there should be 'no future expectation/request for funding from SSDC'.

Process for the Market House

As part of the lead in work on the asset transfer, reports by Philip Hughes Associates (jointly commissioned with the Town Council) and Kirkham Board have revealed desirable repairs and maintenance work costing an estimated £193,000 however, further refinement has been undertaken to pin down the works that are needed over the next 10 years and these amount to £104,500. This figure excludes £80,000 of desirable fire resistance works in several parts of the building which are not currently required by fire safety legislation. There is a risk to whichever party has the building going forward that these fire resistance works may be necessary to meet requirements in the future. A summary of the ten year works programme with indicative costings is attached at Appendix 2.

The proposed transfer was discussed at a meeting of the Strategic Asset Steering Group. They asked officers to carry out further work on the terms and costs associated with the disposal of Castle Cary Market House to the Town Council, to liaise over the detail of this with the Town Council, to refine and agree the way forward. This work has now been concluded and resulted in the following options for consideration:

1. To retain the building in SSDC ownership, continue to lease out the 3 levels to the 3 current tenants and to meet our obligations to keep the building in good heart

2. To undertake an asset transfer, on a leasehold basis to Castle Cary Town Council with an appropriate payment (to CCTC) in lieu of necessary repairs to the building in the short to medium term.
3. To undertake an asset transfer, on a freehold basis to Castle Cary Town Council with an appropriate payment (to CCTC) in lieu of necessary repairs to the building in the short to medium term.
4. To offer the freehold of the building up for sale and dispose of it with sitting tenants to the highest bidder

The Officer Working Group has considered all of the above options and has discussed the way forward with Castle Cary Town Council, who have made a major contribution to the building and use it as their town base. Subject to agreeing terms it was felt that Option 2 above was likely to be the most acceptable option for both parties.

There is a long track record of partnership working with Castle Cary Town Council on this and other projects, throughout which they have demonstrated sound planning and strong financial management. As a precepting body in their own right and as a competent organisation, with an income pattern established, the Town Council now feels that they are able to consider a transfer.

Bearing in mind the historic nature of the building and the more onerous maintenance obligations (compared to more modern premises) the Officer view is that we should proceed with a disposal under the Asset Transfer Policy and that a sum of £45,000 should be granted to the Town Council in lieu of the necessary repairs. This would be a one-off contribution to the Town Council and would release the District Council of its onward obligation to the remaining £59,500 of repairs which would need to be budgeted for over the next ten years. The Town Council has been made fully aware that, in line with our Asset Transfer Policy, there should be 'no future expectation/request for funding from SSDC' in relation to this building.

The Town Council's preference is for this to be on the basis of a long lease as it is considered that this affords the maximum protection of the building as a community facility into the future. In the long term it is impossible to predict what practices and policies would be adopted by either organisation and therefore it is felt the long lease offers the best opportunity for preserving the building as a civic focal point for future generations.

Heads of Terms

1. 999-year peppercorn lease
2. £45,000 contribution towards outstanding programme of repairs and maintenance that is required in the short and medium term
3. No future contribution by SSDC to future maintenance/repairs in line with Asset Transfer policy
4. Funding to be ring-fenced for maintenance/repairs in line with programme of works, and a 'claw back' condition should the monies not be spent on proposed purpose.
5. Meet own legal and professional costs
6. Alienation clause not to assign or sub let part or all of the lease, unless to another approved public or third sector body.

Financial Implications

The Financial services team has checked the Business Plan presented by the Town Council and confirm that it is sound.

With a programme of maintenance amounting to £104,500 over the next ten years (at today's prices), which would otherwise, wholly fall to the District Council, a £45,000 contribution represents a cost effective proposal. If fire safety requirements change and further resistance works are required in the future, the cost could increase to £184,500.

Annual income currently equates to £8,550 this would not be sufficient to cover the maintenance programme going forward based on today's cost for work. The loss of this income will need to be added to the MTFP, less the existing budget for the Market House of £1,200, making a total of £7,350 as indicated in the recommendations.

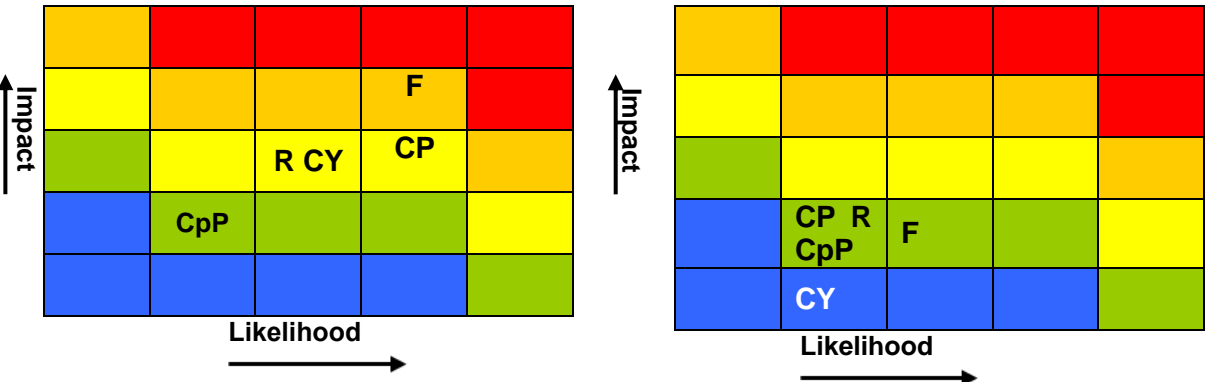
It is therefore proposed that a once off contribution of £45,000 is made from Capital resources to the Town Council in lieu of the necessary repairs. The revenue cost of this in loss of interest is £1,420 per annum.

Given the internal configuration, limited access and listed status of the building, the view of the District Valuer is that the loss of revenue is only measurable if the lease is not on a full repairing basis as it is unlikely that the rents will cover future planned and unplanned maintenance on this listed building.

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

This project supports the following:

- communities that are healthy, self-reliant, and have individuals who are willing to help each other

- The overall requirements of the Government's 'Localism' legislation and working with communities to develop plans for their community.

Carbon Emissions and Climate Change Implications

Carbon emissions from the building will remain the same under different ownership, so no implications.

Equality and Diversity Implications

No changes proposed. It should be noted that the town council has a strong programme of inclusive activities offered from this building. as well as a Local Information Centre staffed by volunteers. This offer will be maintained and developed under their supervision

Privacy Impact Assessment

No personal data has been used in the compilation of this report.

Background Papers

- Asset Transfer Policy 2012
- Area East Committee, Agenda & Minutes March 2013 – confidential item
- District Executive, Agenda & Minutes April 2013 – confidential item

Asset Transfer Policy Qualifying Criteria

Criteria	Score
Is there already a strong partnership between the local authority and the relevant third sector organisation? <i>NB. It is important that there is historically a strong partnership which shows a good track record of service delivery, governance and financial management</i>	Yes
Does the local authority currently own the asset? <i>The asset must be held under powers which permit disposal under the 1972 Act and is compatible with the General Disposal Consent 2003</i>	Yes
Does the transfer comply with state aid rules? <i>The local authority must ensure that the nature of the "subsidy" complies with state aid rules, particularly if there is no element of competition in the disposal process</i>	Yes
Is the transfer to one 3rd sector partner only? <i>NB. Assets will only be considered for transfer to one party/accountable body</i>	Yes
Is the 3 rd sector partner one of the following <ul style="list-style-type: none"> • a Registered (Incorporated) Charity? • Town or Parish Council <i>NB. Evidence of the legal status of the organisation must be provided. We can advise on this. Town & Parish Councils may be considered in exceptional circumstances</i>	Yes Town Council
Has initial feasibility work with the area NDO been undertaken? <ul style="list-style-type: none"> ○ Is the asset the most appropriate to meet the needs of the 3rd sector and wider community? ○ Will the asset offer real opportunities for successful and independent 3rd sector organisation to become more sustainable in the longer term? ○ Will the asset provide opportunities for improved service delivery? 	Yes
Does the 3 rd sector organisation have the capacity to manage the asset effectively? <i>A detailed Business Plan is required as set out in the policy above</i>	Yes checked by Finance
Will the asset be made fully available to a wide range of local groups/people, especially those working with disadvantaged communities? <i>As set out in the business plan and constitution of the managing group</i>	Yes
Will the asset be maintained/refurbished appropriately. Is there a future maintenance plan and the ability to fund repairs? <ul style="list-style-type: none"> ○ to reflect the needs of users ○ to reflect sustainability eg. use of materials, waste reduction, minimise energy use <i>Evidence must be provided</i>	Yes
Is there adequate insurance cover? <i>Evidence must be provided</i>	Yes
Have all the suitable transfer arrangements been explored (eg. length of lease etc)	Yes
Do the objectives of the 3 rd sector organisation meet with the Council's Corporate Aims & Objectives, and fit with SSDC policies on Community Grants?	Yes
Has the Council covenanted where land or buildings may have future development value, to safeguard its long-term interests?	N/A
Has SSDC assessed the building's condition and future maintenance liabilities?	Yes
Are the relevant legal agreements in place to ensure the asset(s) are not sold on or privately appropriated, except with the Council's consent and have relevant financial clawback provisions been agreed?	Heads of Term tbc
Do both parties agree to pay their own legal costs involved in the transfer?	Yes

Ten Year Works Programme

Castle Cary Market House - Remedial Works Considered for 10 Year Programme

Description	Location	Element	Indicative Costing from Surveyors/ Quotes £ (excl) VAT	Included in Programme	Excluded from Programme
Scaffolding and works to eaves level and at height to undertake works to 2 no. chimney stacks	Rear elevation and north elevation to West wing	chimney stacks 4,827 r.w.goods 1,000 r.w goods 1,000 chimney lead 2,330	9,157	9,157	
Scaffolding and works to eaves level and at height to undertake works to 1 no. chimney stacks. Small area of roof repair	The 'Pitchings' elevation and rear elevation to West Wing. Rear elevation to main roof (southern end)	painting bargeboards etc 7,000 chimney stack 1,000 stonework 2,330 stonework 34,808 alter r.w.goods 9,323	54,461	54,461	
General	Gable end-North elevation	remove ivy 953 stonework 2,330	3,283	3,283	
General	Front elevation	painting gutter, etc. 868 800	1,668	1,668	
Cast iron internal columns	Undercroft	treat and redecorate	2,383	2,383	
Front railings	Undercroft		1,318	1,318	
Improve road surface	Rear of building		1,191		1,191
General works to windows			8,715	8,715	
Works to stone columns-front elev.			6,000	6,000	

Door bolt problems	Main entrance door		2,383		2,383
Veneer damaged	Door of the Shambles		238	238	
Cleaning of roofspace	Roof to West wing		1,500	1,500	
Ceiling condition	Dance studio		1,211	1,211	
Ceiling condition	Room S2		1,211	1,211	
Ceiling	Room S4		1,787	1,787	
Ceiling-improve fire resistance, etc	Rooms F1, F5, F11, Lobby G8		20,000		20,000
Improve underside of stairs	Stone staircase		3,574	3,574	
Ceiling-improve condition	Room F10		606	606	
Ceiling-improve condition	Offices G9 & G10		238	238	
Walls-improve fire resistance, etc.	Room S2-walls to south & east walls		20,000		20,000
Walls-improve fire resistance, etc.	Stair S3-south & west walls		20,000		20,000
Walls-improve fire resistance, etc.	S4-north & south wall, etc		3,574	3,574	
Walls-improve fire resistance, etc.	F3, F4, F5, F6, F7, F9		20,000		20,000
Walling-improve	G2		611		611
Walling-improve	G4, G6, G7		2,127		2,127
Walling-improve	G8-south wall		2,500	2,500	
Carpet	Stairs-F11		450		450
Flooring improvements Blue Lias stone flags	Room G12		2,500		2,500
Handrail improvements	S2, S4		1,000	1,000	
		Column Total	193,686	104,424	89,262

Agenda Item 12

Designation of Neighbourhood Area – Martock Parish

<i>Executive Portfolio Holder:</i>	<i>Angie Singleton, Strategic Planning (Place Making)</i>
<i>Strategic Director:</i>	<i>Rina Singh, Strategic Director, Place and Performance</i>
<i>Assistant Director:</i>	<i>Martin Woods, Assistant Director Economy</i>
<i>Service Manager:</i>	<i>Paul Wheatley, Principal Spatial Planner</i>
<i>Lead Officer:</i>	<i>Jo Wilkins, Policy Planner</i>
<i>Contact Details:</i>	<i>Jo.wilkins@southsomerset.gov.uk or (01935) 462588</i>

Purpose of the Report

The purpose of this report is to seek the formal designation of Martock Parish Neighbourhood Area in accordance with The Neighbourhood Planning (General) Regulations 2012.

Public Interest

Neighbourhood Plans were introduced by the Localism Act 2011 and the process for producing them is set out in 'The Neighbourhood Planning (General) Regulations 2012'. A Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of a Parish (or group of parishes). It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It can deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two key local issues only.

Recommendation(s)

That the District Executive:

- a) designate the Civil Parish of Martock as a Neighbourhood Area for the purposes of preparing a Neighbourhood Plan as set out in the Localism Act 2011.
- b) note the change in the level of financial support to Local Planning Authorities supporting the preparation of Neighbourhood Plans.

1. Background

- 1.1. Neighbourhood Plans were introduced by the Localism Act 2011 and the process for producing them is set out in 'The Neighbourhood Planning (General) Regulations 2012'.
- 1.2. At District Executive on 7 March 2013 members considered a report to seek their approval of the proposed approach to Neighbourhood Planning at South Somerset District Council and to inform them of the outcomes of the Town and Parish Council workshops held at the end of 2012. At the meeting the District Executive resolved to agree:
 - the decision on designation of a neighbourhood area would be considered by District Executive Committee where:-
 - There are a significant number of businesses operating in the area;
 - The area overlaps with an existing neighbourhood area;

- The community relies on a much wider population or facilities in a neighbouring area;
 - Local Plan allocations or directions for growth extend into the proposed area;
 - There have been significant issues raised through the consultation process
 - that in all other instances the decision to approve a neighbourhood area would be delegated to the Assistant Director (Economy) in consultation with the relevant affected and adjacent Ward Members and Portfolio Holder.
- 1.3. On 9 February 2015 the 'Neighbourhood Planning (General) (Amendment) Regulations' came into force. They require Neighbourhood Areas (NA) to be designated within set time periods, which are:
1. Where a NA application falls across two or more Local Planning Authorities (LPA) the designation must be decided within 20 weeks of the date immediately following the date on which the application is first publicised. In cases such as this the consultation period is at least 6 weeks.
 2. Where the relevant body is the Parish Council and the application relates to the whole parish, the designation must be decided within 8 weeks from the date immediately following the date the application is first publicised. The consultation period in this instance is a minimum of 4 weeks.
 3. In all other cases the designation must be decided within 13 weeks from the date immediately following the date the application is first publicised. In cases such as this the consultation period is at least 6 weeks.

2. Martock's Application to be Designated a Neighbourhood Area

- 2.1. Regulation 5 of The Neighbourhood Planning (General) Regulations 2012 requires that where a "relevant body" (i.e. the Parish or Town Council) makes an application to the LPA for designation of a neighbourhood area it must include the following:
- A map showing the area the application relates to;
 - A statement explaining why it is appropriate to be designated a neighbourhood area;
 - A statement that the organisation making the application is a relevant body (for the purposes of section 61G of the Town and Country Planning Act 1990).
- 2.2. Martock Parish Council provided SSDC with the required information in January 2016, and the Martock NA application was duly advertised for consultation from 17 February 2016 until 17 March 2016. The Martock NA application documents are attached as Appendix A (this includes the map produced by SSDC).
- 2.3. Martock's NA application was made by the Parish Council and relates to the whole parish; and therefore their application must be decided within 8 weeks (by 13th April 2016).
- 2.4. As the parish of Martock has an allocation in the adopted Local Plan in line with the procedure agreed by District Executive in March 2013 the decision to designate the Martock neighbourhood area is being brought before them.

- 2.5. One response to the neighbourhood area consultation application was received this was from the MOD who confirmed that they have no concerns subject to any development being not higher than 91.4m above ground level.

3. Next Steps

- 3.1. Once the decision has been made to designate a NA, the LPA must publicise that information on their website and in any other manner they think is likely to bring the decision to the attention of the people who live and work in the application area. Martock Parish Council would then resource and produce their neighbourhood plan and the District Council will provide support as per the statutory guidance set out in paragraph 15.2 of the March 2013 report to District Executive. In the event that an application should be refused the Local Planning Authority would have to publish their reasons why and give details of where the decision documentation can be seen.

4. Financial Implications

- 4.1. In March 2016, DCLG wrote to LPAs advising them of the updated arrangements for financial support for neighbourhood planning in 2016/17.
- 4.2. Government are continuing to provide support for those communities who choose to prepare neighbourhood plans in the form of grants of up to £9,000. This figure remains the same going forward.
- 4.3. However, the financial support given to LPAs in order to help cover their legislative duties in relation to neighbourhood planning has been significantly reduced.
- 4.4. First of all, LPAs are now only able to claim financial support for designating a maximum of five NAs. South Somerset has already reached this maximum number. So, from now on, the District Council will no longer be able to claim the £5,000 available for designating new NAs. This will have an effect on resource planning within the Spatial Policy team looking to the future.
- 4.5. In addition, financial support has been reduced when dealing with existing NAs / Neighbourhood Plans. This will affect how South Somerset deals with the existing five Neighbourhood Plans that are being progressed, and the Martock Neighbourhood Plan as it progresses.
- 4.6. Previously, the District Council could expect to receive a total of £30,000 per Neighbourhood Plan if it was finalised and 'made' (adopted). This figure is now reduced to a maximum of £25,000 for those Neighbourhood Plans already being dealt with this is because the District Council can now no longer claim £5,000 when the Neighbourhood Plan is submitted to them prior to the examination.
- 4.7. Also, the terms upon when the remaining financial contributions are paid to the District Council have changed. The largest payment of £20,000 is now only triggered when a date for a referendum on a Neighbourhood Plan has been set; rather than on the successful completion of an examination into the Neighbourhood Plan. This means that the receipt of financial contributions will be later in the Neighbourhood Plan-making process.
- 4.8. Looking to the future, for all new Neighbourhood Area Designations / Neighbourhood Plans, the Council will only be able to claim a maximum of £20,000.

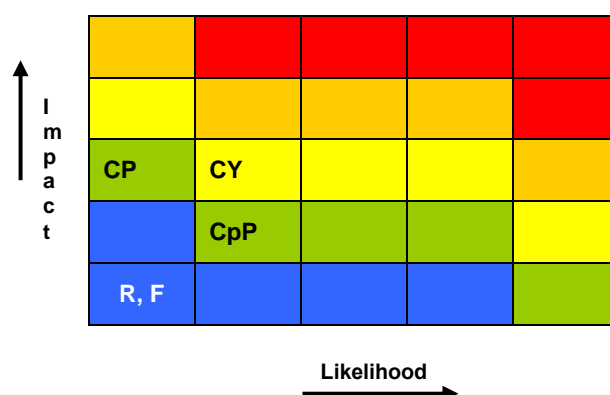
4.9. These changes are summarised in the table below.

PAYMENT STAGE	OLD SYSTEM	NEW SYSTEM FOR CURRENT NPs IN SOUTH SOMERSET (MAXIMUM OF 5)	NEW SYSTEM FOR ALL FUTURE NPs IN SOUTH SOMERSET
1	Designate Neighbourhood Area (£5,000).	Designate Neighbourhood Area (£5,000)	N/A
2	Community Submits NP to LPA (£5,000)	N/A	N/A
3	NP passes Examination (£20,000)	Date set for Referendum (£20,000)	Date set for Referendum (£20,000)
TOTAL	£30,000	£25,000	£20,000

4.10. These changes to the level of financial support will have a significant bearing on the Council and the Spatial Policy team, especially now that the maximum number of Neighbourhood Area Designations has been reached.

4.11. Should the District Council receive a substantial increase in the volume of parishes looking to progress Neighbourhood Plans and become designated NAs, then a corporate decision about how best to deal with this workload will be required. Given there will be no direct financial support for the designation process and a general reduction overall, the knock-on implications for resources taken up within the Spatial Policy team will need to be considered.

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

Corporate Priority Implications

Focus Four: Health and Communities of the Council Plan – Our Plan – Your Future 2012 to 2015 includes the following action:

Assist Queen Camel to complete their Neighbourhood Development plan and use the lessons from this pilot scheme to help other communities to develop their plans.

The lessons learned from working with Queen Camel on their Neighbourhood Planning process can be applied when working with Martock where applicable.

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

It will be the responsibility of the Parish Council to ensure that Equality considerations are embedded within the Neighbourhood Plan

Background Papers

Report to District Executive on Neighbourhood Plans, March 2013.

Appendix A: Neighbourhood Area Application Documents



Parish Clerk: Tanya Cant

Ack: RS (26.1.16)

Martock Parish Council
The Market House
Church Street
Martock
Somerset
TA12 6JL

Telephone: 01935 822891
07506 286382
Email: clerk@martock.org.uk

Mrs Rina Singh
Acting Chief Executive
South Somerset District Council
Brympton Way
Yeovil
BA20 2HT

22 January 2016

Dear Mrs Singh,

Neighbourhood Planning (General) Regulations Part 2(5)

On behalf of Martock Parish Council, I would like to confirm that the Council wishes to make an application under the Neighbourhood Planning Regulations 2012 for the designation of the Parish of Martock as a Neighbourhood Area for the Martock Neighbourhood Plan.

Please find attached a map showing the extent of the Parish, which constitutes the entire Parish of Martock. The Parish is considered to be the appropriate designated area because it is a well recognised and properly constituted area, entirely within the remit of the Parish Council. This was also the area used for Martock's Local Community Plan 2012, which was accepted and referenced by the District Council.

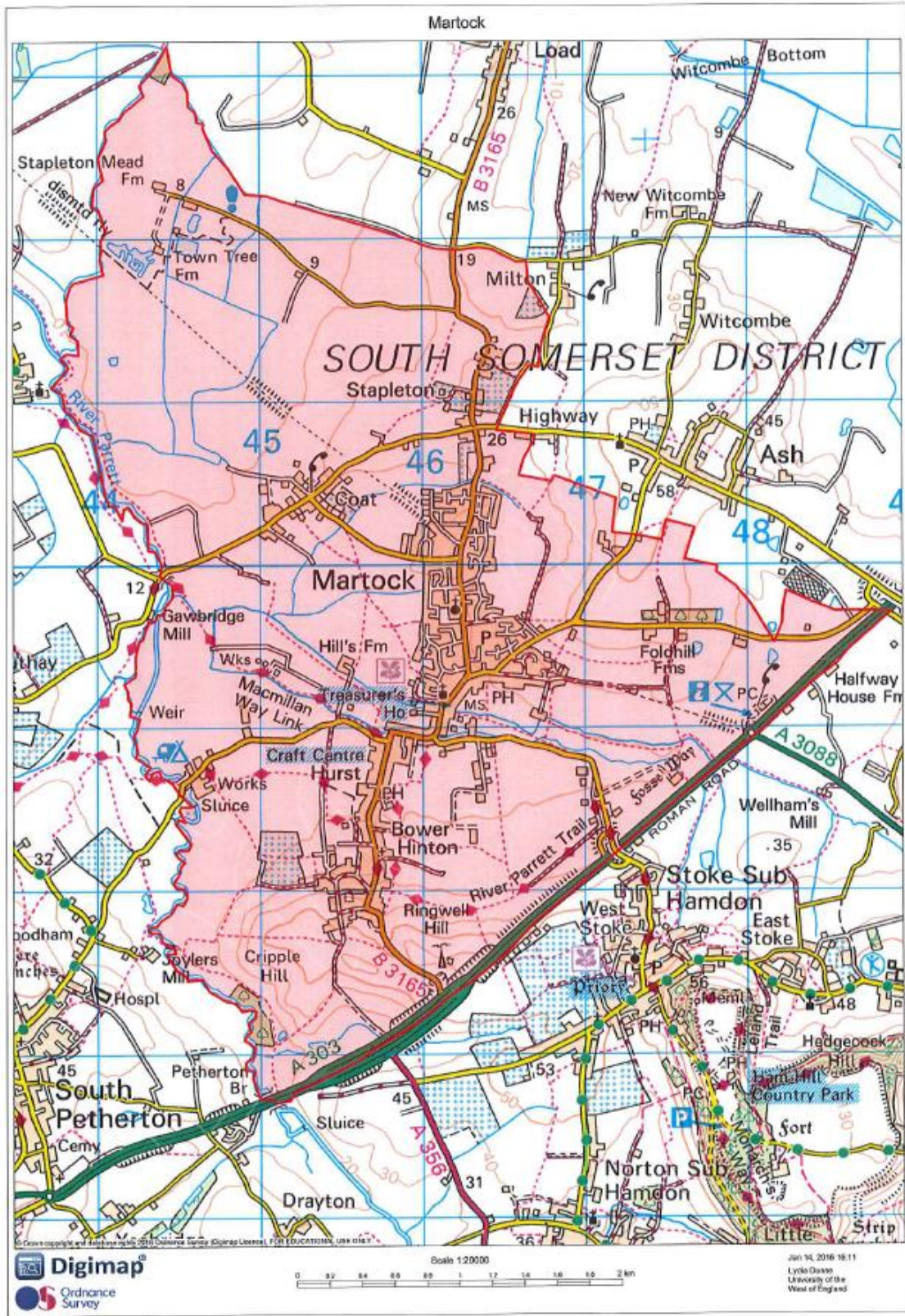
Martock Parish Council is a 'relevant body' for the purposes of section 61G of the 1990 Town and County Planning Act.

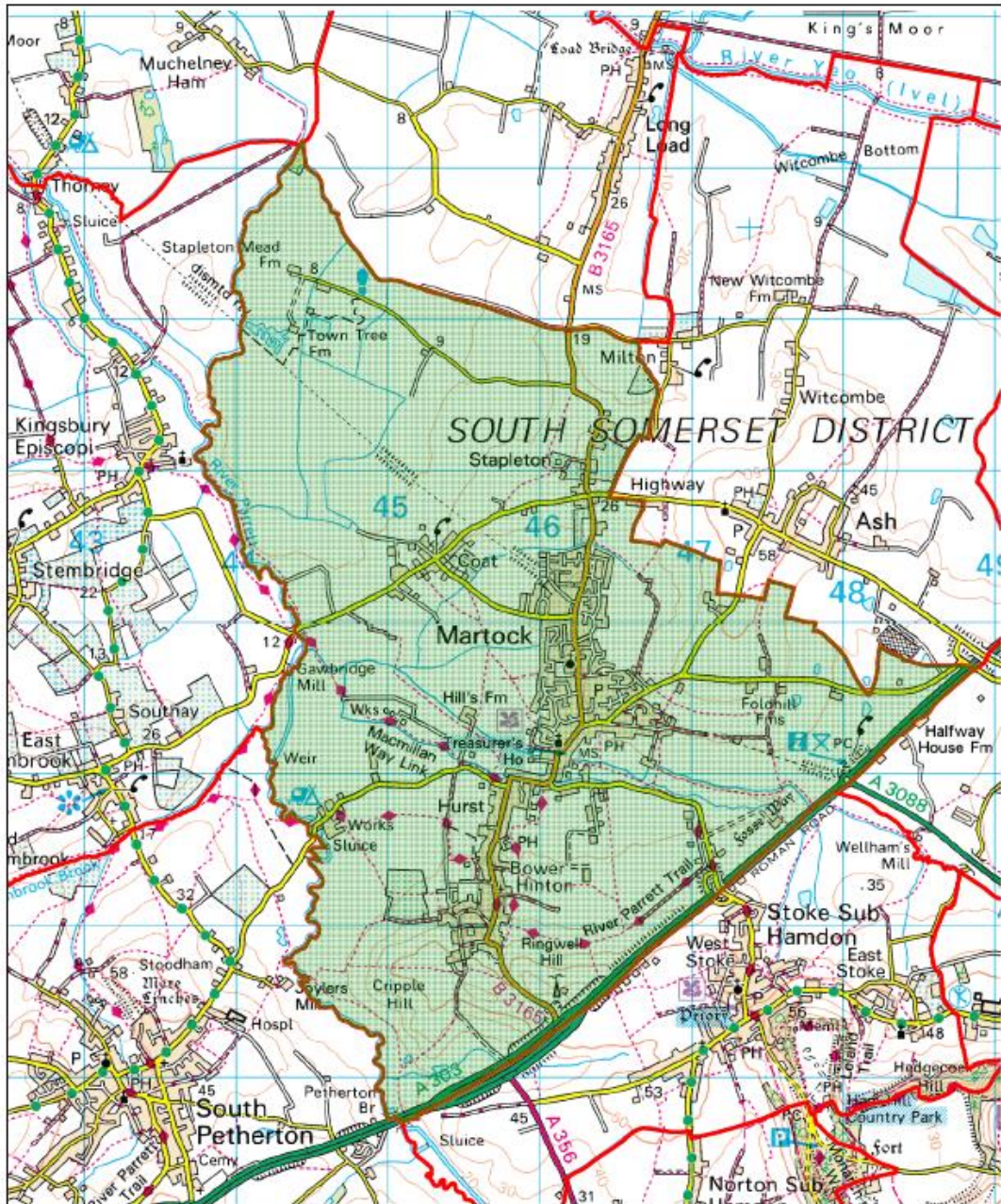
Martock Parish Council hopes that by undertaking a Neighbourhood Plan, they will gain a better understanding of the needs and wishes of the community and that by establishing Martock's Community Rights, as detailed in the Localism Act 2011, they will play a significant role in decision making about the future development of the Parish.

Kind regards,

Tanya Cant
Parish Clerk







Name of neighbourhood area: Martock Neighbourhood Area

1:12,000

Area application date: January 2016

Organisation who made the application: Martock Parish Council



Proposed Neighbourhood Area
Parish Boundary



This map is reproduced from Ordnance Survey data licensed to the Council. It is not to be used for any other purpose without the permission of Ordnance Survey. The Council is not responsible for any errors or omissions on this map. South Somerset District Council, Taunton, Somerset, TA1 1AA.

Agenda Item 13

Community Right to Bid Quarterly Update Report

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making)
Strategic Director: Rina Singh, Place & Performance
Assistant Director: Helen Rutter/Kim Close, Communities
Service Manager: Helen Rutter, Communities
Lead Officer: David Crisfield, Third Sector and Partnerships Co-ordinator
Contact Details: helen.rutter@southsomerset.gov.uk (01963) 435012
david.crisfield@southsomerset.gov.uk (01935) 462240

Purpose of the Report

To inform Members of the current status of the register of Assets of Community Value in South Somerset using the Community Right to Bid, for quarter four of 2015/16.

Forward Plan

This is a standing quarterly report on the Executive Forward Plan.

Public Interest

The Government is trying to provide communities with more opportunities to take control over the ownership and management of local assets. The Community Right to Bid came into effect on 21st September 2012 as part of the Localism Act 2011. It provides opportunities for voluntary and community organisations, as well as Parish Councils, to identify land and buildings which they believe to be important and which benefit their community. If they qualify, these can be placed on a Register of Assets of Community Value (ACV). If the asset comes up for sale, then in certain circumstances, an eligible community group can apply to be given time to make a bid to buy it on the open market.

Recommendation

That the District Executive note the report.

Background

In November 2012, District Executive agreed a process for considering nominations from communities to place assets onto the SSDC Register of Assets of Community Value. This was based on clear criteria set out in the Localism Act. When nominations are received, SSDC has 8 weeks to consider them and respond to the applicant.

The assessment of nominations is delegated to the relevant Area Development Manager in conjunction with the Ward Member(s) and Area Chair. The result of the assessment & decision is notified to the relevant Area Committee for information. A quarterly report is presented to District Executive, also for information. Decisions about any SSDC-owned properties will be brought to District Executive for decision.

Since the regulations came into force, SSDC has considered 31 completed nominations for the Register. All were approved and placed onto the Register of Assets of Community Value.

A copy of the current register is attached at Appendix A.

Nominated Assets

One further asset has been added to the Register during the period covered by this report:

- The Mandeville Arms, Hardington Mandeville

The addition of this asset to the register is being appealed by the owner.

Assets Removed from the Register

During the fourth quarter, three assets were removed from the register:

- i. Drayton Arms
- ii. Kingsdon Primary School
- iii. The Green Dragon public house

Assets must be removed from the register as soon as practicable:

- a) After a relevant disposal (other than an exempt disposal)
- b) When an appeal against a listing has been successful
- c) When the Council forms the opinion that the land or building are no longer of community value; or
- d) No later than 5 years from the date of entry on the list.

In accordance with the legislation these three assets were removed due to them being subject to a relevant disposal:

- i. The Drayton Arms was sold as a going concern and will continue to operate as pub.
- ii. Kingsdon primary school has been let on a 35 year lease to the community
- iii. The Green Dragon was granted Planning Permission to demolish the pub and build a new convenience store.

The Mildmay Arms in Queen Camel is currently being marketed with a view to being sold as a going concern. If and when a sale is completed this will qualify as a relevant disposal and will be subject to removal from the register.

A further asset, Montacute Working Men's Club, will be the subject of a review on its status as an asset of community value following correspondence from the nominating body stating that they do not wish to bid on the property and that they no longer view it as an asset of community value. If the result of our review is that the council no longer considers it an ACV, it will also be removed from the register. This outcome of this will be reported to members in July 2016.

The Picture to Date

1) Of the 31 registrations in South Somerset:

- a) 16 are village pubs/clubs; six former school properties or playing fields, two churches and a church hall, a car park, a Sports and Social Club, a former Youth Centre with the remainder being predominantly open spaces.
- b) 25 have come from Parish or Town Councils.

- c) One asset has been transferred to the Parish Council using the county council's asset transfer process.
- d) One asset on the register was designated as exempt from the moratorium at the point of its first disposal, it remains on the register.
- e) To date no registration has resulted in a successful community bid.

A copy of the updated Register of Assets of Community Value is appended to this report.

2) As of April 6th 2015 the legislation has been amended so that pubs nominated to be included on the Local Authority's list will require planning permission to be demolished or converted to any other use. In effect existing permitted development rights will be removed for pubs listed as ACVs for as long as the pub is on the Local Authority's list. The new regulations can be summarised as follows:-

- All pubs listed as ACVs (including those already listed) will require planning permission prior to any change of use or demolition. This protection applies from the date of nomination and applies for the duration of the period the asset is listed (usually five years).
- If the building is nominated, whether at the date of nomination or on a later date, the Local Authority must notify the developer as soon as is reasonably practicable after it is aware of the nomination, and on notification development is not permitted for the specified period.
- The Local Authority has 56 days to confirm whether the pub is listed or nominated. This means that the owner cannot change use or demolish a pub lawfully within the prescribed 56 day period.

3) Work has also continued during this period on reviewing our current processes to reflect good practice and in order to improve their effectiveness. In principle it has been agreed to relocate the central coordination role from Asset Management to Communities and the details are under discussion between the relevant officers. The revised arrangements will go live later this spring when all the details have been agreed. Progress will be reported to District Executive in the next quarterly report due July 2016.

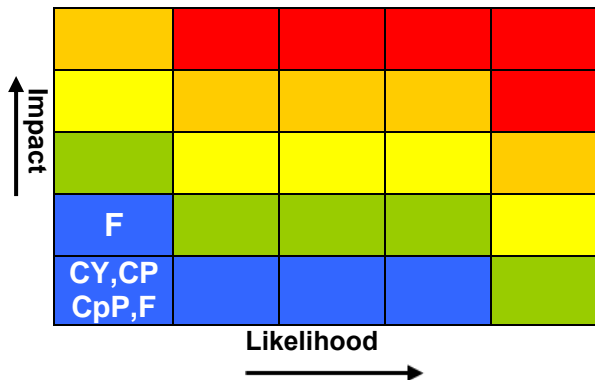
4) The DCLG survey to which we contributed in December 2015 was closed in January this year. A recent update from the DCLG has said that their engagement with stakeholders in respect of the Community Right to Bid is on-going and that they are still looking at potential options for strengthening the policy.

Financial Implications

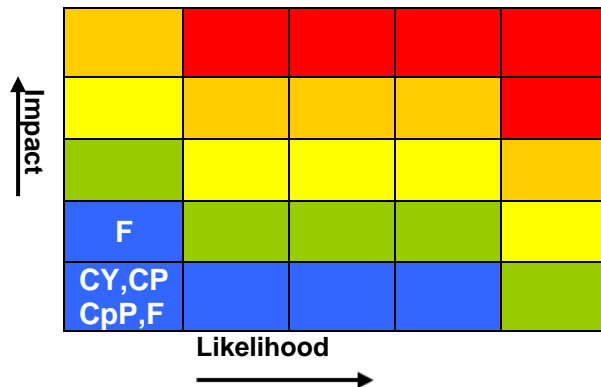
- There are none at this point in time. From 2014/15 onwards any costs must be absorbed into the Revenue Support Grant.
- Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. SSDC is in the process of designing this compensation scheme. Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government.

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

Evaluate the overall requirements of the Government's Localism legislation and work with communities to develop plans for their community

Carbon Emissions and Climate Change Implications

None in relation to this report

Equality and Diversity Implications

None in relation to this report

Privacy Impact Assessment

None in relation to this report

Background Papers

- Localism Act 2011
- District Executive Agenda and Minutes November 2012;
- Assets of Community Value (England) Regulations 2012 Statutory Instruments 2012 n.2421;
- District Executive Agenda and Minutes August 2013; December 2013; September 2014; December 2014; March 2015; July 2015; October 2015; January 2016
- Nomination Forms received

**South Somerset District Council
Register of Assets of Community Value**



APPENDIX A

Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV2	Kingsdon Parish Council	Fomer Kingsdon Primary School playing field Mow Barton Road Kingsdon Somerton Somerset TA11 7JX	05/04/2013	Closed but used by residents for informal sports	Village consultation underway	04/04/2013	15/01/14	25/02/14	1		1			05/04/18
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster Somerset TA19 9JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/14	07/03/14						10/05/18
ACV4	Langport Town Council	Cocklemoor Off Parrett Close Bow Street Langport Somerset TA10 9PR	05/07/2013	Recreational space	Recreational space	04/07/2013	01/11/13	13/12/13	1	30/04/14	1			05/07/18
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton Somerset TA11 6TE	01/08/2013	Not used	Community Allotments	01/08/2013								01/08/18
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George Somerset TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013								21/08/18
ACV7	Montacute Parish Council	Montacute Working Mens Club & Associated Land The Hall Bishopston Montacute Somerset TA15 6UU	04/11/2013	Working Mens Club	Village Hall	04/11/2013	04/11/2013	15/12/2013	1	03/05/2014				04/11/18
ACV8	Combe St Nicholas Parish Council	Combe Wood Recreation Field Combe Wood Lane Combe St Nicholas Somerset TA20 3NJ	05/04/2014	Community Recreation Area	Community Recreational Area	05/04/2014								05/04/19
ACV9	Queen Camel Community Land Trust	Mildmay Arms High Street Queen Camel Yeovil Somerset BA22 7NJ	28/05/2014	Public House	Public House	28/05/2014								28/05/19
ACV10	Castle Cary Town Council	Castle Cary Constitutional Club Station Road Castle Cary Somerset BA7 7BY	13/06/2014	Constitutional Club	Private Club/Function House	13/06/2014								13/06/19
ACV11	Ash Parish Council	The Bell Public House 3 Main Street Ash Somerset TA12 6NS	11/07/2014	Public House	Public House with other community facilities	11/07/2014								11/07/19

**South Somerset District Council
Register of Assets of Community Value**



Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV13	Ilminster Town Council	Land known as the Hammerhead Access to Britrens Field & Wharf Lane Recreation Grounds Canal Way Ilminster Somerset TA19 0EB	16/07/2014	Access to recreation area	Access to recreation area	16/07/2014								16/07/19
ACV14	Save our Kings Head.org	The Kings Head Church Street Merriott Somerset TA16 5PR	06/08/2014	Public House	Public House in community ownership	06/08/2014	19/08/2014	29/09/2014						06/08/19
ACV15	Hinton St George Parish Council	Parking Area Green Street/Hinton Close Hinton St George Somerset TA17 8SQ	28/11/2014	Car park	Car park	28/11/2014								28/11/19
ACV16	Hinton St George Parish Council	Lord Poulett Arms High Street Hinton St George Somerset TA17 8SE	28/11/2014	Public House	To be determined but ideally a public house	28/11/2014								28/11/19
ACV17	Hinton St George Parish Council	School House & Playing Fields West Street Hinton St George Somerset TA17 8SA	28/11/2014	School & Playing Field	To be determined but ideally a school & playing field	28/11/2014								28/11/19
ACV18	Streetspace South Somerset	Chard Young People's Centre Essex Close Chard Somerset TA20 1RH	28/01/2015	Youth & Community Club	Youth Club	28/01/2015								28/01/20
ACV19	North Cadbury & Yarlington Parish Council	The Catash Inn High Street North Cadbury Yeovil Somerset BA22 7DH	04/02/2015	Public House and Bed & Breakfast	Public House	04/02/2015								04/02/20
ACV20	East Chinnock Parish Council	The Portman Arms High Street East Chinnock Yeovil Somerset BA22 9DP	26/02/2015	Public House	Public House	26/02/2015	02/03/15	10/04/15	1	01/09/15				26/02/20
ACV22	Gainsborough Community Interest Group	The Gainsborough Arms 74 Gainsborough Milborne Port Dorset DT9 5BB	27/03/2015	Public House	Public House	27/03/2015								27/03/20
ACV23	Charlton Musgrove Parish Council	The Smithy Inn Charlton Musgrove Wincanton Somerset BA9 8HG	08/06/2015	Public House	Public House	08/06/2015	09/09/15	20/10/2015	1	08/03/2016				08/06/20
ACV24	Barrington Parish Council	Barrington Primary School Water Street Barrington Ilminster Somerset TA19 0JR	09/09/2015	School	Education & social opportunities	09/09/2015	05/11/15	15/12/2015	1	04/06/2016				09/09/20

**South Somerset District Council
Register of Assets of Community Value**



Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV25	Barrington Parish Council	Barrington Primary School Playing Field Water Street Barrington Ilminster Somerset TA19 0JR	09/09/2015	School playing field	Community play space	09/09/2015								09/09/20
ACV26	Stoke sub Hamdon Parish Council	Methodist Church West Street Stoke sub Hamdon Somerset TA14 6QG	03/12/2015	Community meeting facility	Community meeting facility	03/12/2015								03/12/20
ACV27	Yeovil Without Parish Council	All Saints Church Yeovil Marsh Yeovil Somerset BA21 3QG	05/12/2015	Place of worship	Community use	05/12/2015								05/12/20
ACV28	Yeovil Without Parish Council	Johnson Sports & Social Club Coronation Avenue Yeovil Somerset BA21 3DX	04/12/2015	Social club & sporting facilities	Social club & sporting facilities	04/12/2015								04/12/20
ACV29	Yeovil Without Parish Council	Yeovil Marsh Church Hall Yeovil Marsh Yeovil Somerset BA21 3QG	04/12/2015	Village Hall	Village Hall	04/12/2015								04/12/20
ACV30	Yeovil Without Parish Council	Great Lyde Inn 1 Cavalier Way Yeovil Somerset BA21 5UA	04/12/2015	Public house	Public house	04/12/2015								04/12/20
ACV31	The Hardington Mandeville Community Group	Mandeville Arms High Street Hardington Mandeville Yeovil Somerset BA22 9PQ	17/02/2016	Community pub	Public house	17/02/2016								17/02/21

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ASSETS REMOVED FROM THE REGISTER

ACV12	Drayton Parish Council	Drayton Arms Church Street Drayton Langport TA10 0JY	Removed from the ACV register as property subject to a 'relevant disposal'. Sold on 02/03/2015											
ACV1	Kingsdon Parish Council	Kingsdon Primary School School Lane Kingsdon Somerton Somerset TA11 7JX	Removed from register as subject to a 'relevant disposal'. Leased to community on a long lease of 35 years.											
ACV21	Yeovil Dragons Community Association	The Green Dragon St Michaels Avenue Yeovil Somerset BA21 4LX	Removed from the ACV register as property subject to a 'relevant disposal'. Planning permission granted on 16th April 2015 to demolish and build a convenience store											



- Over 1,000 trees have been planted at Yeovil Country Park over the winter months since November 2015 with the vast majority of the trees being given free to the Countryside Team by the Woodland Trust and The Conservation Volunteers.
- Two free microchipping events held by South Somerset District Council at Yeovil Country Park and Ham Hill Country Park managed to get a total of 197 dogs microchipped before new legislation comes into effect on 6th April requiring all dogs over eight weeks to be microchipped or face a possible fine of £500. If your dog has not been microchipped yet, you should contact your vet or an organisation that offers free microchipping before the 6th April.
- Residents can now subscribe online to receive their copy of South Somerset News via email when it's released each June and November. TO receive your copy via email automatically, visit www.southsomerset.gov.uk/latest-news and follow the link for sign up.
- Police and Crime Commissioner Elections are just around the corner on Thursday 5 May. Residents are reminded to register to vote before the deadline of Monday 18 April. Electors are also reminded to ensure they are registered in good time before the referendum on the UK's membership of the European Union on 23 June 2016. Register to vote at www.gov.uk/register-to-vote.

Latest headlines:

- An event to be held at the Yeovil Innovation Centre will showcase the great innovation things that are happening in Yeovil and the surrounding areas on Friday 8 April. To find out more, visit <http://goo.gl/QK4qp5>.
- Local people turned out in force on Sunday 20 March for the Sainsbury's Sport Relief Mile held at Yeovil Recreation Centre and organised by South Somerset District Council. Even some runners who took part in the Yeovil Half Marathon that morning took on the challenge of some extra miles to raise money for Sport Relief. To find out more about the event, visit <http://goo.gl/464XRi>.
- Sport50 launched in East Coker in March. Sport50 offers anyone over the age of 50 the opportunity to try a wide range of adapted sports which are suitable for older people. Sports will include boccia, seated volleyball and new age kurling. For more information, visit <http://goo.gl/7T8PWX>.
- The ever popular Spring Trail is back at Yeovil Country Park this Easter holidays on Tuesday 5 April for families to enjoy, with the opportunity to claim a prize at the end for the children. Starting at 11am with last admission at 3pm from outside the Ninesprings Café, the trail costs just £1 per child (under 2's are free). Visit <http://goo.gl/FFRBcR> for more information about the event.

Agenda Item 15

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 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)
May 2016	Westland Leisure Complex Progress Report	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health & Well-Being)	District Executive
May 2016	Intelligent Enforcement Proposal for Council car parks	Portfolio Holder for Property & Climate Change	Assistant Director (Environment)	Garry Green, Engineering & Property Services Manager	District Executive
May 2016	Draft Charging Schedule – Community Infrastructure Levy	Portfolio Holder for Strategic Planning (Place Making)	Assistant Director (Economy)	Paul Wheatley, Principal Spatial Planner	District Executive
May 2016	Rural Broadband	Portfolio Holder for Environment & Economic Development	Assistant Director (Economy)	David Julian, Economic Development Manager	District Executive
May 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

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
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	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) / Interim Chief Executive	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
June 2016	Strategic Housing Market Assessment	Portfolio Holder for Strategic Planning (Place Making)	Assistant Director (Economy)	Paul Wheatley, Principal Spatial Planner	District Executive
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
July 2016 July 2016	Five-Year Housing Land Supply / Authorities Monitoring report	Portfolio Holder for Strategic Planning (Place Making)	Assistant Director (Economy)	Paul Wheatley, Principal Spatial Planner	District Executive South Somerset District Council

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
July 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
August 2016	Capital & Revenue Budget monitoring reports for quarter 1	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
September 2016 September 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
September 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Andrew Gillespie, Performance Manager	District Executive
October 2016	Medium Term Financial Strategy & Medium Term Financial Plan for 2017/18 to 2019/20	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
November 2016	Capital & Revenue Budget monitoring reports for quarter 2	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive

APPENDIX B - Current Consultations – April 2016

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Implementation of planning changes: technical consultation</p> <p>This consultation is seeking views on the proposed approach to implementation of measures in the Housing and Planning Bill, and some other planning measures. Responses to the consultation will inform the detail of the secondary legislation which will be prepared once the Bill gains Royal Assent.</p> <p>https://www.gov.uk/government/consultations/implementation-of-planning-changes-technical-consultation</p>	Strategic Planning (Place Making)	Assistant Director (Economy)	Officers in consultation with Portfolio Holder	David Norris	15 th April 2016
<p>Starter homes regulations: technical consultation</p> <p>This technical consultation document seeks views on the details for the regulations to be made under powers contained in the Housing and Planning Bill; including options for the starter homes requirement on reasonably sized sites. We want to hear views so the resulting regulations are feasible, proportionate and effective.</p> <p>https://www.gov.uk/government/consultations/starter-homes-regulations-technical-consultation</p>	Strategy and Policy	Assistant Director (Economy)	Officers in consultation with Portfolio Holder	Colin McDonald	18 th May 2016

Agenda Item 16

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 12th May 2016** (one week later than usual due to the Police and Crime Commissioner Elections) in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.