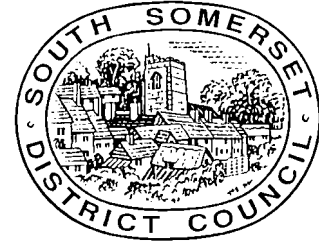


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 5th October 2017

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 contact the Democratic Services Manager on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 27 September 2017.

Ian Clarke, Director (Support Services)

**This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app**



District Executive Membership

Ric Pallister
Peter Gubbins
Henry Hobhouse
Val Keitch
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks
Derek Yeomans

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.

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. 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. Each individual speaker shall be restricted to a total of three minutes. 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 Committee at that meeting.

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

District Executive

Thursday 5 October 2017

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 7th September 2017.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), 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.

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. 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.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. The Issue and Use of Section 19 and Section 22 Permits for Road Passenger Transport in Great Britain - Implications for Community Transport Schemes within SSDC (Pages 5 - 19)

7. Floating Support for Vulnerable Individuals in South Somerset (Pages 20 - 23)

8. South Somerset Authority Monitoring Report (September 2017) (Pages 24 - 89)

9. Local Plan Review - Issues and Options Document for Consultation (Pages 90 - 94)

10. SSDC Transformation Programme - Progress Report (Pages 95 - 115)

11. Community Right to Bid Half Year Report - April 2017 to September 2017 (Pages 116 - 123)

12. District Executive Forward Plan (Pages 124 - 129)

13. Date of Next Meeting (Page 130)

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Agenda Item 6

The Issue and Use of Section 19 and Section 22 Permits for Road Passenger Transport in Great Britain – Implications for Community Transport Schemes within SSDC

Executive Portfolio Holder: Henry Hobhouse, Property, Climate Change & Income Generation
Director: Martin Woods, Director, Service Delivery
Service Manager: Jo Wilkins, Acting Principal Spatial Planner
Lead Officer: Nigel Collins, Transport Strategy Officer
Contact Details: nigel.collins@southsomerset.gov.uk or 01935 462591

Purpose of the Report

1. The Department of Transport (DfT) are proposing to change how Community Transport (CT) operators who operate tendered contracts are licenced. If implemented this will impact on the viability of these schemes and there is a need to highlight to the DfT the significant implications for rural areas should these changes be applied.

Forward Plan

2. This report did not appear on the District Executive Forward Plan. The Department for Transport did not announce their intention to change their interpretation of sections 19 & 22 until 31st July. Two of the principal community transport operators in South Somerset have indicated that the proposals will have a significant detrimental impact on their schemes and have sought Council's support in ensuring the DfT's awareness of the implications of such a change.

Public Interest

3. The Department of Transport have announced that they are considering changing how the regulations, which govern how Community Transport (CT) operators who run minibuses on contracts, are interpreted. In rural areas such as South Somerset CT operators often depend on school contracts as a significant source of funding. The revisions being considered by the DfT mean that the CT schemes will either face a dramatic increase in costs or will be unable to continue to run these contracts.

Recommendation

4. That members resolve that:
 - a. A formal letter is sent to the Department for Transport (DfT) outlining our concerns on the impact to our local communities should the proposals to change the interpretation of Sections 19 and 22 be implemented.
 - b. Request that SSDC be invited to comment during any formal consultation that the DfT undertakes regarding the making of such a change.

Background

5. Community Transport (CT) schemes normally operate under permits issued under either section 19 or section 22 of the 1985 Transport Act. The Department for Transport (DfT) has recently written (31st July 2017) to the issuers of section 19 and 22 permits

(generally County Councils as the transport authorities), indicating that they are proposing to change their interpretation of these sections, and this will have implications for the two larger CT schemes operating in South Somerset. The letter is attached as Appendix A.

Report

6. The DfT are proposing that CT schemes who tender for contract work will, in the future, have to operate under Public Service Vehicle (PSV) (i.e. conventional bus) regulations. In South Somerset we have 2 CT schemes that would be affected by this change. Both South Somerset Community Accessible Transport (SSCAT) and the South Somerset Association for Voluntary and Community Action (SSVCA) currently operate tendered contracts on behalf of Somerset County Council (SCC) under Section 19.
7. Traditionally SSSDC has supported both schemes working with them and SCC to ensure that at least some level of transport is still available in our rural areas; and this has been important with the decline of conventional rural bus services. However both schemes rely on education contracts and special educational needs contracts for a significant part of their core funding.
8. Up until now CT schemes have been encouraged (nationally) by the DfT to operate on the basis that they can tender for contracts to provide services which are not classified as local services (e.g. School contracts on which members of the general public aren't carried, or specialised Door to Door services for their members). This has been on the understanding that their charitable status conferred that such schemes operate on a 'not for profit' basis. However the DfT is now indicating that where such schemes are undertaking such contracts "won via competitive tender in contestable markets", then those schemes should not be deemed "exclusively for non-commercial purposes" and would require a PSV licence. The key issue therefore is with the DfT's proposed revised interpretation of 'not for profit'.
9. If the proposal goes ahead then these schemes will either have to:
 - a. Cease operating those contracts, which means they will lose much of their core funding. So unless other funding comes forward then there is a risk that they could fold.
 - b. Or face the cost implications of operating under more onerous PSV regulations. That would involve substantial additional costs including driver training, management training and guarantees in respect of financial viability.
10. The barriers that either of these options will create mean that there is serious threat to the continuance of our CT schemes. The views of both the SSVCA and SSCAT are attached in Appendices B & C.
11. Appendix D explains sections 19 & 22 and sets out the current interpretation, which has worked well in rural areas for a number of years. It also conveys the proposed revised

interpretation, which if adopted will have significant financial implications for both schemes.

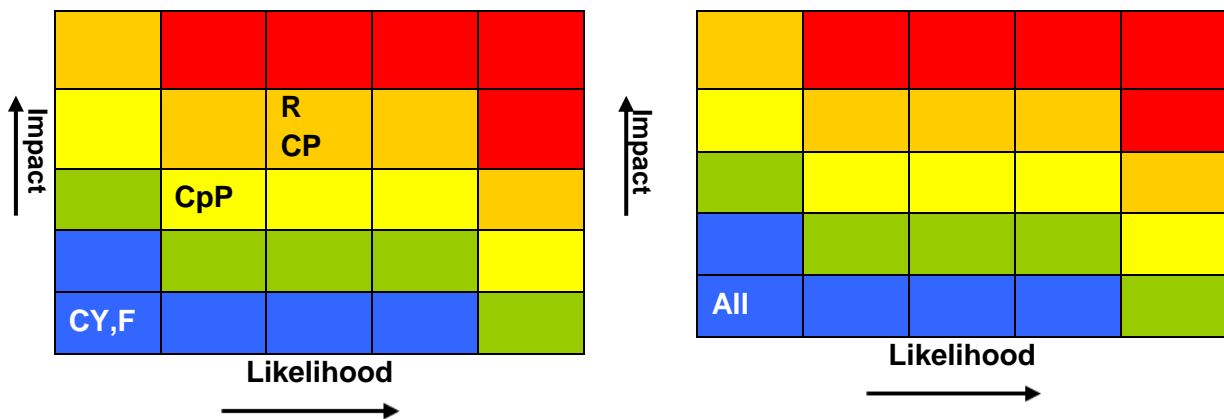
12. The CT 'industry' feels that the DfT needs to consider very carefully the proposal outlined in their letter to the issuing authorities before even going out to any consultation. It is important that the DfT understands that in rural areas CT schemes are reliant on school contracts to provide the core funding to run the vehicles and it is recommended that a formal letter is sent to the DfT as soon as possible explaining the impact on our local communities should the proposals be implemented.
13. The DfT has indicated that it intends to consult later this autumn and it's also recommended that SSDC requests to be included in respect of any formal consultation that the DfT proceeds with in consideration of making such a change.

Financial Implications

14. There are no direct financial implications for SSDC arising from 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

Council Plan Implications

15. Ensuring accessibility for all residents through maintaining and supporting community transport reflects the Council Plan aims and priorities to improve the economy, the environment and build healthy communities.

Carbon Emissions and Climate Change Implications

16. Shared use of CT minibuses offers the potential to reduce the number of car journeys and thereby reduce CO₂ emissions.

Equality and Diversity Implications

17. The services provided by CT schemes reduce inequality and improve service accessibility for all.

Privacy Impact Assessment

18. There are no direct implications

Background Papers

19. Not Applicable



Department
for Transport

***This letter is for the attention of
Section 19 and Section 22 permit
issuers in Great Britain.***

Stephen Fidler
Head of Buses and Taxis Division
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

31 July 2017

**The Issue and Use of Section 19 and Section 22 Permits for Road Passenger
Transport in Great Britain**

This letter is addressed to the issuers of permits under Sections 19 and 22 of the Transport Act 1985. It should also be read by the holders of such permits to the extent that they operate in the circumstances described below. As the Department does not hold records of all permit holders, issuers should notify holders to whom they expect the contents of this letter to be relevant.

The Driver and Vehicle Standards Agency (DVSA) has recently issued a decision letter to a community transport operator, following an investigation of a variety of allegations concerning non-compliance with legal requirements applicable to operators of road passenger transport services. The operator was operating minibuses (9-16 seater) under permits issued under Section 19 of the Transport Act 1985. This present letter provides a summary of the outcome in that decision letter and the reasoning behind it, and highlights what it may mean for issuers and holders of Section 19 or 22 permits.

The decision was made following consideration of the specific circumstances of the operator. In brief, its operations comprised a range of services, including local bus, home-to-school and day care transport provided under competitively-tendered contracts with local authorities. These services were provided using minibuses operated under Section 19 permits, driven by salaried drivers, not all of whom held a Driver's Certificate of Professional Competence (Driver CPC) and an unrestricted D1 minibus licence.

The decision letter informed the operator that:

- i. The operator did not come within any of the derogations from the requirement in EU Regulation 1071/2009 for operators of road passenger transport services to hold a PSV Operator's Licence. Regulation 1071/2009 is directly applicable in UK law. Although there is a derogation for operators "*engaged in road passenger transport services exclusively for non-commercial purposes or which have a main occupation other than that of road passenger transport operator*",¹ that derogation

¹ Article 1(4)(b) of Regulation (EC) No 1071/2009 of the European Parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26/EC.

could not properly be considered applicable *simply* because the operator was a registered charity and was therefore prohibited from distributing its profits. In view of the scope and nature of the operator's activities – which included the provision of passenger transport services carried out pursuant to contracts won via competitive tender in contestable markets – the factual circumstances did not justify a conclusion that the operator's engagement in road passenger transport services was "*exclusively for non-commercial purposes*". Nor did the operator have "*a main occupation other than that of road passenger transport operator*", since its main activity was providing road passenger transport services. **The operator concerned therefore required a PSV Operator's Licence.**

- ii. As a consequence of the need to hold a PSV Operator's Licence, the operator's drivers did not fall within Section 18(2) of the Transport Act 1985 and Regulation 4(2) of the Section 19 Permit Regulations 2009² which enable drivers with pre-January 1997 D1 (101 – "not for hire and reward") endorsements on their driving licences to drive minibuses operated under a Section 19 permit. **Accordingly, the operator's drivers should have been holders of unrestricted D1 minibus driving entitlements.**
- iii. In light of an examination of the operator's services, and also taking account of the fact that drivers were salaried employees, the circumstances did not justify a conclusion that the operator's vehicles fell within the exemption set out in Regulation 3(2)(f) of the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007³ for vehicles "*being used for the non-commercial carriage of passengers or goods for personal use*". **Accordingly, the operator's drivers should have been holders of a Driver CPC qualification.**

The operator to which the decision letter was addressed was informed that, in view of the above findings, it would need to take action to bring its operations into line with all applicable legal requirements. DVSA will be working with the operator to ensure that it does so.

It is important to emphasise that this decision applies to the operator concerned after investigation of its specific circumstances. Other cases will need to be considered on their own facts. However, developments in passenger transport provision during the last two decades (in part encouraged by successive governments) may mean that the types of contracted work and driver employment/ training/licensing arrangements described in this letter are not unique to this community transport operator.

It has become increasingly apparent to the Department recently that guidance has not kept pace with these developments. It may therefore be helpful to set out the following principles:

- Section 19 or Section 22 permits, as exemptions from PSV Operator Licensing, must only be issued in circumstances meeting both:
 - a) the conditions set out in the relevant section of the Transport Act; and
 - b) one of the derogation criteria set out in Article 1(4) of EU Regulation 1071/2009.

² SI 2009/365

³ SI 2007/605

It is for the organisation applying for such a permit to make its case to the relevant permit issuing body as to why it meets those conditions and criteria, based on the nature of its passenger transport activities and the basis on which it is carrying out those activities.

- The only derogation in Article 1(4) of Regulation 1071/2009 which is likely to be applicable to an operator wishing to operate vehicles under a Section 19 or 22 permit is the derogation for operators “*engaged in road passenger transport services exclusively for non-commercial purposes or which have a main occupation other than that of road passenger transport operator*”.
 - An operator whose main activity is operating passenger transport services (as opposed to, say, providing youth or care services) would plainly not “*have a main occupation other than that of road passenger transport operator*”.
 - The question as to whether or not an operator’s passenger transport activities are *all* carried out “*exclusively for non-commercial purposes*” has to be answered objectively based on the nature of the activities and the manner in which they are being carried out (e.g. whether or not they are being performed on a business-like basis, whether or not the drivers are unpaid volunteers, and whether or not the operator is competing with other operators)⁴.

An operator whose activities are essentially those of a bus company (in that it employs salaried drivers and carries out passenger transport services under contracts won in contestable markets and/or in exchange for fares charged to passengers at more than nominal rates) cannot be regarded as carrying out its activities “*exclusively for non-commercial purposes*”. That is so even if the operator is a registered charity or other “not for profit” organisation.

Where *any* of an operator’s services are not being carried out “*exclusively for non-commercial purposes*”, then the operator cannot operate *any* vehicles under a Section 19 or 22 permit, since it falls outside the scope of the derogation.

- The exemption in Regulation 3(2)(f) of the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 applies only where the vehicle is “*being used for the non-commercial carriage of passengers or goods for personal use*”. Whether or not the criterion is satisfied must be considered on the basis of the facts of the case. In the Department’s view, however, the criterion is plainly not satisfied where the transport service is being provided on substantially the same basis as that of a bus company (for instance using salaried drivers and in exchange for remuneration - whether coming directly from the passengers or from another source, such as remuneration from a local authority under a contract).

⁴ It is important to note that the use of the legal term “non-commercial” in the context of Regulation 1071/2009 is quite distinct from the colloquial use of the same term to describe a local bus service which operates under a contract with a local authority. It is unlikely that any local bus service may be characterised as “non-commercial” for the purpose of Regulation 1071/2009 if it is operated pursuant to a contract which has been awarded following a competitive bidding process, run by a local authority, between potential operators. By contrast, it may be possible to satisfy the derogation if contract work is being conducted in circumstances in which there is demonstrably no contestable market.

I expect that compliance with these principles is more likely to be an issue principally for larger operators who are essentially acting as bus companies and competing for contract work and/or charging fares to passengers at more than nominal rates. By contrast, I expect that many (perhaps the overwhelming majority of) smaller and more traditional Section 19 and 22 permit holders are unlikely to have any compliance difficulties. However, all permit holders should assess periodically their continuing compliance with all applicable legal requirements, including in particular that their reliance on permits continues to meet both the conditions and the criteria mentioned in (a) and (b) above, respectively.

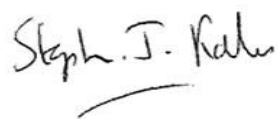
We intend to explain all of this at greater length in a public consultation which we expect to launch in the autumn. This will set out the detailed changes which are required in order to update current guidance, together with proposed amendments to the Transport Act 1985, all of which may help to clarify for permit issuing authorities and permit holders the relationship between the conditions set out in that Act and the derogations set out in Regulation 1071/2009. We will also invite permit holders to provide the Department with more information, so that we can better understand developments in the sector.

Action in this area is required, despite the UK's forthcoming exit from the European Union, in order to avoid any uncertainty for permit issuers and holders. The UK is presently still a member of the EU, and EU law therefore continues to be applicable. While it is possible that the UK (or constituent parts of the UK) might wish to exercise their legislative competences post-Brexit so as to clarify or reform certain legal requirements, this will need to be done over time.

I appreciate that there has historically been guidance that may have provided an inaccurate indication of the conditions and criteria for operating services under Section 19 and 22 permits, and that, as a result, there may be some organisations that are relying on such permits inappropriately. Such operators will now need to take action to bring their services into compliance with legal requirements. The Department will, of course, liaise with all relevant stakeholders, including representative bodies - such as the Community Transport Association - and will seek to support relevant operators in transitioning to full compliance.

Ahead of a consultation, any general queries on this matter should be referred to buses@dft.gsi.gov.uk. However, the Department cannot give legal advice to individual permit issuing bodies or permit holders.

Yours faithfully,



Stephen Fidler



22nd September 2017

**IMPACT REPORT REGARDING PROPOSED CHANGES TO THE
CURRENT USE OF SECTION 19 AND SECTION 22 PERMITS FOR
ROAD PASSENGER TRANSPORT IN GREAT BRITAIN**

South Somerset Community Transport currently employs 17 Drivers and operates with 14 Minibuses.

As a Not-For-Profit Organisation, our stream of income and profitability is restricted. The proposal by DfT that Community Transport Operators, defines that we would be required to operate under a PSV Operators Licence which would financially have a devastating impact on our organisation.

All of our drivers hold D1 restricted licence. Therefore we would have to retrain our entire work force, considering that the average age of our drivers is currently 62 years old. I am confident that many of them would not be interested in 18 hours training that they would be required to do should the proposal go ahead. Therefore I would then have to recruit a new drivers who have a current PSV Licence and are looking for Part Time hours. In the current recruitment climate in South Somerset. I feel this would not be an easy task.

Below is a breakdown of the cost implications in retraining all 17 Drivers, to include a medical, full training, both practical and theory test, would be £1406.00 per driver = £23,902.00.

A member of our management team would be required to gain an Operators CPC qualification costing £1496.25.

In addition to this we would be required to hold the following reserves in addition to those laid down by the Charity Commission We would be required to hold £7850.00 for the 1st vehicle and £4350.00 for each additional vehicle. In total we would have increase our current reserves by £77,450.00.

We are here to take you there!



The total financial impact for SSVCA – South Somerset Community Transport would be **£102,848.28**.

Local authorities have already made it clear that additional funds to assist with this would not be available therefore South Somerset Community Transport would no longer be able to operate without outside funding to cover the additional cost and funds required to operate.

We currently transport over 400 individual clients reliant on wheelchair accessible vehicles. The disappearance on South Somerset Community would see all of these clients being isolated from attending medical appointments as well as regular lunch clubs and other social events.

Victoria Butcher
SSVCA - South Somerset Community Transport Manager

Appendix C



South Somerset Community Accessible Transport

Balsam Centre, Balsam Park, Wincanton BA9 9HB

Tel: Office: 01963-34594 Bookings: 01963-33864

Email: sscatringride@yahoo.co.uk

Nigel Collins
Transport Strategy Officer
South Somerset District Council
The Council Offices
Brympton Way
YEOVIL
BA20 2H

28th September 2017

Dear Nigel

Re: Proposed changes to Section 19 and 22 permit interpretation

First of all as Chairman of SSCAT, can I thank you for the opportunity of commenting on the issue of the proposed changes or re-interpretation of Section 19 and 22 permits under which the Community Transport organisations operate. These proposed changes will impact significantly on all CT Operators and may well result in a sizeable reduction in the size of the CT sector itself.

Essentially, the proposed change to Section 19 specifically (as this is the permit regime under which most CT actually operate) envisages a higher mandatory qualification and training to achieve a "Driver CPC (Certificate of Professional Competence) which, in effect, is the PSV licence level. For organisation like SSCT, we were exempted from this requirement under the original interpretation. Most CT operators engage in a mix of activities such as Group Hire, Contract Work (usually education and Social Services), Local Ring and Ride and similar but although these activities were in the main commercial, being constituted as a registered Charity meant that ourselves (and others) qualified for the original exemption.

Specifically as far as SSCAT is concerned, these are the two most significant areas where the consequence of the implementation of these changes will impact;





South Somerset Community Accessible Transport

Balsam Centre, Balsam Park, Wincanton BA9 9HB

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- 1) Financial – we estimate that it will add something in the region of £1000 per driver to take them through the required additional training to achieve CPC. So in a full year, this will represent something in the region of an additional £20k to our cost base.
- 2) Effect on the SSCAT Driver Pool. - In common with most other CT Operators, our driver pool consists mainly of retired individuals who wish to have a part time job for a day or two a week. Because of the nature of the demand for the service, it does not justify the employment of full-time drivers. It is apparent to us that should this proposed change implemented, most of our drivers will simply walk away because they perceive that the requirement of the extra training and qualification will be A) too onerous B) the CPC requirement is really the preserve of full time employment and not part time. We have spent considerable efforts over the years recruiting to this pool and the attraction to most of our drivers is that they and we can arrange their hours and routes on a mutually agreeable basis. Technically, by definition we are part of what is now labelled the “Gig” economy BUT the critically important point to be made that operating on this scale with 5 mini-buses, it is not remotely financially feasible to operate with full time drivers.

As the District Exec Members may also be aware by the recent report to Area East Committee, we were recently unsuccessful in our lottery submission. In light of this, we have undertaken a series of actions in association with other organisations to urgently seek out other sources of funding such as contributions from the local Town and Parish Councils. What I must say at this point is that given our current situation, the implementation of these Section 19 will truly and ultimately be the straw that breaks the camel’s back financially.

Finally I would point out the following about the SSCAT organisation. It was set up in 2001 as part of SSDC following the SSDC commissioned report “Transport Needs Project in SSDC” in 2000. It became a charity in 2003 and has operated successfully on that basis since that time. The original thinking behind the creation of Charitable Status was that the organisation should not be reliant on SSDC for revenue support funding as it would be free in its own right to access core funding from organisations such as the lottery. To date that objective has been achieved and no revenue funding has been accessed from SSDC in that period. Capital funding has been accessed periodically to contribute towards the acquisition of replacement vehicles. The service



Appendix C



South Somerset Community Accessible Transport

Balsam Centre, Balsam Park, Wincanton BA9 9HB

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is greatly appreciated by the community of Area East especially in the current situation of continual withdrawal of scheduled bus services.

I would finally conclude by thanking all members of SSDC for their support over the years and would respectfully request that District Exec Members appreciate the enormity of this current threat to ourselves and other CT Operators within the District in the form of the proposed changes to the Section 19 permit system. I would ask that SSDC makes the strongest representation to the relevant organisations to avoid what can only be described as a terminal body blow to Community Transport Operators. Thank you.

Yours Sincerely

Tim Carroll – Chairman, South Somerset Community Accessible Transport



Appendix D

What are Section 19 and 22 permits?

Section 19 and section 22 of the Transport Act 1985 allow organisations that **operate without a view to profit** to have a permit which exempts them from the need to hold a PSV operator's licence when providing transport for a charge.

Standard Section 19 permits (<16 seats excl. driver)¹ may be granted to organisations that operate vehicles without a view to profit to transport their members, or people whom the organisation exists to help. Section 19 permit vehicles can't be used to carry members of the general public. Standard Section 19 permits can be issued by the Traffic Commissioner or Designated bodies; often Local Transport Authorities such as SCC.

Section 22 permits are issued to bodies concerned for the social and welfare needs of one or more communities. They operate vehicles without a view to profit and use those vehicles to provide a community bus service. Unlike section 19 permit vehicles, community bus services are 'local bus services' and can carry the general public. Local bus services are defined as services using public service vehicles for the carriage of passengers by road at separate fares on which passengers may travel for less than 15 miles. Section 22 permits are issued by the Traffic Commissioner.

In respect of local bus services, local authorities are already prevented (Section 89) from inviting tenders from Section 19 permit holders for conventional local bus services. Services provided under a section 19 permit are not classified as "local services" and members of the general public may not be carried **i.e. they must be members of a scheme**.

The Current Guidance

Currently the Traffic Commissioners' guidance² says *"There's no such restriction on the holders of a section 19 permit from tendering for contracts to provide services which are not classified as local services. This may include, for example, school transport on which members of the general public aren't carried, or specialised door-to-door services such as Dial-a-Ride. However, the holder of a section 19 permit may only provide services under a contract where the contract is limited to the carriage of passengers within the class or classes specified on the section 19 permit. There's no legal barrier to local authorities, when they invite tenders for subsidised service contracts under section 89 of the Transport Act 1985, from accepting tenders from section 22 permit holders. Section 22 permit holders may also bid for quality contracts under section 130 of the Transport Act 2000"*.

It goes on to say *"Contracts can't be undertaken with a view to making a profit as this would invalidate the permit. Full cost recovery (FCR) models can be used. Further information on FCR is available from the [Association of Chief Executives of Voluntary Organisations \(ACEVO\)](#)."*

¹ Large bus permits' for vehicles > 17 passengers can be issued through the Traffic Commissioner

² Section 19 and 22 permits: not for profit passenger transport – Traffic Commissioners for Great Britain – August 2013.

Appendix D

The Revised Interpretation

Up until now CT schemes have been encouraged (nationally) to operate on the above basis by the DfT However **the key issue is with the proposed revised interpretation of ‘not for profit’**. Following an inquiry the DVSA (Driver and Vehicle Standards Agency) has recently sent a letter of decision to a CT operator that:

*“Although there is a derogation for operators “engaged in road passenger transport services exclusively for non-commercial purposes or which have a main occupation other than that of road passenger transport operator”, that derogation could not properly be considered applicable **simply** because the operator was a registered charity and was therefore prohibited from distributing its profits. In view of the scope and nature of the operator’s activities – which included the provision of passenger transport services carried out pursuant to contracts won via competitive tender in contestable markets – the factual circumstances did not justify a conclusion that the operator’s engagement in road passenger transport services was “exclusively for non-commercial purposes”. Nor did the operator have “a main occupation other than that of road passenger transport operator”, since its main activity was providing road passenger transport services. The operator concerned therefore required a PSV Operator’s Licence”.*

Agenda Item 7

Floating Support for Vulnerable Individuals in South Somerset

Executive Portfolio Holders: Sylvia Seal, Leisure & Culture
Ric Pallister, Leader of the Council, Strategy & Policy
Director: Martin Woods, Service Delivery
Service Manager: Kirsty Larkins, Housing & Welfare Manager
Lead Officer: Alice Knight, Welfare & Careline Manager
Contact Details: alice.knight@southsomerset.gov.uk or 01935 462943

Purpose of the Report

1. This report provides Members with an update on the Floating Support for Vulnerable Individuals project we have been delivering in South Somerset in partnership with Yeovil4Family (Y4F).

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2017.

Public Interest

3. This report provides information on the provision of services to vulnerable individuals who might otherwise be homeless and can benefit from engaging with support to address their particular circumstances.
4. It will be of interest to members of the public concerned about the provision of support available to vulnerable individuals in their local area. 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.

Recommendations

5. That the District Executive note the information in the report and note that Sonia Floyd from Yeovil4Family will be delivering a short presentation at the District Executive meeting.

Background

6. In 2016, SSDC Housing & Welfare Service developed a pilot project in partnership with Y4F to provide a floating support service to vulnerable individuals (aged 25+) in South Somerset at risk of homelessness. This was funded through the Housing & Welfare Budget, in response to:
 - a rise in rough sleeping and the cost of rented accommodation locally
 - a rise in demand for support services (eg. drug and alcohol, mental health services) at the same time as these services experienced severe cut backs and
 - the cessation of the P4A contracts (Pathways for Adults) in April 2016 which provided housing related support to people with a history of homelessness and those who had an offending background.
7. Local authorities and partner organisations in Somerset have been working together through the new Positive Lives Partnership to explore new ways of working, including listening to client experiences/life stories to pilot innovative projects and develop longer term, more sustainable solutions, helping clients address issues in their lives which ultimately reduce their risk of homelessness.

8. In January 2017, District Executive approved £35,000 funding in 2017/18 for Yeovil4Family to continue with the project for a further year based on the success of the pilot work. Members were particularly keen that multi-agency solutions to addressing homelessness were being sought where appropriate and that schemes were effectively measured in terms of outcomes achieved.
9. SSDC has statutory duties under the 1996 Housing Act (as amended by the Homelessness Act 2002) to prevent homelessness, provide suitable advice and assistance to those threatened with homelessness and help secure suitable alternative accommodation for those in priority need (as defined by the Act) who have become homeless 'unintentionally' (as defined by the Act). In addition the new Homeless Reduction Act (2017) strengthens the Councils advice and prevention duties to all people threatened with homelessness.

Results from Year 1 (June 2016 – Sept 2017)

10. This new service was commissioned by SSDC in June 2016. The project is based on the model built up by Yeovil4Family, who delivered a highly successful 3 year family support programme under Family Focus between 2012-2015, and continue to operate in South Somerset to support families and individuals.
11. Funding for the 'singles' work has been awarded through a Service Level Agreement with Y4F, to support up to 20 individuals at any one time through a team of 2.4 FTE Link Workers and 15 trained volunteer mentors.
12. Through this project, individuals are referred from a wide range of agencies. Their needs are evaluated before they are allocated a Link Worker and, if appropriate, a 1-1 Mentor, for up to a year. Intensive support is offered; it is flexible and tailored in response to individual needs.
13. Our SLA with Y4F specifies a number of generic outcome measures which will be fully reported at the end of March 2018 including:
 - Increased ability to maintain tenancy
 - Improved social and life skills
 - Increased engagement with support for life controlling problems
 - Increased engagement with employment, training, volunteering or education opportunities
 - Increased ability to manage personal finances
14. However with each client, specific aims and outcomes are agreed. These are individually tailored to their own needs which they identify and agree with their Link Worker; they are reviewed and measured during the year as progress is made. This is proving to be a very effective way of working with clients who display a wide range of complex needs and may have historically led chaotic lifestyles.
15. Monthly meetings also take place between Y4F and SSDC, looking at overall progress of the project and of each individual client. This helps us work in partnership and engage/refer to other agencies if needed, and agree collective exit strategies for clients to ensure they leave the programme fully supported.
16. Since June 2016:
 - **47** referrals have been received from a range of agencies including SSDC Environmental Health, SSDC Housing, Health Visitors, Yarlington, Police, GetSet, Stonham/Pathways

- 22 individuals have signed up to the programme and are being/have been supported by a Link Worker and in some cases a mentor
- Issues they have presented with include drug and alcohol, risk of losing tenancy, disability, mental health issues, relationship breakdown, debt, victims of abuse, isolation/loneliness
- Significant progress has already been made with individuals including management of debts, securing tenancies, engaging with support from drug programmes, accessing counselling, health coaches, joining community groups and practical improvements to homes
- 15 mentors have been trained and are supporting individuals

17. Further details of the outcomes achieved for clients will be presented at the DX meeting by Y4F.

Financial Implications

18. None. This report is for information only.

19. In 2016, Y4F used a cost benefit calculation (the Manchester New Economy Model) which showed that for every £1 spent on their work supporting families, the cost saving to public agencies was between £4.50 - £6. We would estimate that through the £35,000 we invest in the singles programme, the savings are in the region of £157,000 - £210,000 per year.

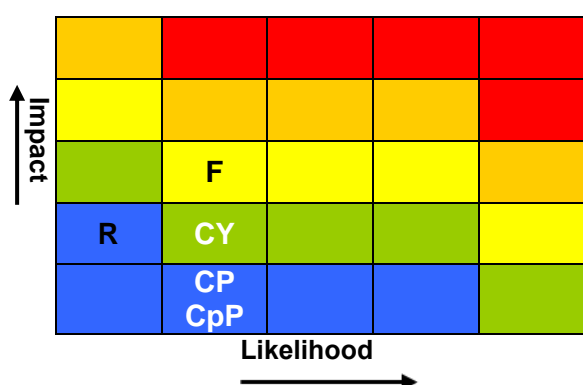
20. The cost to SSDC of processing a homeless application is £2,630. Through working with individuals to sustain their tenancies, considerable cost savings are made by SSDC. If 13 people are assisted through this programme the £35,000 is already saved.

21. A recent report by the Centre for Responsible Credit cites examples from Southend-on-Sea and Milton Keynes Councils who have calculated the cost-benefits of providing local welfare assistance in the face of large government cut backs. Southend-on-Sea were saving £300 per week per person (reduced temporary accommodation costs), and Milton Keynes calculated the value of £6,500 per person (with direct fiscal savings of £2,640 to the local authority itself) through providing this kind of support to individuals.

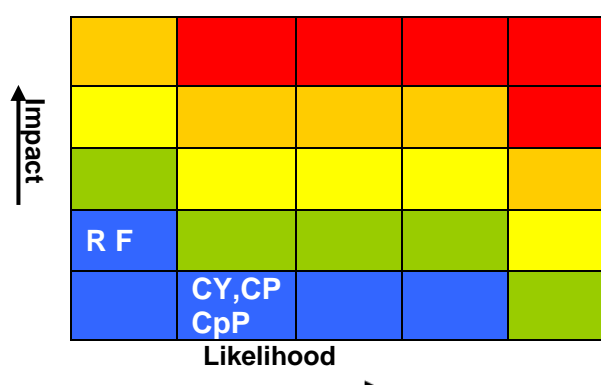
22. In addition Y4F support people to access benefits, secure employment and training which also have positive financial implications for SSDC, other public bodies as well as the individuals themselves.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

Categories	Colours <i>(for further detail please refer to Risk management strategy)</i>
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

Homes

- Minimise homelessness and rough sleeping
- Enable people to live independently

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

No policy changes

Y4F work with vulnerable individuals who often encounter barriers to accessing services, particularly people with mental health issues, ex-offenders or people who have experienced discrimination, exclusion and abuse.

Privacy Impact Assessment

Our Service Level Agreement with Y4F includes Data Protection

Clients are required to sign formal consent before a referral is made and any personal data is shared

Secure email is used to share any personal data electronically

Y4F is registered with the Information Commissioners Office

Background Papers

District Executive Agenda and Minutes January 2017

Agenda Item 8

South Somerset Authority Monitoring Report (September 2017)

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making)
Director: Martin Woods, Director, Service Delivery
Service Manager: Jo Wilkins, Acting Principal Spatial Planner
Lead Officer: David Clews, Spatial Planner
Contact Details: david.clews@southsomerset.gov.uk or 01935 462054

Purpose of the Report

1. To consider and sign-off the Authority Monitoring Report (2017).

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2017.

Public Interest

3. To assess the implementation of the South Somerset Local Plan (2006 – 2028), the Council has a duty to prepare an annual Authority Monitoring Report (AMR).
4. The AMR looks at whether or not the policies in the Local Plan are being implemented. It also helps to inform any future revisions to policies in the Local Plan. The Local Plan Review Issues and Options Consultation is the subject of a separate report.
5. The AMR includes reference to the Council's five-year housing land supply position; this is the subject of a separate paper, which was published on the Council's website in September 2017: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-2006-2028/evidence-base/>

Recommendations

6. That the District Executive
 - a. endorses the Authority Monitoring Report (2017).
 - b. delegates responsibility to the Director for Service Delivery in consultation with the Portfolio Holder for Strategic Planning to make any final minor text amendments which may be necessary to enable the Authority Monitoring Report to be published.

Background

7. The AMR is the monitoring report that is prepared by the Council on an annual basis. The relevant Regulations state that the AMR must contain the Authority's Local Development Scheme, identify any policies that are not being implemented, the net number of additional dwellings over the year; and information relating to the Community Infrastructure Levy. Additionally, the AMR includes a 'snapshot' of the District, some highlights over the past 12 months; and information about how the Development Management service is performing.

The Authority Monitoring Report

8. The AMR is split into five parts:
 - Part One - A snapshot of South Somerset
 - Part Two - An update on the Authority's planning policy programme
 - Part Three - Some highlights over the past year
 - Part Four – The effectiveness of the Council's planning policies.
 - Part Five – Performance of the Development Management service
9. The key points within the AMR are summarised in the following paragraphs.
10. The District's population and household formation continue to grow, with an increasing proportion of older residents. There is continuing pressure on new housing provision, particularly as affordability gets more acute.
11. Business growth has been stable, with strong representation in manufacturing, although over-reliance on this sector could make the local economy vulnerable. Much of the commercial building stock is also ageing.
12. There is little appetite for office building or for large-plate industrial buildings; although vacancy rates are low and there is continuing demand for smaller units. The strategic employment sites have not been brought forward and much of the economic development has taken place away from established centres.
13. The District has fewer highly skilled workers than the regional and national average; and qualification levels are not as high as across the South West or Great Britain. Unemployment levels are, however, lower than elsewhere.
14. Housing delivery in the 'Market Towns' and 'Rural Settlements' in South Somerset remains strong; is ahead of target and is greater than envisaged at this point in time in the South Somerset Local Plan (2006 – 2028).
15. New housing in many of the District's larger towns has not been delivered at the rate anticipated by the Local Plan.
16. Overall housing completions recorded from 2006 to 2017 show that the Council is behind its five-year housing land target and has a shortfall of 1107 dwellings. This has implications on how much weight can be attached to the housing land supply policies in the Local Plan in the determination of planning applications.
17. Yeovil remains a strongly performing town centre, although vacancy rates are still quite high.
18. Nearly all the current Local Plan policies are used, but in many instances they require revision or clarification; and a few may no longer be necessary.
19. Many of the monitoring indicators in the current Local Plan are not readily available, quantifiable, or appropriate and this is an issue that the Review of the Local Plan will seek to address.
20. The AMR is appended and will be published on the Council's website.

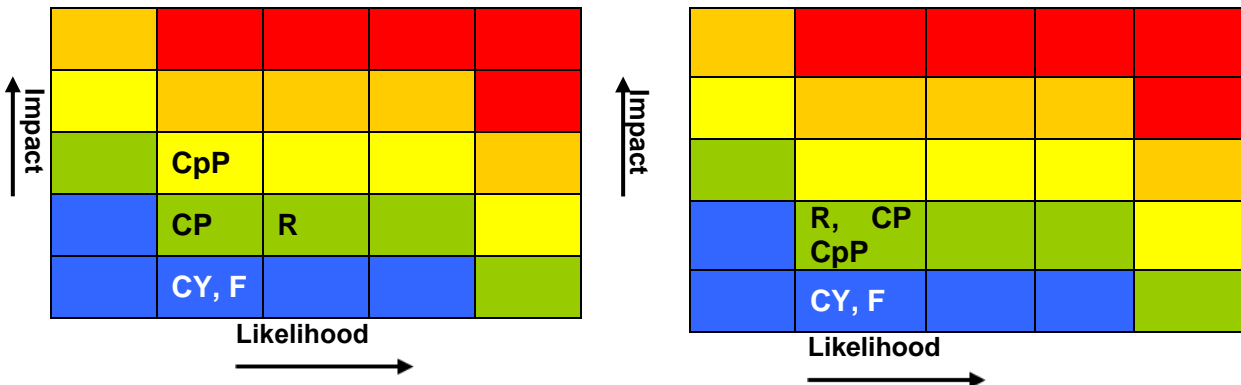
Financial Implications

21. There are no direct financial implications arising from this report or the recommendations.

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
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CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Council Plan Implications

- The Council has a statutory duty to produce an AMR and include specified matters within it. Not doing so would have a negative effect on the Council's Corporate Priorities, and have a detrimental impact on reputation.
- The Local Plan is a key land use policy document for generating economic development, protecting the quality of the environment, enabling new housing; and providing a framework for the preparation of neighbourhood plans and the plans for regenerating Central Yeovil and Chard.

Carbon Emissions and Climate Change Implications

- The Local Plan includes policies to limit the impact of development on Climate Change, with development being directed away from high-risk flood areas and encouragement given to sustainable drainage systems. Policies also relate to low carbon travel, sustainable transport solutions and pollution control.

Equality and Diversity Implications

- No significant changes to a Service, Policy or Strategy are proposed directly and it is therefore not necessary that an Equality Assessment is undertaken.

Privacy Impact Assessment

- No personal data handling is involved.

Background Papers

Appendix A – South Somerset Authority Monitoring Report (September 2017)



South Somerset Authority Monitoring Report

September 2017

Contents

- **Summary of Key Points**

1. **Introduction**

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2. **Location, Geography and Environment**

3. **Transport and Accessibility**

4. **Population and Demographics**

- 4.1 Population Trends

- 4.2 Population in South Somerset's Main Settlements

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6. **South Somerset's Economy**

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- 6.2 Employment and Jobs

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- 7.1 The Local Development Framework
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- 8.1 Implementing the Community Infrastructure Levy
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Part Four: Monitoring of Planning Policies

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- 10. Settlement Strategy**
- 11. Infrastructure Delivery**
- 12. Use of Previously Developed Land**
- 13. Yeovil**
- 14. Primary Market Towns**
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- 16. Rural Centres**
- 17. Rural Settlements**
- 18. Economic Prosperity**
- 19. Housing**
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- 21. Health and Well Being**
- 22. Environmental Quality**

Part Five: Development Management

- 23. Performance**
- 24. Managing Strategically Important Planning Applications**

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Summary of Key Points

- The District's population and household formation continue to grow, with an increasing proportion of older residents. There is continuing pressure on new housing provision, particularly as affordability gets more acute.
- Business growth has been stable, with strong representation in manufacturing, although over-reliance on this sector could make the local economy vulnerable. Much of the commercial building stock is also ageing.
- There is little appetite for office building or for large-plate industrial buildings; although vacancy rates are low and there is continuing demand for smaller units. The strategic employment sites have not been brought forward and much of the economic development has taken place away from established centres.
- The District has fewer highly skilled workers than the regional and national average; and qualification levels are not as high as across the South West or Great Britain. Unemployment levels are, however, lower than elsewhere.
- Housing delivery in the 'Market Towns' and 'Rural Settlements' in South Somerset remains strong; is ahead of target and is greater than envisaged at this point in time in the South Somerset Local Plan (2006 – 2028).
- New housing in many of the District's larger towns has not been delivered at the rate anticipated by the Local Plan.
- Overall housing completions recorded from 2006 to 2017 show that the Council is behind its five-year housing land target and has a shortfall of 1107 dwellings. This has implications on how much weight can be attached to the housing land supply policies in the Local Plan in the determination of planning applications.
- Yeovil remains a strongly performing town centre, although vacancy rates are still quite high.
- The information in this AMR will feed in to the next stage of the Local Plan Review, with consultation on the Issues and Options scheduled to take place in the Autumn 2017. Nearly all the current Local Plan policies are used, but in many instances they require revision or clarification; and a few may no longer be necessary.
- Many of the monitoring indicators in the current Local Plan are not readily available, quantifiable, or appropriate and this is an issue that the Review of the Local Plan will seek to address.

1. Introduction

- 1.1 The Authority Monitoring Report (AMR) is intended by the Government to consider whether policies in the District Council's Local Development Documents are being implemented and are being effective. It also needs to summarise progress on preparing Local Development Documents according to the timetable set out in the Council's Local Development Scheme, including details of any Neighbourhood Plans and Community Infrastructure Levy. These requirements are set out in Regulation 34 of the Town and Country Planning (Local Planning) Regulations 2012.
- 1.2 However, the AMR also represents an opportunity to provide an update on the context of South Somerset and how it compares with other areas on a range of issues; and a chance to reflect on the Council's planning achievements over the last year. Unless otherwise stated, the AMR provides data up to and including the 31st March 2017.
- 1.3 The AMR is organised into the following sections:
- **Part One** provides a **Snapshot of South Somerset**:
 - **Part Two** summarises the position in respect of the Council's **Planning Policy programme**:
 - **Part Three** sets out some **highlights** over the last year;
 - **Part Four** considers the effectiveness of the Council's **planning policies**; and
 - **Part Five** summarises how the Council's **Development Management** service is performing.

Part One: A Snapshot of South Somerset

2. Location, Geography and Environment

- 2.1 South Somerset is the largest district in the County, covering an area of 958 square kilometres (370 square miles); and has the largest population in the County at approximately 161,243 (2011 Census). South Somerset is largely rural with the population distributed across many towns, villages and hamlets, resulting in a population density of 1.7 people per hectare, less than half the national average.
- 2.2 The landscape is mainly undulating, agricultural land with some very fertile belts that have traditionally been farmed for top quality food production such as apples and dairy produce. Topography and agricultural practices have helped to secure special status for outstanding landscapes such as the rolling Blackdown Hills Area of Outstanding Natural Beauty (AONB) to the south west, a small part of the Cranborne Chase and West Wilts AONB to the north east, and Dorset AONB running along the southern boundary of the District.
- 2.3 South Somerset is well known for its areas of high nature conservation value, with internationally recognised wildfowl habitat on the Somerset Levels and Moors in the north of the District and there are two other National Nature Reserves, at Hardington Moor and Barrington Hill, near Ilminster. In addition, there are areas totalling 2,789 hectares of land designated as a Site of Special Scientific Interest. Just west of Yeovil is the heritage site of Ham Hill Country Park.

3. Transport and Accessibility

- 3.1 The District is well linked to other areas with three major railway lines with regular daily services to London, Exeter, Bristol and Weymouth. The A303 Trunk Road and A30 run east to west through the District, with the A358 to the M5 to the north, linking it with the rest of the South West and national motorway network. The Government and Highways England recognise these road routes as priorities for investment and consultation has recently been undertaken in respect to potential dualling of the A303 and A358 and creating a new junction between the A358 and the M5.
- 3.2 Coverage of public transport bus services is relatively poor reflecting the geographically dispersed population; and services are infrequent in all but the largest settlements. There is heavy reliance on the use of private vehicles for journeys to work and services, which is a challenge for the District in seeking ways to encourage more carbon friendly modes of travel and reduce congestion and pollution.
- 3.3 Figure 3.1 shows summary data about commuting to and from Somerset from the 2011 Census. The data shows that Somerset as a whole sees a small level of net out-commuting for work with the number of people resident in the County who are working being about 3% higher than the total number who work in the County. This

number is shown as the commuting ratio and is calculated by dividing the number of people living in an area (and working) by the number of people working in the area (regardless of where they live). The ratio for South Somerset is marginally lower. The proportion of people out-commuting from South Somerset is less than 20% of the total working population in the District, suggesting a good degree of self containment.

Figure 3.1- Commuting patterns in South Somerset (2011)

	South Somerset	Somerset
Live and work in District	46,159	-
Home workers	10,805	-
No fixed workplace	6,246	-
Out-commute	15,228	-
In-commute	16,214	-
Total working in District	78,438	250,622
Total living in District (and working)	79,424	258,828
Commuting ratio	1.01	1.03

Source: 2011 Census

4. Population and Demographics

4.1 Population Trends

- 4.1.1 Figure 4.1 shows the total mid-year estimate of the population of the District being 165,600; a relatively small rise on that in 2015 compared with Somerset as a whole or the South West. It is also less than over the previous 15 years, during which time, the District's population grew by about 1000 a year.

Figure 4.1- Population Change in South Somerset (2015 – 2016)

	Population 2001	Population 2015	Population 2016	Change + (2015-2016)	Percentage Change (%) (2015 – 2016)
South Somerset	150,969	164,982	165,600	618	0.37
Somerset	498,093	545,390	549,447	4057	0.74
South West	4,928,434	5,471,180	5,516,000	44,820	0.82

Source: ONS – Mid-Year Population Estimate (July 2016 release)

4.2 Population in South Somerset's Main Settlements

- 4.2.1 The District is mainly rural, although as of 2011, there were 15 settlements with a population of about 2,000 or more, in addition to the many smaller towns, villages and hamlets.
- 4.2.2 Figure 4.2 sets out the 2001 and 2011 population figures for these larger settlements, based on the built-up area (BUA), and the intervening changes in population.

Figure 4.2 - Population of Settlements in South Somerset (2001 to 2011) (BUA)

Settlement	2001	2011	Change	% Change
Yeovil	40,282	45,339	5,057	12.55
Chard	11,631	13,074	1,443	12.41
Crewkerne	6,728	7,000	272	4.04
Ilminster	4,285	5,808	1,523	35.54
Wincanton	4,803	5,435	632	13.16
Martock	4,309	4,522	213	4.94
Somerton	4,133	4,339	206	4.98
Castle Cary	3,056	3,232	176	5.76
South Petherton	3,177	3,367	190	5.98
Langport	2,977	3,063	86	2.89
Bruton	2,611	2,593	-18	-0.69
Milborne Port	2,644	2,802	158	5.98
Ilchester and Yeovilton	2,570	3,824	1,254	48.79
Tatworth	2,211	2,259	48	2.17
Stoke sub Hamdon	1,965	1,968	3	0.15

Source: Neighbourhood Statistics – Census

4.2.3 Population growth in Yeovil and Chard was consistent over the decade, but the rate of growth in Ilminster outstripped almost everywhere else, suggesting that the housing market is particularly strong here. The apparently high rate of growth at Ilchester and Yeovilton is due to the changing nature of the military-linked population at RNAS Yeovilton and the relocation of service personnel from overseas. It is unlikely that this level of growth will be replicated in the future.

4.2.4 Conversely, some of the settlements experienced very limited annual growth of just 5% or less between the two Census periods; and the population of Bruton actually fell.

4.3 Age Profile

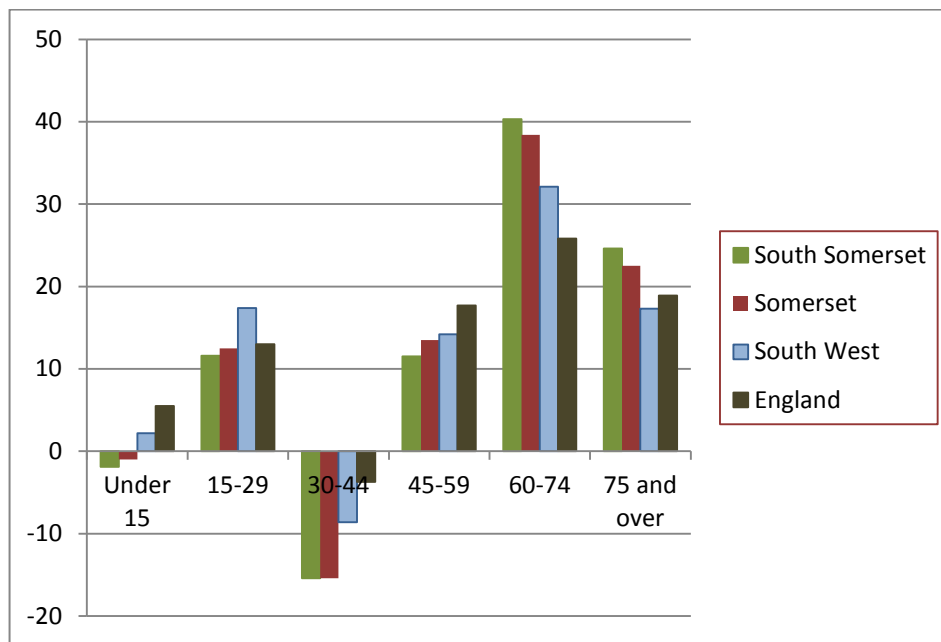
4.3.3 Figures 4.3 and 4.4 set out the changes in the comparative age profile of South Somerset. Since 2001, South Somerset has seen a decline in both the 'Under 15' and '30-44' age. This could, in the longer term, present some structural challenges about developing and maintaining a labour force within the area and the availability of future employees.

Figure 4.3 - Change in Age Structure (2001-2014)

Area	Under 15	15-29	30-44	45-59	60-74	75 & Over
South Somerset	-1.9%	11.6%	-15.4%	11.5%	40.3%	24.6%
Somerset	-1.0%	12.5%	-15.4%	13.5%	38.4%	22.5%
South West	2.2%	17.4%	-8.6%	14.2%	32.1%	17.3%
England	5.5%	13.0%	-3.7%	17.7%	25.8%	18.9%

Source: ONS

Figure 4.4 - Change in Age Structure (2001-2014) (%)



4.3.4 There has been some growth in the '15-29' and '45-59' age groups in South Somerset, but the greatest levels of growth, significantly greater than for the rest of the South West and England as a whole, have been in the '60-74' and 'over-75' age groups, who will have passed the state retirement age and will therefore not be economically active. The ever increasing proportion of the more elderly may affect future economic development, but it is almost certainly going to change attitudes to transport and accessibility, care and availability of services.

5. Housing and Households

5.1 Dwellings

5.1.1 Figure 5.1 demonstrates that, like the population itself, the growth in housing between 2001 and 2011 was not been equal across the District, although as referred to later in this report, the rate of expansion in some of the smaller settlements to the possible detriment of the main centres does raise policy-related issues that the Local Plan Review is going to need to address. Again, the growth of Ilminster was particularly strong, although the two largest settlements of Yeovil and Chard showed by far the greatest numerical increase.

Figure 5.1 - Change in Dwelling Numbers per Settlement in South Somerset (2001-2011)

Settlement	2001	2011	Change	% Change
Yeovil	19,469	21,691	2,222	11.41
Chard	5,769*	6,962	1,193	20.68
Crewkerne	3,084	3,427	343	11.12
Ilminster	1,588*	1,994	406	25.57
Wincanton	2,122	2,478	356	16.78
Somerton	1,909	2,065	156	8.17
Castle Cary	1,458	1,578	120	8.23
Langport	1,308	1,422	114	8.72
Bruton	1,073	1,141	68	6.34
Ilchester	789*	960	171	21.67
Martock	1,883	2,083	200	10.62
Milborne Port	1,170	1,325	155	13.25
South Petherton	1,213	1,339	126	10.39
Stoke Sub Hamdon	756	787	31	4.10

Source: Neighbourhood Statistics – Census – All Dwellings

* Data for four output areas in Chard, two in Ilminster and two in Ilchester are not available from the 2001 Census, but are available in the 2011 Census. Therefore 'change' and 'percentage' change in these settlements is likely to be over-estimated, albeit not to the extent that it has a significant bearing on the overall conclusion.

5.2 Households

- 5.2.1 The Census records all residents living in households at the time of the survey. Figure 5.2 compares the overall number of households in South Somerset in 2001 and 2011.

Figure 5.2 - Number of Households in South Somerset (2001 to 2011)

Households	2001	2011	Change	% Change
South Somerset	63,769	69,501	5,732	8.99

Source: Neighbourhood Statistics - Households (Census 2001 and 2011)

- 5.2.2 When compared with the changes to population and housing, there appears to be an imbalance between population growth and the overall number of dwellings delivered; and change in the number of households in the District. This is probably down to factors such as availability of capital, the existence of 'hidden households'; and conditions within the development industry.
- 5.2.3 The most up-to-date household projections are still the 2014-based Sub-National Household Projections (SNHP) published in July 2016. Those projections are underpinned by 2014-based ONS Sub-National Population Projections published in May 2016.
- 5.2.4 The data from the SNHP shows that the average household size in South Somerset in 2014 was 2.25 persons per household. Household sizes have continued to

reduce; and it is likely that household formation rates will increase, which in turn will raise the overall number of households that will be created in the future.

- 5.2.5 Figure 5.3 sets out levels of household growth expected by the ONS over the period 2014 to 2039. Across the whole County, household growth of about 50,000 is forecast; a 21% increase; slightly below equivalent figures for England (23%). The rise in South Somerset is forecast to be a little lower at 18%.

**Figure 5.3 - Projected Household Change 2014 to 2039
(2014-based CLG household projections)**

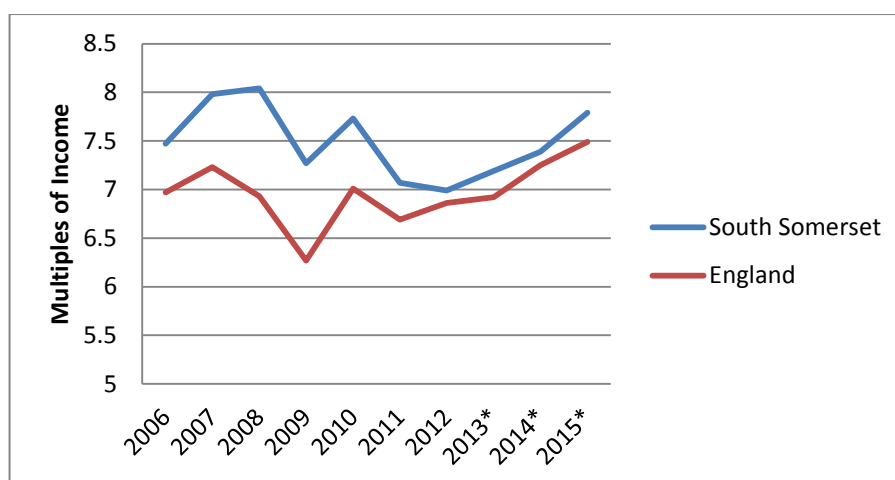
Area	Households 2014	Households 2039	Change in households	% change
South Somerset	71,585	84,824	13,239	18.49
Somerset	234,353	284,532	50,179	21.41
England	22,746,487	28,003,598	5,257,111	23.11

Source: CLG – 2014-based household projections

5.3 Housing Affordability

- 5.3.1 Figure 5.4 highlights the relative affordability of housing within South Somerset, compared with that across England. The Figure compares house prices and earnings at the median range, determined by ranking all property prices/incomes in ascending order. The lowest 50 per cent of prices are below the median; the highest 50 per cent are above the median.
- 5.3.2 This has fluctuated since 2006 and ratios are not presently as high as they were at the height of the housing market, although they have always been higher than nationally. In addition, they do appear to be rising again; and a ratio of over seven to one - the lowest its been over this period - cannot be deemed 'affordable' or indeed represent a long term sustainable housing market.

Figure 5.4 - Ratio of median house prices to median earnings in Somerset



Office of National Statistics (ONS) House Price Statistics for Small Areas (HPSSA) statistical release. Earnings data is sourced from The Annual Survey of Hours and Earnings (ASHE). * New versions of the DCLG tables have been created using a different source of House Price data - the ONS House Price Statistics for Small Areas datasets. This leads to slight differences in the distribution of affordability ratios from 2013 onwards.

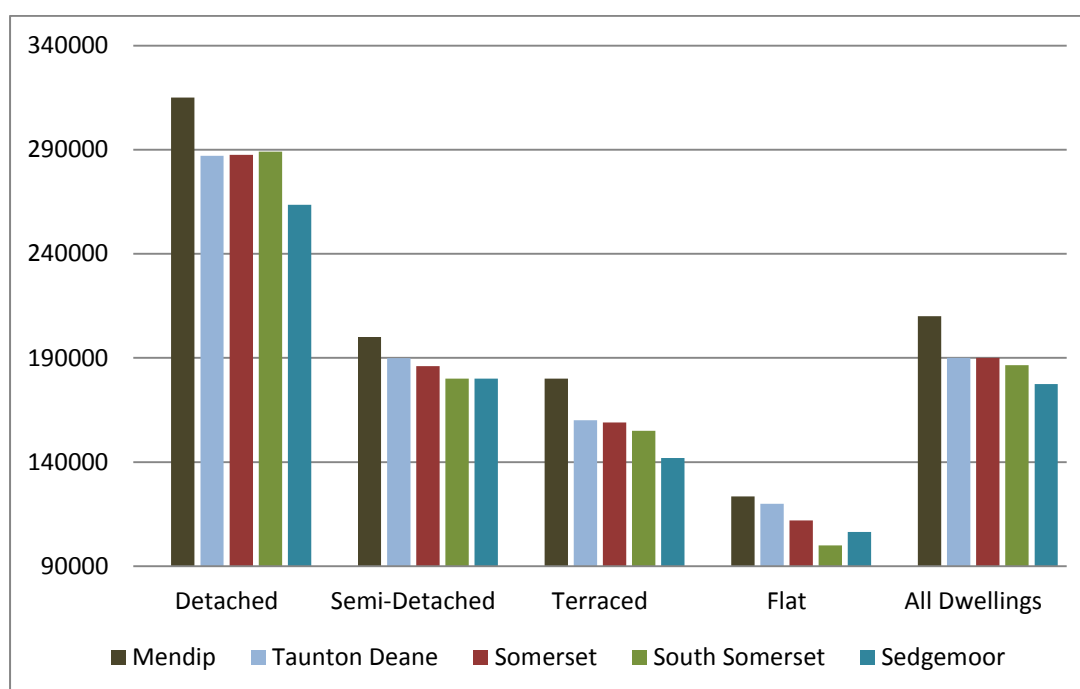
5.3.3 Figures 5.5 and 5.6 show how property prices in South Somerset compare with those in the other Districts in the County. Prices in Mendip are consistently higher than across the rest of the County, probably due to the proximity of many of its settlements to Bath and Bristol where the economies are especially strong. Prices in South Somerset are on a par with, albeit in some cases a little lower than in, Taunton Deane and the County as a whole, but higher in all but flats in Sedgemoor.

Figure 5.5 Average House Price by Type and Location (Year end March 2016) (£)

	Detached	Semi-Detached	Terraced	Flat	All Dwellings
Mendip	315,000	200,000	180,000	123,500	210,000
Taunton Deane	287,000	189,950	160,000	120,000	190,000
Somerset	287,500	186,000	159,000	112,000	190,000
South Somerset	289,000	180,000	155,000	100,000	186,500
Sedgemoor	263,475	180,000	142,000	106,475	177,500

Source – Strategic Housing Market Assessment 2016/ Land Registry

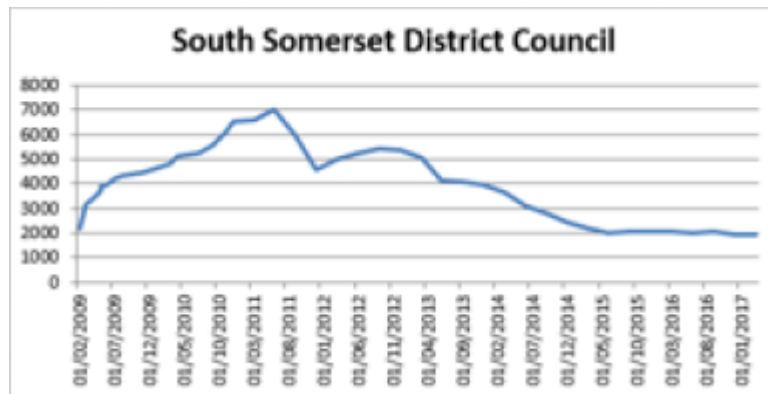
Figure 5.6 Average House Price by Type and Location (Year end March 2016)



5.4 Households on Housing Register

5.4.1 Figure 5.7 is an extract from the most recent quarterly report submitted to the Homefinder Monitoring Board. Since the creation of a single County wide system in December 2008, the number of applicants expressing a need through the Register has initially increased and then steadily fallen. The fall in applications can be attributed to better maintenance of the Register (removing redundant applications) and in part, the policy changes previously introduced which restricted applicants to those who have a local connection with the County. However for just over three years those on the Register assigned to South Somerset District Council has remained pretty steady at around 2,000.

Figure 5.7 - Expressed Need on Housing Register



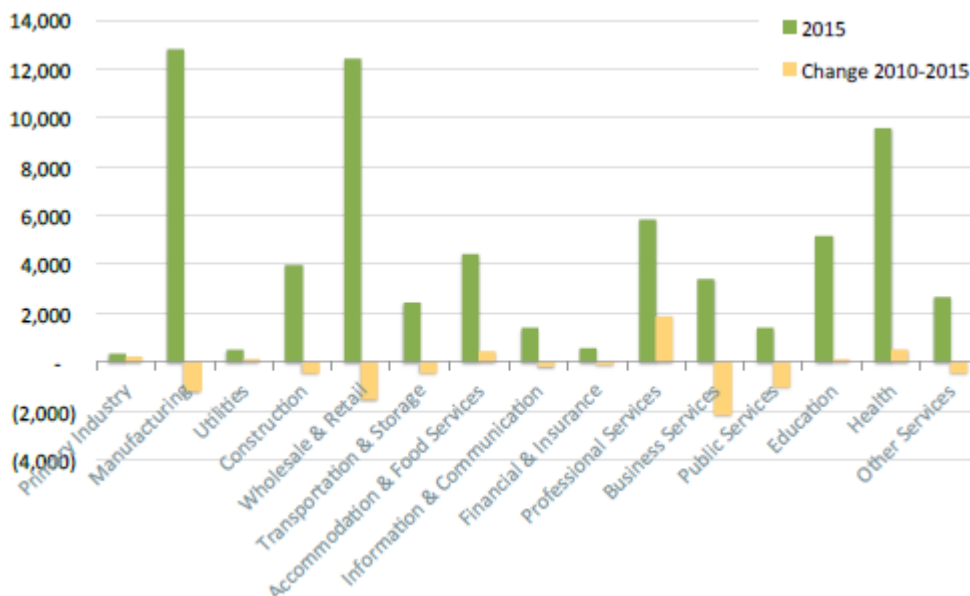
Source: Somerset Homefinder Housing Register

6 South Somerset's Economy

6.1 Economic Sectors in South Somerset

6.1.1 The economy in South Somerset has traditionally been dominated by agriculture and manufacturing. The District's long established link with the aerospace industry has provided a locational advantage that is unsurpassed in the rest of Somerset. Figure 6.1 clearly illustrates the dominance of the manufacturing sector in the District, together with retailing. It should be noted though, that there have been some falls in employment in these seemingly strong activities over the five-year period; and that employment in higher order sectors such as Information and Communication; and Financial and Business Services, is very low in comparison.

Figure 6.1 - Sectoral Employment Change in South Somerset 2010-15 (Number of Jobs)



Source: South Somerset Employment Land Evidence: Long Term Economic Implications for Employment Sites and Premises. July 2017

6.2 Employment and Jobs

6.2.1 Figure 6.2 shows a fluctuation in total job numbers in South Somerset since 2001, although these have remained mainly within the range of 80- to 84,000; there does not appear to be any long term trend either upwards or downwards.

Figure 6.2 - Total Jobs (2001 – 2015)



Source: NOMIS / ONS

6.2.2 Unemployment rates amongst the economically active are relatively low in South Somerset. Figure 6.3 shows the percentage of the economically active out of work is noticeably lower than across the South West or Nationally.

Figure 6.3 – Rates of Employment and Unemployment in South Somerset

	South Somerset	South Somerset %	South West %	Great Britain %
Economically Active	80,000	78.4	80.8	78
In Employment	77,800	76.1	77.6	74.2
Unemployed	2,800	3.5	3.9	4.7

Source: Nomis/ ONS Annual Population Survey March 2017

6.3 Productivity

6.3.1 Productivity is considered the single most important determination of average living standards¹. It is defined as the effectiveness of productive effort, as measured in terms of the rate of output per unit of input.

6.3.2 Figure 6.4 highlights general trends of economic value in South Somerset (as measured by Gross Value Added - GVA) from 2006 to 2015.

¹ Fixing the Foundations: creating a more prosperous nation, HM Treasury, 2015.

- 6.3.3 Manufacturing has consistently been the most productive sector in South Somerset, and remains hugely important to the short and long term future of the economy. Retailing and Real Estate are the next most valuable areas of activity, together accounting for about 22% of the economy.
- 6.3.4 Changes over the period 2006 to 2015 include sustained growth in the value of manufacturing, transport, accommodation and food services; and human health and social work activities. The rise in values attributed to the professional/scientific activities, and administration and support services is particularly encouraging, although these form a relatively low proportion of the economy as a whole.

Figure 6.4 - Gross Value Added by Industry Sector in South Somerset (2006 to 2015)

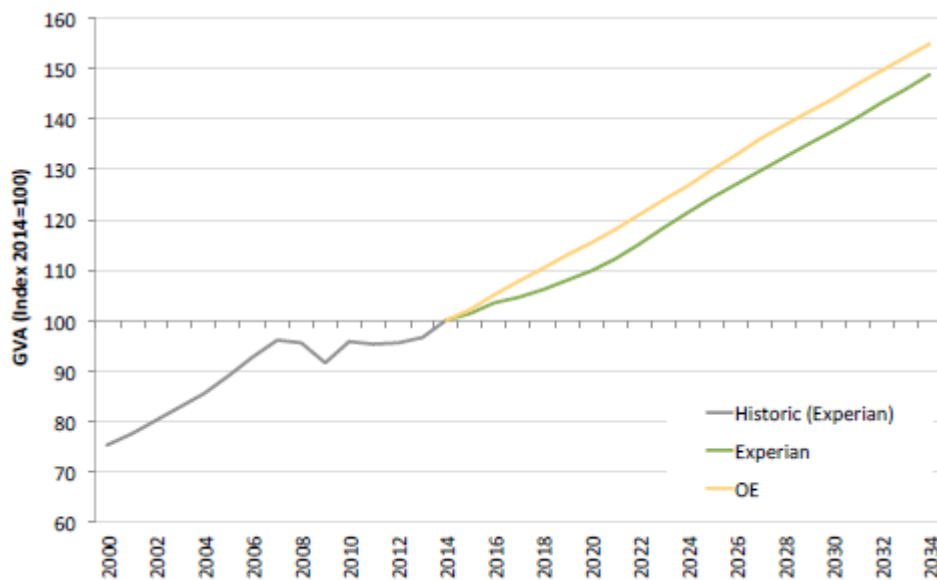
GVA (£m, 2011 prices)	2006	2009	2015	% in 2015	% change 2006 to 2015
A : Agriculture, forestry and fishing	61.92	59.63	56.19	1.79	-9.2
B : Mining and quarrying	7.83	3.90	6.17	0.20	-21.2
C : Manufacturing	616.62	637.10	784.78	25.04	27.3
D : Electricity, gas, steam and air conditioning supply	14.63	17.68	10.29	0.33	-29.7
E : Water supply; sewage, waste management and remediation activities	50.35	24.09	17.59	0.56	-65
F : Construction	219.84	196.23	213.05	6.80	-3.1
G : Wholesale and retail trade; repair of motor vehicles and motorcycles	406.99	356.29	358.07	11.42	-12
H : Transportation and storage	79.02	98.81	86.28	2.75	9.2
I : Accommodation and food service activities	58.77	65.21	80.13	2.56	36.3
J : Information and communication	92.83	90.73	88.95	2.84	-4.2
K : Financial and insurance activities	52.14	62.48	49.45	1.58	-5.2
L : Real estate activities	326.02	297.29	328.61	10.48	-0.8
M : Professional, scientific and technical activities	106.65	103.87	139.24	4.44	30.6
N : Administrative and support service activities	85.27	130.79	132.24	4.22	55.1
O : Public administration and defence; compulsory social security	262.98	248.68	223.85	7.14	-14.9
P : Education	203.48	162.31	184.12	5.87	-9.5
Q : Human health and social work activities	165.17	204.47	258.61	8.25	56.6
R : Arts, entertainment and recreation	29.24	38.80	31.36	1.00	7.2
S : Other service activities	93.96	73.06	85.58	2.73	-8.9
TOTAL	2,933.72	2,871.4	3,134.6	100.00	6.8

Source: Oxford Economics (from Heart of the South West LEP)

6.4 Economic Forecasts

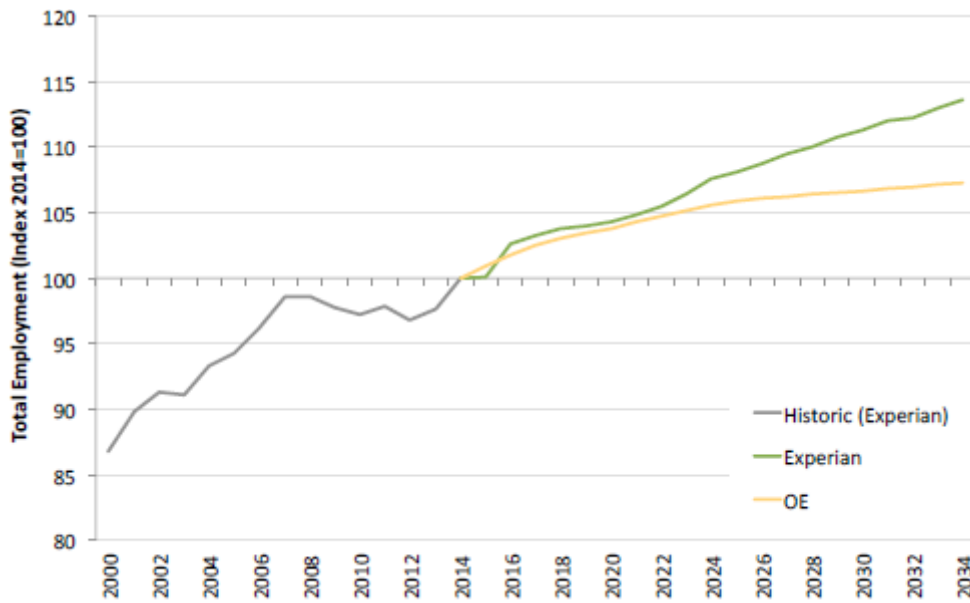
6.4.1 Economic forecasts from two sources, Experian and Oxford Economics (OE), have been reviewed². The two forecasters use different models and have differing expectations of the growth potential of the UK economy and the respective sectors within it. The assumptions vary because of differing perspectives in relation to the outcome of the European Union Referendum result. Utilising more than one forecast is therefore useful for understanding the range of potential futures. Both forecasters anticipate stronger average annual growth in GVA) and lower average annual growth in employment over the period 2014- 34 than the historic period 2000-14 (See Figures 6.5 and 6.6). In order to achieve this productivity, growth will need to be higher than it has been historically.

Figure 6.5 – Forecast GVA Change 2014 -2034



² South Somerset Employment Land Evidence: Long Term Economic Implications for Employment Sites and Premises; July 2017

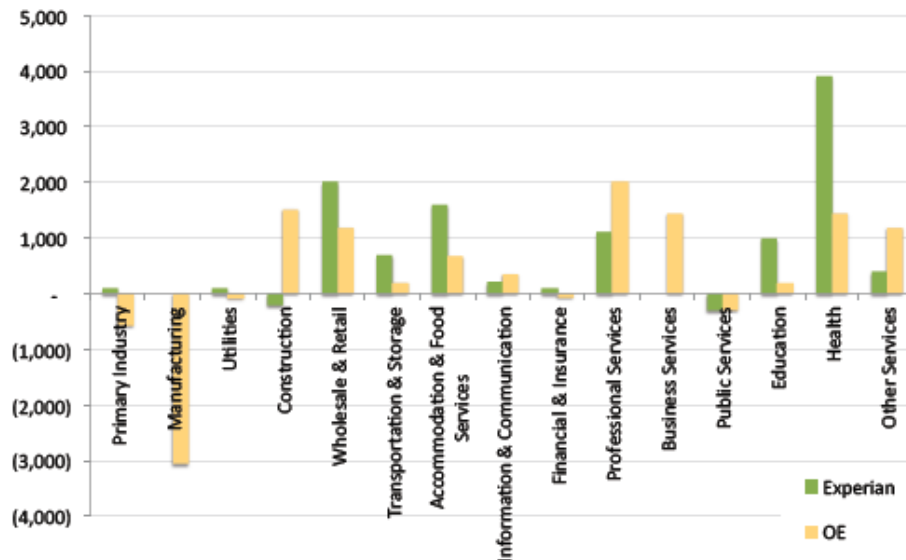
Figure 6.6 - Employment Growth Forecast Scenarios 2014 - 2034



Source: South Somerset Employment Land Evidence: Long Term Economic Implications for Employment Sites and Premises. July 2017

6.4.2 Reliance on a relatively small number of activities such as manufacturing does make the District vulnerable to changes in the market (See para 6.1.1). Figure 6.7 illustrates the forecast sectoral change from 2014 to 2034. These are particularly concerning given the predicted significant fall in employment opportunities in the manufacturing sector to 2034.

Figure 6.7 – Forecast Sectoral Employment Change 2014 -2034



Source: South Somerset Employment Land Evidence: Long Term Economic Implications for Employment Sites and Premises. July 2017

6.5 Employment by Occupation

- 6.5.1 A strong performing economy and successful local area will have a higher proportion of higher professional occupations and a more highly skilled workforce.
- 6.5.2 Figure 6.8 sets out the number of people employed by occupation / skill type across South Somerset. It compares those figures against the percentages seen across the South West and Great Britain. The data shows that South Somerset has a lower percentage of higher professional occupations (major group 1 to 3) than the South West and Great Britain as a whole.
- 6.5.3 Similarly, South Somerset has a much higher proportion of lower skilled occupations (major group 6 to 7; and major group 8 to 9) than the South West and Great Britain.
- 6.5.4 Attracting, developing and maintaining higher skilled and higher professional occupations to the area will ensure that South Somerset's economy is more competitive and resilient in the longer term.

Figure 6.8 - South Somerset Employment by Occupation (2016)

	South Somerset (numbers)	South Somerset (%)	South West (%)	Great Britain (%)
1 Managers, directors and senior officials	7,100	9.1	11.7	10.6
2 Professional occupations	12,800	16.4	19.4	20.3
3 Associate professional & technical	11,000	14.1	14.3	14.4
Soc 2010 major group 1-3	30,900	39.7	45.5	45.5
4 Administrative & secretarial	7,100	9.1	10.3	10.2
5 Skilled trades occupations	10,100	12.9	11.6	10.3
Soc 2010 major group 4-5	17,200	22.1	21.9	20.6
6 Caring, leisure and Other Service occupations	7,600	9.7	9.0	9.1
7 Sales and customer service occs	7,000	9.0	7.0	7.5
Soc 2010 major group 6-7	14,600	18.7	16.1	16.8
8 Process plant & machine operatives	5,000	6.5	5.9	6.4
9 Elementary occupations	10,200	13.0	10.7	10.7
Soc 2010 major group 8-9	15,200	19.5	16.6	17.2

Source: ONS

6.6 Qualifications

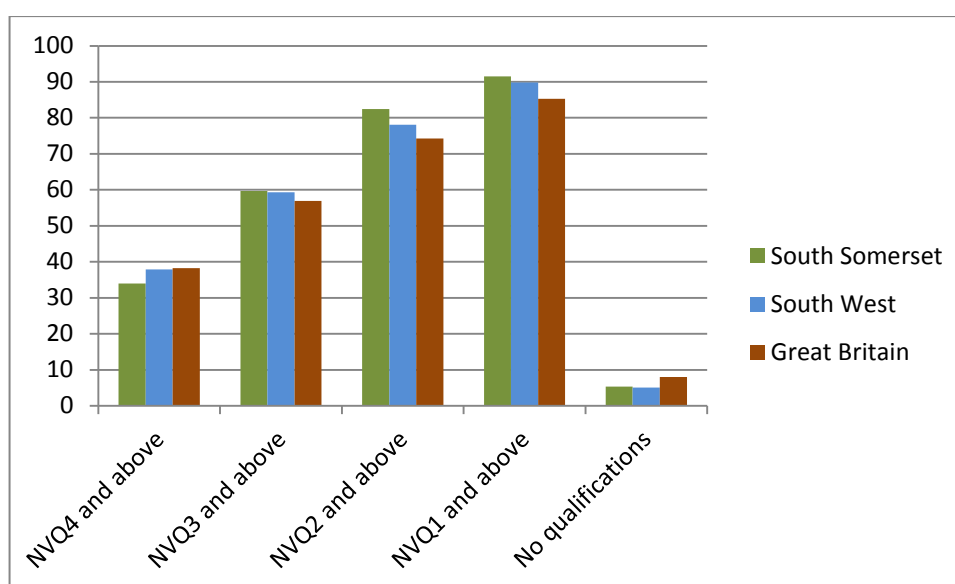
- 6.6.1 In looking to raise the profile of jobs and occupations in South Somerset it will be important to attract and retain more highly skilled and qualified individuals.
- 6.6.2 Figures 6.9 and 6.10 summarise the qualifications held by the resident population aged 16-64 in South Somerset in 2016.
- 6.6.3 South Somerset has a higher percentage of people with no qualifications than in the South West, but considerably fewer than the Great Britain average. However, the District has a lower percentage of people with the highest level qualification, NVQ4 (eg Certificate of higher education), than either the South West or Great Britain.

Figure 6.9 - Qualification Levels in South Somerset (January 2016 to December 2016)

Individual levels	South Somerset	South Somerset (%)	South West (%)	Great Britain (%)
NVQ4 and above	32,400	34.0	37.9	38.2
NVQ3 and above	56,900	59.7	59.3	56.9
NVQ2 and above	78,500	82.4	78.1	74.3
NVQ1 and above	87,100	91.5	89.8	85.3
No qualifications	5,000	5.3	5.1	8.0

Source: ONS Annual Population Survey

Figure 6.10 - Qualification Levels in South Somerset (January 2016 to December 2016)



Source: ONS Annual Population Survey

6.7 Yeovil Town Centre

6.7.1 Yeovil is the largest town centre within South Somerset. The town centre is spread over a large area attracting £174.63 million in convenience goods expenditure in 2017, 48% of the total convenience goods spending attracted to the District. The comparison goods expenditure attracted to Yeovil town centre for the same time period is £372.33 million, equivalent to 84% of the total comparison goods spending in the District as a whole. Food and beverage expenditure attracted to Yeovil town centre is £90.86 million; 57% of the total³.

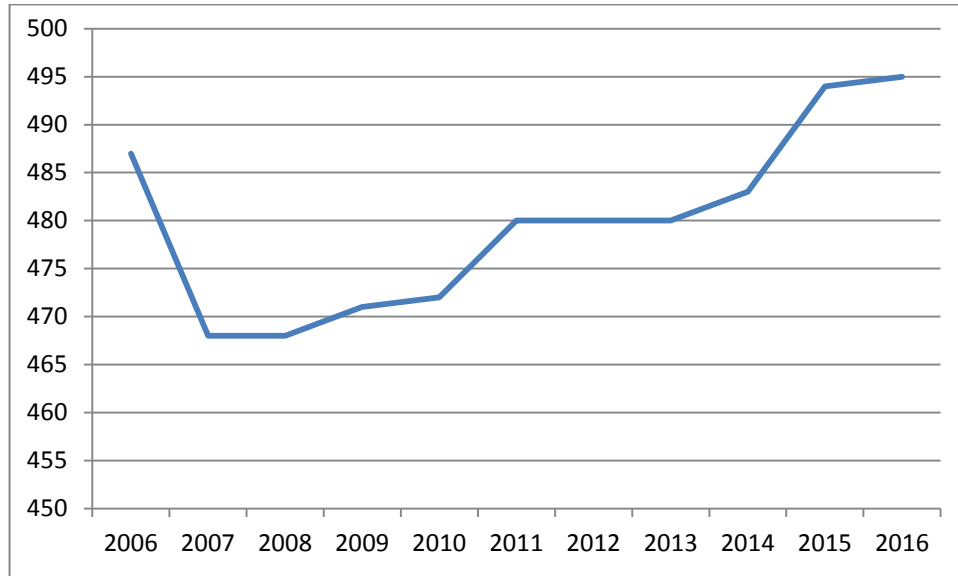
6.7.2 By way of comparison with other town and city centres Yeovil is ranked 160th by Venuescore (2016)⁴, Taunton 90th, Exeter 22nd, Bath 19th and Bristol 13th.

³ South Somerset Retail and Main Town Centre Uses Study, Lichfields 2017. Appendix 5

⁴ VENUESCORE™ is an annual survey compiled by Javelin Group, which ranks the UK's top 3,500+ retail venues (including town centres, stand-alone malls, retail warehouse parks and factory outlet centres).

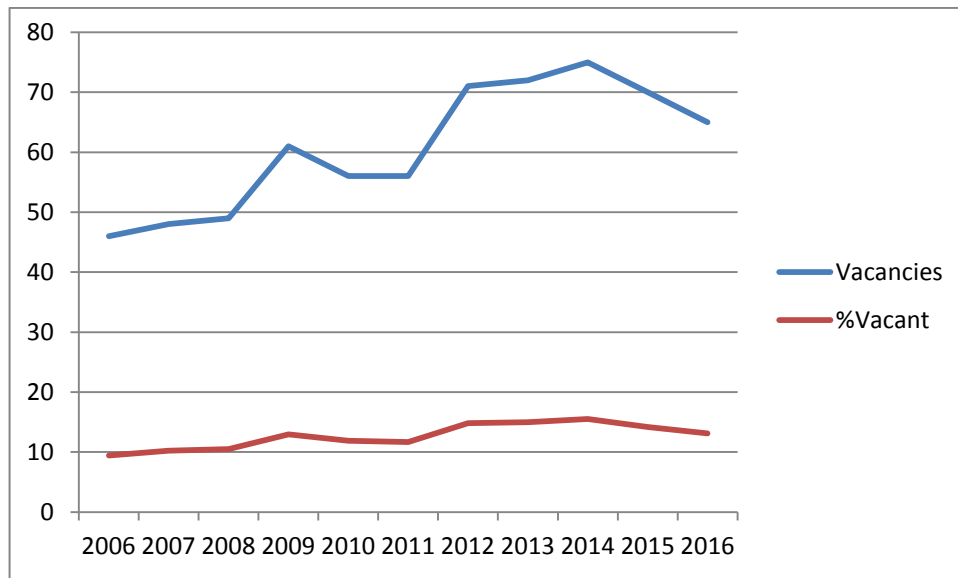
6.7.3 Figure 6.11 illustrates the change in numbers of all premises in Yeovil town centre from 2006 to 2016, showing a steady rise since about 2007. During this period, vacancies have fluctuated; and although perceptions seem to be that the situation is worsening, the percentage of vacancies has actually been falling for the last couple of years.

Figure 6.11 - Total Premises in Yeovil Town Centre (2006 to 2016)



Source: SSDC

Figure 6.12 – Vacant Premises in Yeovil Town Centre (2006 to 2016)



Source: SSDC

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Part Two: Planning Policy Programme Update

7 Introduction

This Section of the AMR explains what comprises the Council's Local Development Framework, the progress made with the Early Review of the Local Plan, an update on Neighbourhood Plans; and provides an update on the various streams of work being undertaken in respect of Spatial Policy and the Local Plan Evidence Base.

7.1 Local Development Documents

7.1.1 The Council's series of Local Development Documents (LDDs) will deliver the spatial planning strategy for the District and include:

- **Local Development Scheme (LDS)** - the three year project plan for implementing the Local Development Framework. It explains how the development planning system will operate and how the documents and strategies at different levels will fit together. (See 7.4 below)
- **Development Plan Documents (DPDs)** - statutory parts of the Local Development Documents setting out policies and proposals. The adopted Local Plan sets out the key elements of the long-term planning framework for the District up to 2028 (See 7.2 below). They also include Neighbourhood Plans (See 7.3 below).
- **Supplementary Planning Documents (SPDs)** - expand or provide further detail on policies or proposals in Development Plan Documents but do not have the same status as these documents. The Council is not currently planning to produce any SPDs.
- The **Statement of Community Involvement (SCI)** - sets out the approach to involving the community in the preparation of Local Development Documents and also consultation on planning applications.
- This **Authority Monitoring Report (AMR)**
- The **Housing Trajectory** - provides details of sites available for housing development for the next five years and when these sites could potentially come forward for development.

7.2 Early Review of the Local Plan

7.2.1 The Local Plan was adopted in March 2015. The Inspector, in accepting that the Local Plan was 'sound', stated that the Council should undertake an early review of the policies relating to housing and employment provision in Wincanton. This early review was to be completed within three years of the date of adoption, which would have been no later than March 2018.

7.2.2 The Council previously stated that it would produce a 'Site Allocations Development Plan Document' to provide the additional detail on proposals for 'Sustainable Urban Extensions' in Yeovil and 'Directions of Growth' in Market Towns.

7.2.3 It has now been agreed, however, that it would be more efficient to produce the additional site-specific detail on growth locations in parallel with the work to carry out an early review of housing and employment provision in Wincanton. Both would involve formal processes.

7.2.4 A revised evidence base has now been produced and consultation on Issues and Options is expected to commence in the Autumn of 2017. The new evidence base documents are referred to in Section 7.4 below and include:

- the Strategic Market Housing Market Assessment (SHMA)
- the Housing and Economic Land Availability Assessment (HELAA)
- Retail and Main Town Centre Uses Study
- Employment Land Evidence - market trends, economic forecasts; and implications for employment sites and premises
- Infrastructure Delivery Plan

7.3 Supporting Neighbourhood Plans

7.3.1 The Localism Act has introduced 'Neighbourhood Plans' (NP) as part of the National Planning Policy Framework. These are locally prepared documents which set out what type and scale of development is needed to help a community achieve the right mix of affordable housing, employment opportunities and services. The Council continues to support those Parish and Town Councils who wish to progress a Neighbourhood Plan. Figure 7.1 below summarises the current status of NPs being progressed.

Figure 7.1 - Status and Progress of South Somerset Neighbourhood Plans

Neighbourhood Plan	Date Area Designated	Pre-Submission Date	Submission Date
Queen Camel	March 2013	-	-
East Coker	September 2013	January 2017	-
Wincanton	March 2014	November 2016	June 2017
South Petherton	April 2015	March 2017	-
Castle Cary and Ansford	June 2015	-	-
Martock	April 2016	-	-
Iminster	June 2017	-	-

Source: SSDC Database

7.4 The Local Development Scheme

7.4.1 The Local Development Scheme must specify (among other matters) the documents which, when prepared, will comprise the Development Plan for the area. It must be made available publically and kept up-to-date.

7.4.2 The most recent version of the LDS covers the period 2017 – 2020 and sets out a programme and resourcing plan for various documents to be prepared and finalised. It also identifies inter-dependencies, risks and contingencies associated with their delivery.

7.4.3 In accordance with the requirements of the Localism Act 2011, the LDS is available to the public. Progress against the LDS and the authority's compliance with the timetables set out will be monitored and reported at least annually (and earlier if and where appropriate) alongside this AMR. The current programme of work is set out in Figure 7.2 below.

Figure 7.2 - Timetable for delivery of Local Plan Documents

Evidence Base Document		Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020
1.	Statement of Community Involvement	May 2015	September 2015	In-house	Completed Adopted December 2015	
2.	Infrastructure Delivery Plan	January 2015	October 2015	In-house	Completed January 2016	Consideration of need to update IDP based upon progress toward preferred options stage consultation on Early Review of Local Plan.
3.	Confirmation of Housing Market Area and Functional Economic Area	March 2015	September 2015	Externally	Completed September 2015	
4.	Community Infrastructure Levy	March 2015	April 2016	In-house / Externally	Adopted November 2016	The Charging Schedule and Regulation 123 list have been approved. The Development Manager will be taking responsibility for setting out governance arrangements. Now December 2017
5.	Settlement Profiles & Assessment	July 2015	July 2016	In-house	Ongoing	These documents will be used to highlight place specific issues arising from the evidence base and will be drawn together as part of the overall process as it progresses. They will be a product of the evidence base. Now September 2017
6.	Full Strategic Housing Market Assessment (SHMA)	September 2015	March 2016	In-house / Externally	Completed October 2016	

Evidence Base Document		Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020
7.	Housing and Employment Land Availability & Detailed Sites Assessment (including Gypsy, Traveller and Showpeople sites) (HELAA)	October 2015	June 2016	In-house / Externally	Completed February 2017	Consideration of the need to update the HELAA based upon progress toward preferred options stage consultation on Early Review of Local Plan.
7a.	Employment Land Review	NA	NA	In-house / Externally	Nearing completion; HJA reports published July 2017	Employment Land Monitoring Report 2017 and the HELAA published.
8.	Landscape Assessment & Strategy	October 2015	October 2016	In-house	Not required	The existing Peripheral Landscape Assessments are considered to be fit for purpose.
9.	Historic Environment Strategy	October 2015	October 2016	In-house	Completed January 2017	
10.	South Somerset Transport Strategy	January 2016	August 2016	In-house / Externally	Not required	The need for this project has been superseded by existing transport assessments and work that has been carried out as part of the Yeovil Town Centre Refresh project.
11.	Strategic Flood Risk Assessment	March 2016	October 2016	In-house / Externally	On-going	It has been agreed to jointly commission an update with Taunton Deane Borough Council. Now Autumn 2017
12.	Retail and Town Centre Needs Assessment	March 2016	October 2016	In-house / Externally	Completed and published August 2017	
13.	Authority Monitoring Report		Every Six Months	In-house	Up-date completed and published Oct 2017	
14.	Five-year Housing Land Supply		Annually	In-house	Completed September 2017	

Evidence Base Document		Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020
15.	Processing and Liaising with Neighbourhood Plans		On-going	In-house	On-going	South Somerset District Council currently has six designated neighbourhood areas. The Spatial Policy Team provides on-going technical advice and carries out Sustainable Environmental Assessment and Habitats Regulation Assessment Screening. As plans reach the later stages of preparation more input will be required.
16.	Development Management Responses / Preparing Proofs of Evidence / Attending Appeals		On-going (Reviewed every six months)	In-house	On-going	
17.	Local Plan Viability Assessment		NA	In-house / Externally	Not started	A plan wide viability assessment is required as part of the local plan evidence base. Work would commence as preferred options begin to emerge. 2018

N.B. Dates do not include time required for Council sign-off processes, or additional time required to secure approval from District Executive and/or Full Council.

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Part Three: Highlights Over the Last Year

8 Introduction

Officers continue to progress a number of other projects and workstreams as part of their wider role in developing the Council's overall policy position on key matters. They work closely with internal departments; for example Economic Development, Community Health and Leisure, and Strategic Housing, to bring a consistency of approach across the Council on important matters. The following sections of the report outlines some of the achievements made in related activities.

8.1 Implementing the Community Infrastructure Levy (CIL)

- 8.1.1 The District Council adopted a CIL charging schedule in November 2016 and this came into effect from 3rd April 2017. This means that for most qualifying developments, funding for infrastructure will be collected via this method rather than Section 106 of the Planning Act, although developments within the Yeovil Sustainable Urban Extensions and the Chard Eastern Development Area are exempt.
- 8.1.2 The relevant Regulations⁵ require the Council to set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the Community Infrastructure Levy in a 'Regulation 123 List', informed by the Council's 'Infrastructure Delivery Plan'. The Regulations restrict the use of pooled contributions towards items that may be funded via the Levy. From April 2015, no contributions may be collected in respect of a specific infrastructure project or a type of infrastructure through a Section 106 Agreement if five or more obligations for that project or type of infrastructure have already been entered into since 6 April 2010. Infrastructure included within the Council's List to be funded by CIL include transport, flood risk management, outdoor play, sports and community facilities and open space. Educational facilities are excluded.
- 8.1.3 The Levy charges are £40 per square metre for all new residential development (except in the Yeovil and Chard Urban Extensions); and £100 per square metre on all large-format retail stores outside of the defined town centres.
- 8.1.4 Most developments being implemented at the time of writing were approved under the previous regime and are subject to S106 agreements where necessary, so the Council has not yet collected any CIL funds.

8.2 Meeting the Duty to Co-Operate

- 8.2.1 The requirement for the Council to co-operate with statutory and non-statutory partners is an ongoing one. This work ensures that strategically significant issues that could affect a number of different locations are discussed and resolved. The Council is mindful of its direct relationships with local authorities, as well as its functional relationships with a range of other authorities.
- 8.2.2 On important matters such as housing, transport, economic development, and retail the Council has regular dialogue with these other authorities to ensure that critical issues are

⁵ The Community Infrastructure Regulations 2010 (as amended)

proactively addressed, and preferably in a co-ordinated manner. For example, the Council, jointly with Taunton Deane BC, Mendip and Sedgemoor District Councils, procured the Strategic Housing Market Assessment, which has considered the functional housing and economic market areas across Somerset.

- 8.2.3 In completing the Infrastructure Delivery Plan, there was in-depth dialogue with agencies responsible for health, education, transport, utilities, flood prevention, ecology, environment, and waste and minerals.
- 8.2.4 As the Council progresses the early review of the Local Plan, it will maintain this level of discussion with partners to ensure that its responsibilities linked to the Duty to Co-operate are discharged.

8.3 Maintaining a Self-Build and Custom-Build Register

- 8.3.1 Under the terms of the Self-build and Custom Housebuilding Act 2015, and reinforced by the Housing and Planning Act 2016, the Council is required to hold a Register of those interested in building their own home on their own parcel of land and/or accessing a serviced plot of land to commission a custom-build project. The Council has held a Register of persons who have declared such an interest since 2015.
- 8.3.2 As at August 2017, the Council's database held a list of 63 interested parties who have applied to be on the Register; a rise from 23 in May 2016. This equates to 63 plots of land which are being sought across the District. The locations where plots have been requested range from the largest settlements (e.g. Yeovil and Chard) through to the smallest settlements (e.g. Babcary and Fivehead).
- 8.3.3 Those wishing to put themselves forward to be on the Register should do so by completing the Council's online form, which can be found on the Council's website: <http://www.southsomerset.gov.uk/planning-and-building-control/self-build--custom-build/> .
- 8.3.4 The information collated from the Register was used as part of the Strategic Housing Market Assessment to understand the scale of demand in South Somerset and the overall effect on housing need in the District.

8.4 Working towards a Brownfield Land Register

- 8.4.1 New Regulations⁶ mean that all local planning authorities must publish by the end of 2017 a Register of previously development land – or 'brownfield' land that is suitable, available and achievable for residential development. If such sites are larger than 0.25ha in area or are capable of delivering five or more dwellings, they must be included within the Register, although local authorities can choose to enter smaller sites if they wish. The Register should be in two parts; one simply a list of sites that meet the criteria for inclusion; and a second part which allocates land for residential development with 'Permission in Principle'. Sites can only be entered into part two following extensive consultation procedures and environmental screening.
- 8.4.2 Whilst the Council has commenced preparation of a Brownfield Land Register, it has not yet been finalised because a further very technical statement on how the information

⁶ The Town and Country Planning (Brownfield Land Register) Regulations 2017

should be presented has only recently been published by the Government. Nevertheless, the Council is now in a good position to finalise its Register with the minimum of delay once the requirements of the recent statement have been incorporated. It is not currently envisaged that the Council will embark on the process of including sites within a Part Two Register (Permissions in Principle).

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Part Four: Monitoring of Planning Policies

9. Introduction

- 9.1 Having a Local Plan in place provides a formal policy framework through which to make decisions on planning applications and the Local Plan ensures that the Council can make positive decisions on sustainable development within the District. The relevant Regulations⁷ require that where a local planning authority are not implementing a policy specified in a local plan, the AMR must identify it and include a statement of the reasons why and set out the steps the authority intends to take to secure its implementation.
- 9.2 Figure 9.1 sets out the number of times that the policies in the Local Plan have been used over the 12 months from April 2016 to March 2017.

Figure 9.1 - Use of South Somerset Local Plan Policies between 01/04/2016 and 31/03/2017

Policy	Ref	Number of cases where used as a reason for refusal	Number of Approvals where Policy relevant
Sustainable Development	SD1	34	721
Settlement Strategy	SS1	18	380
Development in Rural Settlements	SS2	14	112
Delivering New Employment Land	SS3	2	19
District-wide Housing Provision	SS4	-	46
Delivering New Housing Growth	SS5	3	85
Infrastructure Delivery	SS6	2	23
Phasing of Previously Developed Land	SS7	-	7
Urban Framework and Greenfield Housing for Yeovil	YV1	1	16
Yeovil Sustainable Urban Extensions (SUEs)	YV2	-	-
Yeovil Summerhouse Village	YV3	-	-
Yeovil Air Flight Safety Zone	YV4	-	1
Delivering Sustainable Travel in the Yeovil SUEs	YV5	-	-
Chard Strategic Growth Area	PMT1	-	1
Chard Phasing	PMT2	-	1
Ilminster Direction of Growth	PMT3	1	-
Wincanton Direction of Growth	PMT4	-	1

⁷ Town and Country Planning (Local Planning) (England) Regulations 2012

Policy	Ref	Number of cases where used as a reason for refusal	Number of Approvals where Policy relevant
Ansford / Castle Cary Direction of Growth	LMT1	-	2
Langport/ Huish Episcopi Direction of Growth	LMT2	-	1
Somerton Direction of Growth	LMT3	-	2
Strategic Employment Sites	EP1	-	1
Office Development	EP2	-	6
Safeguarding Employment Land	EP3	1	24
Expansion of Existing Businesses in the Countryside	EP4	3	24
Farm Diversification	EP5	1	4
Henstridge Airfield	EP6	-	-
New Build Live / Work Units	EP7	-	-
New and Enhanced Tourist Facilities	EP8	1	24
Retail Hierarchy	EP9	-	7
Convenience and Comparison Shopping in Yeovil	EP10	-	2
Location of Main Town Centre Uses	EP11	2	12
Floorspace Threshold for Impact Assessments	EP12	-	3
Protection of Retail Frontages	EP13	-	1
Neighbourhood Centres	EP14	1	2
Protection and Provision of Local Shops, Community Facilities and Services	EP15	2	15
Strategic Housing Site (Crewkerne)	HG1	-	-
Use of PDL for Housing	HG2	-	7
Provision of Affordable Housing	HG3	2	18
Provision of Affordable Housing (Sites of 1-5 Dwellings)	HG4	-	24
Achieving a Mix of Market Housing	HG5	-	12
Care Homes and Specialist Accommodation	HG6	-	2
Gypsies, Travellers and Travelling Showpeople	HG7	1	2
Replacement Dwellings in the Countryside	HG8	-	12
Housing for Agricultural and Related Workers	HG9	3	21

Policy	Ref	Number of cases where used as a reason for refusal	Number of Approvals where Policy relevant
Removal of Agricultural and Other Occupancy Conditions	HG10	2	2
Low Carbon Travel	TA1	-	13
Sustainable Travel at Chard and Yeovil	TA3	-	5
Travel Plans	TA4	1	9
Transport Impact of New Development	TA5	27	988
Parking Standards	TA6	3	747
Provision of Open Space, Outdoor Playing Space, Sports, Cultural and community Facilities in new Development	HW1	1	26
Sports Zone	HW2	1	-
Protection of Play Spaces and Youth Provision	HW3	-	2
Addressing Climate Change in South Somerset	EQ1	5	42
General Development	EQ2	104	1717
Historic Environment	EQ3	33	926
Biodiversity	EQ4	4	174
Green Infrastructure	EQ5	3	43
Woodland and Forests	EQ6	-	4
Pollution Control	EQ7	6	118
Equine Development	EQ8	-	14

Source: SSDC Database

- 9.3 By far the most consistently used policy is perhaps unsurprisingly EQ2 (General Development), although this is followed by the general policies linked to the impacts on the transport network (Policy TA5 and Policy TA6); whether the proposed development generates unacceptable impacts on the natural environment (Policy EQ3); and whether development is considered sustainable (Policy SD1).
- 9.4 Nearly all policies are being used in the determination of planning applications and are therefore being implemented, apart from policies specifically addressing the Sustainable Urban Extensions to Yeovil; whilst planning applications for these have been submitted, they remain to be determined. However, in the preparation of the Local Plan Review Issues and Options Document and through consideration of the Evidence Base, it has become clear that many policies could be changed or improved; there are also gaps in some policy areas.
- 9.5 What has also become clear in the preparation of this AMR is that the monitoring indicators and targets in the current Local Plan are, in many cases, not readily available,

quantifiable, or appropriate and this is an issue that the Local Plan Review will need to try and address.

10. Settlement Strategy (Policies SS1, SS2, SS3, SS4 and SS5)

- 10.1 The hierarchy of Yeovil as the Principal Town; Market Towns and Rural Centres forms the basis of the Settlement Strategy in the Local Plan. The bulk of growth outside Yeovil should be in the Market Towns and Rural Centres in order to take advantage of employment and service opportunities available in these places; minimise the infrastructure investment required across the district; and increase the level of self-containment.
- 10.2 Figure 10.1 summarises the current Local Plan requirements for housing, employment land and jobs in each of the designated settlements.

Figure 10.1 - Housing and Employment Requirements by Settlement

Settlement	Total Housing Requirement 2006-2028 (Policy SS5)	Total Employment Requirement 2006-2028 Land (ha) (Policy SS3)
Yeovil	7,441 1,565 of which to be delivered in the two Sustainable Urban Extensions	44.84 plus 5.16 in the two Sustainable Urban Extensions
Chard	1,852	17.14
Crewkerne	961	10.10
Ilminster	496	23.05
Wincanton	703	7.94
Ansford and Castle Cary	374	18.97
Langport and Huish Episcopi	374	4.01
Somerton	374	6.63
Bruton	203	3.06
Ilchester	141	1.02
Martock and Bower Hinton	230	3.19
Milborne Port	279	0.84
South Petherton	229	2.47
Stoke sub Hamdon	51	1.09
Settlements that offer two or more of the services listed in paragraph 5.41 of the Local Plan. ⁸	2,242	No figure given
TOTAL	15,950	149.51

Source: South Somerset Local Plan 2006-2028

⁸ Paragraph 5.41 lists: local convenience shop; post office; pub; children's play area/sports pitch; village hall/community centre; health centre; faith facility; and primary school.

- 10.3 The proposed housing growth has been distributed in the following proportions:
- Yeovil 47% of growth;
 - Market Towns 32% of growth - 25% in Primary Market Towns and 7% in Local Market Towns;
 - Rural centres 7% of growth; and
 - Rural Settlements 14% of growth.
- 10.4 Figure 10.2 shows the actual residential completions and commitments within each of the Settlements as at 31st March 2017.

Figure 10.2 – Residential completions and commitments against Local Plan Requirements

Settlement	Local Plan 2006-2028 Total Housing Requirement	Annualised Target for 2017 (11/22 Years)	Total Completions 2006 - 2017 (net)	Difference Against Annualised Target for 2017	Existing housing commitments as at 31 st March 2017 (net)	Total Completions and Commitments as at 31 st March 2017 (net)	Performance against Local Plan Target (F-C) (+ or -)
Strategically Significant Town							
Yeovil	7441	3720	2385	-1335	1361	3746	-3695
Primary Market Towns							
Chard	1852	926	655	-271	201	856	-996
Crewkerne	961	481	355	-126	610	965	4
Ilminster	496	248	264	16	120	384	-112
Wincanton	703	352	638	286	306	944	241
Local Market Towns							
Ansford/Castle Cary	374	187	68	-119	523	591	217
Langport /Huish Episcopi	374	187	297	110	152	449	75
Somerton	374	187	108	-79	366	474	100
Rural Centres							
Bruton	203	102	108	6	76	184	-19
Ilchester	141	71	0	-71	161	161	20
Martock	230	115	93	-22	127	220	-10
Milborne Port	279	140	227	87	29	256	-23
South Petherton	229	114	232	118	28	260	31
Stoke Sub Hamdon	51	25	7	-18	48	55	4
Rural Settlements	2242	1121	1431	310	1100	2531	289
Total	15950	7975	6868	-1107	5208	12076	-3874

Source: SSDC Monitoring Database

- 10.5 The picture that emerges is that, in many cases, the Primary and Local Market Towns are not successfully delivering the level of residential development that the Local Plan anticipated; whilst the Rural Settlements have provided nearly 21% through completions. Delivery of housing in Wincanton, Langport, South Petherton, Milborne Port, Ilminster and Bruton has been successful, but delivery in Yeovil and Chard is considerably less than the expected annualised average through to 2017.
- 10.6 The District's new Five-Year Housing Land Supply Paper (September 2017) concludes that The Council's five-year housing land supply requirement is currently 5,678 dwellings. Based upon the current assessment of future housing land supply for the period 2016/2017 to 2021/2022, the Council's deliverable five-year housing land supply is 4,746 dwellings.
- 10.7 As such, the Council cannot currently demonstrate a five-year supply of housing sites and can only demonstrate a supply equivalent to about 4.2 years.
- 10.8 One of the probable consequences of this is that, whilst Policy SS2 has been referred to in officer reports on planning applications on 126 occasions in 2016/17, there have been only 14 in which the application was refused as being contrary to the Policy. This is because the housing supply policies of the Local Plan would be considered out of date, with more weight being attached to the NPPF.
- 10.9 Strategic Employment sites have been allocated at Yeovil, Crewkerne and Ilminster, whilst a number of smaller allocations in settlements across the District have been carried forward in saved policies from the 1998 Local Plan.
- 10.10 Figure 10.3 sets out the level and distribution of employment land completed and under construction since the adoption of the current Local Plan .
- 10.11 The level of new employment land provided at the larger settlements has also fallen short of the Local Plan targets, although the net gain in floorspace is significant. A total of about 65% of new employment land has been delivered in the 'Rest of the District', whilst these areas have accounted for nearly 46% of new employment floorspace. Of the total floorspace under construction as of March 2017, nearly 93% was taking place in the 'Rest of the District'.
- 10.12 As a result of the pattern of new development in the District since the adoption of the Local Plan, the forthcoming Local Plan Review Issues and Options consultation is perhaps going to need to reflect on the current spatial distribution strategy for new housing and employment activities. It also appears that the measure of new employment land may not be the best way to monitor economic growth and that an alternative means of doing so should be considered.
- 10.13 Given the likely significant rise in the need for specialist accommodation for an ever increasingly ageing population and especially for care homes, it would also be prudent if the Authority started to monitor this accommodation for the employment that such homes could provide. (See also paragraphs 19.08 and 19.09 if this report).

Figure 10.3: New Employment Land and Floorspace (net) Completions and Under Construction (2006 -2017) as at 31/03/2017

Settlement	Local Plan Employment Land Requirement (Ha)	Total Employment Land Completions (Ha)	Additional Floorspace Completed (m ²)	Total Employment Land <i>Under Construction</i> (Ha)	Additional Floorspace <i>Under Construction</i> (m ²)
Strategically Significant Town					
Yeovil	50.00	2.85	25,037	1.9	-124
Primary Market Towns					
Chard	17.14	-0.19	24,432	1.3	1,028
Crewkerne	10.10	1.31	3,513	-0.07	-250
Ilminster	23.05	4.03	15,647	-0.06	583
Wincanton	7.94	1.40	11,400	0.51	-122
Local Market Towns					
Somerton	6.63	1.17	9,664	0	0
Ansford & Castle Cary	18.97	8.91	16,313	0.19	484
Langport & Huish Episcopi	4.01	0.04	1,325	-0.07	-589
Rural Centres					
Bruton	3.06	0.21	2,933	0.2	110
Ilchester	1.02	-0.02	1,160	0.43	1,140
Martock & Bower Hinton	3.19	0.00	-278	-0.1	-132
Milborne Port	0.84	-3.79	-7,709	0	0
South Petherton	2.47	2.26	6,788	-0.2	-184
Stoke Sub Hamdon	1.09	-0.01	222	0	0
Rest of the District	n/a	35.24	96,679	13.2	24,382
Total	149.51	53.41	207,126	17.23	26,326

Source: SSDC Monitoring Database

11. Infrastructure Delivery (Policy SS6)

- 11.1 Policy SS6 of the Local Plan supports the use of planning agreements under S106 of the Planning Act to secure facilities and/or funding for new infrastructure necessary for a development to proceed. Although now largely superseded by the introduction of the CIL, the implementation of the Policy has assisted in the delivery of the following examples of new buildings and facilities:
- A new primary school (now completed) to serve the community at Yeovil Wyndham Park.
 - A new school (under construction) at Yeovil Lufton
 - A major new classroom extension (under construction) at Wincanton Primary School.
 - Schemes of Affordable Housing.
 - Play Areas, MUGAs and recreational facilities.
 - Funding and construction of major highways works and new bus routes.
- 11.2 As at June 2017, the amount deposited with the Council by developers as contributions for infrastructure necessary to make developments acceptable totalled over £7.7m (relating to 'live' planning permissions), whilst the unspent balance stood at £4.7m.

12. Use of Previously Developed Land (Policy SS7)

- 12.1 Local Plan Policy SS7 encourages 40% of new housing development to be on previously developed land (PDL), often referred to as 'brownfield land', but also notes that a five-year supply of housing land needs to be maintained. Policy HG2 (The Use of Previously Developed Land for New Housing Development), also states the Council's intention to seek to provide 40% of new dwellings on PDL over the Plan period.
- 12.2 There have been changes in the definition of what constitutes brownfield land since the introduction of the NPPF in 2012 and the revoking of the old PPG3 'Housing'; and private residential gardens are no longer included. However, the Council's monitoring database indicates that 46% of new housing since 2006 has been on what is now considered to be PDL and this policy requirement has therefore been met.

13. Yeovil (Policies YV1, YV2, YV3, YV4 and YV5)

- 13.1 The Local Plan proposes 7,441 new homes at Yeovil; 1,565 located within the Sustainable Urban Extensions and the remainder in the main urban area – Policy YV1 (Urban Framework and Greenfield Housing for Yeovil).
- 13.2 In accordance with Local Plan Policy YV2 (Yeovil Sustainable Urban Extensions), outline planning applications have been submitted for 800 dwellings, land for economic development and associated infrastructure at Keyford (South Area); and for 765 dwellings, land for economic development and associated infrastructure at Upper Mudford, Primrose Lane (North Area)⁹.

⁹ Upper Mudford, Primrose Lane: 14/02554/OUT and Keyford: 15/01000/OUT

- 13.3 Local Plan Policy YV3 (Yeovil Summerhouse Village) proposes an ‘urban village’ to deliver at least 278 dwellings on land between Stars Lane, Park Street/ South Street and Dodham Brook in Yeovil town centre. There are viability issues associated with the delivery of this proposal and its feasibility will be addressed as part of the Yeovil Urban Regeneration Framework Refresh project.
- 13.4 Over the Plan period so far, housing delivery at Yeovil has been below the annualised housing target. The position as at 31/03/17 is set out below:

Figure 13.1 - Housing Completions and Commitments in Yeovil

	Dwellings
Net Completions (01/04/06 to 31/03/17)	2,385
Existing Commitments (as at 31/03/17)	1,361
Total	3,746

Source: SSDC Monitoring Database

- 13.5 On a more positive note, the Wyndham Park, Lufton and Brimsmore key sites are all progressing, the planning applications are in for the sustainable urban extensions and there are the existing commitments as set out in Figure 13.1. The regeneration projects to be identified as part of the Yeovil Refresh will include some residential development and this will contribute towards boosting the housing supply within the main urban area.
- 13.6 Yeovil has delivered the most employment land in gross terms (12.58 hectares) of all the settlements in the District but once losses have been taken into account (9.73 hectares) this figure falls to just 2.85 hectares. Policy SS3 of the Local Plan (Delivering New Employment Land) is focused on net, new employment land delivery, and so the 2.85 hectares is somewhat off the target for Yeovil. However, the gross land delivery figure should be borne in mind when reflecting on what is happening in the settlement, and it demonstrates that the town is clearly capable of realising a reasonable level of new employment land. But, what the data is also showing is that other changes are occurring in the town, with high levels of existing employment land being lost to other uses, and changes of use generating net additional floorspace but without necessarily requiring new land.

14. Primary Market Towns - Chard (PMT1, PMT2); Crewkerne; Ilminster (PMT3); and Wincanton (PMT4)

Chard

- 14.1 Policy PMT1 allocates at least 2,716 dwellings within and beyond the Plan period as well as 13 hectares of employment land, two primary schools, four neighbourhood centres, highway infrastructure and improvements and sports and open space provision. Policy PMT2 allocates at least 1,220 of the total number of dwellings in the Chard Eastern Development Area (CEDA), 13ha of employment land, one new primary school, two neighbourhood centres and sports and open space provision to be delivered in the Plan period. The remainder of the growth is to be delivered post 2028.
- 14.2 Figure 14.1 shows the housing completions and commitments in Chard up to 31st March 2017.

Figure 14.1- Housing Delivery in Chard (net)

Dwellings	
Net Completions (01/04/06 to 31/03/17)	655
Existing Commitments (as at 31/03/17)	201
Total	856

Source: SSDC Monitoring Database

- 14.3 As of 31st March 2017, the overall annualised delivery rate of new housing fell below the Local Plan Target, although it has been exceeded on occasions. Unfortunately the CEDA has not significantly progressed, but there have been several planning applications submitted and/or approved for a total of 601 dwellings in the area (Figure 14.2).

Figure 14.2 : Significant residential planning applications in the CEDA

Application Reference	Site	Proposal	Status
16/02874/FUL	Land adjoining Holbear, Forton Road, Chard	323 dwellings and associated employment, community, and leisure uses, and accompanying infrastructure	Application pending
15/04772/OUT	Land Between Forton and Tatworth Road	200 dwellings and associated employment, community, and leisure uses, and accompanying infrastructure	Application approved subject to section 106 agreement
15/02165/REM	Land off Oaklands Avenue, Chard	78 dwellings and associated access and highway infrastructure	Approved

- 14.3 There has been a net gain of 24,432m² of employment floorspace in the town, with significant new employment developments including extensions to Oscar Mayer and Brecknell Willis, the redevelopment of Numatic International, development at Chard Business Park and an extension to Cerdic Foundries. Conversely, there has been a small net loss in employment land.

Crewkerne

- 14.4 Local Plan Policy SS5 states that Crewkerne should deliver 961 new dwellings over the Plan period. Figure 14.3 below shows that to date, there have been 965 completions or commitments, meaning that if built out the plan target would be reached.

Figure 14.3 - Housing Delivery in Crewkerne (net)

Dwellings	
Net Completions (01/04/06 to 31/03/17)	355
Existing Commitments (as at 31/03/17)	610
Total	965

Source: SSDC Monitoring Database

- 14.5 However, these commitments include the Strategic Site KS/CREW1 (known as the CLR Site), which has been granted outline permission but remains unimplemented to date and there have

been continuing concerns expressed about the viability of the scheme. Policy HG1 of the Local Plan allocates the CLR site as a Strategic Housing Site.

14.6 Whilst the Local Plan sets out a requirement for 10ha of new employment land in the town, this was re-assessed during the consideration of the CLR site application and it was determined that this amount could actually be reduced to four. There has been a small gain in employment land¹⁰ since the beginning of the Plan period and reasonably large gains in areas of floorspace, but significant losses in floor area which have either occurred or been granted planning permission mean that as of 31st March 2017, there was a net gain of 3,513m².

Iminster

14.7 Local Plan Policy SS5 states that Iminster should deliver at least 496 new dwellings over the Plan period. Figure 14.4 illustrates that the settlement is delivering growth to meet this requirement. Given that it has already achieved over 50% of the Local Plan target and we are less than halfway through the life of the Local Plan, it clearly can accommodate growth at a significant pace. This further illustrates its market attractiveness; and there is pressure from the development industry to deliver more housing in Iminster.

Figure 14.4 - Housing Delivery in Iminster (net)

	Dwellings
Net Completions (01/04/06 to 31/03/17)	264
Existing Commitments (as at 31/03/17)	120
Total	384

Source: SSDC Monitoring Database

14.8 Local Plan Policy PMT3 (Iminster Direction of Growth) (DOG) states that the strategic direction of growth for the town is to the South West. An outline application for 400 dwellings within the DOG was received by the Council in January 2017¹¹ and a decision is pending.

14.9 Local Plan Policy SS3 (Delivering New Employment Land) identifies existing employment land commitments in Iminster of about 23 hectares¹², resulting in no need for additional employment land provision up to 2028. The commitments include the three Strategic Employment Sites identified in Local Plan Policy EP1 (Strategic Employment Sites).

14.10 The three Strategic Employment Sites in Iminster are:

- Land West of Horlicks (saved allocation ME/ILMI/3)
- Land off Station Road (saved allocation ME/ILMI/4), and
- Land adjacent to Powrmatic (saved allocation ME/ILMI/5)

14.11 These sites have been carried forward from previous Local Plans because their location on the A303/A358 intersection with good links to the M5 is considered a strong locational advantage which could secure major investment into the District. It should be noted though that the land

¹⁰ SSDC Monitoring Database

¹¹ Application reference 16/05500/OUT

¹² As at April 2011

west of Horlicks and land adjacent to Powrmatic have been carried forward from the Chard and Ilminster Local Plan, which was adopted in 1995; over twenty years ago.

- 14.12 Development has occurred on the land west of Horlicks (ME/ILMI/3) and now only one hectare of the original three remains available. The Highways Agency operate a maintenance depot from here and a motor home storage and hire business was set up in 2015. It is likely that the remaining hectare will come forward over time.
- 14.13 There has been developer interest in the Station Road site (ME/ILMI/4) but site viability has made delivery challenging. The site is large (about 13 hectares) and straddles either side of Station Road. Significant works are required to achieve highways access to the site and developer contributions are required for flood remediation from the Environment Agency and to upgrade the Southfields roundabout from Highways England. The site cannot be developed without this infrastructure.
- 14.14 The land adjacent to Powrmatic (ME/ILMI/5) has no planning history but the site was originally earmarked in the 1991-2011 Local Plan for the expansion of Powrmatic Ltd. The site is currently owned by Powrmatic and accessed through their existing business and therefore is unlikely to contribute to the wider supply of employment land in Ilminster.
- 14.15 It is likely that the Local Plan Review Issues and Options consultation will need to consider whether these sites should remain as allocations.
- 14.16 Monitoring information shows how Ilminster has delivered the second largest amount of employment land (in net terms) than any other settlement in the District; as at March 2017, there had been a net gain of 4.03ha. It has delivered a strong amount of floorspace (15,647m²).
- 14.17 This can in part be attributed to the development of some key infrastructure, a supermarket at Shudrick Lane and a new medical centre at Canal Way. The majority of land and floorspace delivered is still in traditional employment uses (known as B uses for planning purposes) and reflecting the manufacturing history of Ilminster.

15 Wincanton

- 15.1 Local Plan Policy SS5 states that Wincanton should deliver 703 new dwellings over the Plan period. Just over half way through this period, the settlement is delivering growth to meet this requirement and will exceed it if or when the existing commitments are built. This means that Wincanton could accommodate more housing growth going forward in its role as a Primary Market Town.

Figure 14.5 Housing Delivery in Wincanton

Dwellings	
Net Completions (01/04/06 to 31/03/17)	638
Existing Commitments (as at 31/03/17)	306
Total	944

Source: SSDC Monitoring Database

- 15.8 Local Plan Policy SS3 identifies a requirement for 4.38 additional hectares of employment land in Wincanton over the Plan period and a Direction of Growth to the west of the town has been identified for strategic employment growth. At the time of writing, no planning application has been received for economic development uses within the Direction of Growth. The potential for the land to be identified for mixed use, employment and housing has been raised.
- 15.9 Some key developments at Wincanton include delivery of plots at Wincanton Business Park, the development of the Travel Lodge, Wagtail public house and KFC drive-thru at Long Close, the completion of the new health centre and a new building for Roachfords Garden Machinery. The total net gain in floorspace has been 11,400m², although some floorspace has been lost to a number of alternative uses.

15. Local Market Towns - Ansford/ Castle Cary (LMT1); Langport/ Huish Episcopi (LMT2); and Somerton (LMT3)

Ansford/ Castle Cary

- 15.1 Local Plan Policy SS5 states that Ansford and Castle Cary should deliver 374 new dwellings over the Plan period. A Direction of Growth is identified to the north of the settlement (Policy LMT1).
- 15.2 The existing planning policy position, including the lack of a five-year supply of housing land and recent appeal decisions, has meant that planning permission has been granted for a number of dwellings far exceeding the Local Plan requirement. The majority of these new residential planning permissions are located within the Direction of Growth and form part of the existing commitments in Figure 15.1.

Figure 15.1- Housing Delivery in Ansford/ Castle Cary (net)

Dwellings	
Net Completions (01/04/06 to 31/03/17)	68
Existing Commitments (as at 31/03/17)	523
Total	591

Source: SSDC Monitoring Database

- 15.3 Local Plan Policy SS3 identifies a requirement for 8.9 additional hectares of employment land in Ansford and Castle Cary over the Plan period; the expectation is that the growth will primarily be delivered within the Direction of Growth. There is currently outline planning permission for two hectares of employment land within the Direction of Growth ¹³
- 15.4 Ansford and Castle Cary have delivered the highest amount of land and floorspace in the District (a total of 16,313m²) although there have been losses, nearly all of which have been to residential use.

¹³ Planning application 15/02347/OUT

15.5 Some key developments in Ansford and Castle Cary have been on the Torbay Road Industrial Estate and include the completion of the Royal Canin pet food factory; and the erection of a large workshop and extension to Centaur Services.

Langport/ Huish Episcopi

15.6 Policy SS5 sets a housing target of at least 374 dwellings to be delivered. Policy LMT2 directs housing growth to the north and east, with a different Direction of Growth (DOG) to the south-east for employment uses.

15.7 A total of 297 dwellings have been delivered, leaving a residual figure of 77 to meet the Plan’s expectations. There remain 152 commitments, suggesting that the settlement should meet and could surpass its target by 2028.

Figure 15.2 - Housing Delivery in Langport/ Huish Episcopi (net)

Housing Commitments	Dwellings
Net Completions (01/04/06 to 31/03/17)	297
Existing Commitments (as at 31/03/17)	152
Total	449

Source: SSDC Monitoring Database

15.8 Policy SS3 sets a target for 4.01ha of employment land to be delivered. The majority of land delivered for employment has been in connection with the North Street Surgery extension (0.1 hectares for D1 use) in 2010. At the time of writing, the only economic development application located in the DOG was for a helicopter landing pad associated with an existing industrial use at the Tanyard Lane industrial site.

15.9 Overall, there has been a net gain of 1,325m² of employment floorspace. Much of the economic development has been through changes of uses, so new net floorspace has been quite modest. Most of the new additional floorspace in the town has been delivered at the Great Bow Yard offices, community space and a café development; and the additional classrooms at Huish Academy. Due to Langport’s role as a tourist destination¹⁴, most of the employment growth has been in the service and leisure sector.

Somerton

15.10 Policy SS5 expects 374 dwellings to be delivered at Somerton and Policy LMT3 (Somerton Direction of Growth) directs growth to the west of the town. Less than a third of this has delivered, leaving a residual requirement of 266 dwellings. However, the significantly increased rate of delivery over the last two years along with a high number of commitments suggests that there remains potential to achieve the Plan target. (Figure 15.3)

¹⁴Economic Development Monitoring Report: Land and Floorspace Delivered in South Somerset (April 2017)

Figure 15.3 - Housing Delivery in Somerton (net)

Housing Commitments	Dwellings
Net Completions (01/04/06 to 31/03/17)	108
Existing Commitments (as at 31/03/17)	336
Total	474

Source: SSDC Monitoring Database

- 15.11 Policy SS3 seeks 6.63ha of employment land to be delivered in Somerton by 2028. Planning applications for employment land have been limited. The delivery of economic land and floorspace can mostly be attributed to the expansion of the Bancombe Road Trading Estate, but delivery against the employment land target has been slow, with around a sixth having been provided by March 2017. Nevertheless, a total of 9,664m² net of new floorspace has been completed.

16. Rural Centres

- 16.1 The Local Plan identifies six Rural Centres; Bruton, Ilchester, Martock and Bower Hinton, Milborne Port, South Petherton and Stoke sub Hamdon.
- 16.2 These are settlements that act as focal points for the surrounding area for retail and community service provision and in some instances have an employment role. The strategy requires these settlements to accommodate some housing and employment growth. Community facilities and services, which meet the needs of the settlement and surrounding areas are also encouraged.
- 16.3 Figure 16.1 replicates how each settlement has been performing against its housing and employment targets within the Local Plan, as referred to in Section 10 of this AMR.

Figure 16.1 - Local Plan Housing and Employment Requirements and Completions

Settlement	Local Plan Housing Target	Total Housing Completions and Commitments	Local Plan Employment Land Requirement	Employment Land Completed (Net) (Ha)	Employment Floorspace Completed (Net) (m ²)
Bruton	203	184	3.06	0.21	2,933
Ilchester	141	161	1.02	-0.02	1,160
Martock/ Bower Hinton	230	220	3.19	0.0	-278
Milborne Port	279	256	0.84	-3.79	-7,709
South Petherton	229	260	2.47	2.95	10,346
Stoke Sub Hamdon	51	55	1.09	-0.01	222
Totals	1133	1136	11.67	-0.66	6,674

Source: SSDC Monitoring Database

- 16.4 As stated earlier in Section 10, the Rural Centres have, on the whole, been performing strongly in respect of housing development and delivered significantly in excess of their annualised requirement for housing. The exceptions are Ilchester, where there haven't actually been any completions during the Plan period thus far; and Stoke Sub Hamdon, where there

have been just seven. If the schemes granted planning permission in these two settlements come forward, however, the Local Plan targets would be met.

- 16.5 Conversely, the amount of new employment land and floorspace that has been delivered has been disappointing. What gains in employment development have been achieved have been countered with notable losses like the Sparrow Works in Martock/ Bower Hinton; and the Tannery site, Clark House and Wheathill Nurseries in Milborne Port. The increase at South Petherton can mostly be accounted for by the Lopen Head Nursery site rather than at the settlement itself, although Bruton has seen new buildings at Kings and Sexey's Schools, development at Durslade Farm, the change of use of piggery units for light industrial purposes and the opening of the 'At The Chapel' restaurant and facilities.
- 16.6 This may be at least in part due to the permissive approach that the District Council has adopted as set out in Policies SS3 and SS5; and the consequent expectations of land owners of achieving residential land value on the edges of settlements. There does not seem to be much appetite for new speculative or bespoke employment facilities in these locations.

17. Rural Settlements

- 17.1 The Local Plan identifies a certain amount of growth in the District's 'Rural Settlements', with a total of 2,242 dwellings being expected in these areas during the Plan period. These are the smallest locations within the District and are villages and hamlets that are spread across South Somerset.
- 17.2 Policy SS2 seeks to strictly control and limit development in Rural Settlements, subject to providing employment opportunities, creating or enhancing community facilities, and/or meeting identified housing need. Policy SS2 also states that development should be commensurate with the scale and character of the settlement, be consistent with community-led plans, and generally have the support of the local community following robust engagement and consultation.
- 17.3 In terms of meeting identified housing need, 1,431 dwellings have currently been delivered in the Rural Settlements since 2006, which is at a much higher rate than the Local Plan anticipates, equating to about 21% of all dwellings built since the start of the Plan period. This proportion is higher than that envisaged to be delivered in the Rural Settlements, which is set out in Policy SS5 as only 14%.
- 17.4 It appears that there will continue to be a need consider potential impacts on facilities, services and the natural environment in these locations, to ensure that development does not occur that would be out of scale and character. However, for so long as the District Council is unable to demonstrate a five-year housing land supply, Planning Inspectors at appeal are likely to attach less weight to Policy SS2 in favour of the National Planning Policy Framework and to grant consent for sustainable development.

18. Economic Prosperity

Policies EP1 - Strategic Employment Sites; and EP3 - Safeguarding Employment Land

- 18.1 There has been very little demand for new office development in South Somerset since 2006¹⁵, although there have been exceptions such as the Yeovil Innovation Centre and Motivo; even if these are not located within Yeovil town centre. There has been demand for smaller scale industrial units, mostly by start-ups and existing companies growing; and new floorspace has been provided on existing sites. There does not currently seem to be an appetite for large floorplate buildings. Employment development appears not to have been brought forward on the current Strategic locations, partly because of the high associated infrastructure costs.
- 18.2 The potential dualling of the A303 and A358 offer opportunities to consider whether it would be appropriate to allocate land for employment activities on this important transport corridor. Furthermore, it might be necessary to encourage further employment at settlements which have been successfully attracting residential developers to build new homes.
- 18.3 Many existing businesses in Use Classes B1, B2 and B8 rely on existing employment sites in order to allow them to grow and yet significant areas of land and buildings are still being lost to other uses, either through the grant of planning permission for alternative uses, or through the Town and Country Planning (General Permitted Development) Order. It therefore remains important to limit the loss of these sites where possible, particularly where new employment development appears to be difficult to encourage.
- 18.4 Policy EP3 has been referred to as relevant to the consideration of planning applications on 25 occasions in 2016/17; only in one case was the application refused. The Policy requires a period of marketing for an 18-month period before a loss of an employment use can be considered acceptable, so it must be assumed that in all cases this marketing takes place, but the premises simply are not attractive to the market.

Policies EP4 - Expansion of Businesses in the Countryside; EP5 - Farm Diversification; and EP8 - New and Enhanced Tourist Facilities

- 18.5 The Government's Policy¹⁶ is to create conditions for strong employment growth in rural areas, making it easier for people to work there close to where they live. The NPPF also states that Local Plans should support the sustainable growth and expansion of all types of business and enterprise in rural areas, both through the conversion of existing buildings and well-designed new ones. Policies EP4 and EP5 help to meet these aims. Policy EP8 of the Local Plan encourages sustaining the vitality and viability of tourism in the District, including the provision of holiday let accommodation, which may often be in converted farm buildings.

¹⁵ South Somerset Employment Land Evidence: Review of FEMAs and Understanding Market Trends (April 2017)

¹⁶ Towards a one nation economy: A 10-point plan for boosting employment productivity in rural areas. (August 2015)

- 18.6 The volume and value of tourism in South Somerset seems to fluctuate between years, but in 2015, over one million nights were spent in the District by visitors and 2.8m days, which combined with other visitor spend, equated to over £163m of spending. This is actually less than that in Sedgemoor, West Somerset and Mendip, but about equal with that in Taunton Deane¹⁷.
- 18.7 The Council recognises the importance of supporting opportunities to provide rural employment opportunities outside settlement limits as a means of ensuring a diverse and healthy rural economy. There is a range of employment activities, particularly those associated with tourism, recreation and rural diversification that can be accommodated in countryside locations, without any adverse effects upon the character of South Somerset's rural areas. In the absence of a policy relating to new employment opportunities in rural areas, the Local Plan Review could address this issue.

**Policies EP2 - Office Development;
 EP9 - Retail Hierarchy;
 EP10 - Convenience and Comparison Shopping in Yeovil;
 EP11 - Location of Main Town Centre Uses;
 EP12 - Floorspace Threshold for Impact Assessments;
 EP13 - Protection of Retail Frontages;
 EP14 - Neighbourhood Centres; and
 EP15 - Protection and Provision of Local Shops, Community Facilities and Services**

- 18.8 Policy EP9 sets out the retail hierarchy and determines how new net growth will be distributed over the Plan period. Yeovil will continue to be the main focus for new retail and leisure investment and the Market Towns¹⁸, District Centres¹⁹ and Local Centres²⁰ will accommodate development which will maintain their retail and service role and support their position in the retail hierarchy, thereby maintaining the vitality and viability of these centres.
- 18.9 Policy EP10 quantifies upper limits of new retail floorspace that will be permitted in Yeovil. This was intended to give some protection to the other main shopping centres by seeking to direct other new retail developments to them. However, there is a renewed focus on regenerating Yeovil through the Refresh and the policy actually curtails the potential for growth of the town. The Local Plan review should therefore consider whether the policy should be continued.
- 18.10 Policies EP2 and EP11 both relate to the sequential approach, which requires that applications for town centre uses that are not in an existing town centre and not in accordance with an up to date development plan should be refused planning permission where the applicant has not demonstrated compliance with the sequential approach to site selection, as set out the NPPF.

¹⁷ The Economic Impact of Somerset's Visitor Economy 2015; South West Research Company Ltd Oct 2016; and other South West Research Company Ltd monitoring data.

¹⁸ Chard, Crewkerne, Ilminster and Wincanton

¹⁹ Ansford/ Castle Cary, Langport/ Huish Episcopi and Somerton

²⁰ Bruton, Ilchester, Martock, Milborne Port, South Petherton and Stoke sub Hambdon

- 18.11 The respective amounts of new retail or office floorspace in town centre or out-of-centre locations has not been monitored and this will need to be developed. The amount of new non-retail uses in shopping frontages is not currently monitored either.
- 18.12 The Yeovil Brimsmore development is under construction and will include a new neighbourhood centre, with buildings capable for use as shops in close proximity to a primary school and community hall.

Policy EP6 - Henstridge Airfield

- 18.14 Policy EP6 seeks to limit intensification of commercial activity at the Airfield because of its location in open countryside remote from any large centres of population.
- 18.15 Since the adoption of the Local Plan, there has been no such intensification other than the granting of permission for development in accordance with an approved masterplan.

Policy EP7 - New Build Live/ Work Units

- 18.16 The District Council does not support new build live/ work units as evidence from consented units in South Somerset suggests that live/ work units are not really practical and can result in residential development by default on sites where such permission would not normally be granted. Policy EP7 therefore seeks to limit such uses in inappropriate locations.
- 18.17 There have been no applications for live/ work units since the adoption of the Local Plan.

19. Housing

Policy HG3 - Provision of Affordable Housing; and Policy HG4 - Provision of Affordable Housing - Sites of 1-5 Dwellings

- 19.01 The target and threshold for the provision of affordable housing is addressed in Local Plan Policy HG3. At the time the Local Plan was being adopted, the Government's approach to contributions for affordable housing was subject to legal challenge. The legal position has now been established by the Court of Appeal and the Planning Practice Guidance (PPG) states that "contributions should not be sought from developments of ten units or less, and which have a maximum combined gross floorspace of no more than 1,000 square metres (gross internal area)"²¹. It is therefore not appropriate to continue to apply Policy HG4.
- 19.02 The current target for affordable housing is 35% of the total number of dwellings on qualifying sites. The SHMA²² indicates that there is a net annual requirement for 206 affordable dwellings in South Somerset, which equates to about 34%²³ of the annual need.

²¹ Paragraph: 031 Reference ID: 23b-031-20161116

²² Mendip, Sedgemoor, South Somerset and Taunton Deane Strategic Housing Market Assessment, Final Report October 2016: https://www.southsomerset.gov.uk/media/862544/somerset_final_shma_oct2016_revised.pdf

²³ 206 dwellings = 33.9% of 607 dwellings.

- 19.03 Since the beginning of the Plan period, 38% of completions in the District have been on sites of 10 dwellings or less. In the current policy context, affordable housing contributions through planning obligations could not be sought on such sites.
- 19.04 The Strategic Housing Team’s monitoring of affordable housing delivery allows the Council to track completions over time. This information is set out in Figure 19.1.

Figure 19.1: Total Affordable Housing Provision

Year	Net	Replacements	Gross
Completed			
2006/07	n/a	n/a	227
2007/08	n/a	n/a	157
2008/09	172	48	220
2009/10	123	18	141
2010/11	357	97	454
2011/12	272	78	350
2012/13	90	44	134
2013/14	102	59	161
2014/15	181	0	181
2015/16	128	0	128
2016/17	59	0	59
Programmed			
2017/18	81	0	81
2018/19	74	0	74
TOTAL	1639	344	2367

Source: SSDC Strategic Housing Monitoring Database

- 19.05 In 2016/17, the total of 59 new affordable dwellings equated to just 10% of all new dwellings across the District.

Policy HG5 - Achieving a Mix of Market Housing

- 19.06 Local Plan Policy HG5 seeks to achieve a range house types and sizes across the District, particularly on large sites of ten or more dwellings. On small sites, the type and size of homes should be taken in the context of the surroundings and contribute towards sustainable development. The mix of housing type and size sought is informed by the 2016 SHMA and is shown in Figure 19.2.

Figure 19.2 - Indicative targets for market housing by type and size

Size	Market
1 bedroom	5-10%
2 bedrooms	30-35%
3 bedrooms	40-45%
4+ bedrooms	15-20%

Source: SHMA, 2016

Policy HG6 - Care Homes and Specialist Accommodation

- 19.07 The Housing White Paper²⁴ supports the provision of housing for older people and those with disabilities. Local Plan Policy HG6 allows for the provision of care homes or similar specialist accommodation such as Continuing Care Retirement Communities and Extra Care housing.
- 19.08 The 2016 SHMA highlights the need for specialist care home bedspaces in the District²⁵. At present the population of older people in the County is relatively high when compared with other areas – some 23% of people were aged 65 and over in 2015. Over the 2014-39 period the number of people aged 65 and over is expected to increase by 61% with a higher (150%) increase in the number of people aged 85 and over. This demographic change would be likely to see an increase in the number of people with specific disabilities (e.g. dementia and mobility problems) as well as a general increase in the numbers with a long-term health problem or disability.
- 19.09 The SHMA analysis identifies that, over the 2014-39 period, there may be a need for 395 specialist units of accommodation for older people (generally considered to be sheltered or extra-care housing) per annum across the County. This figure represents about 17%-19% of all housing provision suggested in demographic modelling. However, this could be artificially limited by the lack of support services funding forthcoming from the County Council. Such provision would be within a C3 use class and would therefore be part of the objective assessment of need. Additionally, the analysis highlights a potential need for an additional 186 registered care bedspaces per annum for older people (aged 75 and over) in the 2014-39 period. As these would be in use class C2, they would be in addition to the estimates of housing need from demographic modelling. In South Somerset specifically, the total requirement for residential care housing equates to 51 per annum.
- 19.10 The Key sites at Keyford and Upper Mudford will include new care homes; and new provision has been made at, for example, La Fontana in Martock and Wessex House in Somerton.

Policy HG7 - Gypsies, Travellers and Showpeople

- 19.11 Figure 19.3 shows the net gain per year of pitches for Gypsies, Travellers and Showpeople.

²⁴

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

²⁵ Strategic Housing Market Assessment October 2016

Figure 19.3 - Delivery of Gypsy, Traveller and Travelling Showpeople (2006 -2017)

Settlement	Residential Pitches	Transit	Travelling Showpeople
2006 – 2007	-	-	-
2007 – 2008	1	-	-
2008 – 2009	6	-	-
2009 – 2010	1	-	-
2010 – 2011	6	-	-
2011 – 2012	3	-	-
2012 – 2013	3	-	-
2013 – 2014	2	-	-
2014 – 2015	1	-	-
2015 – 2016	12	-	-
2016 - 2017	5	-	-
TOTAL	38	-	-

Source: SSDC Monitoring Database

- 19.12 The data shows that the Council has consistently managed to deliver residential pitches (i.e. where people can permanently stay), but has been less able to facilitate transit sites and sites specifically for travelling showpeople.
- 19.13 The Local Plan identifies the need for 23 pitches, and so in simple terms the Council is currently exceeding this target, having realised 38 residential pitches since 2006. However, the Gypsy and Traveller Needs Assessment²⁶ shows that over the period 2016 to 2020 the Council will need to deliver a further three residential pitches. The more serious gap in provision is for temporary (transit) provision, of which there remains a shortage of ten pitches and the Council will therefore still be required to take a proactive stance to continuing to meet needs.

Policy HG8 - Replacement Dwellings in the Countryside

- 19.14 Policy HG8 aims to give protection to traditional smaller properties in the countryside which in turn meets the objective of providing housing to meet the needs of the community.

Policy HG9 - Housing for Agricultural and Related Workers; and HG10 - Removal of Agricultural and other Occupancy Conditions

- 19.13 Policy HG9 sets out the criteria against which planning applications for these dwellings will be assessed. In order to retain a property approved under Policy HG9, a restrictive condition will be included limiting its occupation by a person solely, mainly or last working in agriculture, forestry or a rural enterprise. It is accepted that there will be circumstances where these dwellings are no longer required for the purpose they were originally intended. Policy HG10 ensures that any planning permission to remove a restrictive occupancy condition for any dwelling in the countryside is adequately justified.

²⁶ https://www.southsomerset.gov.uk/media/856723/final_copy_12_september_2013.pdf

20. Transport and Accessibility

Policy TA1 - Low Carbon Travel

- 20.1 Policy TA1 states that all new residential and employment development provides electric charging points adjacent to all car parking spaces; space suitable for homeworking; cycle parking; Travel Plans; Travel Information Packs; Green Travel Vouchers; improved public transport connections; and to ensure that sustainable transport measures are in place prior to first occupation.
- 20.2 Although referred to on several occasions, this policy may be too onerous and vague with a lack of detail; and no thresholds for each of the requirements; The Local Plan Review could therefore consider what amendments may be appropriate.

Policy TA2 - Rail

- 20.3 Policy TA2 seeks to protect sites of rail infrastructural significance, and encourage and promote the development of land for both passenger rail facilities and rail freight hubs, where there is robust evidence in support of developing infrastructure. To date, no such business case has been made.

Policy TA3 - Sustainable Travel at Chard and Yeovil

- 20.4 Because of their larger urban nature, it had been considered appropriate to encourage an even greater choice of sustainable transport modes in Yeovil and Chard through Policy TA3 of the Local Plan. However, use of this Policy has been limited, which may be because no thresholds are in place for its use, making it unclear and potentially onerous. The Local Plan Review could consider whether it is appropriate to carry this policy forwards.

Policy TA4 - Travel Plans

- 20.5 Policy TA4 uses development thresholds to determine if and what level of Travel Plan is required; ie Measures Only Statements, Travel Plan Statements, or Full Travel Plans.
- 20.6 The thresholds provide a clear structure for travel plan requirements; however, the current thresholds only cover uses A1, B1, and C3, so the Local Plan Review should consider the series of thresholds being expanded to take full account of the Somerset Travel Planning Guidance.²⁷

Policy TA5 - Transport Impact of New Development

- 20.7 The Policy's aim to promote sustainable transport by addressing the transport implications of all development is in line with national planning policies and guidance, although the Local Plan Review could consider areas where the policy may be made clearer.

²⁷ <http://www.somerset.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=118883>

Policy TA6 - Parking Standards

- 20.8 Policy TA6 requires that parking provision in new development should be design-led and based upon site characteristics, location and accessibility; and accord with Somerset County Council's Parking Strategy. The Strategy requires only optimal parking standards, which seek to encourage parking provision rather than restrict it; and the extent of provision will usually depend on the particular circumstances of individual sites.

21. Health and Well Being

Policy HW1 - Provision of Open Space, Outdoor Playing Space and Sports, Cultural and Community Facilities in New Development

- 21.1 Policy HW1 addresses the provision of open space, outdoor playing space, sports, cultural, and community facilities in new development. It requires contributions or the provision of additional open space and other facilities to be delivered as appropriate. Many of the projects contained in the Council's CIL Regulation 123 List²⁸ are in relation to open space and outdoor playing space; as are a large proportion of those to be funded by Section 106 contributions.

Policy HW2 - Sports Zone

- 21.2 Policy HW2 relates to the Council's wish to significantly expand the provision of top quality sports and recreation facilities within Yeovil, through a 'sports zone' facility of at least 1.5ha, although no such site has yet been finalised.

Policy HW3 - Protection of Outdoor Sports, Play and Youth Provision

- 21.3 Policy HW3 protects equipped play areas and youth facilities by permitting development to them, in full or in part, only if the facilities benefit as a result; if there is a proven oversupply, or they are inappropriately located. It complements paragraph 74 of the NPPF, which refers to the protection of playing fields and recreational buildings.

22. Environmental Quality

Policy EQ1 - Addressing Climate Change in South Somerset

- 22.1 Policy EQ1 supports proposals for development where they have demonstrated how climate change mitigation and adaptation will be delivered. However, some of these measures will need revision following three changes in Government advice:
- that emerging local plans should not include policies requiring any level of the Code for Sustainable Homes to be achieved²⁹;

²⁸ https://www.southsomerset.gov.uk/media/878504/cil_regulation_123_list_november_2016.docx

²⁹ www.gov.uk/government/speeches/planning-update-march-2015

- that applications for wind energy development should only be granted if the site has already been identified as suitable for wind energy development in a local or neighbourhood plan; and if it has the backing of the local communities that it may affect³⁰; and
- the Government's intentions not to go ahead with on-site energy efficiency standards, or the zero carbon Allowable Solutions carbon offsetting scheme.³¹

Policy EQ2 - General Development

22.2 Policy EQ2 is concerned with achieving a high quality development, considering a wide range of indicators. As it applies to all development, it is unsurprising that it is the most used policy in the Local Plan.

Policy EQ3 - Historic Environment

22.3 Policy EQ3 seeks to conserve and where appropriate enhance the historic significance and important contribution to local distinctiveness, character and sense of place of the District's many heritage assets; and it accords with current national planning policy and guidance.

Policy EQ4 - Biodiversity

22.4 Policy EQ4 seeks to protect and, where appropriate, enhance biodiversity; and accords with the Council's statutory duty³² and to national planning policy and guidance.

Policy EQ5 - Green Infrastructure

22.5 Policy EQ5 promotes the provision of green infrastructure including the enhancement of existing areas such as open space, accessible woodland, green corridor links and river corridor; and is in-line with current national planning policy and guidance.

Policy EQ6 - Woodlands and Forests

22.6 Policy EQ6 (Woodland and Forests) supports the implementation of the South West Woodland and Forestry Framework³³ which seeks to protect and enhance the value and character of the District's trees; and ensuring woodland areas do not fall below the levels recorded in 2005. This Policy is in-line with national policy and guidance³⁴.

Policy EQ7 - Pollution Control

22.7 National policy and guidance³⁵ make clear that local planning authorities should have a role in controlling pollution, which Policy EQ7 (Pollution Control) seeks to do.

³⁰ www.publications.parliament.uk/pa/cm201516/cmhansrd/cm150618/wmstext/150618m0001.htm

³¹ www.gov.uk/government/uploads/system/uploads/attachment_data/file/443898/Productivity_Plan_web.pdf

³² Section 40 of the Natural Environment and Rural Communities Act 2006

³³ https://www.southsomerset.gov.uk/media/462976/71_sw-rff-implementation-plan_1_.pdf

³⁴ <https://www.gov.uk/guidance/natural-environment>

³⁵ NPPF, March 2012; and PPG Sections: Air quality; Light pollution; Natural environment; Noise; and Water supply, wastewater and water quality

- 22.8 The Council's Air Quality Annual Status Report (2016)³⁶, produced by the Council's Environmental Protection Team, provides air quality monitoring information and an action plan, in particular for the Air Quality Management Area (AQMA) of Yeovil.
- 22.9 During 2016, the concentration of nitrogen dioxide within the Yeovil AQMA was measured to be greater than the annual mean objective value in four locations. This is consistent with measurements made in previous years.

Policy EQ8 - Equine Development

- 22.10 South Somerset's rural nature means it is suited to equine activities. A policy seeking to ensure that equine-related development is appropriate is therefore necessary. Policy EQ8 is helpful in ensuring that, for example, equine development is well related to existing buildings, respects the landscape context, is of an appropriate scale; and doesn't have an adverse ecological impact.

³⁶ [South Somerset District Council - Air quality reports](#)

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Part Five: Development Management

23. Performance

- 23.1 On average, the Authority receives over 2000 planning applications a year. During the period April 2016 to March 2017, the Authority received 2297 planning applications and determined 2208; of these, 2070 were given approval. National targets are set for the time taken for determining applications at 60% within 13 weeks for major, 65% within eight weeks for minor; and 80% within eight weeks for other applications (unless an application is subject to an Environmental Impact Assessment, in which case a 16 week limit applies). The Council has met and exceeded these targets for the past five years.
- 23.2 In recently published planning application statistics³⁷, the Council achieved a place in the top 100 authorities for speed of determination of minor and other applications, with 91% being decided within the statutory time limit.
- 23.3 During the same period, the Authority received 61 appeal decisions, of which the Planning Inspectorate allowed 22 and 35 were dismissed. Of these, 49 were dealt with by Written Representations, seven by Hearings; and five by Public Inquiry.

24. Managing Strategically Important Planning Applications

- 24.1 Over the last 12 months, the Council has been considering and managing a number of strategically important planning applications, with examples being included in Figure 24.1.

Figure 24.1 - Major Planning Applications and Decisions Reached

SITE NAME	PROPOSAL	DECISION
Land at Crewkerne Road, Chard	72 dwellings and infrastructure	Refused Dismissed at Appeal
Land at Shudrick Lane, Ilminster	220 dwellings, access, open space, landscaping and engineering works	Refused Dismissed at Appeal
Land to the North of Thorne Lane, Yeovil	298 dwellings, Primary School, Link Road, public open space, structural landscaping	Approved
Land Os 1445 Part Torbay road, Castle Cary	165 dwellings, 2ha employment, infrastructure and primary school	Approved
Land at Avishayes Road, Oaklands Avenue, Chard	78 dwellings and infrastructure	Approved
Land at Station Road, Castle Cary	75 dwellings, landscaping	Approved

³⁷ Table P151a: District planning authorities performance – speed of major development decisions England April 15 to March 17

Land South of Cemetery, Cemetery Lane, Wincanton	60 dwellings, Landscaping and Infrastructure	Approved
Wayside Farm, Station Road, Castle Cary	125 dwellings, landscaping and infrastructure	Allowed on Appeal
Land OS 4700 East of Station Road, Castle Cary	75 dwellings, landscaping and infrastructure	Appeal in progress
Land at Court Farm, Ilton, Ilminster	74 dwellings, community sports facilities	Approved
The Tannery, Eastland Road, Yeovil	81 dwellings	Refused
Land Os 4575 Cartway Lane, Somerton	59 dwellings, open space and infrastructure	Approved
Land off Cuckoo Hill, Bruton	68 dwellings, public open space and infrastructure	Approved
Southern Phase of Crewkerne Key Site, Land off Station Road, Crewkerne	110 dwellings, 60 bed nursing home, employment land	Approved
3 Newton Road, Yeovil	85 dwellings	Approved
Land adj Holbear, Forton Road, Chard	323 dwellings and infrastructure	Pending
Land South West of Canal Way, Ilminster	450 dwellings	Pending
Land at East Street, Chard	79 dwellings and landscaping	Pending
The Trial Ground, Land OS 5949 Somerton Road, Langport	94 dwellings and open space	Pending
Yeovil District Hospital	New 650-place multi-storey car park; and erection of acute day surgery unit	Approved
Land North Of Bunford Lane, Yeovil	Erection of new serviced office building (Yeovil Innovation Centre, Phase II)	Approved
Land North Of Bunford Lane, Yeovil	The erection of a research and development building, incubator office and light engineering facility (Aerospace Industry Hub)	Approved

Land At Bunford Park, Bunford Lane, Yeovil	Hybrid application on 21.6 hectares of land comprising the erection of 2,040m ² Class B1 offices and light industrial/Class B8 storage and distribution unit; erection of 8,443m ² Class A1 foodstore and petrol filling station; and formation of remainder of a 56,051m ² gross business park including erection of Class B1 office and light industrial and Class B8 storage and distribution uses; together with associated car parks and infrastructure	Pending
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Source: SSDC Planning and Monitoring Databases

Agenda Item 9

Local Plan Review - Issues and Options Document for Consultation

Executive Portfolio Holder: Angie Singleton; Strategic Planning (Place Making)
Director: Martin Woods; Director, Service Delivery
Service Manager: Jo Wilkins; Acting Principal Spatial Planner
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Purpose of the Report

1. The report relates to a consultation document setting out the range of issues that need to be addressed in the Review of the Local Plan and a series of options on which representations are sought. This is an early stage in the preparation of the Local Plan Review covering the period 2014 - 2034 and will be followed by consideration of responses and, in due course, publication of a Preferred Options Document for further consultation.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2017.

Public Interest

3. It is important that there is early and meaningful engagement in the Local Plan process. The Local Plan Review Issues and Options consultation document has been prepared to support engagement with the general public, statutory consultees, local communities, businesses, voluntary groups, other public organisations, landowners and Duty to Cooperate bodies.
4. The Council is seeking views on the alternative options for addressing spatial planning issues in the District. The document sets out a number of questions and accompanying options in order to focus responses on the key issues going forward.
5. Consultation on the Local Plan Review (LPR) must be prepared in accordance with the Council's adopted 'Statement of Community Involvement'. The consultation will take place over a period of eight weeks and will include an interactive website, notices in the press; and public exhibitions and drop-in sessions. A summary leaflet will be prepared and copies of relevant documents will also be made available at all District Council offices and libraries.

Recommendations

6. That the District Executive:
 - a. approves the consultation document on the Issues and Options identified through the Review of the Local Plan (contained in a separate supplementary pack).
 - b. delegates responsibility to the Director of Service Delivery in consultation with the Portfolio Holder for Strategic Planning to make any final text amendments which may be necessary to enable the Local Plan Review Issues and Options consultation document to be published.

Background

7. The Local Plan includes policies to support the Council's long term vision and strategic context for managing and accommodating residential and economic growth across South Somerset. The National Planning Policy Framework (NPPF) highlights that Local Plans are key to delivering

sustainable development. Planning decisions must be made in accordance with the Development Plan unless material considerations indicate otherwise. The adopted Local Plan covers the period 2006-2028. The Local Plan Review will be re-based and roll forward six years covering the period 2014-2034.

8. The South Somerset Local Plan (2006-2028) was adopted in March 2015. The Inspector, in accepting that the Local Plan was 'sound', stated that the Council should undertake an early review of the policies relating to housing and employment provision in Wincanton. This early review was to be completed within three years of the date of adoption, which would have been no later than March 2018.
9. The Council previously stated that it will produce a Site Allocations Development Plan Document (DPD) to provide the additional detail on proposals for the 'Sustainable Urban Extensions' in Yeovil and 'Directions of Growth' in Market Towns. It has now been agreed though that it would be more efficient to produce the additional site-specific detail on growth locations in parallel with the work to carry out a review of housing and employment provision in Wincanton. Hence a whole Local Plan Review. This report relates to the issues and options that have been identified in that Review and the consultation that now needs to take place on these.

Local Plan Review Issues and Options

10. Options for addressing key issues are presented in each section of the document. The options for addressing the overall distribution of growth are considered in the Strategy Section and site specific options for where additional growth could be located are discussed in the settlement specific sections. The inclusion of potential site allocations for development does not imply that such development will automatically proceed as this will be determined later in the process in accordance with the preferred strategy for the spatial distribution of growth.
11. Issues have been identified through various mechanisms; for example, changes in national policy and legislation, evidence base documents and internal monitoring. They combine to highlight the key spatial planning issues facing South Somerset at the present time. The section below highlights some of the main issues on which views are sought, but is not comprehensive.
12. Evidence shows that, during the new plan period from 2014 to 2034, a total of 13,200 new dwellings will be required. Once the number of new dwellings already completed and those that are under construction or not yet started are taken into account, the residual requirement for the whole District is around 6,000 dwellings.
13. The current Local Plan distributes housing growth according to the role and function of each of the settlements throughout the District. The majority is directed to Yeovil as the Strategically Significant Town, with lower amounts going to the Primary Market Towns of Chard, Crewkerne, Ilminster and Wincanton. Lower amounts still are anticipated at the Local Market Towns and then designated Rural Centres. A proportion is expected across the remaining Rural Settlements.
14. However, monitoring shows that, over the plan period so far, housing delivery in the Rural Settlements has been far greater than expected. This is also true of delivery in Wincanton, Langport, South Petherton, Milborne Port, Ilminster and Bruton. Delivery in Yeovil and Chard has been considerably less than the annualised average through to 2017.
15. One of the key issues that the consultation needs to address is therefore whether an alternative approach needs to be adopted and several options are suggested, including a more dispersed strategy based on where the market is delivering; or even providing for a new settlement.
16. Economic forecasts suggest that, over the new plan period to 2034, there will be around 8,500 (net) additional jobs in the District, spread across a wide range of sectors, including town centre

activities and education, for example, as well as the more traditional ones such as manufacturing. These will equate to a requirement for 3-8ha of land for office development and 42-85ha for industrial development.

17. A similar strategy to that for housing is currently in place for the distribution of new employment land. Monitoring shows that, again, actual delivery has not corresponded to where the Local Plan anticipated. Rather than the majority being within Yeovil and the strategic allocations at locations like Ilminster, Chard and Crewkerne, the single largest proportion has been made at settlements across the 'Rest of the District', at locations like Lopen Head and North Cadbury Business Park.
18. The overall amount of new land provided has also been lower than expected, whilst the amount of new floorspace has been significant. This seems to be because, rather than establishing new sites, existing businesses are consolidating and expanding on their existing sites, like Oscar Mayer and Brecknell Willis in Chard. Gross Value Added in the District has also grown significantly by 31% between 2001 and 2015, suggesting the amount of new employment land may not be the best way to measure economic success.
19. This raises two principal issues: It may be appropriate to re-assess the overall scale of employment land set out in the current Local Plan; and it is possible that the District Council needs to reconsider its approach in focussing its economic development strategy on the five large towns. For example, it may be necessary to implement a policy that recognises opportunities across the rest of the District, such as along locations on the A303.
20. Yeovil has been the town with the single largest number of dwellings provided since 2006, albeit at a lower rate than expected. The key sites at Wyndham Park, Lufton and Brimsmore are progressing; and applications submitted for the Sustainable Urban Extensions at Keyford and Upper Mudford. Over the next Plan period, however, further allocations are going to be necessary and the consultation document identifies fourteen potential sites that are suitable; views are being sought on which of these should be taken forward.
21. Yeovil has the largest town centre in the District. Whilst there is significant capacity for additional comparison goods floorspace, such as for the sale of durable goods like clothing or footwear, there is comparatively little for additional convenience floorspace (food shopping). The majority of supermarkets are located outside of the town centre, and spending on convenience goods in the centre is less than half of that spent in the rest of Yeovil. There is also competition for comparison goods shopping from out-of-centre locations, like the Babylon Hill Retail Centre.
22. The number of shops in the town centre that are vacant is higher than the national average and some of these may be suitable to accommodate some of the retail growth. There are though a number of vacant or underused sites, many in need of regeneration, which could also be allocated for further retail development. The consultation suggests nine such sites and seeks views on which if any of these may be designated for retail or other town centre uses.
23. There are separate sections in the consultation document relating to each of the designated Primary Market Towns, Local Market Towns and Rural Centres; and views are also sought on which potential sites for additional growth of housing and employment should be allocated in these locations.
24. The Council's Infrastructure Delivery Plan Update (2015/16) identifies the requirements to support the growth in the current Local Plan, but additional infrastructure will be required to deliver the further new homes and economic development identified in the Local Plan Review. The consultation document therefore seeks comments on what this additional infrastructure should include, both in general and specifically in relation to each settlement.

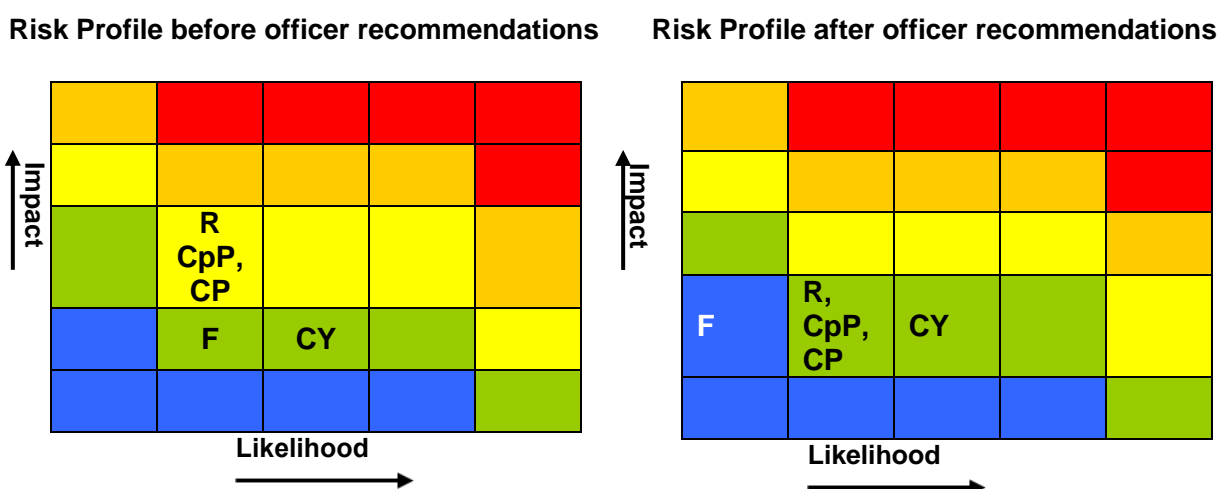
- 25. There are additional sections on Housing, Transport and Accessibility, Health and Wellbeing and Environmental Quality.
- 26. A summary of key issues, the Consultation Strategy; and The Local Plan Review Issues and Options Consultation Document are appended.

Financial Implications

- 27. There are no direct financial implications arising from this report or the recommendation.

Risk Matrix

- 28. The following matrix sets out the risks associated with District Executive recommending that the Issues and Options Consultation Document is 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

Council Plan Implications

- 29. Delivering the Local Plan Review is a high priority for the Council by virtue of the recommendation in the Inspector’s Report and the acceptance of the requirement within the Council’s currently adopted Local Plan.
- 30. The Local Plan is a key land use policy document and ensuring it remains up-to-date and aligned to the specific challenges and opportunities in the District will help the Council to realise economic vitality and prosperity, improve the health and wellbeing of citizens; create safe, sustainable and cohesive communities; and promote a balanced natural and built environment.

Carbon Emissions and Climate Change Implications

31. The Local Plan includes policies to limit the impact of development on Climate Change, with development being directed away from high-risk flood areas and encouragement given to sustainable drainage systems. Policies also relate to low carbon travel, sustainable transport solutions and Pollution Control

Equality and Diversity Implications

32. The Local Plan Review will be publicised in accordance with the Council's Statement of Community Involvement and normal procedures. Evidence base reports are made available on the Council's web site.
33. The Local Plan for 2014-2034 will be prepared in accordance with the legislative and statutory requirements of Habitats Regulations Assessment and Sustainability Appraisal; and undergo an Equality Analysis.

Privacy Impact Assessment

34. No personal data handling is involved.

Background Papers

Attached in separate supplementary pack.

Agenda Item 10

SSDC Transformation Programme – Progress Report

Executive Portfolio Holder: Jo Roundell Greene, Environment, Economic Development & Transformation
Director: Alex Parmley, Chief Executive
Lead Officers: Caron Starkey, Strategic Lead for Transformation
Andrew Gillespie, Performance and Governance Manager
Contact Details: caron.starkey@southsomerset.gov.uk Tel.07884117861
andrew.gillespie@southsomerset.gov.uk Tel.07971111942

Purpose of the Report

1. This progress report has been prepared in accordance with the Transformation Programme Governance arrangements agreed by Full Council in April 2017 where it was agreed that the District Executive would receive quarterly updates on the progress of the council's Transformation Programme. The detailed update is attached in Appendix A. It sets out the activities undertaken or progress and also highlights achievements within each of the work streams. This cover report provides some context as to the purpose of the work streams and phasing of activities.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2017.

Public Interest

3. The Council has embarked on an ambitious plan to totally redesign its service delivery to ensure an improved experience for the customers and the communities it serves whilst at the same time reducing the cost to the tax payer. This will be achieved through a radical change in the way our services are designed, the way service teams are structured to support service delivery and by making more use of digital technology including Electronic Document Management (EDM), workflow and web based technologies. Rather than cutting services, this is an investment based approach that will realise genuine efficiencies, whilst also realising improvements in levels of services for customers and modernising service delivery.

Implementation of the agreed business case will deliver:-

- recurring net annual savings of £2,483,925 from an investment of up to £7,448,155
- a 'fit for purpose' organisation that will be in a position not only to drive continuous improvement but also to generate additional income to fund and support the council's future priorities.

Recommendation

4. The District Executive is asked to note and comment on the report.

Background

5. The previous quarterly progress report was made to District Executive on 6th July 2017. The Transformation Programme board continues to meet twice each month to resolve emerging issues and drive the programme forward. The programme is now in full delivery, there are three phases to the programme ending in January 2019. Phase 1 which involves the repositioning of management roles and support services into the new operating model is in mid implementation.

The selection process for the new roles is due to complete mid-October with redesigned processes and systems for support service activities due to be launched in January 2018.

Programme Status: The programme is within budget and on track to deliver expected benefits

6. The programme is organised into six work streams containing a number of projects:

- People and Change – Repositioning roles and supporting the organisation to move from the current to future culture. The key focus is to support people in each phase through the change process in a way that engages staff, builds commitment, shifts the organisational culture towards new ways of working and embeds the vision, objectives and ambition of the Council.
- Communications - Delivering internal and external communications and stakeholder engagement. Delivering engaging and timely updates and information through various and tailored media channels.
- Operating Model Design & Transformation Benefit Realisation – the detailed design of the new operating model; new structures, roles and defined benefits to be delivered for the component parts of the new operating model.
- Customer Focus and Service Redesign - To enhance our customers' experience, at a reduced cost, through developing new ways of working based on the organisational design principles and customer needs and preferences.
- Accommodation - Re-evaluating how office space is currently used and implementing required changes to the workplace environment to support new ways of working.
- Technology – Delivery of new and enhanced technology that will enable new ways of working and create the required benefits. The council has invested significantly in new technology solutions to support the new operating model.

Appendix A sets out programme progress overall and also within all the work streams. It includes key activities and achievements, budget and risk management. Key dependencies are managed through regular work stream lead meetings and the Programme Board. The programme governance has been updated and change control processes introduced to ensure robust monitoring and provide assurance to the Board and Steering Group that the programme remains well managed.

7. The new operating model is being delivered in three phases:

- Phase 1 – New management roles and support services activity
- Phase 2 – Strategy and Commissioning activity
- Phase 3 – Service Delivery and Commercial activity

Phase 1 is currently in progress and on track to deliver the expected benefits in January 2018 as outlined in the Business Case. The detailed design for phases 2 and 3 will commence in October 2017 with engagement and consultation commencing in 2018.

There has been significant learning from the phase 1 selection process which will inform the development of the processes for phases 2 and 3, especially phase 3 as it contains most of the workforce and the majority of customer facing operations. The phasing and delivery of savings targets are shown in Appendix B. The timeline for the substantial part of the workforce and council

operations in phase 3 is under consideration. Design work will now commence in October and consequential selection activities may be brought forward to ensure that the considerable selection activity can be managed effectively. The benefits realisation will still be delivered within the timeframe of the business case. The next update report will confirm any changes made to the timeline in Appendix B.

8. As detailed in Appendix A, a substantial amount of activity is now being undertaken in all of the programme work streams. Additionally, 2 cross cutting projects have been set up to manage and implement “Agile Working” and “Transition”. These significant pieces of work introduce the concepts and manage the complex dependencies across the work streams for successful delivery of new ways of working.
 - Agile Working – “*work is an activity we do rather than a place we go*”. The aim of Agile working is to create a more responsive, efficient and effective organisation that delivers outstanding customer services. Agile working is one of the key drivers for delivering efficiencies in the new operating model. There are a range of benefits that can be gained from changing work practices including making best use of new technologies and creating new working environments.
 - Transition - this is the controlled management of the business when moving from one state to another; ensuring that the changes to people, processes, roles and responsibilities are fully understood and anticipated, so that the organisation is prepared for and can maintain the change after the transitional period. A steering group has been formed to ensure that the launch of the new management structure and support service functions are properly managed.
9. The Programme Board is provided with monthly updates in the form of programme and work stream level status reports. Appendix A provides a consolidated version of these, covering the period from July to September 2017.
10. It was agreed that the Transformation Board would monitor delivery of the Peer Review Action Plan, as they form an integral part of the management of the transformation programme. Details are given in Appendix C.

Financial Implications

11. There are no direct financial implications related to this report. The programme remains within budget and is expected to deliver the expected financial savings.

Risk Matrix

12. A programme risk matrix is included in the report. The level of risk described is within acceptable limits and will not be affected by the officers’ recommendations.

Council Plan Implications

13. This report is consistent with the Council Plan 2016 – 2021. Transformation is a priority of the current Plan.

Carbon Emissions and Climate Change Implications

14. There are no direct implications

Equality and Diversity Implications

15. There are no direct implications

Privacy Impact Assessment

16. There are no direct implications

Background Papers:

Reports to District Executive and Transformation Programme Board as mentioned in this report.

Programme Update July –Sept.2017

Programme Status Report
Programme Budget Report
Workstream Status Reports
Strategic Risk Register



One Team Programme Status Report

Reporting date

July to September 2017

Key activities this period:

- Implemented governance processes
- Tools and materials for effective programme management developed
- Programme Manager post vacant, alternative provision agreed
- Review of project plans and scope
- Financial benefits tracker and process
- Programme Office resources organised into Delivery Teams
- Approach agreed to coordinate agile activities - Project coordinator and exec sponsor agreed
- Transition planning started, and executive sponsor agreed
- Communications Workstream Lead in post
- Scope and lead for Members Development and Leadership project agreed
- Accommodation workstream resourced and fully engaged in the actions required to support phase 1 and developing plans for final workplace requirements

Key activities next period:

- Review Programme Plan based on learning from Phase 1
- Revisit Workstream Initiation Documents to sharpen focus on critical activities
- Consolidate detailed project plans
- Review of resource requirements for Phase 2 and 3
- Re-profile budget in light of the above
- Review programme and workstream risk registers
- Review strategic programme risk register
- Deliver short term staff engagement and develop longer term communications plan
- Embed budget monitoring and reporting process
- Finalise Benefits Realisation Strategy
- Develop Non financial benefit tracking
- Agree project brief for members development and leadership project

Achievements:

- Programme team cohesion improved and clarity of purpose 
- Definition of accommodation workstream agreed and lead appointed
- Programme reporting tools developed and being used
- Great feedback from staff attending selection days
- Agile working requirements scoped and resourcing allocated
- Transition planning activity scoped and commenced

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Overall	Resources	Risks	Issues	Schedule	Stakeholders
1	1	1	1	1	1

Red Resources - Current workstream resources are due to finish mid Sept and end Dec. Resourcing to support phases 2 and 3 to be agreed and recruited following appraisal of phase 1 selection activities and costs

Red Risks – People & Change Current workstream resources are due to finish mid Sept and end Dec. Resourcing to support phases 2 and 3 to be agreed and recruited following appraisal of phase 1 selection activities and costs.
 - Accommodation - Workstream activity in early stages, still reviewing, scoping and planning workstream activity

Programme Budget Dashboard

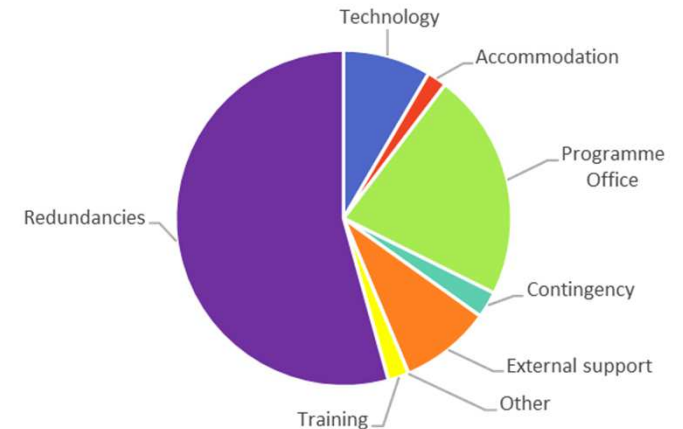
Reporting date 11th September 2017

Budget owner Caron Starkey

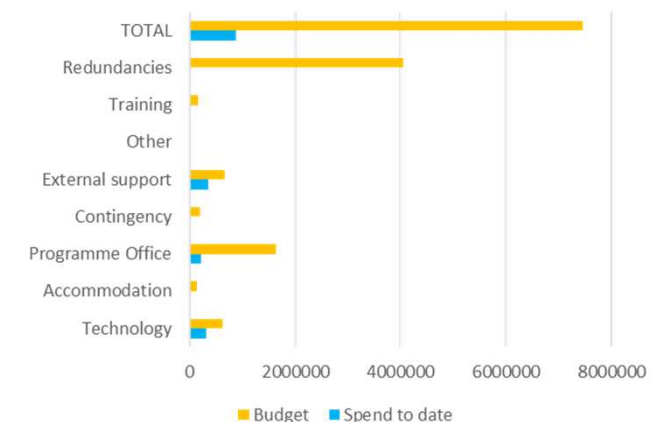
	Approved budget April 2017	Actuals incurred to date	Remaining budget
Capital costs			
Technology Requirements	597,500	305,231	292,269
Accommodation	140,000	0	140,000
Programme Office	1,261,480	150,229	1,111,251
Contingency	91,910	0	91,910
Total Capital	2,090,890	455,460	1,635,430
Revenue costs			
Programme Office	1,032,910	406,743	626,167
Tech training	20,000	-	20,000
Tech Hardware	12,000	-	12,000
Misc	-	21,721	21,721
Training	150,000	-	150,000
Contingency	97,660	-	97,660
Once Off Revenue subtotal	1,312,570	428,464	884,106
Redundancies	4,044,700	753,510	3,291,190
Total Revenue	5,357,270	1,181,974	4,175,296
Total Transformation Costs	7,448,160	1,637,434	5,810,726

One Team Programme Budget Report

Proportionate budget allocation



Budget vs spend to date



Actual and Predicted Spend remain within the allocated budget

Workstream

People and Change

Lead

Julie Jordan

Key activities this period:

- Phase 1 selection recruitment completed
- Delivered change resilience and recruitment workshops
- Planning Transition products and approach
- Preparation for selection decisions and outcomes.
- Source supplier for outplacement support

Key activities next period:

- Manage outcomes of phase 1 selection decisions
- Finalise Transition Plan
- Learning & Development resourcing to be agreed
- Prepare plan for new managers
- Appoint outplacement provider for October referrals
- Review contracts of employment for legal and working flexibly

Achievements:

- Positive feedback and reaction to selection workshops, selection process and change resilience workshops - shifting attitudes and positive action
- All Phase 1 staff (116) through selection activities.
- Selection documentation is robust and will support decision outcomes.
- Working more closely with comms and forward planning against plan

Workstream

Communications

Lead

Catharine Weegh

Key activities this period:

- Developed dashboard view to measure communications and engagement
- Change Champion Pulse Survey
- Programme Content update on Insite
- Internal communications channels agreed and delivered
- Website/Staff Portal development (Tender Evaluation)

Key activities next period:

- Agree revised Communications Strategy
- Prepare stakeholder mapping exercise
- Change Champions Event
- Schedule 'Team Visits'
- Preparation for selection announcements
- Ongoing engagement and communication activity

Achievements:

Good interaction between staff and change champions
Yammer licences obtained and single sign-on enabled. Good response to Change Champion Pulse Survey

Workstream	Operating Model Design and Transformation Benefit	Lead	Caron Starkey
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Key activities this period:

- Providing content and support for staff sessions
- Supporting responses to consultation specifically on the design and model
- Reconciliation of Finance budget and HR database.
- Initial planning for phases 2 and 3 design approach and timeline
- Reviewed leavers and potential vacancies and savings with Finance and HR
- Maintained new role costings post consultation

Key activities next period:

- Complete financial benefits tracking with HR and Finance for Phase 1 outcomes
- Detailed planning for phase 2 and 3 design work. Undertake initial design meetings
- Pulling forward of phase 3 design to be discussed and decision taken.
- Workshops planned and induction of new Strategy Director ready for phase 2 design.

Achievements:

- Good engagement from staff during drop in sessions
- No significant challenges to design from the consultation process
- Good engagement with HR and Finance to agree one golden record for benefit tracking (key dependency)

Workstream	Customer focus and service redesign	Lead	Charlotte Jones
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Key activities this period:

- Phase 1 workshops
- Business Analysts (BAs) trained
- Evaluation for intranet / website project
- Initial discovery workshop with change champions for design of new intranet
- Planning for Transition work

Key activities next period:

- Further redesign workshops for Phase 1
- Detailed plan and resourcing for workstream & dependencies
- Deliver high level project briefs for Customer Insight & Channel shift
- Civica build training for BAs
- Governance of issues and decisions established
- Plan for detailed intranet build

Achievements:

- Some small stops agreed within service redesign
- Positive role for change champions – staff engagement for intranet
- Selection of partner for intranet design

Workstream

Accommodation

Lead

Garry Green

Key activities this period:

- Options drawn up for Phase 1 and Phase 2 service delivery
- Accommodation requirements worked up for all phases.
- Commercial land and property strategy agreed at DX

Key activities next period:

- To produce high level accommodation plan including Phase 3
- Initial Costings
- Options for decanting staff. On site or off site
- Power/data capacities

Achievements:

- Agreed use of BW for phases 1-3
- Open plan concept agreed

Workstream

Technology

Lead

Dave Chubb

Key activities this period:

- Continued testing and deployment of laptops.
- Civica platform built, tested and live.
- Agreed Civica plan for phase 1 deliverables.
- Established build team via re-tasking.
- Deployed Yammer and enabled single sign on.
- Completed and posted tender for Web design work to the G-Cloud

Key activities next period:

- Complete training of Build Team.
- Start build of Support Service Workflow.
- Input into change and transition plan.
- Plan and hold Civica Technology awareness day.
- Release initial test version of Staff Portal
- Commence work with web designer

Achievements:

- Yammer deployed to all staff.
- Completed web design tender evaluation.
- Created the build team
- Civica live on new platform with no disruption.
- Deployed a transparent VPN to support agile working.

Strategic Risk Register

Heatmap – Residual Scores

Catastrophic					
Major					
Moderate			8		
Minor		2	1		
Insignificant					
	Remote	Unlikely	Possible	Probable	Highly Probable

Individual Risk Scores - Key

Catastrophic	17	22	23	24	25
Major	12	18	19	20	21
Moderate	6	13	14	15	16
Minor	2	8	9	10	11
Insignificant	1	3	4	5	7
	Remote	Unlikely	Possible	Probable	Highly Probable

Risk Creation Date	Risk	Risk Category	Owner	Inherent Scoring (Before controls and actions)	Controls	Actions	Residual Score (after controls and actions)
07/04/2016	R 46 - Transformation project budget overspends	03 - Financial	Caron Starkey	High = 20	C 046.1 - Detailed business case; C 046.2 - Robust contractual arrangements; C 046.3 - Detailed monitoring	A 46.1 - Prepare and present detailed business case; A 46.2 - Prepare and let robust Contracts; A 46.3 - Ongoing Monitoring	Medium = 14
07/04/2016	R 47 - Transformation Project Unexpected external cost	03 - Financial	Caron Starkey	High = 20	C 047.1 - Review level of corporate priority against the new cost pressure.	A 47.1 - Review level of corporate priority against the new cost pressure.	Medium = 14
08/04/2016	R 48 - Transformation Project ICT solutions fail to deliver to expectations	08 - Quality	Dave Chubb	High = 20	C 048.1 - Achieve "fit for purpose" specification; C 048.2 - Use "tried and tested" innovation; C 048.3 - Review business continuity / disaster recovery plans; C 048.4 - define user requirements; C 048.5 - protocols for testing and user acceptance	A 048.1 - Complete IT specification A 048.2 - Establish templates for user requirements A 048.3 - Agree contract with milestones and deliverables A 048.4 - Agree requirements templates	Medium = 14
08/04/2016	R 49 - Transformation Project Insufficient capacity to deliver the Transformation	07 - Professional	CEO & SLT	High = 19	C 049.1 - Programme identified as a key corporate priority C 049.2 - Commission external support as required to ensure the TP is delivered in line with the timetable.	A 049.1 - Complete procurement of external consultancy for blueprinting (detailed design stage)	Medium = 14
08/04/2016	R 50 - Transformation Project The shared vision for the TP during periods of significant changes is not maintained	07 - Professional	CEO & SLT	Medium = 15	C 050.1 - Effective communication strategies to engage with members staff and other stakeholders embedded within TP.	A 050.1 - Implement Communication plan	Medium = 14
08/04/2016	R 51 - Transformation Project Organisation transition to the new operating model is not managed effectively.	09 - Reputational	Caron Starkey	High = 20	C 051.1 - Once decision taken to implement TP create sufficient organisation capacity to achieve programme timeframes. C 051.2 - Transition Plans	A 051.1 - Complete programme implementation plan with Ignite	Medium = 14

Strategic Risk Register (cont.)

Risk Creation Date	Risk	Risk Category	Owner	Inherent Scoring (Before controls and actions)	Controls	Actions	Residual Score (after controls and actions)
08/04/2016	R 52 - TP Programme management arrangements are not robust or resilient.	07 - Professional	Andrew Gillespie	High = 20	C 052.1 - Maintain appropriate Member and officer TP governance arrangements.	A 052.1 - Continue to review programme governance	Medium = 14
08/04/2016	R 54 - TP Reduced capacity and morale during significant corporate change	09 - Reputational	CEO & SLT	Medium = 15	C 054.1 - TP communication strategy; C 054.2 - Ensure that key staff are not lost to SSDC C 054.3 - Performance monitoring C 054.4 - Supporting people through change	A 54.1 - agree KPIs for Transformation Programme	Medium = 14
08/04/2016	R 55 - TP New skills and approaches to work styles are not adopted	09 - Reputational	HR work stream lead	High = 20	C 055.1 - Support cultural change with a comprehensive corporate training and development programme, C 055.2 - Ensure new systems are resilient and stable, C 055.3 - TP Communication Strategy	A 055.1 - Complete detailed implementation plan including values and behaviours with Ignite	Low = 9
29/06/2016	R 56 - TP detailed design fails to meet data privacy/protection or access requirements	09 - Reputational	Service Design WSL	Medium = 15	C R 56.1 - Privacy Impact Assessment C R 56.2 - Equalities Analysis	A 056.1 - Continue to maintain relevant assessments as part of the blueprinting process	Low = 8
18/05/2017	R 62 - TP SSDC suffers loss of reputation through temporary increase in service delivery/performance failures	09 - Reputational	CEO & SLT	Medium = 14	C 062.1 - "Early warning" notification needed to assess and address as quickly as possible	A 062.1 - Managers will escalate unresolved issues to SLT	Low = 8



Appendix B

		2017										2018												2019											
ACTIVITY		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar										
Phase 1a	Leadership & Management																																		
Phase 1b	Support Services																																		
Phase 2	Strategy & Commissioning																																		
Phase 3	Service Delivery & Commercial																																		
Phase 5	Data Cleaning & Migration																																		
		FY 17/18										FY 18/19												FY 19 / 20 ONWARDS											
		Q1			Q2			Q3				Q4				Q1			Q2			Q3			Q4			Q1		Q4					
Savings per quarter								£ 124,830				£ 711,744				£ 205,501				£ 357,812			£ 1,141,934												
IN YEAR SAVINGS												£ 124,830																£ 1,275,057						£ 2,541,821	

South Somerset District Council

Peer Review High Level Action Plan (Adopted July 2017) : Status Monitoring Report September2017

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Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
General					
Overall Peer Challenge Assessment of the Council.	The Council welcomes the Peer Team’s assessment of the Council and will consider their findings in developing and implementing its plans for the future.	i) DX to welcome the report and note the findings	DX	July 2017	Completed
		ii) Leader and Chief Executive to write to the Peer Team and thank them	Leader and CEO	July 2017	Completed
	The Council will agree an action plan.	iii) Hold a Member briefing to outline the findings and the response	CEO	June 2017	Completed
	The Transformation Programme Board will seek to integrate the agreed actions in to the plans of the Council as well as monitoring progress towards delivery.	iv) Hold officer briefings to outline the findings and response	CEO	June 2017	Completed
		v) Publish the Peer Review Report and the Council’s response on the Council website	Performance Manager	July 2017	Completed
	Progress in addressing the Peer Team’s findings will be reported through the update reports on Transformation to the District Executive.	vi) Incorporate the Peer Review progress reporting in to the Transformation Programme update reports.	Performance Manager	July 2017	Completed
Peer Team Recommendations					
1) Articulate the transformation vision simply and clearly. It is	Work has been ongoing since October 2016 on the	i) Transformation vision to be developed and agreed	Leader and CEO	April 2017	Completed

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
essential that all levels within the Council appreciate what you are trying to achieve and why. Create an approach to engagement that builds on written communications and emphasises face to face messages from the top	Transformation Vision and the engagement approach. A summary of the vision was included in the Council Plan Annual Action Plan agreed by DX and Council in April 2017.	by Council as part of the Council Plan ii) Transformation Communications and Engagement Plan to be developed. iii) Engagement events to be held for staff. iv) Engagement events to be held for Members	Strat Lead for Transformation Strat Lead for Transformation Strat Lead for Transformation	June 2017 Throughout TP Throughout TP	Completed Commenced and ongoing Commenced and ongoing
2) Invest in further capacity as soon as possible. The scale of the transformation and commercialisation programmes is large and complex. You should invest in additional specialist resources now especially strategic programme management, commercialisation, strategic human resources, communications and marketing.	<p>The Council recognises the need to invest in capacity to deliver, in the form of roles, skills and experience, if it is to generate the benefits and returns it is seeking from both Transformation and Commercialisation & Income Generation.</p> <p>The capacity required to deliver Transformation has been considered in developing the detailed business case which was presented to DX and Council in April 2017. This provides for Strategic Lead and Programme Manager roles together with HR, Change Management and Communications.</p> <p>The capacity required to deliver</p>	i) Council to agree detailed business case for Transformation including the resources to deliver the savings and benefits ii) Recruit Programme Manager, Strategic HR resource and Communications Lead	CEO Strat Lead for Transformation	April 2017 July 2017	Completed Part Completed, PM recruitment unsuccessful, alternative arrangements are in place

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
	commercialisation and income generation is being considered through the development of the Commercialisation Strategy, the Commercial Property Strategy and through the service design within Transformation (the first two informing the latter)	iii) Council to agree the Strategy for Commercialisation and Income Generation and the Commercial Property Strategy, including the resources and approaches to deliver the benefits and income.	Director of Commercial Services	August 2017	Completed - Strategy approved at Full Council
3) Develop a detailed implementation plan for your transformation programme as soon as possible. This will require detailed workstream outputs. Dependencies and integrations between these workstreams must also be identified and communicated. These should dictate the Council's timescales.	The Council recognises the importance of robust a Programme Management approach and the need to adhere to best practice in programme management if it is to successfully deliver the programme and achieve the outcomes and benefits targeted. Detailed programme planning is well advanced and will be taken forward by the Programme Manager, to be agreed by the Transformation Programme Board.	i) Detailed Programme Plan to be developed and agreed by the Transformation Programme Board	Transformation Programme Manager	July 2017	PM vacant, alternative arrangements in place and "Detailed Programme Plan" requires further definition
4) Ensure the Chief Executive and SLT have appropriate personal authority and visibility to see through the changes required. It is important that members understand their strategic role and allow the Chief Executive and his Senior Leadership Team (SLT) personal authority to	The Leader and the District Executive recognise the importance of ensuring the CEO and SLT have the required authority and visibility to deliver.	i) Review the governance of the Transformation Programme ii) Review progress at Leader and CEO regular meetings	District Executive Leader and CEO	May 2017 Ongoing	Completed In progress

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
implement the culture change and system issues which are part of the transformation programme.					
<p>5) Make sure your Transformation Implementation Plan is adaptable, and explicitly includes how you will undertake strategic workforce development and your desired cultural change. The plan must be adaptable to your own needs and capable of being adapted further as it proceeds. It needs to have a clear statement as to the development needs that will be required of the workforce and a definition of the cultural changes the Council requires.</p>	<p>The Council recognises the need to ensure it has an adaptable plan whilst also ensuring it remains focussed on the objectives of the transformation and the target timescales for delivering changes and benefits.</p> <p>Transformation has many aspects to it and the Council recognises that the most important aspect concerns people. The Transformation HR workstream has a focus on how we will support people through change and also how we ensure people are developing and adaptable to the ongoing change that the Council will have to go through post-Transformation. Budget has been provided for this in the detailed business case agreed by Council in April 2017. This will include the establishment and implementation of a Strategic Workforce Development Plan.</p> <p>The Council also recognises that</p>	<p>i) Ensure sufficient resources for Strategic Workforce Development</p> <p>a) throughout transformation and</p> <p>ii) b) ongoing after transformation</p> <p>iii) Annual Strategic Workforce Development Plan to be agreed by SLT</p> <p>iv) Cultural Change Plan to be presented to Transformation Programme Board</p>	<p>Transformation Board</p> <p>CEO / SLT</p> <p>HR Lead</p> <p>Strat Lead for Transformation</p>	<p>April 2017</p> <p>December 2018</p> <p>September 2017</p> <p>August 2017</p>	<p>Completed</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
	the changes to be delivered through Transformation will require cultural change in the organisation and has been developing plans to support this including through engagement of staff in helping shape the future and in the development of its Attitudes and Approaches Framework.				
6) Create a co-ordinated commercialisation approach that has a clear focus on what areas you will and will not pursue. The Council needs to back up its commercial intentions with a clear council wide commercialisation strategy. This strategy must be realistic regarding which areas of commercialisation are most likely to be successful in and be clear where commercialisation will not be pursued. There is also a need to establish clear governance arrangements around this programme including the creation of new trading operations.	The Council accepts the need for a coordinated approach to commercialisation and income generation. Work has commenced on both a Commercialisation Strategy and a Commercial Property Strategy. In addition, commercialisation now forms part of Transformation and consideration will be given to what roles, skills and approaches will be needed to be successful in this regard as well as cultural changes and governance.	i) Council to agree the Strategy for Commercialisation and Income Generation and the Commercial Property Strategy, including the resources and approaches to deliver the benefits and income. <i>(repeat of action 2ii above)</i>	Director of Commercial Services	August 2017	Completed - Strategy approved at Full Council
7) Ensure a more structured, rigorous and timely process to the assessment of capital investments. The Council should	The Council recognises that it has a healthy capital position but needs to use this in a focussed way to meet its income	Council to agree the Strategy for Commercialisation and Income Generation and the Commercial Property	Director of Commercial Services	August 2017	Completed - Strategy approved at Full Council

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
ensure that a clear criteria and process for determining capital allocations within its overall strategy is in place. This should support as far as possible its commercialisation/ income generation ambitions.	<p>generation ambitions and its wider community priorities.</p> <p>Through the Commercial Strategy, revised criteria are being developed to determine capital allocations.</p>	Strategy, including the resources and approaches to deliver the benefits and income. <i>(repeat of action 2ii and 6i above)</i>			
<p>8) Take action to see if there are any 'quick wins' to help the Council's financial position by:</p> <ul style="list-style-type: none"> • Reviewing reserves and capital allocations to see if all are required. The Council has significant reserves and capital allocations in addition to its unallocated capital receipts. The scale of these justifies review, as there may be scope for re-allocation or further support to revenue pressures. • Reviewing charging for services and car parking. There is scope for a financial 'quick win' as regarding charging for existing services including adding premium charges when the service is 'gold standard'. 	<p>The council has set aside reserves for a variety of purposes and recognises that it is important to review these to ensure they remain allocated to current priorities and risks. Similarly capital plans may change over time and it supports a regular review of these.</p> <p>The Council agrees it is appropriate to review the strategy and policy for fees and charges including parking, including consideration of the pricing model applied for different types and quality of service.</p>	<p>i) Review and challenge earmarked reserves to ensure they remain appropriate, and recommend any 'surplus' reserve is reprioritised or released to general balances.</p> <p>ii) Review capital budget allocations, including the schedule of 'reserved' schemes, and recommended de-prioritisation.</p> <p>iii) Review Treasury Management Strategy and investment of reserves to optimise investment income</p> <p>iv) Members will be advised of recommended changes to the Financial Strategy to include a target for income generation</p>	<p>S151 Officer</p> <p>S151 Officer and CEO</p> <p>S151 Officer and CEO</p> <p>S151 Officer and CEO</p>	<p>July 2017</p> <p>July 2017</p> <p>August 2017</p> <p>Sept 2017</p>	<p>In progress</p> <p>In progress</p> <p>In progress, new date for completion is Dec 2017</p> <p>Completed</p>

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
		through fees added to the Medium Term Financial Plan, reflecting relevant regulations, freedoms, service costs and market conditions. v) Establish officer team to review income generating services with a view to increasing yield.	Director of Commercial Services	June 2017	Completed
Other Findings and Recommendations					
Economic Development - the peer team felt that the Council has not invested sufficiently in the officer resource to support the priority and that the size of the economic development team was small in relation to the task it faces		Review capacity in economic development to ensure it is consistent with ambitions through the Transformation Programme	CEO and Director of Service Delivery	April 2018	In progress
Scrutiny of transformation and commercialisation - the arrangements for this were not clear to the peer team		Review governance of transformation including agreeing revised scrutiny arrangements.	CEO	April 2017	Completed
Section 151 - it is understood that plans are not yet being implemented for a permanent replacement. This position should be resolved as soon as possible and the new Section 151 officer placed at a level within the organisation that reflects the complexity and importance of the Council's financial position		i) Appoint an interim S151 Officer to provide appropriate financial leadership during transition to the new operating model.	CEO	April 2017	Completed
		ii) S151 Officer responsibility to be established within the new structure and recruitment undertaken.	CEO	January 2018	In progress
Management - In order to make		All Management roles to be	Strat Lead for	October 2017	In progress

Recommendation / Finding	Response	Action	Owner	Date to be completed	Status
progress at a sufficient pace the next management levels need to be embedded urgently		included in phase 1 of Transformation Programme	Transformation		
The Council should ensure that it establishes clear governance arrangements for creation of new companies and commercial activities.		To be addressed through the commercial strategy.	S151 Officer and Director of Commercial Services	August 2017	In progress- Strategy approved at Full Council
A brand management strategy should be established if the Council intends to expand its commercial activities		To be addressed through implementation of the commercial strategy and through the Communications and Marketing Team proposed to be established through Transformation structure.	CEO and Director of Strategy	April 2018	In progress

Agenda Item 11

Community Right to Bid Half Year Report – April 2017 to September 2017

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making), Area Development
Director: Netta Meadows, Strategy and Commissioning
Service Manager: Helen Rutter, Communities Lead
Lead Officer: David Crisfield, Third Sector and Equalities Co-ordinator
Contact Details: helen.rutter@southsomerset.gov.uk or (01963) 435012
david.crisfield@southsomerset.gov.uk or (01935) 462240

Purpose of the Report

1. 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 the first half of the 2017/18 financial year (April 2017 to September 2017).

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2017.

Public Interest

3. The Government is providing 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

4. That the District Executive comment on and note the report.

Background

5. 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.
6. The assessment of nominations is carried out by the relevant Area Team Lead in conjunction with the Ward Member(s) and Area Chair. Previously a quarterly report was presented to District Executive for information. At its meeting in October 2016, DX resolved to reduce the level of reporting to two 6 monthly reports. Decisions about any SSDC-owned properties will be brought to District Executive for decision.
7. As of 6th April 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 regarding public houses 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 5 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.
8. Since the Community Right to Bid regulations came into force, SSDC has approved and placed a total of 43 assets on the Register of Assets of Community Value. Nine assets have subsequently been removed. The register is therefore currently made up of **34** 'live' nominations.
9. A copy of the current register is attached at Appendix A.

Nominated Assets

10. **One** further asset was added to the Register during the period covered by this report:
- King William IV Public House, Curry Rivel

Unsuccessful Nominations

11. There was **one** unsuccessful nomination during this period that was added to the 'Register of Unsuccessful Nominations'.
- Great Western Public House, Yeovil

Assets Removed from the Register

12. 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 buildings are no longer of community value; or
 - d) No later than 5 years from the date of entry on the list.
13. During the period covered by this report two assets have been removed from the register. These are:-
- Castle Cary Constitutional Club
 - Methodist Church, Stoke sub Hamdon
14. One further asset, Barrington School, is currently sold, subject to contract, and will be removed from the register once confirmation of the sale is received.

The Picture to Date

- 15. Of the **34** assets currently on the register in South Somerset:
 - a) 15 are village pubs/social clubs
 - b) 4 former school properties and/or playing fields
 - c) 2 churches/church halls
 - d) 3 Post Offices/Stores
 - e) The remaining 10 comprise a mix of recreational land, an ex-Youth Centre, Football Stadium and miscellaneous community facilities.
- 16. Of the **34** listed assets **27** were nominated by parish or town councils.
- 17. The one Compensation Claim we received from the Diocese of Bath and Wells in respect of Barrington Primary school was not followed through. As can be seen in paragraph 14 above the sale of this asset is now going through so it is unlikely that any compensation will become payable.
- 18. There has been no further feedback from the DCLG in relation to their survey which we contributed to in December 2015.

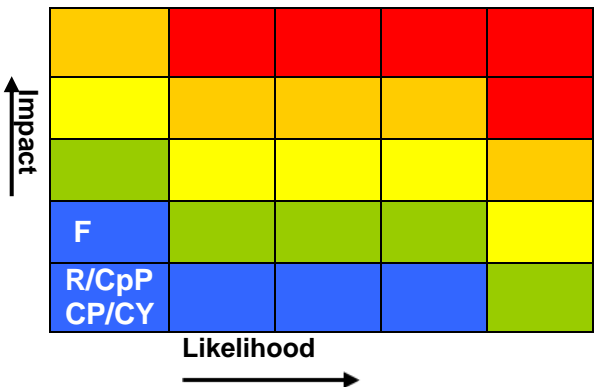
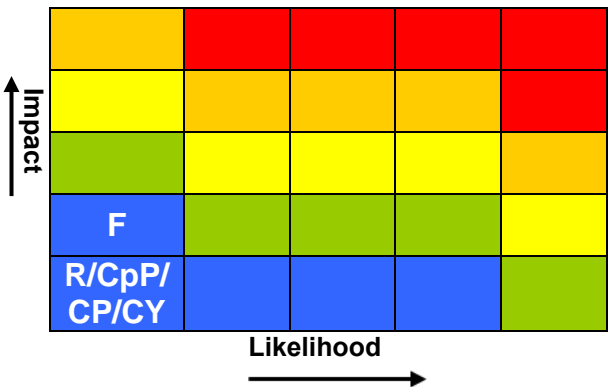
Financial Implications

- 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. Our Compensation Scheme was approved by members in January 2016. 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; April 2016; July 2016; October 2016; April 2017
- Nomination Forms received



South Somerset District Council
Asset of Community Value Register

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 Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster TA19 0JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/14	N/A		N/A		10/05/2018		Sold as a going concern. 'Exempt Disposal' and remains on the register
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton TA11 6TE	01/08/2013	Not used	Community Allotments	01/08/2013						01/08/2018		
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013						21/08/2018		
ACV8	Combe St Nicholas Parish Council	Combe Wood Recreation Field Combe Wood Lane Combe St Nicholas TA20 3NJ	05/04/2014	Community Recreational Area	Community Recreational Area	05/04/2014						05/04/2019		
ACV9	Queen Camel Community Land Trust	Mildmay Arms High Street Queen Camel Yeovil BA22 7NJ	28/05/2014	Public House	Public House	28/05/2014	18/06/15	n/a		n/a		28/05/2019		
ACV11	Ash Parish Council	The Bell Public House 3 Main Street Ash TA12 6NS	11/07/2014	Public House	Public House with other community facilities	11/07/2014						11/07/2019		
ACV13	Ilminster Town Council	Land known as the Hammerhead Access to Brittons Field & Wharf Lane Recreation Grounds Canal Way Ilminster TA19 0EB	16/07/2014	Access to recreation area	Access to recreation area	16/07/2014						16/07/2019		
ACV14	Save our Kings Head.org	The Kings Head Church Street Merriott TA16 5PR	06/08/2014	Public House	Public House in community ownership	06/08/2014	19/08/14	29/09/14	0	18/02/15		06/08/2019	18/02/2016	Pub sold as a going concern (May 16) therefore an Exempt Disposal and remains on register
ACV15	Hinton St George Parish Council	Parking Area Green Street/Hinton Close Hinton St George TA17 8SQ	28/11/2014	Car park	Car park	28/11/2014						28/11/2019		
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						28/11/2019		
ACV17	Hinton St George Parish Council	School House & Playing Fields West Street Hinton St George TA17 8SA	28/11/2014	School & Playing Field	To be determined but ideally a school & playing field	28/11/2014						28/11/2019		

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 Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV18	Streetspace South Somerset	Chard Young People's Centre Essex Close Chard TA20 1RH	28/01/2015	Youth & Community Club	Youth Club	28/01/2015						28/01/2020		
ACV19	North Cadbury & Yarlington Parish Council	The Catash Inn High Street North Cadbury Yeovil BA22 7DH	04/02/2015	Public House and Bed & Breakfast	Public House	04/02/2015						04/02/2020		
ACV20	East Chinnock Parish Council	The Portman Arms High Street East Chinnock Yeovil BA22 9DP	26/02/2015	Public House	Public House	26/02/2015	02/03/15	12/04/15	1	01/09/15	1	26/02/2020	01/11/2016	Community bid deemed unacceptable by owner. Pub subsequently sold and operating as a going concern therefore 'exempt disposal'.
ACV22	Gainsborough Community Interest Group	The Gainsborough Arms 74 Gainsborough Milborne Port DT9 5BB	27/03/2015	Public House	Public House	27/03/2015						27/03/2020		
ACV24	Barrington Parish Council	Barrington Primary School Water Street Barrington Ilminster TA19 0JR	09/09/2015	School	Education & social opportunities	09/09/2015	05/11/15	17/12/15	1	04/05/16		09/09/2020	04/05/2017	Subject to a compensation claim. Currently being advertised on open market
ACV25	Barrington Parish Council	Barrington Primary School Playing Field Water Street Barrington Ilminster TA19 0JR	09/09/2015	School playing field	Community play space	09/09/2015	15/08/17	26/09/17		15/02/18		09/09/2020		
ACV27	Yeovil Without Parish Council	All Saints Church Yeovil Marsh Yeovil BA21 3QG	05/12/2015	Place of worship	Community use	05/12/2015						05/12/2020		
ACV28	Yeovil Without Parish Council	Johnson Sports & Social Club Coronation Avenue Yeovil BA21 3DX	04/12/2015	Social club & sporting facilities	Social club & sporting facilities	04/12/2015						04/12/2020		
ACV29	Yeovil Without Parish Council	Yeovil Marsh Church Hall Yeovil Marsh Yeovil BA21 3QG	04/12/2015	Village hall	Village hall	04/12/2015						04/12/2020		
ACV30	Yeovil Without Parish Council	Great Lyde Inn 1 Cavalier Way Yeovil BA21 5UA	04/12/2015	Public house	Public house	04/12/2015						04/12/2020		
AVC31	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						17/02/2021		
AVC32	Long Sutton Parish Council	Long Sutton Stores The Green Long Sutton TA10 9HT	30/03/16	Village stores	Village stores	30/03/16						30/03/2021		Village Stores sold as a going concern therefore an 'Exempt Disposal' and remains on register.
AVC33	Yeovil Town Supporters Society Ltd	Huish Park Stadium Lufton Way Yeovil BA22 8YF	21/04/2016	Playing association football	Playing association football and other leisure activities	21/04/2016						21/04/2021		

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 Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
AVC 34	Yeovil Town Supporters Society Ltd	Huish Park surrounding land Lufton Way Yeovil BA22 8YF	21/04/2016	Football pitches, car parks, community space	Leisure	21/04/2016						21/04/2021		
ACV35	Martock Parish Council	The Post Office East Street Martock TA12 6JQ	26/07/2016	Post Office	Post Office	26/07/2016						26/07/2021		
ACV36	Martock Parish Council	The George Inn & associated car park Church Street Martock TA12 6JL	29/07/2016	Community hub & spiritual centre	Community hub	29/07/2016						29/07/2021		
ACV37	Queen Camel Parish Council	Countess Gytha Primary School High Street Queen Camel Yeovil BA22 7NH	18/08/2016	Fomerly a primary school but now closed	Community meeting facility	18/08/2016	15/08/2016	26/09/2016	1	17/02/17	0	18/08/2021	15/02/2018	
ACV38	Martock Parish Council	The Gospel Hall Church Street Martock Somerset TA12 6JL	03/08/2016	Meeting place	Meeting place	03/08/2016	03/08/21					03/08/2021		
ACV39	The Charltons Parish Council	Charlton Adam Post Office & Stores Broad Street Charlton Adam TA11 7AY	22/11/2016	Post Office & Stores	General Store	21/11/2016						22/11/2021		
ACV40	The Charltons Parish Council	Fox & Hounds Inn Broadway Road Charlton Adam TA11 7AU	22/11/2016	Public House & function room	Public House	22/11/2016						22/11/2021		
ACV41	The Charltons Parish Council	The Reading Room Hillway Charlton Mackrell TA11 6AN	22/11/2016	Community facility with café	Community facility	22/11/2016						22/11/2021		
ACV42	Winsham Parish Council	The Bell, 11 Church Street, Winsham	08/02/2017	Public House	Public House with community shop and café area	08/02/2017						08/02/2022		
ACV43	Curry Rivel Parish Council	King William IV Public House, High Street, Curry Rivel	09/06/17	Public House and associated car park	Public House and associated car park	08/06/2017	Not received	21/07/17	1	09/12/17		09/06/2022		



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

Reference	Date Entered	Nominator	Name, address and postcode of property	Current use of land/property	Proposed use of land/property	Reason for being unsuccessful
UN1	13/07/16	Martock Parish Council	The Martock Fire Station, Manor Road, Martock, Somerset, TA12 6JH	Commercial storage	Local museum & heritage centre	Asset not of community value
UN2	08/02/17	Winsham Parish Council	Winsham Post Office & Shop, 2 Church Street, Winsham	Shop & Post Office	Shop & Post Office	Asset not of community value
UN3	13/02/17	Tolbury Orchard Preservation Society	Tolbury Orchard, HigherTolbury, Bruton	Local landscape amenity of 2 fields and duck pond	Local landscape amenity of 2 fields and duck pond	Asset not of community value
UN4	07/07/17	Friends of Great Western, Yeovil	Great Western Public House, 47 Camborne Grove, Yeovil, Somerset	Public House	Public House	Asset not of community value

Agenda Item 12

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Director: Ian Clarke, Director - Support Services
Lead Officer: Ian Clarke, Director – Support 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.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
November 2017	Service Income Team Update Report	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Chris Cooper, Streetscene Manager	District Executive
November 2017 November 2017	Community Governance Review Request from Barwick Parish Council	Portfolio Holder for Area West	Director Support Services	Angela Cox, Democratic Services Manager	District Executive South Somerset District Council
November 2017	Presentation by SPARK (Voluntary and Community Action)	Portfolio Holder Leisure & Culture	Assistant Directors (Communities)	David Crisfield, Third Sector and Equalities Co-ordinator	District Executive
November 2017	Council Tax and Housing Benefit fraud report	Portfolio Holder for Finance and Legal Services	Director Support Services	Ian Potter, Revenues and Benefits Manager	District Executive
November 2017	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder for Finance and Legal Services	Director Support Services	Catherine Hood, Finance Manager	District Executive
November 2017	Photovoltaic Panels on Yeovil Innovation Centre	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Keith Wheaton-Green, Climate Change Officer	District Executive
November 2017	Confirmation of Neighbourhood Plan for Wincanton	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Jo Wilkins, Senior Policy Planner	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
November 2017	Yeovil Town Centre Markets	Councillor David Recardo	Assistant Directors (Communities)	Natalie Fortt, Area Development Lead South	District Executive
November 2017	Establishment of the HotSW Joint Committee	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	South Somerset District Council
December 2017	CIL Governance - Policy to decide how funds are allocated	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Martin Woods, Director (Service Delivery)	District Executive
December 2017	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
December 2017	Update on the Medium Term Financial Strategy / Plan	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
December 2017	Update on Westland Business Plan	Portfolio Holder Leisure & Culture	Director Commercial Services & Income Generation	Adam Burgan, Arts & Entertainment Manager	District Executive
December 2017	Update on the Yeovil Crematorium Refurbishment	Portfolio Holder for Area South	Director Commercial Services & Income Generation	Alasdair Bell, Environmental Health Manager	District Executive
January 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
February 2018 February 2018	2018/19 Budget and Medium Term Financial Strategy	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
March 2018	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
April 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive
July 2018 July 2018	Approval of South Somerset Early Review Local Plan Submission Plan	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Jo Wilkins, Senior Policy Planner	District Executive South Somerset District Council

APPENDIX B - Current Consultations – October 2017

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Business rates relief for new fibre on telecommunication hereditaments</p> <p>The Telecommunication Infrastructure (Relief from Non-Domestic Rates) Bill provides the powers necessary to implement 100% business rates relief for new full fibre infrastructure. Through these powers we will make regulations which deliver the relief to operators of telecom networks who install new fibre on their networks. This new fibre will be eligible for 100% relief from business rates for the 5 years from 1 April 2017 to 31 March 2022.</p> <p>The government is seeking views on how the draft regulations implement this relief.</p> <p>https://www.gov.uk/government/consultations/business-rates-relief-for-new-fibre-on-telecommunication-hereditaments</p>	Finance and Legal Services	Director (Support Services)	Officers in consultation with Portfolio Holders	Ian Potter	21 st November 2017
<p>Access to elections: Call for Evidence</p> <p>A Call for Evidence asking for views on how people with disabilities experience registering to vote and voting itself.</p> <p>https://www.gov.uk/government/consultations/access-to-elections-call-for-evidence</p>	Strategy and Policy	Director (Support Services)	Officers in consultation with Portfolio Holders	Roger Quantock	14 th November 2017
<p>Water quality: updating the public and private drinking water regulations</p> <p>Seeking views on updating the public and private drinking water regulations in England.</p> <p>https://www.gov.uk/government/consultations/water-quality-updating-the-public-and-private-drinking-water-regulations</p>	Area West Chairman (Environmental Health)	Director (Service Delivery)	Officers to respond as part of the county water group	Vicki Dawson	24 th October 2017

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Local government finance settlement 2018 to 2019: technical consultation</p> <p>This consultation seeks views on technical issues concerning the 2018 to 2019 local government finance settlement.</p> <p>https://www.gov.uk/government/consultations/local-government-finance-settlement-2018-to-2019-technical-consultation</p>	Finance and Legal Services	Director (Support Services)	Officers in consultation with Portfolio Holders	Paul Fitzgerald / Catherine Hood	26 th October 2017
<p>Planning for the right homes in the right places: consultation proposals</p> <p>Consultation on further measures set out in the housing white paper to boost housing supply in England.</p> <p>https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals</p>	Strategic Planning (Place Making)	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Colin McDonald / David Norris	9 th November 2017
<p>Disqualification criteria for councillors and mayors</p> <p>This consultation paper sets out the government's proposals for updating the criteria disqualifying individuals from being elected, or holding office, as a local authority member or directly elected mayor.</p> <p>https://www.gov.uk/government/consultations/disqualification-criteria-for-councillors-and-mayors</p>	Finance and Legal Services	Director (Support Services)	Officers in consultation with Portfolio Holders	Ian Clarke	8 th December 2017

Agenda Item 13

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 2nd November 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.