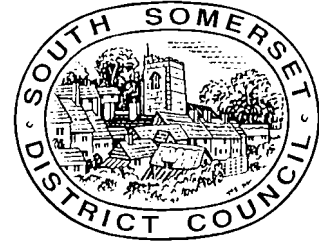


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 1st March 2018

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 21 February 2018.

Alex Parmley, *Chief Executive Officer*

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 1 March 2018

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 1st February 2018.

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. District-wide Voluntary Sector Grants 2018/2019 (Pages 5 - 23)

7. SSDC Review of Operational Office Accommodation - Progress Report on Area Presence (Pages 24 - 28)

8. Business Rates Relief - Local Discretionary Relief, Year 2 (Pages 29 - 33)

9. South Somerset District Council Car Park Charging Policy Paper (Pages 34 - 45)

10. The 'Making' of the Wincanton Neighbourhood Plan (Pages 46 - 49)

11. Key4Life - At Risk Preventative Programme in Somerset (Pages 50 - 53)

12. District Executive Forward Plan (Pages 54 - 58)

13. Date of Next Meeting (Page 59)

14. Exclusion of Press and Public (Page 60)

15. SSSC Review of Operational Office Accommodation - Feasibility Study Comparison of South Somerset District Council's Future Head Office options (Confidential)
(Pages 61 - 129)

Agenda Item 6

District-wide Voluntary Sector Grants 2018/2019

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure, Culture and Wellbeing
Director: Clare Pestell, Commercial Services and Income Generation
Service Manager: Lynda Pincombe; Adam Burgan; Helen Rutter
Lead Officer: Stephen Barnes; Pauline Burr; Dave Crisfield
Contact Details: stephen.barnes@southsomerset.gov.uk or 01935 462408
pauline.burr@southsomerset.gov.uk or 01935 462253
david.crisfield@southsomerset.gov.uk or 01935 462240

Purpose of the Report

1. This set of reports seeks the approval of District Executive on the levels of funding for the following district-wide organisations seeking financial support from SSDC in 2018/19.
 - Somerset Rural Youth Project
 - Actiontrack Performance Company,
 - Take Art
 - Somerset Arts Week
 - Somerset Film

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of March 2018

Public Interest

3. SSDC supports a range of community groups and voluntary sector organisations via its one-off community grants programme, administered via the Area Committees and through regular funding of district-wide organisations that report to District Executive. This financial investment in the sector not only provides direct support to groups working in the local community but also assists the council in the delivery of the council plan.

Recommendations

4. That District Executive approves the proposed funding allocation of £26,500 to be funded from the District Wide Grants budget and Young People & Play budget proposed for 2018/19 to the following district wide organisations:-
 - a) Somerset Rural Youth Project - £8,000
 - b) Actiontrack Performance Company - £2,500
 - c) Take Art – £10,500
 - d) Somerset Arts Week - £3,500
 - e) Somerset Film - £2,000

Background

5. Each year, SSDC supports a number of district-wide voluntary sector organisations through funding (via Service Level Agreements). The award of the grants themselves is subject to direct approval by District Executive.

- All grants are considered using our adopted set of SSDC Community Grants Policies. For organisations to be eligible for funding they must be able to demonstrate how their work will help SSDC meet our Corporate Aims, as well as other relevant SSDC Strategies.
 - Where we support organisations in the longer term and acknowledge they are delivering services on our behalf, we develop a Service Level Agreement (SLA), joining up with other funders if appropriate.
 - SSDC is able to work closely in partnership with a range of voluntary sector organisations to ensure that services are delivered according to local needs, and that value for money is achieved.
 - Furthermore monitoring and review processes are carried out with each organisation on an SLA. Where possible, we work with voluntary organisations to develop a core set of performance indicators (PIs) and targets, showing how this link directly with our Corporate Plan, and other relevant service strategies.
 - The Council works in partnership throughout the year with the organisations receiving support. Officers check compliance with any funding conditions and discuss any changes to planned work.
6. In previous years members have also made decisions about the annual funding of Access for All; Citizens Advice South Somerset and SPARK.
 7. As strategic VCS partners the decision regarding their funding was subject to a separate report that members considered at their February 2018 District Executive meeting.
 8. The outcome of that meeting was that the above three organisations would be funded for 2 years at the following levels:

	Current	Two Year Agreements	
	2017/18 £	2018/19 £	2019/20 £
Access for All	9,000	9,000	9,000
CASS	121,730	121,730	121,730
SPARK	74,260	74,260	74,260
Totals	204,990	204,990	204,990

Report

9. Please see the detailed individual reports at Appendix A and B

Financial Implications

10. The table below show a breakdown of the grants proposed for 2018/19:

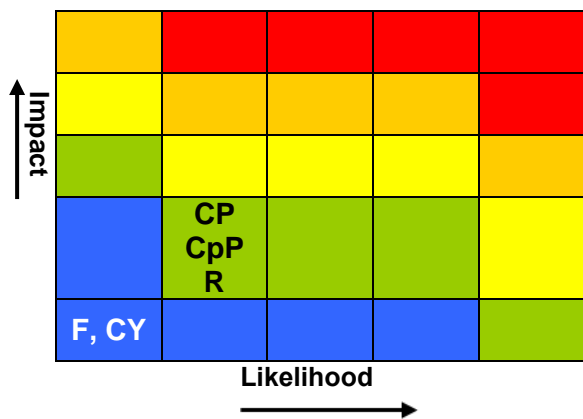
Description	What is it for?	Budget for 2018/19 £	Budget Holder / Lead Officer	Funding Recommended £
Youth Development	SLA with Somerset Rural Youth Project	8,000	Rob Parr	8,000
District Wide Health and Well-being grants	SLA's with: a) Actiontrack Performance Company	20,150	Pauline Burr	2,500

	b) Take Art c) Somerset Art Works d) Somerset Film			10,500 3,500 2,000 Arts Total <u>£18,500</u>
	Total	28,150		26,500

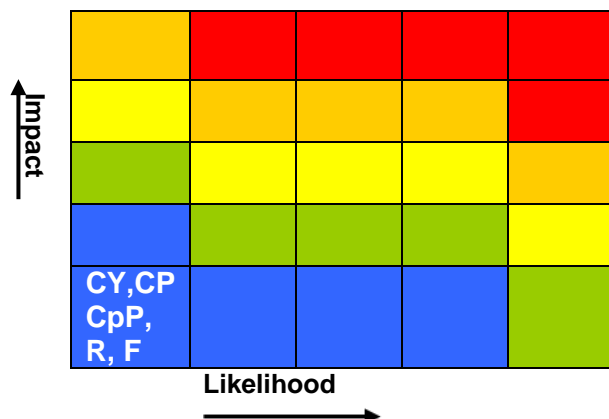
11. Funding of these grants will be paid for from the District Wide Health and Well-being Grants budget and the Young People and Play budget if these are agreed as part of budget setting for 2018/19.

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

12. The funding of the district-wide organisations detailed in this report helps the Council deliver on the following values and priorities in the 2016-21 Council Plan:

Values:

Supporting people and communities, enabling them to help themselves
Working with partners to improve services, efficiencies, resilience and influence

Priorities:

- High Quality Cost Effective Services
 - Work with partners to achieve economies, resilience and influence
- Economy

- Capitalise on our high quality culture, leisure and tourism opportunities to bring people to South Somerset
- Health and Communities
 - Target support to areas of need
 - Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities
 - Help keep our communities safe

Carbon Emissions and Climate Change Implications

13. None

Equality and Diversity Implications

14. If members support the recommendation then there will be no negative impacts in respect of the Protected Characteristics covered by the Equality Act.
15. If members are minded to recommend either a reduction in the value, or to not support any of the recommended levels of funding, an Equality Analysis will need to be carried out and reported to District Executive before recommendations are implemented.

Privacy Impact Assessment

16. None

Background Papers

17. District-wide Voluntary Sector Grants 2017/2018 report to District Executive - March 17
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1. Somerset Rural Youth Project

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure, Culture and Well-Being
Director: Clare Pestell, Commercial Services and Income Generation
Service Manager: Lynda Pincombe, Community Health and Leisure Manager
Lead Officers: Robert Parr & Stephen Barnes
Contact Details: stephen.barnes@southsomerset.gov.uk or (01935) 462408

Purpose of the Report

The purpose of this report is to update the Committee, of the work being delivered by Somerset Rural Youth Project in the rural communities of South Somerset over the past year.

Public Interest

The Somerset Rural Youth Service (SRYP) is a well-established organisation working across the county.

This report sets out the SRYP work over the last year, which has been directly aided by the grant SSDC provides.

Recommendations

It is recommended that:

1. The committee note the report and the work being carried out in our rural communities through the service level agreement.
2. SSDC continued to support the work carried out by the SRYP with a £8,000 grant to cover 1 years work agreed through a service level agreement (SLA).

Background

The Somerset Rural Youth Project (SRYP) is a voluntary youth work charity working with young people aged 11-25 in rural Somerset. Through this work they;

- Provide individual young people with advice and support
- Offer a wide range of volunteering opportunities
- Support young people's involvement in their community
- Provide access to and participation in positive activities

SRYP have a vision of a Somerset where rural young people feel a sense of belonging, a willingness to contribute and a future that is not limited by access to opportunities and services.

SSDC & SRYP signed a 1-year funding (value £8,000) and Service Level Agreement on 31st March 2017. The agreement sets out that SSDC and SRYP will work in partnership to provide additional services that will provide stimulating things to do and places to go, target those who are disadvantaged, encourage positive contributions and supporting choices for young people living in rural areas of South Somerset.

APPENDIX 1

Report

With SSDC funding and a SLA in place the Somerset Rural Youth Project have been actively working over the past year, with young people in areas of South Somerset. A summary of this work is provided below.

Work in Communities

The following table provides a snapshot of their work in communities over the last year.

Community	Activities	No. of Young People Involved in Organising / Partaking In	Partners
<i>Yeovil / Henstridge</i>	<i>Leisure Activities for disadvantaged young people</i>	29	<i>Local Community</i>
<i>District Wide</i>	<i>Targeted Support for Youth Clubs in South Somerset</i>	<i>30 estimated for Jan, Feb and March 2018</i>	<i>Chilthorne Domer, Keinton Mandeville and Langport</i>
<i>Henstridge, Somerton, Crewkerne and Yeovil</i>	<i>Four Youth Days Planned and Delivered</i>	650	<i>Town/Parish Councils, Local Volunteers, SSDC</i>
<i>Yeovil</i>	<i>Music Project</i>	21	<i>Music sessions</i>
<i>District Wide</i>	<i>National Citizen Service (NCS) programme</i>	111	<i>Various from several communities</i>

Performance Against SLA Targets

The following table sets out SRYP performance against the targets set out in this years SLA.

Annual Goal	PI/Measure	Target 2017/18	Performance to Date
To encourage young people to be involved in the development of youth initiatives within their communities	• No of communities involved	4	17
	• No of Young People involved	100	111
Increase the number of disadvantaged young people participating in leisure opportunities	• No of young people taking part in diversionary activity schemes increased by 25%	60	80 young people took part in a variety of projects across South Somerset

APPENDIX 1

Annual Goal	PI/Measure	Target 2017/18	Performance to Date
Deliver 4 Youth Days with local community support, encourage youth participation	<ul style="list-style-type: none">• Delivery of 4 Youth Playdays in Summer Holidays 2017 in partnership with SSDC and others	4	Four Youth Days delivered at Henstridge, Crewkerne, Somerton and Yeovil.
Participation at Youth Days	<ul style="list-style-type: none">• A minimum number of young people to attend all 4 of the Youth Days	200	An estimated total of 650 young people attended Youth Days.

Next Steps

The work of SRYP is highly valued and continues to support young people in our South Somerset communities. Subject to the resolutions of this committee, officers would seek to agree and enter into a new SLA with the SRYP for a further 12 months.

Corporate Priority Implications

Supporting SRYP will contribute towards the council plan area of focus:

Health & Communities - Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities.

2. Health and Wellbeing – Arts Organisations

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure, Culture and Well-Being
Director: Clare Pestell, Commercial Services and Income Generation
Service Manager: Adam Burgan, Arts and Entertainment Manager
Lead Officers: Pauline Burr, Arts Development Officer
Contact Details: pauline.burr@southsomerset.gov.uk or (01935) 462408

a) ACTIONTRACK

Aims

Actiontrack works collaboratively to deliver opportunities for individuals and groups to access practical involvement in music, drama, dance and the visual arts. The organisation develops and delivers wholly accessible projects, predominantly with children and young people and often with marginalized groups.

The organisation operates from their studio in Taunton Deane on an outreach basis to the county and beyond. Actiontrack is a charity that works on a full cost recovery basis from their projects and commissioned services. They are a delivery partner for Sound Foundation Somerset, the county's hub for music education. Actiontrack operates with a minimum number of permanent staff (1 f/t and 1p/t) and a number of freelance practitioners who are engaged as project funding become available. They encourage young and emerging practitioners to work with them, many of whom have advanced their careers as a result of this experience.

Organisational objectives for 2017/8

In addition to providing their core services, Actiontrack's work programme in South Somerset included:

- Delivery of World Music Residency around Castle Cary
- Development of Arts Centre participation and development project, Reaching Out
- Continued gamelan residencies across the district.
- Continued On The Record workshops
- Continued targeted music work
- Development of Youth Theatre Projects.

Performance 2017/18

	Organisation Objectives	Measure	2016/17	2017/18
	SLA related indicators/targets			
Participation	Increase attendances to cultural events	Number of attendances in South Somerset	417	750
	Increase participation in cultural activities	Number of participations in South Somerset	953	1190
Stronger Communities	Develop range of activities across the District	Number of projects delivered in South Somerset	8	8

APPENDIX 2

	Organisation Objectives	Measure	2016/17	2017/18
	As above	Number of community locations	5	7
Efficiency		Gross turnover	£180,000	192,000
		SSDC funding	£2,000 £3,000	£2,500

Outcomes for the Community 2017/18

- Showbuild Youth Arts Project
- World Music Residency with Afro-electronic musicians, Afriquoi,
- Targeted Youth Work with Vulnerable Young People (across 4 settings)
- National Summit for Music Participation with Vulnerable Young People
- Javanese Gamelan Projects (x2)
- Power Through Music
- Reaching Out Arts Centre Development Project (funding achieved - see above)
- On The Record workshops/sessions

Development Plans 2018/19

In addition to their core services, the following projects are planned for the coming year:

- Reaching Out, to include the development of young people's engagement strategy with The David Hall South Petherton
- Creative Lab - Participatory Artist's training programme
- World Music Residency (Chard)
- Young People's Taster programme of cross art-form workshops
- Power Through Music completion
- On The Record workshops/sessions
- Continued work with vulnerable young people
- Continued Gamelan workshop residencies
- Children In Need project (subject to funding)

Does anyone else provide this service in South Somerset? No

Funding Details

Last Award from SSDC for 2017/18 £2,000

Level of Funding sought for 2018/19:- £2,500 - this increased grant will support Actiontrack's work with the David Hall to engage young people

Recommended level of funding: £2,500

Actiontrack is funded by SSDC, TDBC, Sound Foundation Somerset and project funding through grants, including the Arts Council England and Youth Music.

b) TAKE ART

Take Art is an arts development agency serving Somerset. It is a registered charity and a company limited by guarantee, and is recognised by the Arts Council England as one of its National Portfolio Organisations. Its purpose is to promote performance and participation in the arts in Somerset, supporting professional artists and arts in the community. Its arts development programme is delivered through its core services: -

- **Dance:** Take Art regularly works with dancers throughout Somerset to make workshops and dance classes happen. They support professional dancers and programmes for young and emerging dance artists.
- **Rural Touring:** This scheme forms a partnership with promoters in rural locations to bring high quality professional arts events into village halls and community venues.
- **Early Years:** Early Years works collaboratively with colleagues locally, regionally and internationally to provide opportunities for under-fives and their families to enjoy art experiences of the highest quality.
- **Theatre:** Take Art Theatre offers support, resources and opportunities to Somerset-based artists, practitioners and companies; young people and youth theatre companies; venues and programmers.
- **Music:** Take Art delivers a participatory programme of music activity with and for children and young people

Organisational objectives 2017/18:

- In addition to their core services, Take Art has been working on the following in 2017/18:
- As part of their distinctive Take Art Rural Touring programme they worked with rural communities to promote high quality shows in villages, delivering 22 performances in South Somerset
- They continued to offer professional development opportunities to theatre practitioners and companies living and working in South Somerset
- Their relationship with the African and Caribbean theatre company, Tangle, has brought diverse performances into community settings in South Somerset
- Through the InspirED project, schools across the district engage in Take Art's specialisms around dance, drama and creative work, the project currently engages with 65 school settings across the county.
- Take Art continues to work with Somerset County Council to identify weak spots in Early Years provision across the county and will be delivering professional development training to support the EY practitioner workforce.
- Spring Forward Youth Dance Platform took place at the Octagon Theatre again in March 2017
- Jump Start continued as the only boys dance company at the theatre.
- Running participatory music sessions led by Actiontrack in Pupil Referral Units across South Somerset Partnership College
- Take Art applied to the Arts Council England to continue its National Portfolio status for the period 2018-2021.

APPENDIX 2

	Organisation Objectives	Measure	2016/17	2017/18
	SLA related indicators/targets			
Participation	Increase attendances to cultural events	Number of attendances in South Somerset	InspirED – 312 Rural Touring – 1756 Dance – 320 Theatre – 0 Early Years - 0 Total – 2388	InspirED – 721 Rural Touring – 1768 Dance – 300 Theatre – 161 Total –2950
	Increase participation in cultural activities	Number of participations in South Somerset	Theatre – 93 Dance – 530 InspirED – 501 Early Years - 20 Total - 1189	Theatre – 106 Dance – 190 InspirED – 342 Total - 638
Equity	Increase opportunities for children and young people to take part in cultural activities	Number of attendances by children and young people	InspirED –295 Rural Touring – 79 Dance – 75 Total - 449	InspirED – 721 Rural Touring – 97 Dance – 190 Total – 1008
	As above	Number of participations by children and young people	Dance – 500 InspirED – 475 Total - 975	Dance – 190 InspirED – 342 Total – 532
	Increase opportunities for older people* to take part in cultural activities *(Defined as 50 +)	Number of attendances by older people	Rural Touring – 1186 Total - 1186	Rural Touring – 1267 Total - 1267
	As above	Number of participations by older people	Theatre – 11 Dance - 2 Total - 13	Theatre – 9 Total - 9
Stronger Communities	Develop range of activities across the District	Number of projects delivered	9	8

Performance and Targets 2017/18

	Organisation Objectives Measure	Measure	2016/17	2017/18
	SLA related indicators/targets			
Stronger Communities	Develop range of activities across the District	Number of projects delivered	9	8
	As above	Number of community locations	InspirED – 10 Rural Touring – 16 Theatre - 3 Dance – 2 Early Years - 2 Total - 33	InspirED – 13 Rural Touring – 15 Theatre - 5 Dance – 1 Total - 34
Efficiency		Gross turnover	£420,000	£470,000
		SSDC funding	Core: £10,500	Core: £10,500 Project: £200

Outcomes for the community 2017/18

- **Rural Touring:** by end of March 2018 the Take Art rural touring programme will have brought 22 shows to 14 different village halls across South Somerset including; Bruton, Charlton Horethorne, Clapton, Chilthorne Domer, Compton Dundon, Crewkerne, Curry Mallet, Kingsdon, Langport, Milborne Port, North Cadbury, South Petherton and West Coker
- **Word/Play:** their partnership with Ryalls Park Medical Centre continues to flourish with a new 10-week poetry project at the surgery running from Nov-Feb 2018. A public performance took place on 26th Jan at Johnson Studio, Octagon Theatre. They have also started an Open Mic for Performance Poets in Yeovil as part of the peer support programme for previous Word/Play participants.
- **BARN:** Through this initiative, funded by the Esmee Fairbairn Foundation, Take Art has been able to increase their support to performance practitioners. In South Somerset, this includes Wassail Theatre and Boiling Kettle, Sophie Layzell amongst other individuals, offering business support, advice and training, grants from an Ideas Fund, small development grants and a showcase opportunity at the David Hall Arts Centre. BARN will continue offering similar opportunities until the end of 2019.
- **Tangle:** In Oct 2017, Take Art supported Tangle's township theatre production "*No One is an Island*" to a residential care home in Crewkerne, the King William pub and two schools, Preston Primary in Yeovil and South Petherton Primary.
- **My Tunes 3:** Throughout the year Take Art has been working with Actiontrack to deliver participatory music sessions with young people excluded from school in Pupil Referral Units across South Somerset Partnership College and with vulnerable young adults referred by Targeted Youth Support
- **Diversity Forum:** This forum for the performing arts in Somerset continues to meet once every 6 months or so. In April 2017, *Stimulating Women* was an event focusing on women as cultural leaders, role models and the challenges of gender balanced programming. In Nov, the forum met to discuss *Class*; exploring where we come from and how it affects our work.
- **InspirED:** The project's aims are to create opportunities for children and young people by supporting the development of the arts in a broad and balanced curriculum. The project currently

APPENDIX 2

engages with 21 South Somerset schools and offers skills and development in dance, drama, creative IT and visual arts. The project also engages with Early Years settings, childminders and practitioners in offering CPD, workshops and discounts to performances.

- **Spring Forward Dance Festival:** This year the festival is taking place in 3 venues across Somerset including the Octagon Theatre on 27th February 2018 with over 200 dancers taking part from across Somerset including South Somerset groups: Westfield School, Helen Laxton School of Dance, Dance Factory, Jump Start Boys Group and groups from Yeovil College.
- **Jump Start Boys Dance:** This boys' dance group takes place at the Octagon Theatre on a weekly basis during term time. The group currently has 12 regular members aged between 10 and 15.

Development Plans 2018/19

- The rural touring programme will continue to work with rural communities in South Somerset to promote high quality shows in villages, aiming to deliver at least 22 performances a year that are subsidised through our funding, plus additional performances at full cost.
- Take Art will continue the 'arts on prescription' work with groups in South Somerset exploring further theatre opportunities that promote good health and well being
- Through BARN, performance practitioners living and working in the district will continue to be offered support and development opportunities
- The ongoing relationship with Tangle will include opportunities for diverse performances when they return in March 2018 with their production of *Doctor Faustus*.
- Through the InspirED project, schools across the district continue to engage in dance, drama and early years creativity
- The Diversity Forum for the Performing Arts will continue to offer the space for challenging, honest and difficult conversations to take place
- Throughout the year Take Art will continue to work with Actiontrack to deliver participatory music sessions with young people excluded from school in Pupil Referral Units across South Somerset Partnership College and with vulnerable young adults referred by Targeted Youth Support
- Working with local service users and community groups Take Art are looking at developing a lottery funded project that will include South Somerset
- Spring Forward Dance Festival will take place at the Octagon Theatre again in March 2019
- Take Art will look at developing Jump Start boys dance project and to further expand its reach

Funding Details

Last Award from SSDC for 2017/18 - £10,500

Level of Funding sought for 2018/19 - £10,500

Recommended level of funding: - **£10,500**

Take Art is funded by SSDC, TDBC, Sound Foundation Somerset and project funding through grants, including the Arts Council England, Youth Music, Esmee Fairbairn, Paul Hamlyn and through earned income.

c) SOMERSET ARTS WEEK

Somerset Art Works is a registered charity and membership organisation, Somerset's only countywide agency dedicated to developing the visual arts.

Aims

- To support local visual artists by developing opportunities for innovation and excellence
- Develop and extend the profile of SAW and the status of professional artists and makers in Somerset beyond the two week biennial event.
- Increase public awareness and involvement with visual artists and makers living and working in Somerset.
- To provide accessible information, support, advice, education and training in partnership with those concerned with the arts in Somerset, through joint projects and networking.

The annual Somerset Art Weeks event is funded largely through membership subscriptions, charging for participation and advertising. A small amount of core funding supports administration and overheads so that the team of four part-time staff can raise funds for specific projects and initiatives. The aim of the organisation is to develop opportunities for artists to work here in Somerset and for the community to experience high quality visual arts at a local level. Additional income is raised through grants from trusts and grant giving bodies such as the Arts Council England and other lottery schemes, European Funds, public and government agencies on whose behalf they deliver projects. They also have a Friends group, who fund raise with specific targets.

Organisational objectives 2017/18

In addition to their core services, plans for 2017/18 included:

- **Prospect** – fully funded project that offered training and bursary opportunities for artists and makers. It culminated in exhibitions for Art Weeks 2017
- In South Somerset:
 - **A Landscape of Objects**
 - Forde Abbey residencies, exhibition, school and families workshops
 - Art Weeks Contemporary Craft Showcase weekend 23-24 Sept with the National Trust at Lytes Cary
 - 'Plein Air' painting project exchange Somerset /Russian artists, schools and families workshops hosted by the National Trust in South Somerset
 - Water- Meadow Wood Year 3 of a 3 year programme of arts activities at Yeovil Country Park, focussing on the woodland within the park
 - Support for teachers and art in education projects are delivered in partnership with the LEA through the InspirED Education offer. (Schools in Somerset are encouraged to subscribe to this initiative which offers high quality art experiences and raises attainment levels)
- Through funding from the Heritage Lottery and Arts Council England, the “**Muse, Makers in Museums**”, project. Working with the South West Heritage Trust, the project was designed to support small, voluntary run museums in expanding their cultural offer for schools and local communities.

APPENDIX 2

	Organisation Objectives	Measure	2016/17	2017/18
	SLA related indicators/targets			
Participation	Increase attendances to cultural events	Number of attendances in South Somerset	<i>Open Studios</i> 21,153 <i>Projects</i> <i>Herbarium</i> <i>July – Oct</i> 38,634 <i>Cranes</i> 359 <i>Meadow</i> c 2,500	<i>Prospect art weeks Festival, 36 venues</i> 23,094 <i>Forde abbey exhibition</i> <i>May-Oct</i> 23,193
	Increase participation in cultural activities	Number of participations in South Somerset	<i>Herbarium</i> 21+ 12 = 32 <i>Cranes</i> 54	<i>Projects</i> 299
Equity	Increase opportunities for children and young people to take part in cultural activities	Number of attendances by children and young people	1,838	934
	As above	Number of participations by children and young people	3,196	362
	Increase opportunities for older people* to take part in cultural activities *(Defined as 50 +)	Number of attendances by older people	16,922	8,640 50- 64 37% 7,475 65+ 32%
	As above	Number of participations by older people	143	235
Stronger Communities	Develop range of activities across the District	Number of projects delivered	4 <i>Herbarium</i> <i>Wood V3</i> <i>Cranes + com</i> <i>Travelling OS</i>	4 <i>Muse</i> <i>Landscape of Objects</i> <i>x 2</i> <i>Wood V3</i> <i>Plein air</i>
	As above	Number of community locations	4 + 69 open studio venues	4 + 36 venues
Efficiency		Gross turnover	£126,000	<i>May-Mar</i> 133,886
		SSDC funding	Core:£3,500 Projects £5,500	Core: £3,500

Outcomes for the community in 2017/18

- Prospect Festival: 23rd September – 2 8th October 2017, with associated family friendly events
- Water- Meadow Wood Year 3 of a 3 year programme of arts activities at Yeovil Country Park, <https://watermeadowwood.wordpress.com/>
- Delivery of cultural project MUSE with schools and communities in Chard and Bruton Museums, in partnership with South West Heritage Trust
Prospectus – an alternative art school hosted at Huish Sixth form department
- In South Somerset:
 - A Landscape of Objects**
 - Forde Abbey residencies, exhibition, school and family workshops, craft supper
 - Art Weeks Contemporary Craft Showcase weekend 23-24 Sept and exhibition with the National Trust at Lytes Cary
 - 'Plein Air' painting project exchange between Somerset and Russian artists, schools and family workshops hosted by Forde Abbey and Langport Festival in South Somerset. Exhibitions at the Gallery, Castle Cary and Forde Abbey.

SAW 2017 – Somerset Art Weeks Festival: *Prospect*

The Somerset Art Weeks Festival took place between 23rd September and 8th October, attracting visitors into the county and generating sales for small, independent businesses and additional custom for local services. Data collected for in-direct spend at local facilities indicates that visitors spent on average **£122**. Using an Economic Event Impact calculator this translates across the whole county to a total of **£8,038,800**, contributing to the economy of Somerset during this two week period.

Development Plans 2018/19

In addition to their core services, the following projects are planned in the coming year:

- Open Studios - family friendly and education offer.
- Creative Pathways programme, hosts to include ACE Arts, Somerton and Eastville Project Space.
- Yeovil Country Park – to continue relationships with SS MIND and other groups, SAW will deliver a further project to encourage social engagement through the arts
- Education offer InspirED subscribers in South Somerset
- Community Engagement activities in Langport

Funding Details

Last Award from SSDC for 2017/18:- £3,500
Level of Funding sought for 2018/19:- £3,500

Recommended level of funding:- **£3,500**

Somerset Art Works is funded by SSDC, TDBC and project funding through various grants and trusts, including the Arts Council England, HLF and from the Friends of SAW sponsorship.

d) SOMERSET FILM

Aims

The Engine Room is Somerset’s accessible community media centre and the base for the services of registered charity Somerset Film Ltd. From the Engine Room, Somerset Film supports digital media production and training for both the amateur and professional sectors. They offer a programme of outreach projects that encourage the use of digital media to all sectors of the community and provide learning opportunities through schools based projects, bursary schemes and training for all abilities.

Core activities include:

- Drop-in access to equipment, on line resources and training
- Production and training opportunities and facilities

Number of Venues Responding	71
Total Number of Venues	120
Recorded Number of Visits *	40,752
Total Projected Number of Visits	66,990
Total Projected Sales	£150,875
Average Number of Visits per Venue	558

- Advice, support and information to a wide range of film and digital media makers, from absolute beginners to high level professionals
- Project and outreach work – specialising in working with community groups and individuals who want to get started with film

Organisational objectives for 2017/18

In addition to their core services, the following were proposed for the year 2016/17:

- Continuation of Ignite 2.0 – second year of a three year programme
- Pop-up Engine Room – delivery of a week of the kind of activities that are usually available at the Bridgwater base. These will be brought to a South Somerset location e.g. a community setting or empty shop.
- InspirED – the education service for schools, supported by the Somerset Compact for Children and Young People. Schools pay a subscription for this service, delivered in partnership with three other arts organisations.
- BFI Film Academy - a programme of masterclasses, screenings and film-making for 16- 19 year olds that offers bursary and travel support.

Performance & Targets 2017/18

	Organisation Objectives	Measure	2016/17	2017/18
	SLA related indicators/targets			
Participation	Increase attendances to cultural events	Number of attendances in South Somerset	6,000*	20
	Increase participation in cultural activities	Number of participations in South Somerset	646	73
Stronger Communities	Develop range of activities across the District	Number of projects delivered	8	6
	As above	Number of community locations	9	6
Efficiency		Gross turnover	£300,000	£338,102
		SSDC funding	£1,500	Core: £2,000 Project:£650

*Attendances and participations in 2015/16 were unusually high as Somerset Film had participated in local carnivals

Outcomes for the community 2017/18

SSDC's core funding ensures that Somerset Film provides support for local community groups and individuals. 2016/17 was a different kind of year to the previous, less numbers but more one to one working and a long-term investment through the creation of the permanent digital resource at Chapel Cross in South Cadbury. In the past year r delivery has included:

- Continuation of Ignite 2.0 – second year of a three year programme. 7 x SSDC based artists received one to one surgeries through year.
- Pop-up Engine Room in Chard Lace Space 29 Jan till 2 Feb 2017 – delivery of a week of the kind of activities that are usually available at the Bridgwater base. Included Digital Photography, Creating Content for Youtube, Make a Film in a Day + artists' surgeries.
- InspirED – the education service for schools, supported by the Somerset Compact for Children and Young People. Schools pay a subscription for this service, delivered in partnership with three other arts organisations. New in 16/17 - Offer of new 'Imagined Worlds' teachers' pack,

APPENDIX 2

county wide InspirED Schools Celebration Event, Primary Time radio, film resource, Into Film literacy through film, Digidays project support.

- BFI Film Academy - a programme of master-classes, screenings and film-making for 16- 19 year olds that offers bursary and travel support. 7 x SSDC residents registered.
- Launch of Polish Voice TV on 28 Feb 2017 in association with Phoenix School of Languages (Yeovil) and Yeovil Advice Centre. Polish Voice TV encourages understanding between Somerset communities, demystifies national stereotypes, provides a space to share ideas and to promote collective endeavour – training course supported by Somerset Skills and Learning to follow with 15 adults.
- Setting up of Holman Hub film resource at South Cadbury i/c with Tea Room Arts. Video production and editing equipment available for pre-booked community use.
- Leading on Action for Cultural Education network bringing a range of cultural, education and heritage partners (inc SW Heritage Trust, English Heritage, SPAEDA, Arts Council) to grow the cultural offer to schools.
- We took lead on Cultural and Creative Industries Strategy group with LEP, Chamber of Commerce, Arts Council, SCC and district councils to raise profile of and grow audiences for arts and culture in the county.
- 413 SSDC residents currently on direct mail database

Development Plans 2018/19

In addition to their core services, the following projects are planned for the coming year.

- Continuation of Ignite 2.0 – third year of a three-year programme.
- Polish Voice TV training in Yeovil and creation of online platform.
- InspirED – the education service for schools, supported by the Somerset Compact for Children and Young People. Schools pay a subscription for this service, delivered in partnership with three other arts organisations.
- BFI Film Academy - a programme of master-classes, screenings and film-making for 16 - 19 year olds that offers bursary and travel support.
- Development of Holman Hub film resource at South Cadbury i/c with Tea Room Arts. Video production and editing equipment available for pre-booked community use. Some initial training available, further training subject to funding.

Funding Details

Last Award from SSDC for 2017/18:- £2,000

Level of Funding sought for 2018/19:- £2,000

Recommended level of funding: **£2,000**

Somerset Film is a National Portfolio Organisation with the Arts Council England; they receive funding from a range of grants and trusts and through commissioned work.

Agenda Item 7

SSDC Review of Operational Office Accommodation – Progress Report on Area Presence

Executive Portfolio Holder: Cllr Henry Hobhouse, Property, Climate Change & Income Generation
Director: Clare Pestell, Director. Commercial Services and Income Generation
Service Manager: Caroline White, Commercial Property, Land and Development Manager
Lead Officers: Tim Cook, Localities Manager; Helen Rutter, Communities Lead
Contact Details: helen.rutter@southsomerset.gov.uk or 01963 435012
tim.cook@southsomerset.gov.uk or 01963 435088

Purpose of the Report

1. This report has been prepared to update members on the findings and recommendations following the David Lock Associates report December 2017 on SSDC Review of Operational Office Accommodation. At that meeting it was agreed to task the Members' Leadership and Development Project group (MLDPG) to oversee the development of operational requirements for future Area presence to enable detailed options to be worked up for each Area in Spring 2018.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 1st March 2018.

Public Interest

3. Following on from the approval of the Commercial Strategy in August 2017, District Executive agreed that a more detailed operational property review and report would be undertaken to assess the current needs of the Council's offices against its future requirements, post Transformation, across the District. In December 2017 this work was reported back to the District Executive. One strand was that the recommendations on Area offices be referred to the Members' Leadership and Development Project Group to ensure that accommodation in each Area, beyond the SSDC Headquarter's requirements, matches the changes in customer demand as well as the emerging operational needs of the new Locality arrangements and Area+ system post Transformation.
4. This has been discussed by the Members' Leadership & Development Project Group (MLDPG) (Locality Working) and some broad principles are set out below as a progress report, pending more detailed work to develop a preferred option for each Area, taking into account local circumstances.

Recommendations

5. That the District Executive :
 - 1) Endorse the principles for Area presence as set out in the report below. This includes disposal of and/or redevelopment of its current Area Offices over the next 2 years in accordance with relevant governance and policies;
 - 2) Note that Officers will keep Members up to date on progress as specific proposals emerge for each Area.

Background

6. Following on from the approval of the Commercial Strategy and associated documents in August 2017, District Executive agreed that a review and report of the Council's operational office property would be undertaken to assess the Council's future requirements post Transformation, including reviewing the Area offices. Members will be aware that overall there is a substantial amount of vacant space in these offices and they are not suitable for our operational needs as an agile style of working is introduced alongside the wider Transformation Programme.
7. In December 2017 the above review, undertaken by David Lock Associates, was presented and the Executive resolved to task the Members' Leadership & Development Project Group (MLDPG) (Locality Working) to consider the report's recommendations made in regard to Area Offices, with input from Area Development Officers led by the Locality Manager and report back to the District Executive with findings and recommendations in respect of office/building requirements to meet the new model of delivery.

Principles for developing a revised Area Presence

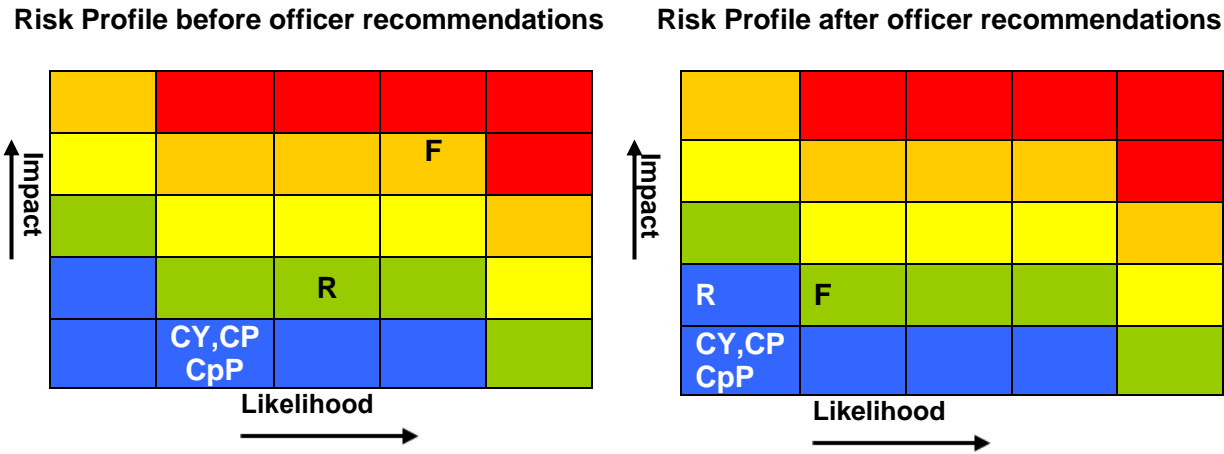
8. This report is a progress report following consideration of the principles for Area presence by the MLDPG:
 - The Council should aim to dispose of and/or redevelop its current Area Offices over the next 2 years
 - The Council should aim to facilitate and be part of a network of "Community Hubs" to provide:
 - a local resource for communities
 - a local presence and place to meet customers
 - touchdown space for Council Officers and officers from other organisations
 - Community Hubs will vary from Area to Area, but could include some or all of:
 - Community run or SCC Library with associated IT facilities and books
 - Self-service facility for SSDC and other public services (either as part of IT above or separately)
 - A booth to enable Skype or have face to face meetings with a SSDC Officer (Customer Focused Officer, Case Officer, Specialist Officer or Locality Officer) and drop in sessions
 - Parish/Town Council Office
 - Community association, village hall or school
 - Touchdown/working space for a range of organisations including:
 - SSDC
 - Avon & Somerset Police
 - SCC
 - Housing Associations
 - Community Groups
9. Ideally, but not exclusively, the facility will be owned and run by a Parish/Town Council or Community Group, with SSDC and others providing revenue funding support by paying rent for the space they occupy.
10. An opportunity exists with the consultation on the future of library provision in Somerset, to advance talks and think rapidly in some Areas, as a means of preserving library provision in a financially sustainable way, whilst also meeting the changing needs of a number of organisations and their customers. There may be potential to secure One Public Estate (OPE) funding to advance this work.

11. This approach was endorsed by the MLDPG at their meeting on 8th February 2018. The main additional points made at the group, have been incorporated into the list above, but members also stressed the importance of working closely with the town councils and the synergies of having a joined up approach with them.
12. The attached Appendix sets out the operational needs and the specifications that will assist with the development of options in each Area. In Area South, the retention of SSDC HQ space, including a town centre presence, means that the solution will differ from the other Areas, although the specification remains similar. The next step is for the Area Teams, supported by the Commercial Property Team, to advance the proposals, working closely with the Area Chairperson, prioritising those communities where libraries are currently under threat, with this responsibility being inherited by “Area+” teams once constituted.

Financial Implications

13. None at this stage. There is considerable work to be undertaken by Area Development Teams and the Commercial Property Team, which will affect work priorities across the next few months. Costs will be addressed as and when detailed proposals are developed for each Area.

Risk Matrix



Key

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

Council Plan Implications

14. A. Our Strategy:
To create a modern, responsive, proactive Council serving South Somerset through a Transformation Programme, developing the culture and working practices needed to support a flexible, customer focused Council with a modern, commercial approach

- B. Our Priority Projects:
To implement the Transformation Programme

Carbon Emissions and Climate Change Implications

15. Reducing, or using more efficiently, the Council's operational property portfolio will support a reduction in Council carbon emissions.

Equality and Diversity Implications

16. Access for all members of the community, including protected groups, is a key consideration and any proposals will be subject to an equality impact assessment in due course.

Privacy Impact Assessment

17. Not applicable.

Background Papers

18. David Lock Associates Report – November 2017
-

Appendix - Design of Area Presence

Assumptions from property review	<ul style="list-style-type: none"> • Members & Officers will be fully agile before implementation (clarify timescales for changes) • Default position is to co-locate in other organisations' premises • OPE (One Public Estate), multi-agency approach being explored in Yeovil & Chard • Different circumstances and solutions in each Area • Community hubs concept mean multiple locations required in each Area • Recommendations via Members' Leadership & Development Project Group 	
Operational requirements	- Locality working (Tim Cook)	Specification
	- Area Committee (Angela Cox/Tim Cook)	<ul style="list-style-type: none"> • Lock up space for kit • Touchdown space – individual & team – up to 3 desks? • Quality wifi to operate new technology • Small meeting space – bookable • Facilities – toilet, access to refreshments/kitchenette, etc.
	- Customer access (Sharon Jones/Tim Cook)	<ul style="list-style-type: none"> • Hall available for regular 4hr block monthly • Quality wifi • Min space for 40 seated – Area, Committee & public • Screen, projector & amplification provided by venue including hearing loop that works • Set up, etc. carried out by venue & included in price • Refreshments provided by venue & included in price • Touchdown space available – Planning Officers, etc. • Good parking & access • Ideally we should be working with one main venue in each Area
	- Area project & service case delivery (Martin Woods)	<ul style="list-style-type: none"> • Multi-agency – public sector, bookable appointments/drop in (ie: not a permanent presence for people to call in) <ul style="list-style-type: none"> - Town Council - County Council - Police • Accessible – parking and wifi essential
Premises options – being developed by the ADTs and Democratic Case Officers	<ul style="list-style-type: none"> • Look at wide range to inc: Fire Stations, libraries, Town Council offices & community halls/community centres, etc. • Most work required in East & North. In South and West linked to regeneration plans and location of HQ • Revisit work already done: AW – move to Guildhall; AN – Bridge Barns/library alternatives; AE – Committee requirements finding a venue and co-location with Police; AS determine HQ first, possible Committee venue is Westlands 	

Agenda Item 8

Business Rates Relief – Local Discretionary Relief, Year 2

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Martin Woods, Director – Service Delivery
Service Manager: Ian Potter, Lead Specialist - Vulnerable People & Revenues and Benefits Manager
Lead Officer: Helen Morris, Revenues Team Leader, Revenues and Benefits
Contact Details: Helen.morris@southsomerset.gov.uk or 01935 462033

Purpose of the Report

1. To request that the District Executive approve an increase in the level of awards to businesses of “Revaluation Support Relief” for 2017/18.
2. To request that the District Executive approve the use of the Council’s local discount powers to review and continue for the second year the “Revaluation Support Relief” Scheme to support businesses that have been adversely affected by Business Rates Revaluation on 1 April 2017.
3. To request that the District Executive approve the extension of “Pub Relief” given to public houses, initially for one year and now is available for public houses for 2018/2019.
4. To request that the District Executive approve the extension of the doubling of Rural Rate relief for 2018/2019.

Forward Plan

5. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 1 March 2018.

Public Interest

6. The Rating List contains details of the rateable value assigned to all types of premises subject to Business Rates. The rateable value is used to calculate the Business Rates charge for each entry in the list. A Business Rates Revaluation normally takes place every five years resulting in a new Rating List being introduced. The latest revaluation was due to take effect from 01 April 2015 but was delayed by two years. This means the new rating list came in to effect from 1 April 2017. A Transitional Relief Scheme is introduced with each new rating list. This phases in the changes to rateable values. In the Spring Budget of 2017, the Government announced a Discretionary Relief Scheme and package of funding to support those businesses most adversely affected by the revaluation. The design and administration of these schemes is for authorities to decide. A four year scheme was approved in September 2017. It was agreed that this would be reviewed before the start of year two (2018/2019).

In the Autumn Budget of 2017, it was announced that the Pub Relief of £1000.00 available to all public houses, would be extended for a second year. Pubs would benefit from a further £1000.00 relief reducing their Business Rate bill for 2018/19.

In October 2017 it was announced that following the decision not to reintroduce the Local Government Finance Bill, for 2018/2019 it would be expected that local authorities continue to use their local discount powers to grant 100% Rural Rate relief to eligible ratepayers as we have done in 2017/2018.

Recommendations

7. That the District Executive:
 - a. Approve an increase in the percentage of relief awarded for 2017/18 under the “Non Domestic Rates Revaluation Support Relief” Scheme from 43% to 55%;
 - b. Approve the continuation of the “Non Domestic Rates Revaluation Support Relief” Scheme for 2018/19 (Year 2) with revised award levels shown in para 16;
 - c. Approve the use of the Councils local discretionary powers to extend the Business Rate Relief Scheme for Pubs for the 2018/19 financial year;
 - d. Approve the use of the Councils local discretionary powers to extend the doubling of the Rural Rate Relief for the 2018/19 financial year;
 - e. Note that where the Council uses its local discount powers to award the Revaluation Support Scheme, up to the maximum funding amounts given above, and to extend the Pub Relief for 2018/19 and the doubling of Rural Rate relief, the cost will be reimbursed in full by Government.

Background

8. In the Chancellors Spring Budget 2017, the Government announced a number of measures to help support business rate payers following the Revaluation. These measures were:
9. Supporting Small Businesses Relief and Business Rate Relief Scheme for Pubs. These measures have already been approved at District Executive 6 April 2017 for the 2017/18 financial year.
10. New Discretionary Rate Relief to support those businesses that faced the steepest increases in their business rate bill as a result of the 2017 revaluation. Our own scheme was developed and approved by Full Council in September 2017.
11. In the Autumn statement of 2016, the Chancellor confirmed that the government will double Mandatory Rural Rate Relief to 100% from 1 April 2017. However this needed a change to primary legislation. Local Authorities used their discretionary powers to grant 100% for 2017/18, this was approved by District Executive in March 2017.

Discretionary Rate Relief Review

12. South Somerset District Council had been allocated the following funding to be used for a Non Domestic Rates Revaluation Support Scheme, to support those businesses which faced the steepest increases as a result of revaluation.

Year	Amount of funding
2017/18	£526k
2018/19	£255k
2019/20	£105k
2020/21	£15k

13. To date we have awarded £302,323.43 to businesses under the scheme. We have taken steps to follow up outstanding applications, to ensure each business entitled to the relief has made an

application. In the original modelling for the relief, every type of business was included, including national companies. However relief from taxes including non-domestic rates can constitute state aid. Therefore some companies have confirmed that they will not be making an application as they are subject to their business having received less than €200,000 state aid in the previous 2 years.

14. Based on the original funding, the discretionary relief has been awarded at the following percentages of the net increase in their bill for 2017/18.

Financial year	Percentage relief of net increase for those with RV under 200,000	Percentage relief of net increase for those with RV over 200,000
2017/18	43%	15%
2018/19	21%	7%
2019/20	8.5%	3%
2020/19	0%	0%

15. Applicants have until the 30 September 2018 to make a claim for relief in the 2017/18 financial year. However it is expected by Government that we make the award within the financial year and that the money allocated to South Somerset District Council for each financial year is all spent in full. We are unable to carry forward to the next financial year any outstanding monies that have not been spent in year.

16. Since we have so far only allocated £302k of the £526k government funding available we propose that we make a further award of relief to those ratepayers that have already submitted an application for 2017/18 and increase the award for 2018/19 and 2019/20 for these applicants. Only those applicants that made an application in 2017/18 will be entitled to relief in 2018/19 & 2019/20. Only applicants with a Rateable Value of below £200,000 will benefit from an increase. Based on the following revised percentages we will award a total of £519,064.00 for 2017/18 financial year.

Financial year	Percentage relief of net increase for those with RV under 200,000	Percentage relief of net increase for those with RV over 200,000
2017/18	55%	15%
2018/19	25%	7%
2019/20	10%	3%
2020/19	0%	0%

17. We have assumed that all ratepayers identified have made or will make an application and therefore have reduced the reserve fund to £6,900 for year 1, however to date we have not received any applications from rate payers to be considered for the relief, which would have come from the reserve. £19,500 will be kept for year 2 and £9,500 for year 3.

18. A further report will be presented in May 2018 to confirm the amount we have awarded to businesses for 2017/18.

19. The Government has extended the relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1,000 discount on their 2018/19 bill. The existing guidance and terms for the current scheme will continue to apply in the same way as they did in the first year.

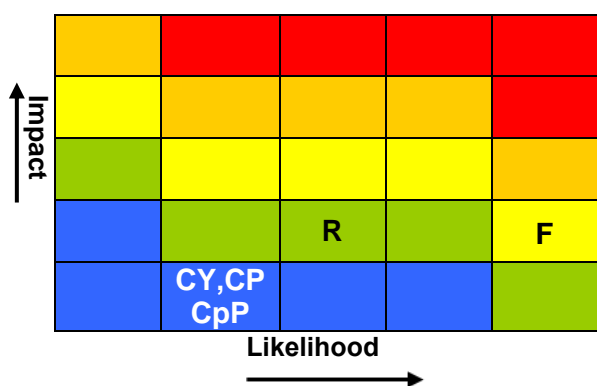
20. We have identified 107 eligible pubs within our area. We have received applications from 101 of these. We are taking steps to encourage applications from the remaining 6 pubs, including trying to contact them by telephone and carrying out visits in person, to ensure that they receive the support they are entitled to.
21. Following the decision not to reintroduce the Local Government Finance Bill, for 2018/19 the Government expects local authorities to continue to use their local discount powers to grant 100% rural rate relief to eligible ratepayers, as they have done so for 2017/18. Local authorities will be compensated in full for their loss of income as a result of this change. This compensation will be paid by section 31 grant and calculated on the basis of the returns that councils make under the rates retention scheme.

Financial Implications

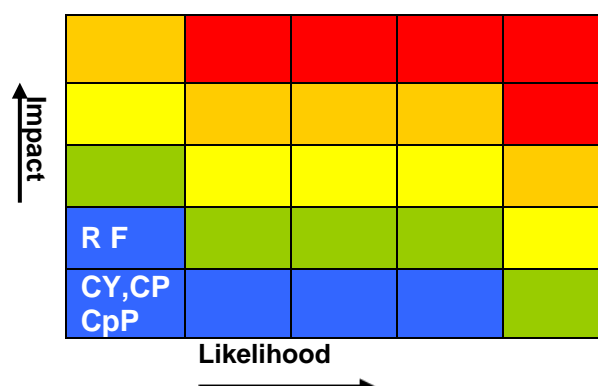
22. Where the Council uses its local discount powers to award the Revaluation Support Scheme, up to the maximum funding amounts given above, and to extend the Pub Relief for 2018/19 and the doubling of Rural Rate relief, the cost will be reimbursed in full by Government.

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

23. The proposed policy supports the “Economy” Priority - To promote a strong economy with thriving urban and rural businesses.

Carbon Emissions and Climate Change Implications

24. None associated with this report

Equality and Diversity Implications

25. None associated with this report

Privacy Impact Assessment

26. Consideration has been given to the Privacy impact assessment and as there is not direct marketing implications there is no impact. A privacy statement will be included with the application forms.

Background Papers

27. The following background papers can be viewed on the council website:
<http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

- Report to District Executive – March 2017 – item 8
 - Report to District Executive – April 2017 – item 8
 - Report to District Executive – September 2017 – item 8
 - Report to Full Council – September 2017 – item 7
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Agenda Item 9

South Somerset District Council Car Park Charging Policy Paper

Executive Portfolio Holders: Henry Hobhouse, Property, Climate Change & Income Generation
Peter Seib, Finance and Legal Services

Director: Clare Pestell, Director - Commercial Services & Income Generation

Lead Officers: Garry Green, Property & Engineering Services Manager
Ian Case, Principal Engineer

Contact Details: garry.green@southsomerset.gov.uk or (01935) 462066
ian.case@southsomerset.gov.uk or (01935) 462074

Purpose of the Report

1. The purpose of this report is to outline the current situation with pay and display car parking charges across the district and the policy background on fees and charges. It is also to identify the need for work to be undertaken in 2018/19 to consider various car park user improvements and benchmarking as part of an updated car park strategy to present a longer term charging policy in line with the regulations in force. This is to be considered for implementation when complete in July 2019.

Forward Plan

2. Scrutiny Committee at its meeting in August 2017 requested a Scrutiny Task and Finish review with regard to car parking charges. The broad topic area was 'car park charges – has SSDC got the right approach and could SSDC be generating a greater surplus to support service delivery and council ambitions as suggested in the LGA Peer Review' paper.
3. At the January 2018 Scrutiny Committee it was confirmed that the Member Task and Finish Group for car parking were to postpone their proposals at present due to resource constraints, but have asked for officers with the technical knowledge of the subject to bring an interim proposal to them for this next financial year and a plan to take them forward towards 2019/20.
4. District Executive Committee at its meeting in February 2018 reinforced the need for this proposal to be undertaken for further consideration by Members.
5. This report appeared on the District Executive Forward Plan with an anticipated Committee date of March 2018.

Public Interest

6. Car parking charges are of interest to the general public, businesses, and other facilities within the market towns.

Recommendations

7. That the District Executive approve the following for implementation in the timescales indicated, following consultation where necessary:-
 - a) Increase prices by 10%+ to align charges with inflation rises since April 2012 (last price increase) as per the schedule detailed in this report and to implement in 2018;

- b) In the event that any surplus is generated, this be ring fenced for projects in accordance with CPE legislation and guidelines (this includes public transport, road improvements and environmental improvements; such as public land, free public access to water or recreational facilities);
- c) Approve an automatic minimum inflationary increase in charges annually in line with other fees and charges and the policy detailed in this report;
- d) Approve delegated authority to officers, to manage the inflationary increases annually or to implement increases every 3 years (cumulatively) if it is not cost effective to implement annually (e.g. if increase is so small each year that the cost of implementing it outweighs the increase in projected revenue);
- e) Recommend a full market charges, benchmarking, and car park operational review as part of the car park strategy update to ensure alignment in the area. This is to be carried out by officers in the financial year 2018/2019 for implementation in July 2019; subject to being approved at District Executive.
- f) To introduce a flat rate charge of £1 all day in the pay and display car parks in Yeovil on Sundays. This is to be for an 18 month trial period from date of implementation and to be reviewed at the end of that period and reported back to District Executive. An updated Equality Impact Assessment to be carried out in conjunction with advertising the proposals;
- g) Approve delegated authority to officers to deal with any representations following the consultation period and approve increase in charges.

Background

a) Car Park Charges

- 8. Car park charges have not been reviewed or increased since April 2012 and the Peer Review recommendations stated the Council should be looking at car park charges as they believed they had fallen behind with other charges.
- 9. They have not kept up with inflation while associated costs in maintaining the infrastructure, enforcement, and administration have increased over the years.
- 10. The table below shows an accumulative inflation figure of 11% over this period. Increasing charges by around 10% will still result in the charges in South Somerset being comparable to neighbouring towns from a benchmarking exercise.

Inflation Figures 11/12 to 17/18	Unit, £	%	Accumulative figure
11/12 to 12/13 = 2.4%	1	2.62	1.02400
12/13 to 13/14 = 2%	1.024	2.00	1.04672
13/14 to 14/15 = 1%	1.04672	1.04	1.05761
14/15 to 15/16 = 2%	1.05761	0.12	1.05888
15/16 to 16/17 = 1%	1.05888	1.11	1.07063
16/17 to 17/18 = 2%	<u>1.07063</u>	3.00	1.10274
	1.10274		
Overall increase	10.3%		

(Inflation data from www.rateinflation.com/inflation-rate/uk-historical-inflation-rate).

b) Policy Background on Fees and Charges

11. The present SSDC Financial Regulations relating to fees and charges states;

8.2 Setting Fees and Charges

In line with the budget setting timetable all fees and charges shall be reviewed annually by each Director and Manager in consultation with the Section 151 Officer. All changes to such charges shall be agreed in advance with the Section 151 Officer and recorded annually within the Fees and Charges Register. The Register will be published on the Council's website and it is the responsibility of each Director and Manager to notify the Section 151 Officer of any changes made in addition to the annual review.

12. South Somerset District Council has adopted a set of principles on which fees and charges decisions should be based in accordance with the Financial Regulations:

Car Parking Charges Policy

13. Based on the policy principles above, a car parking charges policy:

- Will increase in line with SSDC Financial Regulation 8.2 relating to setting fees and charges
- Will seek to maintain car parking income at current levels in real terms.
- Will consider the annual rate of inflation and recognise the lowest coin denominator is 5p but realistic increase would be a minimum of 10p before automatically increasing charges to maintain income at current levels
- Will take into account the above and apply to the varying car park charges fairly across the district and not before any increases reflect an inflation figure regardless the number of years that may take
- Will seek to ensure that users pay for the parking service rather than the council tax payer.
- Will promote existing and explore new technologies to improve the overall convenience of parking in South Somerset. This includes pay on exit and ANPR technology.
- Will seek where possible and appropriate to match parking capacity with demand.
- Will seek to develop and implement parking solutions that reflect local needs.
- Will make the economic vitality of South Somerset a core consideration when developing parking services.
- Will continue to work with partners to look at what additional sustainable transport services may be appropriate and deliverable.
- Will annually consider our fees and charges for car parking alongside the main budget setting timetable and set charges at levels that are competitive with neighbouring towns and cities, but which do not act to suppress the local economy
- Will consider the convenience and quality of parking locations and the local environmental conditions
- Will meet the requirement to provide an efficient Council parking service
- Will consult with the public and stakeholders on any actual proposed parking charges

- We will **not** introduce increases to car parking charges to a level to discourage the use of cars in the short term. (This approach will be reviewed when attractive alternative ways of travelling into towns are available in line with government policy on integrated transport systems)

c) Market and Operational Review

14. Subject to agreement of implementing the inflationary increase to the existing car park charges and a flat rate £1 Sunday charge in Yeovil car parks, an advert will be placed and the 28 day consultation period will commence and any representations be considered. An Equality and Impact Assessment will be carried out in conjunction with the consultation process. The off street car park order can be made and sealed and once completed software and signage for the new tariffs ordered. The advert, consultation, consideration of any representations, and the installation and erection of the new signage will take approximately 8 weeks before the new tariffs are applicable.
15. The larger piece of work to look at and consider car park user improvements and a study of the charging and car park strategy overall, will commence in 2018/19 with recommendations being made and reported back to District Executive for consideration in July 2019. This review will include the introduction of charging in the car parks in Wincanton as the Town Council have served notice to cancel their compensation agreement from September 2019 to keep the car parks free of charge. It will also include an updated review of benchmarking with charges in the neighbouring towns.

This project will also include recommendations and Strategies from the Yeovil Refresh and Chard Regeneration projects to ensure all advice and actions are consistent.

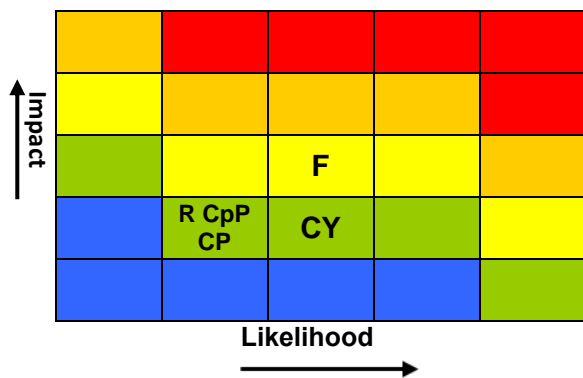
Financial Implications

16. Net income for 16/17 made up from Pay and Display, Phone and Pay, and Season Tickets was £1,975,067 against a budget of £2,140,510 so £165,443 below budget (7.7%). The net income at the end of January 2018 for 17/18 was £1,553,366 against a budget figure of £1,764,086 so £121,720 below budget (7.2%). For information phone and pay accounts for approximately 10% of income and is increasing year on year.
17. Using an estimated outturn of 7.5% below budget for the car park income figure for 17/18, this will result in a net income of £1,841,222 against a budget of £1,990,510, a shortfall of £149,288.
18. A 10% increase may generate an income of £184,000 if present occupancy is maintained.
19. Analysing the present tariffs some increases will be slightly more than 10% and some will remain the same to round up the tariffs in 10p intervals rather than 5p for example. There is generally an initial downturn when prices increase but there is a potential of £150,000 annual increase in income based on present 8am to 6pm charging regimes Mon – Sat inclusive, free on Sundays. Any surplus revenue generated over and above the present income would be ring fenced for transport related projects in accordance with CPE legislation.

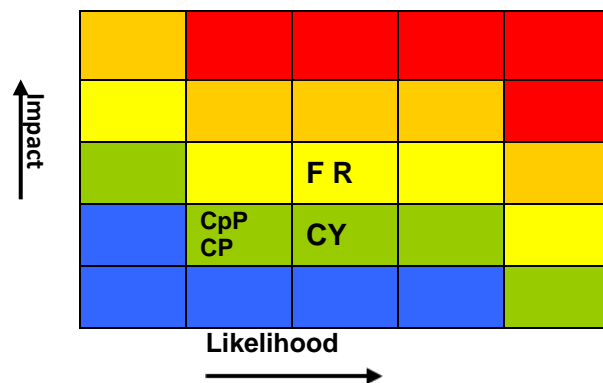
20. Introducing a flat rate charge of £1 for Sunday charging in Yeovil could generate an annual net income of £15,000 - £20,000 per annum.
21. There is a cost in altering the software on the 48 no. machines at approx. £250 each and altering the tariff notice boards at £150 each (48 no.) and then advertising the order etc. (£500), therefore an overall cost of approximately £20,000 to implement the changes. There will also be an increased enforcement cost if Sunday charging is introduced in the region of £4,000. These costs would have to be met from the existing revenue budget.
22. Appendices are attached to show existing and proposed tariff changes based on the 10% inflation figure for all pay and display car parks across the district.

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

- Corporate Plan: Focus 2; Environment - Maintain an attractive environment to live in
- Corporate Plan: Deliver well managed, cost effective services valued by our residents
 - Increase overall / general satisfaction with local area which includes the enforcement and management of the car parks

Carbon Emissions and Climate Change Implications

Not applicable

Equality and Diversity Implications

None applicable for increased inflationary charges but an assessment to be carried out for the introduction of a flat rate Sunday charge.

Privacy Impact Assessment

None applicable

Background Papers

- Scrutiny Task and Finish Group August 2017 and January 2018
- Peer Review Report to District Executive July - 2017

Appendices

- a) Car park charges 17/18
 - b) Proposed car park charges for 18/19 based on a 10% inflationary figure
-

Car Park Charges as at April 2017 for 2017-2018

Schedule 2

*For details of Disabled Blue Badge Pre Paid Vouchers in Yeovil car parks refer to details at end of Schedule

Area South YEOVIL CAR PARKS charging 8am – 6pm, Mon –Sat inclusive

Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly Charge	
Peter Street	Short	All hours, all days except where stated	£0.60 for 30 mins £1.20 per hour one hour max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
South Street Market	Short					
South Street	Short					
Park Street	Short					
Newton Road	Short	West Hendford 7am – 7.30pm £25 release fee applies	£1.20 for one hour £2.20 for two hours two hours max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
Court Ash	Medium		£1.60 for 2 hours £2.20 for 3 hours £1.40 each subsequent hour SSDC issued Residents Permits only	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
Petters Way	Medium				£420	
Box Factory (including Woodland Grove)	Medium					
West Hendford	Medium		£1.60 for 2 hours £2.20 for 3 hours 3 hours max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No but season tickets in West Hendford by agreement at £240	
North lane	Medium					
Goldenstones	Short/ Medium Long		Middle St. – Disabled only	£0.70 for 1 hour £1.40 for 2 hours £2.00 for 3 hours 3 hours max stay £3.00 all day £2.50 on Saturdays	8.00 a.m. – 6.00 p.m. Mon. – Sat	No
Middle Street (disabled only)	Medium			£0.80p for 1 hour £1.60 for 2 hours £2.20 for 3 hours 3 hours max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No
Stars Lane West	Short/ Medium			£1.60 for 2 hours £2.20 for 3 hours £2.80 for 4 hours £4.00 all day	8.00 a.m. – 6.00 p.m. Mon. – Sat	£225
Earle Street	Short/ Medium					
Brunswick Street Fairfield Market Street Goldcroft (purple permits only in designated areas)	Long	Goldcroft 7 a.m. – 11 p.m. Closed on Sundays	£3.00 all days £2.50 on Saturdays	8.00 a.m. – 6.00 p.m. Mon. – Sat	£160	
Huish (purple permits only in designated areas)	Short/ Long		£1.00 for 1 hour £1.80 for 2 hours £3.00 all day £2.50 on Saturdays			£160

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

* Voucher booklets consist of 10 vouchers and are transferable between car parks in Yeovil only:

3hr vouchers £16 a book 2hr vouchers £12 a book, 1hr vouchers £8.00 a book

** For details of Disabled Blue Badge Pre Paid Vouchers in Area West car parks refer to details at end of Schedule

Area West		Charging 8am – 6pm, Mon – Sat inclusive					
Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly		
<u>CHARD</u>							
Bath Street	Short	All hours, All days	60p for 1 hour £1.10 for 2 hours £1.40 for 3 hours £2.60 for 4 hours	8.00 a.m. – 6.00 p.m. Mon. – Sat	No		
Essex Close	Short		No				
Boden Street	Medium		60p for 1 hour £1.10 for 2 hours £1.40 for 3 hours £2.50 all day		£100		
Marketfield Combe Street The Minnows	All Medium /Long		£1.00 for 2 hours £2.50 all day		£60		
Crowshute	Long		60p for 1 hour 80p for 2 hours £1.60 all day £2.00 all day for PSV's		£50		
<u>CREWKERNE</u>							
South Street 1	Short		60p for 1 hour 80p for 2 hours £1.20 for 3 hours 3 hours max stay		No		
South Street 2	Short		60p for 1 hour 80p for 2 hours £1.20 for 3 hours £2.20 for 4 hours		No		
Henhayes	Medium/ Long		40p for 1 hour 70p for 2 hours £2.00 all day		8.00 a.m. – 6.00 p.m. Mon. – Fri. 8.00 a.m. – 1.00 p.m. Saturday	£70	
Abbey Street West Street Millers	Med / Long		60p for 1 hour 80p for 2 hours £2.00 all day		£70		
Market Square	Short		Max. stay 30 mins. Return prohibited within one hour, applicable for all classes of vehicle, including disabled		Free for 30mins	8.00 a.m. – 6.00 p.m. Mon. – Sat	No
Henhayes Centre	Short				Free Permit Holders Only Coaches only in dedicated bay		No
<u>ILMINSTER</u>							
West Street Orchard Vale	Med/ Long		60p for 1 hour 80p for 2 hours £1.60 all day		£40		
Shudrick Lane South	Med/ Long		60p for 1 hour 80p for 2 hours £1.20 for 4 hours £1.60 all day		£40		

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

** Voucher booklets consist of 10 vouchers and are transferable between car parks in Area West car parks only: 3hr vouchers £8.00 a book 2hr vouchers £7.00 a book 1hr vouchers £4.00 a book

Area North**Charging 8am – 5pm, Mon –Sat inclusive**

Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly
<u>SOMERTON</u> Paddock House Long Stay	Long	All hours, All days	£1 for up to 5 hours £2 all day	8.00 a.m. – 5.00 p.m. Mon. – Sat	No

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

Schedule 2 (Charges based on approx. 10% increase) April 2018

*For details of Disabled Blue Badge Pre Paid Vouchers in Yeovil car parks refer to details at end of Schedule

Area South		YEOVIL CAR PARKS charging 8am – 6pm, Mon –Sat inclusive				
Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly Charge	
Peter Street	Short	All hours, all days except where stated	£0.60 for 30 mins £1.20 per hour one hour max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
South Street Market	Short					
South Street	Short					
Park Street	Short					
Newton Road	Short		£1.20 for one hour £2.40 for two hours two hours max stay	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
Court Ash	Medium					
Petters Way	Medium		£1.80 for 2 hours £2.40 for 3 hours £1.50 each subsequent hour SSDC issued Residents Permits only	8.00 a.m. – 6.00 p.m. Mon. – Sat	No £450	
Box Factory (including Woodland Grove)	Medium					
West Hendford	Medium					West Hendford 7am – 7.30pm £25 release fee applies
North lane	Medium					
Goldenstones	Short/ Medium Long	Middle St. – Disabled only	£0.80 for 1 hour £1.50 for 2 hours £2.20 for 3 hours 3 hours max stay £3.40 all day £3.00 on Saturdays	8.00 a.m. – 6.00 p.m. Mon. – Sat	No	
Middle Street (disabled only)	Medium					
Stars Lane West	Short/ Medium		£1.80 for 2 hours £2.40 for 3 hours £3.00 for 4 hours £4.40 all day	8.00 a.m. – 6.00 p.m. Mon. – Sat	No £250	
Earle Street	Short/ Medium					
Brunswick Street Fairfield Market Street Goldcroft (purple permits only in designated areas)	Long					Goldcroft 7 a.m. – 11 p.m. Closed on Sundays
Huish (purple permits only in designated areas)	Short/ Long					
				£3.40 all days £3.00 on Saturdays		£200
				£1.20 for 1 hour £2.00 for 2 hours £3.40 all day £3.00 on Saturdays		£200

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

* Voucher booklets consist of 10 vouchers and are transferable between car parks in Yeovil only:
3hr vouchers **£18** a book 2hr vouchers **£14** a book, 1hr vouchers **£10** a book

** For details of Disabled Blue Badge Pre Paid Vouchers in Area West car parks refer to details at end of Schedule

Area West

Charging 8am – 6pm, Mon – Sat inclusive

Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly		
<u>CHARD</u>							
Bath Street	Short	All hours, All days	70p for 1 hour £1.20 for 2 hours £1.60 for 3 hours £2.80 for 4 hours	8.00 a.m. – 6.00 p.m. Mon. – Sat	No		
Essex Close	Short		70p for 1 hour £1.20 for 2 hours £1.60 for 3 hours £2.80 all day		No		
Boden Street	Medium		£1.20 for 2 hours £2.80 all day		£120		
Marketfield	All Medium /Long		£1.20 for 2 hours £2.80 all day		£70		
Combe Street The Minnows			70p for 1 hour £1.00 for 2 hours £1.80 all day £2.40 all day for PSV's		£60		
Crowshute	Long		70p for 1 hour £1.00 for 2 hours £1.40 for 3 hours £2.50 for 4 hours		No		
<u>CREWKERNE</u>							
South Street 1	Short		70p for 1 hour £1.00 for 2 hours £1.40 for 3 hours 3 hours max stay		No		
South Street 2	Short		70p for 1 hour £1.00 for 2 hours £1.40 for 3 hours £2.50 for 4 hours		No		
Henhayes	Medium/ Long		50p for 1 hour 80p for 2 hours £2.40 all day		8.00 a.m. – 6.00 p.m. Mon. – Fri.	£80	
		8.00 a.m. – 1.00 p.m. Saturday					
Abbey Street West Street East Street	Med / Long	70p for 1 hour £1.00 for 2 hours £2.40 all day		£80			
Market Square	Short	Max. stay 30 mins. Return prohibited within one hour, applicable for all classes of vehicle, including disabled	Free for 30mins	8.00 a.m. – 6.00 p.m. Mon. – Sat	No		
Henhayes Centre	Short		Free Permit Holders Only Coaches only in dedicated bay		No		
<u>ILMINSTER</u>							
West Street Orchard Vale	Med/ Long		70p for 1 hour £1.00 for 2 hours £1.80 all day		£50		
Shudrick Lane South	Med/ Long		70p for 1 hour £1.00 for 2 hours £1.40 for 4 hours £1.90 all day		£50		

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

** Voucher booklets consist of 10 vouchers and are transferable between car parks in Area West car parks only: 3hr vouchers £9.00 a book 2hr vouchers £8.00 a book 1hr vouchers £5.00 a book

Area North Charging 8am – 5pm, Mon – Sat inclusive

Car Park	Type of Stay	Days and times when open to access by vehicles	Proposed Charge	Charging Hours	Season Ticket Available & Quarterly
<u>SOMERTON</u> Paddock House Long Stay	Long	All hours, All days	£1 for up to 5 hours £2 all day	8.00 a.m. – 5.00 p.m. Mon. – Sat	No

Note: With the display of a valid disabled blue badge and payment made, an allowance of an additional 60 minutes time is granted free of charge

Agenda Item 10

The ‘Making’ of the Wincanton Neighbourhood Plan

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making)
Ward Member(s) Wincanton; Nick Colbert and Colin Winder
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 note the result of the Referendum in relation to the Wincanton Neighbourhood Plan and to confirm that the Plan be ‘made’ (or adopted).

Forward Plan

- 2 This report appeared on the District Executive Forward Plan with an anticipated Committee date of March 2018.

Public Interest

- 3 The Neighbourhood Plan represents the views of Wincanton Town Council and other stakeholders on the preferred approach to future development in the town. This has been the subject of Independent Examination by a qualified person and proceeded to a Referendum by the local electorate, with the result being one in favour of the Plan. Once the making of the Plan is confirmed by the District Council, it will become part of the Statutory Development Plan with equal status to the Local Plan and will be used in the determination of planning applications.

Recommendation

4. That the District Executive agrees to the making of the Wincanton Neighbourhood Plan.

Background

5. Neighbourhood planning aims to help local communities play a direct role in planning the areas in which they live and work. The plan can show how the community wants land to be used and developed in its area.
6. The Wincanton Neighbourhood Area designation was approved by the District Council in March 2014. Since then, the Neighbourhood Plan for the area was prepared and a ‘Pre-Submission’ Plan consulted upon in November 2016 (Regulation 14). This was followed by formal submission of the Plan in April 2017 and the District Council carried out consultation in line with procedures set out in the relevant Regulations (Regulation 16). The Plan was then the subject of independent examination and the District Council agreed on the 7th December 2017 with the Examiner’s recommendations for Proposed Modifications and that the next step should be a local referendum.
7. The Referendum took place on 8th February 2018, with 838 votes cast. Of these, 750 voted in favour of the Plan, with 87 against and one ‘spoilt’. The Plan can therefore now be ‘made’ (or adopted). Once confirmed, it will have equal status to the Local Plan and be part of the Statutory Development Plan. Planning applications are determined by local planning authorities in accordance with the adopted development plan, unless material considerations indicate otherwise. A development plan sets out the planning policies for the development and use of land.

The Wincanton Neighbourhood Plan

- 8 The Wincanton Neighbourhood Plan sets out a vision for the town and the Plan's main objectives; places the Plan in the context of national and local planning policies; and includes a short summary of the town's physical, demographic and historic context. The Plan summarises the consultation process and evidence base informing its preparation; and policies seeking to guide future development in the town relating to what are considered to be the most sustainable locations, securing housing suitable for Wincanton's population, employment, the town centre economy; and the local environment.
- 9 The main objectives within the Neighbourhood Plan are the following:
 - Identifying the most sustainable locations for development
 - Housing suitable for Wincanton's population
 - New employment space near the A303
 - Make the town centre more attractive to users
 - Protect open spaces & improve walking & cycling routes
- 10 The Plan seeks to protect visually sensitive areas, key buildings and spaces, trees and hedgerows; and river and stream corridors. It states that development on the outskirts of the town should be softened by landscaping and that, where opportunities exist, heritage assets should be sensitively incorporated and a site's role in the history of the town explained.
- 11 The Plan states that new housing should be predominately of relatively smaller units, include 'Starter Homes' for local people and custom and self-build homes; and that accessible and adaptable homes would be supported.
- 12 New employment sites outside the town's development area may be supported as long as specified criteria are met; and parking at employment sites should meet adopted parking standards, but solutions that help alleviating existing difficulties regarding poor access and inadequate parking provision will also be encouraged.
- 13 The Town Council, in collaboration with South Somerset District Council and Somerset County Council as the Highways Authority, will as a priority seek to implement two modest public realm enhancements and an extended 20 mph zone in the town centre area, to improve shopper & visitor experience and the safety of pedestrians.
- 14 The Plan designates four green spaces as 'Local Green Spaces' for special protection, but also refers to other green spaces which contribute to the character and appearance of the Wincanton Conservation Area; and other green areas and open spaces which are to be retained. The network of existing pedestrian and cycle routes through the town will be protected; and where development allows, opportunities are encouraged to connect to and improve the existing network.
- 15 On receipt of the original Submission Documents, the Council carried out the required public consultation for a period of six weeks under Regulation 16; this included a notice in the press and at Wincanton Town Hall and writing to all authorities, utility providers, a wide range of stakeholders and other bodies considered to have an interest in the Plan, including those that the Neighbourhood Plan Steering Group had consulted itself. The submission documentation was made available on the Council's website and hard copies were made available at Wincanton Town Hall.
- 16 A total of seven responses were received and the District Council also presented its own comments; these were all sent to the Examiner.

17 The Examiner’s Report concluded that the correct procedure for the preparation and submission of the Wincanton Neighbourhood Plan was followed and that it meets the ‘Basic Conditions’, subject to several Proposed Modifications being made. The Plan, supporting documents and representations received are all available on the District Council’s website - [South Somerset District Council - Wincanton Neighbourhood Area Designation](https://www.southsomerset.gov.uk/planning-and-building-control/spatial-policy/neighbourhood-plans/neighbourhood-area-designations/wincanton-neighbourhood-area-designation/).
<https://www.southsomerset.gov.uk/planning-and-building-control/spatial-policy/neighbourhood-plans/neighbourhood-area-designations/wincanton-neighbourhood-area-designation/>

18 The District Council has accepted the Examiner’s recommendations and a local Referendum was held on 8th February 2018. The prescribed question that was asked was:

“Do you want South Somerset District Council to use the Neighbourhood Plan for Wincanton to help it decide planning applications in the neighbourhood area”.

More than 50% of those who voted said Yes, so the Neighbourhood Plan can now be ‘made’.

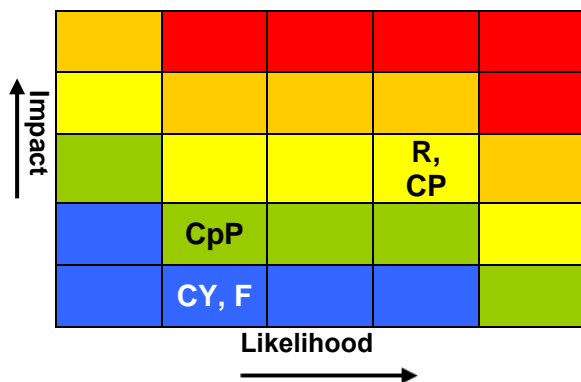
Financial Implications

19 Under the Community Infrastructure Levy Regulations, 15% of Community Infrastructure Levy receipts are generally passed directly to those parish and town councils (in England) where development has taken place. In England, communities that draw up a neighbourhood plan and secure the consent of local people in a referendum, will benefit from 25% of the levy revenues arising from the development that takes place in their area.

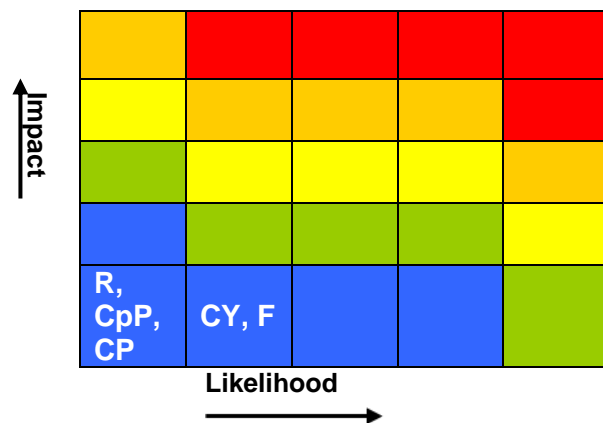
20 There is no SSDC funding involved in the recommendation specifically referred to in this report.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

- 21 The Neighbourhood Plan accords with the Council's aims to increase the focus on jobs and economic development, protect and enhance the quality of our environment; and to enable housing to meet all needs. The District Council's values include supporting people and communities, enabling them to help themselves; and the Neighbourhood Plan has been prepared by the local community who wish to have an influence on future development in the town. The Council Plan states that it will focus on supporting communities to develop local, parish and neighbourhood plans.

Carbon Emissions and Climate Change Implications

- 22 The Wincanton Neighbourhood Plan does not directly address carbon emissions or climate change and no such issues arise.

Equality and Diversity Implications

- 23 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

- 24 No personal data handling is involved.

Background Papers

Report to District Executive – December 2017

Agenda Item 11

Key4Life – At Risk Preventative Programme in Somerset

Executive Portfolio Holder: Cllr Val Keitch, Environmental Health, Health & Safety, Equalities & Diversity
Director: Alex Parmley, Chief Executive
Service Manager: Helen Rutter, Communities Lead
Lead Officer: Helen Rutter, Communities Lead
Contact Details: helen.rutter@southsomerset.gov.uk or 01963 435012

Purpose of the Report

1. To update the Executive on progress made with “in kind” support for the work of Key4Life following a presentation to the Leadership Meeting in September 2017.

Forward Plan

2. The report was added to the forward plan for March 2018 at the request of the Portfolio holder.

Public Interest

3. This programme is aimed at vulnerable and marginalised young men, in Somerset, at risk of going to prison. Through intensive support, empowerment and meaningful work experience, with local employers, 79% obtained employment, training or meaningful occupations. Apart from the transformation they experience, the benefits for wider society are considerable. Proactive SSDC support ensured that a proportion of those in the programme were from South Somerset. Rather than offer financial support at this stage SSDC has become involved as an employer offering work experience and other practical help.

Recommendations

4. That the District Executive:-
 - (a) notes the work undertaken to date;
 - (b) approves the proposal to investigate further similar opportunities with Key4Life, relevant Officers to progress them, implement where appropriate and report back at the end of this programme.

Background

5. Key4Life is a Somerset based charity that works with young men in the 18-25 year old bracket. It works with those both in prison and at risk of going to prison. It helps them to find a new purpose in life through an innovative rehabilitation programme. The Charity uses tried and tested methods to devise bespoke support and empowerment packages to vulnerable young offenders. So far it has been very successful at reintegrating this group into society upon release from prison. For those going through the Key4Life prison programme, reoffending rates run at 17% compared with a 74% reoffending rate nationally.

Mendip District Council supported a Key4Life pilot programme in 2015. This included working with young men from Yeovil by helping to rehabilitate and support them to find meaningful employment. This pilot was very successful, with 90% completing work tasters and securing work. The programme resulted in a doubling of their ability to deal with their emotions and sustain a positive attitude to work. In 2016 the Charity ran a Somerset at Risk Preventative Programme. SSDC declined to support this with funding in summer 2016, but instead agreed to get involved as

an employer offering work experience at Lufton Depot. We were the first District Council to offer support in this way.

Somerset at Risk Preventative Programme 2016/17

The Key4Life programme offered “joined up delivery” to support up to 15 young men at risk of going to prison. Of these, 3 were from South Somerset. The target group was some of the most marginalised young men in society with complex family and emotional issues. A forum was established to share best practice and there was a public awareness campaign to attract backing. The total cost of that programme was £60,000, or £4,000 per participant. The charity sought funds from a wide range of businesses, public sector, private donors and other sources to enable it to run up to one year through the staff team and an alumni post course programme of activities.

The programme was delivered very successfully in 7 stages over a 6-month period. This included developing self-awareness, a personal action plan, work taster, development of new life skills and intensive support to sustain their action plan into work. Support continues with mentoring sustained for a further 6 months. It was funded by Mendip, Taunton Deane and Sedgemoor District Councils, Avon & Somerset Police and Trust funds. Key features included:

- Services responsive to individual needs
- Trusting relationships with trained volunteer mentors, who genuinely motivate young men to make positive changes
- A supportive and rehabilitative culture that motivates and enables offenders to make positive changes in their lives, developing emotional resilience
- A strong focus on employability and finding meaningful employment opportunities for the young men and actively involving them in designing their futures
- Support for closer integration with their families and communities – a key stage in the 7-step programme is meeting with the families
- Key4Life’s achieved consistent involvement of local employers, such as Greencore, Eurilait, HYC Hire Solutions, Yeo Valley, Bath & West Showground Ltd, etc. They supported through mentors, employability workshops, interview technique advice, 3-day “Work Tasters”, which lead to a majority attaining job opportunities

The Charity worked on the ground with relevant support agencies such as YMCA, Promise and YOT, both for referrals and to build links to work alongside relevant support agencies. It costs £4,000 to put a young man through the Key4Life At Risk Programme. It costs the taxpayer at least £37,000 to keep one young offender in prison for a year.

Impact in Somerset

The Charity developed the 2016/17 At Risk Programme because it realised that this service was needed, especially as changes in support for vulnerable young people meant that access to intensive support services has diminished, putting them at increased risk of offending.

At the end of the 2016/17 programme 79% of participants were in employment, training or other meaningful occupation. This gives them a real chance to create and sustain a new life. The wider benefits for SSDC, the Police, the legal system and society as a whole are wide ranging. This could include: less demand for emergency accommodation, reduction in antisocial behaviour, less demand for overstretched specialist services such as mental health support, avoidance of youth offending, the costs that result from custodial sentences.

The Chief Constable Andy Marsh has taken a close interest in the programme and the Force has offered practical, as well as financial, support. In addition, with help from Mendip District Council, Key4Life bid for, and were awarded, funding from the DCLG Communities Fund 2017, to resource transitional, post programme, support.

Most recently it has commenced a residential programme at HMP Guys Marsh. At the same time it is rolling out a further Somerset preventative programme. To progress this and share good practice, a Strategic Round table Partnership is being held in March 2018, involving a wide range of Partners involved with the programme,

Summary of Linkages and Support from SSDC

Cllr Val Keitch and relevant officers have met with Key4Life representatives to better understand the Charity's work and build up practical working links. This has also enabled us to discuss the results from the current programme and the new one starting in March 2018. Yeovil will be one of 3 bases in Somerset from which a total of 15 young men will be supported. Finding suitable housing is a key issue for these young men. Below are some of the avenues that have been, or could be, progressed with the Charity:

- Direct work placements are one of the main ways SSDC can help. During 2016/17 the Environmental Services Manager offered work placements at Lufton Depot to 2 young men from the programme. One of these was subsequently appointed to an apprentice role. His life is completely turned around as a result of the programme and our involvement in it. The experience and transformation of these recruits (crucially with substantial ongoing support from the Charity) has been so dramatic that we recommend we increase our work with them.
- Environmental Services have agreed to further Work Tasters 4-5 young men (more if needed) and are also considering the development into longer term paid placements across all departments, eg: 'spanners'/workshop; plant nursery; cemetery; maintenance; cleansing site; trees for our next At Risk, which would be managed through the use of our recruitment agency.
- In the last 2 months the Manager at Westlands has offered work taster sessions to a young man from the programme to run in February 2018.
- SSDC could, in the future, advocate this programme with our contractors, especially those offering social value as part of their contractual approach.
- The Director of Property and Commercial Services has offered to be a mentor/coach on the programme and other Officers or Councillors may like to put themselves forward.
- Contacts with other key agencies and organisations operating in South Somerset have been given to the Charity. A critical part of their approach is to work with, and add value to, other providers. Cllr Keitch recommended contact with Yeovil4Families who may be well placed to help with mentors. She also will be visiting the Guys Marsh training facility during 2018.
- Key4Life met, in January 2018, with the multi-agency Yeovil One operational group (which includes Police, social housing landlords, Fire, SCC, SSDC, etc). The purpose was to identify young men who may be suitable to be referred onto the forthcoming programme.
- SSDC will attend the Strategic Round table, being organised by the Charity, on 23 March 2018 and will be represented by the Environmental Services Manager and Cllr Val Keitch.

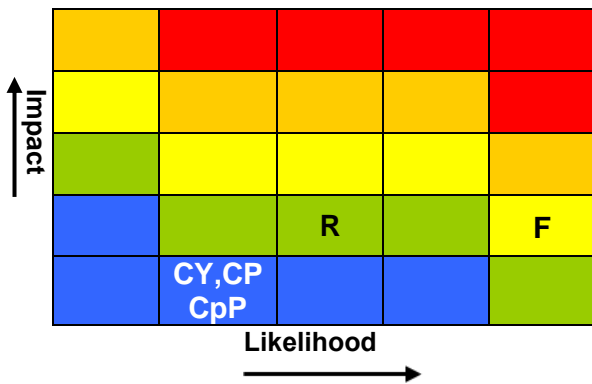
Financial Implications

6. None at this stage, the work of the Charity is being integrated into SSDC to deliver social benefit and value. This is a preventative programme and, where successful, it turns around the lives of

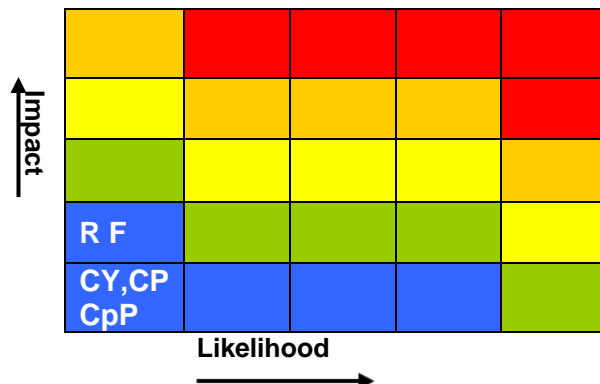
these young men. This will have both personal benefits for them and also wider benefits for society.

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

- The work of Key4Life contributes to our primary aim: “To improve health and reduce health inequalities”. More specifically it addresses the targets: “Offering support to areas of need. Working with partners to tackle health issues such as mental health. Working with partners to keep our communities safe.”

Carbon Emissions and Climate Change Implications

- None

Equality and Diversity Implications

- The Programme works with some of the most vulnerable and marginalised young men in our community. It offers a chance for them to be supported and empowered to live independent and successful lives. SSDC support can help to sustain this programme in Somerset.

Privacy Impact Assessment

- Not applicable

Background Papers

- None

Agenda Item 12

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy

Lead Officer: Angela Cox, Democratic Services Specialist

Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

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)
02 March 2018	Draft HotSW Productivity Strategy - to be confirmed by the Heart of the South West Joint Committee	Portfolio Holder for Strategy and Policy		Heart of the South West Joint Committee C/O Somerset County Council	Portfolio Holder for Strategy and Policy
April 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive
May 2018	County Wide Homeless Strategy	Portfolio Holder for Strategy and Policy	Director Strategy and Commissioning	Alice Knight, Welfare & Careline Manager	District Executive
May 2018	South Petherton Neighbourhood Plan	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	David Clews, Spatial Planner	District Executive
June 2018	SSDC Annual Performance a Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
June 2018	Capital & Revenue Budget out-turn reports 2017/18	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
August 2018	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder for Finance and Legal Services	Director Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2018	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
October 2018 October 2018	South Somerset Local Plan Review, approval of Preferred Options for consultation	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Jo Wilkins, Acting Principal Spatial Planner	District Executive South Somerset District Council

APPENDIX B - Current Consultations – March 2018

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Somerset Road Safety Strategy</p> <p>In its draft road safety strategy, Safe Roads in Somerset, Somerset County Council outlines how it plans, through a Safe Systems approach, to deliver its vision that no road user should be killed or seriously injured on the roads of Somerset.</p> <p>http://www.somersetconsults.org.uk/consult.ti/RoadSafety/consultationHome</p>	Area South Chair, Yeovil Town Centre Regeneration, Community Safety, Crematorium	Director – Service Delivery	Officers in consultation with Portfolio Holder	Nigel Collins	8 March 2018
<p>Fair funding review: a review of relative needs and resources</p> <p>The fair funding review will set new baseline funding allocations for local authorities by delivering an up-to-date assessment of their relative needs and resources, using the best available evidence.</p> <p>We are considering a wide range of options for developing an updated funding formula by looking again at the factors that drive costs for local authorities.</p> <p>This consultation focuses specifically on potential approaches that have been identified to measure the relative needs of local authorities.</p> <p>https://www.gov.uk/government/consultations/fair-funding-review-a-review-of-relative-needs-and-resources</p>	Strategy and Policy	Chief Executive	Officers in consultation with Portfolio Holder	Paul Fitzgerald	12 March 2018
<p>SCC Library Services Consultation</p> <p>In summary, under the proposals, 15 of our 34 library buildings would be seeking community involvement to remain open. Where this is not possible, services would instead be provided either through outreach in community venues or through</p>	Leisure and Culture	Service Manager – Communications SSC	No official SSDC response	Councillors to make their own individual responses	22 April 2018

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>additional mobile library stops.</p> <p>For 7 of our libraries, the County Council is consulting on two alternative options – either to seek community involvement to maintain library buildings or to keep existing library services as they currently are.</p> <p>www.somerset.gov.uk/librariesconsultation.</p>					
<p>Local government ethical standards: stakeholder consultation</p> <p>The Committee on Standards in Public Life invites responses to its consultation to inform its review of local government ethical standards.</p> <p>https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation</p>	Democratic Services, Member Development, Equalities and Diversity	Director – Support Services	Officers in consultation with Portfolio Holder	Angela Watson	18 th May 2018

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, 5th April 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 14

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 15) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 15

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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