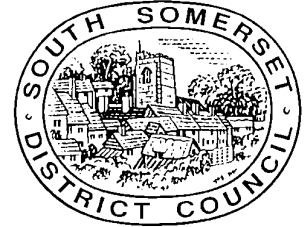


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 2 July 2013

10.00am

**Main Committee Room
Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**

The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, Becky Sanders on Yeovil (01935) 462462
email: becky.sanders@southsomerset.gov.uk, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 24 June 2013.

Ian Clarke, Assistant Director (Legal & Corporate Services)

**This information is also available on our
website: www.southsomerset.gov.uk**



INVESTOR IN PEOPLE

Scrutiny Committee Membership

Chairman Sue Steele
Vice Chairman David Bulmer
Carol Goodall

Cathy Bakewell	Pauline Lock	Sue Osborne
Pauline Clarke	Tony Lock	David Recardo
Nick Colbert	Paul Maxwell	Martin Wale
Nigel Gage	Graham Middleton	

Information for the Public

What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website www.southsomerset.gov.uk.

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

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

South Somerset District Council – Council Plan

Our focuses are: (all equal)

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

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South Somerset District Council

Draft minutes of the Scrutiny Committee held on Tuesday 4 June 2013 in the Main Committee Room, Council Offices, Brympton Way, Yeovil.

(10.00am –11.40am)

Present:

Members: Councillor Sue Steele (Chairman)

Dave Bulmer
Nigel Gage
Pauline Lock

Graham Middleton
Sue Osborne (from 10.10am)

David Recardo
Martin Wale

Also present:

Councillors Ric Pallister and Nick Colbert

Officers:

Martin Woods
Garry Green
Nigel Collins
Donna Parham
Ian Clarke
Becky Sanders

Assistant Director, Economy
Engineering and Property Services Manager
Transport Strategy Officer
Assistant Director, Finance and Corporate Services
Assistant Director, Legal and Corporate Services
Democratic Services Officer

1. Minutes (Agenda Item 1)

The minutes of the meeting of the Scrutiny Committee held on Tuesday 7 May 2013 were approved as a correct record and signed by the Chairman.

2. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Cathy Bakewell, Carol Goodall, Tony Lock and Paul Maxwell.

3. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

4. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

5. Issues Arising from Previous Meetings (Agenda Item 5)

There were no issues raised from previous meetings.

6. Chairman's Announcements (Agenda Item 6)

The Chairman welcomed Councillors David Recardo and Nick Colbert to Scrutiny Committee.

She also reminded members:

- that SSDC had been shortlisted by the Centre for Public Scrutiny, Good Scrutiny Awards 2013 for two awards and the outcome would be known on the 11 June.
 - An evening workshop was being arranged for July so that all interested members could be involved in discussions about items for the Scrutiny Work Programme. If members had any suggestions for items to be included they were requested to contact one of the Scrutiny Managers.
-

7. Verbal update on reports considered by District Executive on 9 May 2013 (Agenda item 7)

The Chairman noted that the Scrutiny comments were included in the District Executive minutes that had been circulated.

8. Reports to be considered by District Executive on 6 June 2013 (Agenda item 8)

Members considered the reports outlined in the District Executive agenda for 6 June 2013. It was agreed that the following comments and questions would be taken forward to District Executive for consideration:

SSDC ICT Strategy Review – item 6

- Some members raised concerns about security regarding 'BYOD – Bring Your Own Device' (p. 9)
- Activity 20 on page 18 – workshops about social media awareness - Scrutiny felt this was essential and should include training as well as awareness. Members also felt the scheduling should be brought forward.
- Scrutiny were content that the recommendations go forward.

SSDC Web Strategy Review – item 7

- Some Scrutiny members suggested that use of Skype and Facetime could be explored as a means for customers contacting SSDC.
- Scrutiny were content that the recommendations go forward.

Yeovil Innovation Centre – Future Operating Arrangements Committee – item 8

- As the recommendation started 'subject to', Scrutiny queried the likelihood of, and when, SCC and the HCA would be entering into the deed of variation.
- Scrutiny were generally content that the recommendations go forward.

District Wide Car Parking Strategy Review – item 9

- Scrutiny members were content that changes suggested at Scrutiny and DX in May had been incorporated into the report
-

2012/13 Revenue Outturn Report – item 10

- Top of page 50 – Scrutiny queried the figure and whether the option to pay for green bins for a two year period had been factored in.
- Scrutiny were concerned that some adverse variances had been caused by unrealistic targets
- Building Control – It was queried if the reduced income situation would get worse as private companies were taking on more of the business.

2012/13 Capital Outturn Report – item 11

- Scrutiny were concerned about the delayed projects (p.60) and the time frames involved.
- It was also queried if the new boiler at the Octagon could be funded by S.106 monies.

Upgrade of Payroll and HR System – item 12

- Scrutiny did not raise any comments and were content the recommendation go forward.

CONFIDENTIAL - Exclusion of the Public

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following item in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

CONFIDENTIAL**Scrutiny Task and Finish Review of Councillor Representation on Outside Bodies – item 15 (Confidential)**

- Scrutiny made no further comments for District Executive

9. Verbal Update on Task & Finish Reviews (Agenda Item 9)

The Chairman informed members of the latest updates which had been provided by the Scrutiny Managers.

Council Tax Benefit Changes

A monitoring report would be considered by the Task and Finish Group in July to see if there are any areas of concern or if the scheme might need to be altered in any way for the forthcoming year.

Countywide Review of Homelessness Strategy

The group have met on two occasions to review the draft strategy. Concerns have been expressed about the complexity of the document and the lack of plain English. The group are hoping to work with the Somerset Housing Partnership to develop the strategy over the coming months.

Business Rates – Discretionary Rate Relief

The Scrutiny Manager has met with key officers regarding timescales for development of the policy, and ideally the review will run between end of June and January. Invitations to members to be on the review group would be circulated shortly.

County Wide Review of Flooding

The final report will be discussed by Leaders and Chief Executives on 18 June, and will also be discussed by each individual Scrutiny Committee. The nature of the recommendations mean there will be a need for some further Scrutiny work.

ACTION: Members to note the updates.

10. Scrutiny Work Programme (Agenda Item 10)

The Chairman reminded members an evening workshop in July would be arranged for discussion about future items for the work programme.

ACTION: Members to note the Scrutiny Work Programme.

11. Somerset Waste Board – Forward Plan (Agenda item 11)

ACTION: Members to note the Somerset Waste Board Forward Plan.

12. Date of Next Meeting (Agenda Item 12)

Members noted that the next meeting of the Scrutiny Committee would be held on Tuesday 2 July 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.

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Chairman

Scrutiny Committee

Tuesday 2 July 2013

Agenda

Preliminary Items

1. **To approve as a correct record the minutes of the previous meeting held on 4 June 2013**
2. **Apologies for Absence**
3. **Declarations of Interest**

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

4. **Public Question Time**
5. **Issues Arising from Previous Meetings**

This is an opportunity for Members to question the progress on issues arising from previous meetings. However, this does not allow for the re-opening of a debate on any item not forming part of this agenda.

6. **Chairman's Announcements**

Items for Discussion

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15. Somerset Waste Board – Forward Plan (published on 17 June 2013)75

16. Date of next meeting.....79

Scrutiny Committee – 2 July 2013

7. High Street Innovation Funding

Exec. Portfolio Holders: Cllr Tony Fife, Yeovil Vision & Community Safety
Cllr Angie Singleton, Market Towns

Assistant Directors Kim Close & Helen Rutter, Communities

Service Managers: Kim Close, Area Development Manager (South)
Andrew Gillespie, Area Development Manager (West)

Lead Officers: As above

Contact Details: Yeovil Vision:
kim.close@southsomerset.gov.uk or 01935 462708
Market Towns Investment Group (MTIG):
andrew.gillespie@southsomerset.gov.uk or 01460 260426

Purpose of the reports

To provide members with an update report on the use, or proposed use, of the High Street Innovation Funding given to the Market Towns Investment Group (MTIG) and Yeovil Vision. The report is given in two sections, the first part is for Yeovil Vision (pages 1 to 13 of the agenda) and the second part for MTIG (pages 14 to 38 of the agenda).

Actions required

That members note and comment on the report.

YEOVIL VISION

Purpose of report

To update the Scrutiny Committee on the allocation of the £33,333 High Street Innovation Fund for Yeovil Town Centre. This report also informs the committee of the use of the £10k allocation made to the Yeovil Town Team from the Mary Portas fund.

Background: The High Street Innovation Fund

In December 2011 Mary Portas published a review into the future of High Streets and made 28 recommendations. The Government's formal response to the Portas Review was published by the Department for Communities and Local Government on 30 March 2012, "*High streets at the heart of our communities: The Government's response to the Mary Portas Review*".

On the 29th March 2012 South Somerset District Council learned that it would be the recipient of £100,000 from the High Street Innovation Funding (HSIF) from the Department for Communities and Local Government (DCLG), of which £33,333 has been allocated to the Yeovil Vision Board with the remainder going to the Market Towns Investment Group in order to ensure that it is used effectively for its intended purpose.

The outline purpose of the HSIF funding is for Councils to look at ways to help reduce empty properties on the High Street.

In October 2012 Yeovil Vision Board agreed to consider "bids" for the funding which meet one or more of the following criteria. Preference will be given to projects and initiatives which attract additional funding to maximise value.

- Support business rate discounts for new start-ups in empty property
- Work with landlords to encourage them to contribute also
- Develop a 3-way support package for new business on High Streets
- Address underlying causes of empty property
- Match demand of consumers and communities
- “Meanwhile uses” such as new community projects/community enterprises to stimulate new footfall
- Local skills/social enterprises developing apprenticeships to train young people in shop fitting/refurbishment.

Background: Mary Portas Town Team Funding

The Yeovil Town Team submitted a bid for the Portas Pilot scheme, launched in February 2012, from which 12 selected towns would benefit from up to £100,000 each to trial the suggestions in her review and showcase how Town Teams could make a positive difference to struggling High Streets. This was a nationwide scheme and over 300 submissions were received, but unfortunately Yeovil’s bid was unsuccessful.

The Yeovil Town Team was informed later in 2012 that the government had allocated each of the unsuccessful bids £10k to be held by the relevant local authority. In the case of SSDC the money was held by the Yeovil Vision, ring fenced, for the Yeovil Town Team.

Details of funding HSIF allocations made by the Yeovil Vision Board

Culture on our High Street

On the 19th October 2012 the Yeovil Vision Board considered a report entitled ‘Culture on our High street’ (appendix A) which detailed a proposal to use arts based activities within the town centre to increase footfall and enhance the visitor experience. The board agreed to allocate £5k from the HSIF towards overall project costs (cash and in kind) of £101,700, subject to the project attracting additional funding from the Arts Council England of £28,520.

Alongside the award to Town Teams as part of a national partnership with the DCLG, the Arts Council England (ACE) has been working with some of the successful Portas Pilots, offering £10,000 towards projects that maximise the potential for culture and the arts to deliver imaginative and innovative approaches to the revitalisation of town centres. The allocation in the south west region has been undersubscribed, ACE (SW) therefore offered funding to SSDC to deliver an arts based project and as a result we have engaged artist, Simon Lee Dicker, who is working with students from Yeovil College on a temporary arts installation in shop windows across the town centre. ACE has also requested that the Yeovil project will be presented as a case study for their website, therefore gaining national profile for the town.

So that there is additional benefit to some of our neighbouring market towns, both locally and countywide, it was requested that part of the grant would cover the costs for a seminar to look at good practice and learning from other parts of the country. This is being developed as a partnership between SSDC, Taunton Deane Borough Council, The Somerset Towns Forum and the Arts Council and will take place at the Deane House in June 2013.

In developing the arts project in the town centre practical issues have become apparent. The high level of Business rates on shops in certain parts of the town centre make it far too costly for temporary use, especially where there is no income generated to offset the charge and, even with light touch creative interventions to the properties, many of the agents are less than supportive in allowing shops to be used, this is especially the case where the landlords are remote or multinational organisations. Although in Yeovil the management of the

Quedam Centre are always happy to contribute empty shops rent free for meanwhile use. Unfortunately, this still leaves the, often sizeable, business rate liability to be met by the project and this has proved to be an insurmountable barrier in many cases.

While a draft for the original project, as presented to the Board, has been developed, the additional funding has provided an opportunity to learn from the experience of other towns and trial an arts project in Yeovil; this will help us test the response from the community and produce a critical evaluation that can inform the next project and strengthen the application to the Arts Council. It is anticipated that the application will be submitted during the summer. If successful, the £5k from the HSIF will be drawn down in the autumn, towards a project that will bring further national level arts and cultural activity to Yeovil town centre.

The Yeovil Town Loyalty Card (Mary Portas Town Team Funding)

On the 19th October the Yeovil Vision board considered a verbal report from David Mills, the Chair of the Yeovil Town Team, seeking a commitment of £10k from the ring fenced Town Team Mary Portas funding, to go towards the Yeovil Town Loyalty Card. At this time the Board made an in principle commitment subject to a full report at the next meeting.

On the 13th March 2013 the Yeovil Vision Board met to consider a report submitted by the Yeovil Town Team for a total allocation of £20k towards the Yeovil Town Loyalty Card being £10k from the Town Team Mary Portas funding for Town Teams and £10 k from the HSIF.

Research, such as the Ekosgen Economic Appraisal of Yeovil has indicated that there are significant issues around poor perception of the town which need to be addressed. The aim of the Loyalty Card Project is to increase the footfall and spend in the town centre, and to enable proactive and positive promotion of Yeovil as part of a multi-media promotions campaign

The progress of the project is monitored at each Yeovil Vision Board meeting. The Yeovil Loyalty card project is also being carefully monitored by the Yeovil Town Team. A number of success measures will be used including:

- The take up rate of offers (on going work is done with businesses to ensure that their offers attract the maximum interest from shoppers)
- Satisfaction from the participating businesses
- The number of registrations for the card.

It is important to note that the Loyalty Card Scheme is one of a range of initiatives being undertaken by the Yeovil Town Team to promote the Town Centre. The Area South Committee and the Yeovil Vision are committed to supporting and developing the Yeovil Town Team as this is seen as a key element in the regeneration of Yeovil High Street.

Support for Start-up businesses in the town centre

In a paper setting out the strategic direction for the Yeovil Vision in March 2011, a clear commitment was made to pursuing the concept of a retail incubator project in Yeovil Town Centre. Research has been undertaken over the past 12 months, seeking working examples of such a project in other areas. A full report on the feasibility of such a project and potential alternative models of achieving the same objectives is currently being prepared and will be presented at the next Yeovil Vision Board meeting.

Conclusion

The Yeovil Vision Board will continue to monitor the progress of the Loyalty card project. It will seek to ensure that the 'Culture in Our High-street' Project attracts ACE funding and progresses. In addition it is intended to develop a proposal for the Board to consider, which includes a range of measures to support start-up businesses in Yeovil town centre. It is essential to the Yeovil Vision Board members this one off funding to support the town centre is used as wisely as possible for the maximum benefit of the town.

Appendices:

- A – Culture on our High Street report (pages 5 - 9)
- B – Yeovil Town Team Loyalty Card report (pages 10 - 11)
- C – Yeovil Town Team Newsletter (pages 12-13)

Appendix A



Culture in our High Street

A project to bring Yeovil centre town alive.

Like many towns up and down the country, Yeovil has a number of empty shops and buildings, giving an overall impression that the local economy is less than thriving. In the short term this is unlikely to change. It is recognised that out of town retail parks and internet buying have contributed to a shift in the convention of town centre shopping. This was highlighted in the Mary Portas Review, commissioned by the Department for Communities and Local Government, and published earlier this year. According to the report, 'Our high street is **So much more than shopping**' and we should be '**Reimagining urban spaces to help revitalise the town centre**'.

Cultural activities of all kinds have a positive impact on the local area and its economy; local sports, arts and heritage add to the vitality of a town, engage with the local community and encourage a sense of place. For visitors and people looking to relocate to an area, the cultural offer will often influence decisions to visit or stay. In a town centre context, cultural activities offer wider experience to visitors, help to create a destination for communities and contribute the economic, cultural and social benefit for all. This does not mean to change the commercial focus of our high street, but to improve it and to stimulate a waning interest in the heart of our towns.

The Portas' Review has helped to identify what Government, Local Authorities, businesses and communities can do together to "**promote & develop prosperous and diverse High Streets**" and to "**catalyse innovative local approaches to managing and revitalising high streets**". It lays down a challenge for local partners to re-imagine their town centres and high streets, '**ensuring they offer something new and different that neither out-of-town shopping centres nor the internet can match - an experience that goes beyond retail...**' However, this challenge can not be met without support from communities, imagination from businesses (including arts and cultural sectors), willingness from the local partners and the resources to deliver. The recent success of *Super Saturday* on the 22nd September, where the *Gardeners' Fair*, *The Farmers' Market*, *Buskfest*, *Somerset Art Weeks* and many other individuals and groups joined forces to provide enjoyment for all through a range of **high quality** cultural and art activities, proved that cultural events bring the town to life and create a real buzz. We believe the success can be grown by creating a year round programme of activities in the town centre, developing long-term partnerships and bringing different communities together.

This proposal outlines a 12 months art and history project that will contribute to the town's vitality. It will effectively provide a positive impact to our high street, in the short term, by engaging local people and visitors and lay-down a long-term foundation for this kind of activity to take place. It directly responds to the Mary Portas' recommendation and supports the ambition of the Town Team to make Yeovil an interesting and attractive place.

The project aims to:

- Connect businesses, local communities and visitors to the town centre through a range of arts and educational activities
- Reinvigorate the town centre and celebrate the history of Yeovil
- Encourage people of all ages to interact socially in the town
- Increase the sense of ownership and local pride with our residents, encouraging more frequent visits, extending the duration of stay in the town and generally fostering a more positive image locally
- Attract more visitors from outside Yeovil, create a unique offer and experience; reinstating the character of the town
- Enhance the visitor experience and offer 'extra' to those visiting the town centre for specific purpose
- Benefit the businesses by bringing in visitors and audiences from diverse backgrounds
- Develop personal connections between businesses and visitors
- Attract families and children, local residents as well visitors from further afield.
- Building a community and relationships between artists, creative practitioners, the public and businesses.

About the Project

Yeovil, a market town built on industry and commerce, has an individuality that lies just below the surface and an unsung history and local heritage that deserves greater profile and celebration. Although we do not have a museum that preserves this history, we can create one that is attractive, relevant and unique, a museum that brings our past to the heart of the public space in Yeovil.

The idea of the project is to invite local residents, communities, colleges and schools to work with creative facilitators and project producers to explore their history and personal heritage in connection with Yeovil. Over a period of 12 months, 4 creative facilitators will be recruited to work with identified community groups, businesses, local communities or individuals to create their version of Museum in an empty shop space located in the town centre. The project will be jointly managed by SSDC Arts Development Service and Somerset Art Works; a team will be created to support the creative facilitators to work with a wide range of partners to realise their version of "museum". Displays, creative interpretations and the delivery of a programme of educational and participatory activities, such as workshops, events and performance will take place across different locations in the town centre. All the activities will be good quality, focus on interaction and will aim to maximize public engagement in the town. The key aim of the project is to use spaces within the town centre to celebrate local people and local heritage.

Alongside in creating a museum in a physical space, the project will include the development of an on-line portal, functioning as audio-video archive, that documents personal histories that connect with Yeovil. It will also function as the main documentation of the project, widening the interpretation and links associated with them. The website will be an effective way of allowing the project to be reached by those living far away from Yeovil, and of promoting the project further afield. The on-line portal will be developed by a digital artist or a group with the following experience:

- developing and managing a website
- working with community groups and individuals

The project will create an opportunity for an effective marketing and promotional campaign for businesses and traders, supporting a long-term vision of developing the wider offer of the town. In addition, the increase in arts and cultural activities will enhance the overall experience for people coming to the town for different purposes.

The project alone does not provide all the answer for improving our high-street economy, however, it aims to give an experience to those who engage with it. By cross-promotion and marketing it will compliment and integrate with other town centre improvement ideas, such as the commercial incentives, festivals and marketing initiatives that are aspirations of the Town Team.

The project will include a strong element of consultation, the public will have the opportunity to feed into the process through taking part, either actively working as volunteers, contributing their personal heritage or viewing. We will collect feedback and produce an evaluation which will inform any future development.

Vision and long-term sustainability

Culture in our High Street responds to the immediate aim of re-inventing our high-street and also carries a wider aspiration to improve local perception of the town. By delivering this project successfully, Yeovil will,

- attract significant investment from funders, such as Arts Council England and others that support arts and cultural activities
- attract more businesses and strengthen its local economy
- strengthen partnerships between local business, art organisations, groups and individuals.
- increase its cultural offer and test the appetite for arts and cultural activities and facilities
- be a destination for cultural tourism
- be a better place to live, work and visit

Project Team:

The project team consists of the following:

Steering Group

- up to 6 individuals, including representatives from the partners, who will be invited to join and offer their professional advice and expertise.
- responsible for guidance, direction and support to the rest of the project team.

Project Manager

- SSDC Arts Development Officer
- oversees the delivery of the project
- coordinate the communication among those involved from SSDC

Project Producer / Curatorial Support

- Curatorial Services, Somerset Art Works
- Liaise with Creative Facilitators, individuals, groups, local partners to develop project ideas
- Coordinate the delivery of the project, marketing, publicity, documentation and evaluation
- Report to Project Manager
- Line management responsibility of Project Assistant
- Produce brief, manage recruitments
- Produce contracts, risk assessment, and other relevant documents
- Create overall branding and artistic direction of the project

Project Assistant

- Support the delivery and administration of the project
- Develop and manage volunteers
- Support the Project Producer to coordinate venue installation, equipment, events, marketing and publicity

Indicative Timetable

Oct 12 - confirm partnerships and in-kind support
 Nov 12 - develop funding application to Arts Council
 Jan 13 - funding confirm, recruitment
 April 13- 1st project delivery
 July 13- 2nd project delivery
 Sept 13 - 3rd project delivery (in conjunction of Somerset Art Weeks)
 Dec 13 - 4th project delivery
 Jan 14 - final evaluation and closing event

Budget and Finance

The total project cost £34,020 (£101,700 including in-kind)
 In-kind support total £67,680, including Business Rates, venue, project management and steering groups
 Seeking £28,520 from Arts Council England, conversation has already taken place.
 Details see the attached Budget.

Budget

EXPENDITURE					Note
Creative Facilitator/ Artist	£175/day	10 days	4 projects	£7,000	a.
Project Assistant	£90/day	40 days		£3,600	
Project Producer/Curatorial support	£200/day	25 days		£5,000	b.
Project team Expenses	£500			£500	
Volunteer Expenses	£200		4 projects	£800	
Materials & expenses (artists)	£1,000		4 projects	£4,000	c.
Website Development/Online portal				£5,000	
Marketing materials, design and printing	£200		4 projects	£800	d.
Press and marketing support	£500		4 projects	£2,000	e.
Steering Group Expenses	£200			£200	f.
Evaluation	£2,000			£2,000	
Documentation/photo and video	£1,500			£1,500	g.
recruitment, promotion and branding	£500				
Contingency				£1,620	h.
TOTAL				£34,020	
IN-KIND					
Business Rate				£18,000	i.
Shop rental				£40,000	j.
Project Management				£1,680	k.
Steering Group				£6,000	l.
office space for Project Assistant				£2,000	m.
TOTAL				£67,680	
INCOME					
SSDC				£5,000	
ACE				£28,520	
Sponsorship and donation				£500	
TOTAL				£34,020	
Total project cost (including in-kind)				£101,700	

Notes:

- a. Develop theme, research and working with communities to create display and exhibition.
- b. Liaise with creative facilitators, groups, individual to develop the project idea, presentation and delivery of each projects.
- c. Cost of installation materials, tools, signage, opening reception, public events, workshops, and making good after each of the event.
- d. Local business or graduates
- e. Write press release, handle press contacts, carryout PR work to make sure project reach local and national level
- f. Meeting traveling expenses
- g. A final DVD and photo documentation about the project
- h. 5% of project cost (total £32,400)
- i. Estimate. Discretionary rate to be sought from SSDC
- j. Estimate. In-kind £0 rental for meanwhile use of empty shop
- k. SSDC Arts Officer, £25,000 pro rata x 12 days
- l. Individual contribute time and specialism, 4 days x 6 members x £250/day
- m. Desk space at Octagon Theatre, £50/day x 40days

Appendix B



Yeovil Town Team Loyalty Card

Report for Yeovil Vision

Background

The Yeovil Town Team's mission is to raise the profile of Yeovil as a shopping destination both regionally and locally.

The marketing strategy and plan for Yeovil this year includes

- Town Team App – April
- Fashion Fest – 17th June – 23rd June
- Food Fest – Saturday 28th September together with the Yeovil Town Council Flower and Gardeners Market
- Christmas Lights Switch on – 14th November
- Loyalty Card – 28th March

The loyalty card scheme forms a key part of our campaign to focus attention on the essential role the town centre has to play and pulling out all stops to preserve it for future generations.

Over the last two years we have successfully run Take a Break Tuesday and Christmas Cracker.

Appearing in the Western Gazette both carried vouchers for over 40 retailers and businesses in the town centre.

Whilst two different promotions the focus was the same, to drive footfall to the town centre at specific times.

Tuesday lunch times for workers to experience what the town centre has to offer with a view to them coming back at the weekends with their families and late- night shopping to encourage shoppers to stay later after the lights switch on and come back for the other Thursday late night shopping dates leading up to Christmas.

Businesses reported a high number of vouchers redeemed and an increase in footfall and spend.

The loyalty card concept

A wallet-sized Yeovil Town Team-branded loyalty card giving access to a large variety of discounts and offers exclusive to card holders.

Available free with every copy of the Western Gazette on Thursday 28th March and from selected outlets/businesses in the town centre. There will also be a downloadable version on the app so that shoppers can show their mobile phone.

We already have commitment from 32 retailers, a mix of national and independent traders – see list attached

Funding

£10,000 has already been secured from the Mary Portas Initiative Money which was allocated specifically for the Yeovil Town Team but for maximum impact and continued marketing we need a further £10,000.

See the attached budget which will be monitored by the Town Team Marketing group.

Summary

The Yeovil town Team Loyalty card scheme is people power at its most potent.

It epitomises that everyone who loves Yeovil can play their part in promoting the town they live in.

We know town traders are the life blood of any town centre and that a loyalty card raises the profile of the shops during challenging economic times.

A loyalty card benefits everybody – traders and shoppers!

Businesses taking part in the scheme will have posters in their windows to show participation. All loyalty card holders have to do is pop in to find out what discounts are available or check on the special loyalty card website page where offers will be regularly updated.

Welcome to
Yeovil
 town team
Working together for Yeovil



Main Sponsors



App Store



Yeovil Town Team has been very busy

- We organised a brilliant Christmas Lights switch-on, centred on the super star attraction of crowd-pulling Robert Pattinson look-a-like. The Quedam was delighted to report a 14% growth in footfall on the night! Take a look at the video clips.

<http://www.youtube.com/user/YeovilTownTeam>

- We successfully attracted over £10,000 of funding from the Mary Portas High Street initiative to be used on exciting projects like the Food and Fashion Festivals and town centre loyalty card.

- We are launching a Yeovil Town App

- We staged Take a Break Tuesday for the third time, an exciting, money-saving initiative to tempt people into the town centres at lunch-time. It just gets better and better!

- 'Christmas Crackers' followed hot on the heels of Take a Break Tuesday in the Western Gazette offering money off vouchers as well as free parking at critical times in the festive trading calendar.



So what's coming up for our partnership in 2013?

- **March** – We are launching a loyalty card to tempt people into our town centre and help traders during tough economic times when high street retailers face tough competition from out of town parks and online shopping.
- **June** – Fashion Fest will showcase all that Yeovil has to offer in fashion, style, accessories and beauty.
- **September** – Food Fest, an exciting addition to the already hugely popular Yeovil Flower & Gardeners' Market. We will attract local food suppliers, restaurants, chefs, stage demonstrations and workshops, showcasing what we have to offer.
- **September** – Love to Shop Awards, recognising the very best in service, ambiance, window displays and much more.
- **November** – another amazing Christmas lights switch-on, this year with a 'One Direction' theme.
- **We** would like to take this opportunity to thank all our sponsors and supporters.
- **We** are looking forward to a successful year of trading and maintaining a vibrant, attractive, prosperous, safe and clean town for our shoppers, workers and visitors.
- **If** you would like to talk to anyone at the Yeovil Town Team contact Leisa at yeoviltownteam@gmail.com



MARKET TOWNS INVESTMENT GROUP (MTIG)

Update on use or proposed use of the High Street Innovation Funding through the Market Towns Investment Group.

Purpose of report

The Scrutiny Committee have asked for information about;

1. The use or proposed use of High Street Innovation Funding to:
 - Support/reduce empty properties on the high street (the stated purpose in the funding award letter).
 - Promote and develop prosperous and diverse high streets and to catalyse innovative local approaches to managing revitalising high streets
2. What is being done or planned to be done to encourage some of the following:
 - Support business rate discounts for new start-ups in empty property
 - Work with landlords to encourage them to contribute too
 - Develop a 3-way support package for new business on High Streets
 - Address underlying causes of empty property
 - Match demand of consumers and communities
 - “Meanwhile uses” such as new community projects/community enterprises to stimulate new footfall
 - Local Skills/social enterprises developing apprenticeships to train young people in shop fitting/refurbishment
3. The HSIF allocation and monitoring processes that have been put in place.

Background

Economic Development Strategy

The use of the High Street innovation Fund is in line with the SSDC Economic Development Strategy (2012 to 2015) “Core Activity” which is to;

“Work with adopted town regeneration schemes and the Market Towns Investment Group (MTIG) to create vibrant town centres and help existing businesses survive and grow.

Aim to keep our towns as sustainable as possible and maximise their self -containment by helping create local opportunities to work. Use all measures to enhance and preserve our town centres”

The Portas Review - An independent review into the future of our high streets

The Mary Portas Review, published in December 2011, gave members of MTIG much encouragement to renew their focus on the future of their Town Centres. The emphasis on a Town Team approach and the development of a shared agenda amongst stakeholders is totally consistent with the practice of community-led planning that MTIG was established to support. MTIG meets 4 times a year and the meeting held in March 2012 was largely taken up with the implications of the Portas review for our Market Towns.

The High Street Innovation Fund (HSIF)

In June 2012 the Council agreed to divide the £100,000 High Street Improvement Fund grant award so that 33,330 was allocated to the Yeovil Vision Board and £66,670 to the Market Towns Investment Group. It was further agreed that the precise draw down mechanism should be agreed at each of these partnerships. This report concerns the arrangements put in place by MTIG.

A planned follow up MTIG workshop in June 2012 was given extra impetus by the SSDC allocation. Guidance as to how it should be used was quickly drawn up and agreed. Further details can be found in the MTIG Portas Programme documents appended to this report.

In November 2012, the District Executive endorsed the current work of the South Somerset Market Towns Investment Group with particular emphasis on the use of the High Street Innovation Fund to benefit community planning work.

Crucially, the high national profile given to the Portas review, the debate it created and the availability of a further funding stream encouraged SSDC, Town Councils, Town Teams and local regeneration groups to press ahead with their plans and ideas to further improve local high streets.

DCLG advice to local authorities in relation to Portas funds states that *“financial management arrangements would normally reflect the nature and size of the fund being administered, and systems put in place should...be **proportionate, light touch and timely.**”*

The HSIF is one of a number of funding and support offers that arose from the Portas Review. As unsuccessful bidders for Portas Pilot money, Chard and Wincanton (and Yeovil) Town Teams were granted Town Team Partner status and awarded £10,000 to develop the work of their teams. They also can call on the support and advice of a Town Team Advisor, offered as part of a 2 year support programme run by the Association of Town Centre Managers.

Lucy Ball (ATCM Special Advisor to Town Teams in the SW) was invited to a recent MTIG meeting to share her views and experience of Town Teams in action, and to discuss support for existing and future Town Teams in South Somerset. She was optimistic but realistic about what could be achieved locally from the Portas list of recommendations and what would require further government action at a National level.

The issues and opportunities facing the 11 Market Towns in MTIG membership and the local capacity to address them vary. Each place is different.

If the HSIF allocation had been divided equally, the available grant would be just over £6,000 for each town. This in itself is not a “game changing” amount of money. However, the HSIF is not the only source of potential funding available to invest in High Street innovation locally. Nor is public investment in High Street Innovation a new activity. Over a number of years and using a variety of support mechanisms and funding streams, markets have been developed, town centre festivals and business events organised, new car parks, paths, thoroughfares and other car free public space created, shop fronts restored, interpretation and shoppers’ “welcome” boards erected.

The MTIG “Portas” Programme

Depending on the deliverability of locally determined priorities, the MTIG Portas Programme was designed to encourage an appropriate and achievable mix of;

- **Community Facelifts** that use a creative / innovative approach to improve a derelict site or empty building located in a prominent part of the town.
- **Meanwhile Uses** that support the temporary occupation of identified empty properties by community groups or new enterprises. For example setting up a pop-up shop for local crafts people or a temporary space where local community groups carry out workshops or drop-in sessions.
- **Rents & Rates Package Incentives**, working with specific local landlords to devise a reduced rent and rate package that encourages new local businesses to set up in specific empty properties
- **Markets** – development of a new regular market or improvements to an existing market. This may be as a pilot making use of an empty property on a temporary basis. Alternatively, this could be to extend and improve an existing market making it more attractive to shoppers and helping to increase footfall within the town centre.
- **Town Image (Branding)** – successful promotion and marketing of a destination requires good brand development which conveys a clear image of the type of experience visitors are likely to have.

Development of MTIG Portas Programme Bids

The full process is outlined in the briefing notes, draft application forms and offer letters attached to this report.

In summary, members of MTIG were given encouragement and support by members of their Area Development Team to put forward innovative projects that

- met one or more of the established Portas Programme criteria,
- were consistent with their wider Local Community Plan objectives and
- were created by a Town Team or using a Town Team approach

Between November 2012 and March 2013, expressions of interest and then full bids were invited.

These full bids were assessed by the MTIG lead officer, Andrew Gillespie and recommendations made to the SSDC Market Towns Portfolio Holder, Cllr Angie Singleton.

The number of projects that have been, will be or may be part funded through the programme are shown in the table below.

11 projects bids have been put forward for funding. No bids were received from South Petherton or Milborne Port. The indicative budget for all these projects is £251,412 with contributions of £131,906 sought through the Portas Programme. This can be achieved through a combination of HSIF and MTIG capital funds.

As their main aim, 4 of these projects seek to establish or improve outdoor markets, 3 to promote meanwhile use/business start-ups in empty shops, 2 to improve car parking facilities and 2 to invest in community facelifts. Most projects also have secondary aims that also meet the Portas Programme objectives.

So far 6 full or conditional grant offers totaling £77,406 have been made and taken up. 1 project in Chard has been completed and the 5 other approved projects are planned to start later this year. The remaining 5 project funding applications were received by the agreed deadline of March 2013, but after assessment were not approved. In all cases, further information or a revised proposal has been requested.

3 of the bids came from Town Teams.

Further specific details of each of these projects can be made available on request.

MTIG Portas Investment Programme

Market Town Area	Details	Amount requested	Amount offered	Due date for Start	Total Project Cost	MTIG %	Notes
Chard	Chard Business Start Ups - (Empty Shop)	£15,584	£15,584	01/07/2012	£20,000	78%	Grant Offer made and accepted
Chard	Town Centre Tree Replacement	£10,992	£10,992	Completed	£11,912	92%	Scheme complete
Crewkerne	Crewkerne Retail Centre - Meanwhile Use (Empty Shop)	£7,500			£15,000	0%	Awaiting further information/revised proposal
Crewkerne	Crewkerne Community Facelift - Arts trail	£2,500			£4,500	0%	Awaiting further information/revised proposal
Iminster	Onward and Upward - Meanwhile use Town Centre Premises	£20,000			£0	0%	Awaiting further information/revised proposal
Langport	Langport Market Development	£25,000	£25,000	31/05/2014	£30,000	83%	Grant Offer made and accepted
Martock	Precinct Improvement Project - Community Retail Space inc. Market	£8,330	£8,330	01/07/2013	£30,000	28%	Grant Offer made and accepted
Bruton	Bruton Visioning - Public Arts project	£12,500			£50,000	0%	Awaiting further information/revised proposal
Castle Cary	Millbrook Gardens Car Park Extension	£12,500	£12,500	31/07/2013	£65,000	19%	Grant Offer made and accepted
Somerton	Somerton Town Centre Car Park Improvements	£5,000	£5,000	31/07/2013	£10,000	50%	Grant Offer made and accepted
Wincanton	Wincanton Market	£12,000			£15,000	0%	Awaiting further information/revised proposal
		£131,906	£77,406		£251,412	31%	

Monitoring - Financial

Applicants for funding are required to supply evidence of expenditure before any grant is released. This condition may be varied if, for example, capital works are to be carried out by SSDC. It is also a requirement that the appropriate members of the Area Development Team are involved and they too can certify the delivery of the scheme or project.

There is no requirement to achieve or evidence a financial rate of return on any grant used to invest in High Street Innovation. Recommendations on the grants made through the Portas Programme require a balanced assessment and judgement of the probable economic, social, and environmental impact of the proposed project based on the information presented.

The final point to make is that anything truly innovative must always carry some risk of failure, but to adopt a risk adverse approach to high street innovation would be self-defeating. As far as practicable, all perceived risks are managed so that they are in proportion with the proposed project and do not stifle ambition.

Monitoring – Outcomes

It is relatively straightforward to monitor direct outcomes in terms of the capital projects that have been or will be completed or the number of town centre meanwhile uses or business start-ups supported.

Monitoring the indirect outcomes across 11 towns is much more complex and challenging. This is done by enquiry based on the expectations of the economic, social and environmental impacts that were anticipated when the project was approved for grant aid.

The causes of high street decline are many, varied and persistent. Successful innovation may make the reduction in footfall less steep even to the point of reversing it, but it is not impossible to prove that changes are the direct result of specific investment. Proxy measures such as the number of remaining empty shops, observed footfall will continue to be used at the same time as local anecdotal evidence about the “health” of the high street.

The need for High Street innovation to “promote and develop prosperous and diverse high streets” at all is a result of current market failure. Even in times of austerity, the sorts of sums we are looking to invest through the HSIF are not beyond the reach of local entrepreneurs. It is about much more than money.

Fundamentally the Portas proposals suggest that local authorities should re-claim their legitimate right to manage and develop the Town Centre as part of the wider public realm and find effective ways to do so, in partnership with others through a Town Team approach.

What we have learned so far

The MTIG Portas Programme is already providing or confirming some valuable lessons and pointers for further action towards this goal.

- Being able to develop the Programme in the way described above over 11 South Somerset towns from June 2012 and to have already awarded £77,406 to 6

viable schemes shows MTIG to be an effective network and coordinating mechanism.

- It also shows that there is ongoing recognition of the importance of doing something practical to attract town centre investment, with some places even establishing new “Town Teams” to do this.
- Not all towns have permanently or indeed any empty shops, but they may still not have the right offer to attract a higher footfall.
- There are significant bureaucratic and non-financial barriers to supporting business start-ups and/or meanwhile uses in empty shops. These could be reduced or simplified. At the moment, it requires tenacity to stay the course.
- Similarly, in practice starting or developing an outdoor market is complex and needs tenacity to see it through.
- Scale is important - in our small towns, some issues arise in small or single figures and most local effort to resolve them is voluntary, unpaid and unique. This can mean that there seems to be insufficient volume or common ground for there to be an enabling policy that shortens the process e.g. “Meanwhile Enterprise Zones” or “Social Enterprise Zones” where a package of support is already agreed and in place.
- Such economy of scale could be achieved across all 11 Market Towns with local agreement if the business case was strong enough.
- Further work by SSDC on the effective promotion and take up of business support is planned. The projects in the MTIG Portas Programme will influence the design of those support packages, to help make them as business friendly as possible.

Appendices:

1. Portas Town Centre Investment Programme Briefing note (pages 20 – 25)
 2. Expression of Interest Form (pages 26 – 29)
 3. Full Bid form pages 1&2 (pages 30 - 31)
 4. Draft Offer letter (pages 32 – 35)
 5. DCLG Advice (pages 36 – 38)
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Appendix 1

Market Town Investment Group The “Portas” Investment Programme Briefing Note September 2012

Contents

- Section 1 Background
- Section 2 Portas Workshop
- Section 3 MTIG Portas Investment Programme;
 1. Town Centres Project Funding Programme
 2. Project Development Workshops

Section 1 Background

In December 2011 Mary Portas published her independent review into the future of High Streets.

The report considered a myriad of problems and issues that impact on our High Streets. It drew attention to the complex web of interests that are involved at varying levels within town centres. Portas highlighted the apparent lack of collaboration between the various stakeholders and contrasted the absence of recognised, legitimate leadership needed to bring everyone together with the way out-of-town retail centres and supermarkets are managed.

It is clear from the Portas Review that the revitalisation of Britain’s High Streets is not just about halting the increase of empty retail units in a town centre by encouraging more shops to open. Our High Streets are dynamic, evolving places. Recent trends have had a significant influence on the way people shop and these combined with the current economic recession have had an impact on the state of the High Street.

- When buying non-food items people increasingly want an experience when they shop and will travel to nearby cities and large shopping centres where there is greater choice and shopping can be combined with leisure activities such as eating out, visiting a museum or gallery or watching a film.
- Internet shopping has increased year on year over the past decade and is expected to continue rising with more people using mobiles and tablet technology to shop online.

For the High Streets of South Somerset to compete with cities, larger shopping centres and e-retail they need to be places that people want to visit to socialise and interact with others, as well as a place to buy goods and services. To encourage greater economic activity in a town there is a need for investment in and the creation of places where people choose to take part in a wider range of interesting activities. This could involve supporting and marketing more opportunities for general and niche shopping, socialising, drinking, eating, browsing, walking, keeping fit, volunteering or viewing artworks and heritage sites.

Investment in our High Streets needs to be considered in relation to other general trends that will affect how they will be used in future:

- Our ageing society – Market towns in South Somerset all have a significant proportion of their population over the age of 60. As the UK is an ageing society

and South West England is a popular place to retire, the number of retired people in South Somerset will increase.

- Increased cost of living and reduction in disposable income – rising fuel prices will impact on the cost of goods and will also affect peoples' ability to travel further afield to shop. In addition, as we get older and move from early retirement into our 80s and 90s, the level of disposable income available to us will generally decrease.

Section 2 MTIG Portas Workshop

The Portas Review included 28 recommendations which can largely be divided into six topics:

- Town Teams & business networks
- Planning
- Parking
- Markets
- Business Rates
- Landlords & Properties

At the 15 June 2012 Market Towns Investment Group (MTIG) workshop, we explored their impact on South Somerset's Market Towns.

The aim was to:

- 1) Establish the issues and opportunities for investment that could be explored through future MTIG meetings.
- 2) Develop criteria for a new MTIG funding programme using the £66,670 "Portas Plus" fund money (High Street Innovation Fund) and additional MTIG monies.

The workshop used a world café style approach with six tables; one for each topic. Each table had a paper table cloth and plenty of pens and was staffed by a facilitator. Attendees were asked to write their comments and highlight particular concerns in relation to the six topics and how they impact on their own towns.

All the written comments were then analysed to establish:

- a) The key concerns / messages in relation to each topic in South Somerset
- b) Opportunities for SSDC to realign the resources it could bring to MTIG to support High Street regeneration
- c) Potential projects for a new funding programme

The key messages and concerns of those taking part in relation to each topic are highlighted below:

Topic 1: Town Teams & Business Networks

To counteract the problems that can arise when different stakeholders, often working in isolation, set out to make changes that impact on the High Street, Portas recommends

setting up a Town Team. Stakeholders can form a Town Team that works as one to tackle the issues and problems that affect their High Street.

Comments from the workshop acknowledged the sense in the concept of Town Teams. However, many also remarked that the effectiveness of a Town Team was reliant upon the following:

- Good communication
- Composition - who should be involved? The need for a variety of players e.g. dynamic people within the town with a reputation for getting things done and not just retailers.
- Relationship with existing Chambers of Commerce and concerns over duplication, legitimacy and recognition
- The need for a clear project focus – do not just want a talking shop. People quickly lose interest in meetings without actions.

Topic 2: Planning

Nine of the Portas recommendations concern planning and these relate to Neighbourhood Plans, Changing permitted use classification(s), the financial contributions from developers and out of town developments versus town centres.

It is clear from the comments made that Market Town representatives would value further information and guidance on many of those issues and in particular:

- Section 106 and Community Infrastructure Levy (CIL) and whether this can be used to improve and enhance High Streets.
- Planning Use Classification – An explanation of what evidence is used in the decision making process to decide a property can change use?

Topic 3: Parking

The comments made in relation to this topic highlighted a number issues relating to parking in the market towns;

- The need for parking schemes that encourage shoppers / visitors to linger rather than rush back to their car.
- The introduction of Civil Parking Enforcement has highlighted the lack of residents parking for people living in the town centres.
- The lack or perceived lack of long term parking for workers.
- The need for parking and / or drop off areas for tourist coaches.

Topic 4: Markets

There was a high level of interest in markets with people recognising that different types of markets, e.g. farmers markets, local produce, vintage, crafts and continental markets will attract a broad mix of people.

Many people recognised that markets have a role in increasing footfall into a town centre but accepted that some local retailers can feel threatened and perceive markets as competition.

A number of towns either want a market or require help improving an existing market and as a consequence there were quite a few questions relating to licensing and other regulations involved in the setting up and running of a market.

Topic 5: Business rates

A lot of questions were raised regarding processes and procedures especially in relation to empty properties and business rate relief for new and small businesses and charity shops.

Attendees were keen to encourage entrepreneurs and felt that business rate relief should be considered in relation to new start up businesses.

Comments were also made in relation to community groups and organisations that want to make use of empty shops and other town centre buildings on a Meanwhile Use basis.

Topic 6: Landlords & Properties

Many of the towns have derelict sites and / or old properties in prominent locations that have looked unsightly for a long period of time. These sites and buildings are often owned by absentee and / or negligent landlords. Comments demonstrate that attendees feel frustrated at the lack of power they have to make changes.

There were also a number of comments regarding the use of empty properties and the recognition that Meanwhile use of sites and properties would be a beneficial way to improve the look of a place but again people were unsure how to progress this.

Section 3: MTIG Portas Town Centre Investment Programme

It is proposed that this investment programme is developed in 3 stages.

Stage 1: (October/November 2012)

Using the project themes identified below, each town makes an initial bid for project(s) funding as an expression of interest.

You will need to indicate how your project(s) will/can involve a variety of stakeholders and key players, including local businesses.

Funding can be for capital and/or revenue projects. Bids over £10,000 for capital or revenue, or requests for 100% project funding are unlikely to be approved.

Please involve your SSDC Market Town Co-ordinator when working up your project proposal.

Expression of Interest Forms (enclosed) should be submitted by November 2nd 2012.

Stage 2: (November 2012 /February 2013)

Project development workshops organised as needed to support the number and type of projects put forward.

Stage 3: (March 2013)

Full Project funding bid submitted no later than March 22nd 2012.

Project Themes

- **Community Facelift** – use a creative / innovative approach to improve a derelict site or empty building located in a prominent part of the town. This might involve a community arts or heritage project that is used to improve a site that will otherwise sit empty and look a mess. For example engaging an artist to carry out workshops with residents to create artistic hoardings that help screen a derelict site. Alternatively you could work with landowners and other relevant stakeholders to carry out permanent works that improve and enhance a central town area that currently creates a poor impression. For example, similar to the work carried out in Crewkerne to create a pedestrian link between to shopping areas, <http://towns.org.uk/2011/05/04/action-for-market-towns-awards-2011-pedestrian-link-crewkerne>
- **Meanwhile Use** – support the temporary occupation of identified empty properties by community groups or new enterprises. For example setting up a pop-up shop for local crafts people or a temporary space where local community groups carry out workshops or drop-in sessions. Alternatively could an empty building be used as a site for a new market?
- **Rents & Rates Package Incentive** – working with specific local landlords to devise a reduced rent and rate package that encourages new local businesses to set up in specific empty properties. Identify one or more empty shops / units in your town that would be suitable for new businesses and broker an arrangement between the landlord and SSDC Business Rates for a time limited package that would encourage new local start-ups.
- **Markets** – development of a new regular market or improvements to an existing market. This may be as a pilot making use of an empty property to house a market on a temporary basis. Alternatively, this could be to extend and improve an existing market making it more attractive to shoppers and helping to increase footfall within the town centre.
- **Town Image** – successful promotion and marketing of a destination requires good brand development which conveys a clear image of the type of experience visitors are likely to have.

Project Development Workshops

Project Development Workshop(s) will be arranged to give Town Representatives the opportunity to discuss their potential investment projects in more detail in relation to particular issues in their town centres and seek any missing information needed. Subjects could include;

Town Teams

- Both Chard and Wincanton have already set up Town Teams when they submitted a bid to become Portas Pilots. Representatives from each of the two Town Teams could make a short presentation to MTIG and answer questions. Not all towns will want to set up a separate Town Team but instead may well want to build upon an existing network such as the Chamber of Commerce or a Community Regeneration Group.

Parking

- What scope is there to experiment with local parking schemes that encourage people to visit and stay longer in town centres?

Markets

- A number of towns would like a new or improved market. There is a whole host of legislation and regulation to consider, as well as day-to-day processes and procedures. A session outlining these could be arranged.

Business Rates

- A presentation and Q & A session to explain the business rates system in relation to empty properties and Meanwhile Use. Can the system be made easier so that the creative use of an empty property is not jeopardised by restrictive legislation and red tape?

Landlords & Properties

- A number of towns had identified empty buildings and derelict sites within their town centres that needed improving even if only temporarily. What can be done in relation to Meanwhile Use and / or enforcement.

Planning

A presentation and Q & A session to explain particular aspects of planning and in particular:

- Planning use classification and Pop-Up shops – an explanation regarding the new proposals from central government that would allow landlords to temporarily change the use of a shop for two years.
- Section 106 & CIL – how towns can get involved in the process and whether the funds can be used for town centre improvements.
- Neighbourhood Plans in relation to town centres.

(Please note: See also the attached invite to separate local seminars on this)

ZH/ARG/2012

MTIG Portas Town Centres Programme: Initial EOI Project Outline



For office use only:

Project Number		Date received	
Project Officer			
MTIG funding required	£ (%)	Total project cost	£

Please complete this brief form and email it to nicola.doble@southsomerset.gov.uk.

PROJECT NAME			
ORGANISATION or PERSON APPLYING			
Name:	Position in Organisation:		
Contact details:			
Address:			
Telephone:			
email:			
Type of organisation: <i>(double click in the box that applies to you, and then select 'Checked')</i>			
Group	<input type="checkbox"/>	Voluntary/Community Group	<input type="checkbox"/>
		Non-profit Business	<input type="checkbox"/>
Parish/ Town Council	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Town Team	<input type="checkbox"/>	Other (Please State)	<input type="checkbox"/>
Which 'MTIG Town Centres Programme Theme does the project fit with and how? (check the briefing note)			

MTIG Portas Town Centres Programme: Initial EOI Project Outline

What are the main aims of your project? (for example, "to increase the range of services available in xxxxx town centre")

What will you do and how will you achieve your aims? (summarise in one paragraph or bullet points what the project plans to do and how)

What exactly do you want the MTIG money for? (e.g building xx, employing staff to do XX, buying XX items of equipment, getting advice on XX issues)

When do you think you will be ready to start work?
(match funding in place, necessary permissions secured)

Month

Year

When do you think the project will be finished?

Month

Year

How much do you estimate your project will cost in total? You will be required to provide 3 quotes for any item of expenditure exceeding £500 if asked to complete a full application
£

How much of the total amount will you be asking from MTIG Town Centres Programme?
£

Where will the rest of the money come from?

MTIG Portas Town Centres Programme: Initial EOI Project Outline

Please tell us about the evidence of need for your project – do you have any ‘numbers’ to support what you are trying to do? (Where has the need or demand come from?)

What kinds of benefit will your project bring to your Town? (include economic, community and ‘green’)

How are others with an interest in the Town Centre being involved?

What will be the long-term impact/ benefit of your project?

The following sections are for office use only

Basic Eligibility Check		
Check	Yes/ No	If no, explanation
Are all sections of the form complete?		
Does the project aim meet at least one of the MTIG Town Centres Programme themes?		
Is the project overview clear about the project activity?		
Does the project overview link with the project aims?		
Is the project activity new or innovative in some way?		
Is the activity of this project unique? i.e. not covered by an existing initiative or project.		

MTIG Portas Town Centres Programme: Initial EOI Project Outline

Is the organisation an eligible type?		
Will the project start between April 2013 and December 2013?		
Is the HSIF contribution an eligible amount?		
Does this project meet the basic eligibility criteria?	(YES / NO)	

Notes/ Comments (for office use):

Assessor Date	
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MTIG Portas Town Centres Programme: Full Bid



For office use only:

Project Number		Date received	
Project Officer			
MTIG funding required	£ (%)	Total project cost	£

Please complete this brief form and email it to nicola.doble@southsomerset.gov.uk no later than 22nd March 2013.

PROJECT NAME			
ORGANISATION			
PERSON APPLYING			
Name:			Position in Organisation:
Contact details:			
Address:			
Telephone:			
email:			

PROJECT COSTS – please list items costing more than £250 separately:

Item or activity	Cost
Total	

Funding Source	Amount Requested	Date applied	Funds secured
		Total Secured	
Total Requested from MTIG Portas Programme			

MTIG Portas Town Centres Programme: Full Bid

Please confirm that the information provided in your Expression of Interest Form is still correct by putting Yes against each question in Box 1. If it is no longer correct and you need to change it or add anything please do this in Box 2.

Box 1		
No.	Question	Correct?
1	Type of organisation:	
2	Which 'MTIG Town Centres Programme Theme does the project fit and how?	
3	What are the main <u>aims</u> of your project?	
4	<u>What</u> will you do and <u>how</u> will you achieve your aims?	
5	When do you think you will be ready to start work?	
6	When do you think the project will be finished?	
7	When do you think you will be ready to start work?	
8	Please tell us about the evidence of need for your project – do you have any 'numbers' to support what you are trying to do?	
9	What kinds of benefit will your project bring to your Town? (include economic, community and 'green')	
10	How are others with an interest in the Town Centre being involved?	
11	What will be the long-term impact/ benefit of your project?	

Box 2	
No.	New/Additional Information

Holyrood Lace Mill, Holyrood Street, Chard TA20 2YA
Telephone: (01935) 462462 Fax: (01460) 66899
Website: www.southsomerset.gov.uk



Andrew Gillespie Area Development Manager - West

Date:
Your Ref:
Our Ref: Offer letter –
Ask For: Andrew Gillespie
Direct Line: 01460 260426
E-mail: andrew.gillespie@southsomerset.gov.uk

Dear

Market Town Investment Group - Portas Town Centres Programme

Name of Project:

Amount requested:

Amount offered:

I am pleased to advise you that your application for funding to the Market Town Investment Group Portas Town Centres Programme has been successful. The offer of funding is made with conditions as set out in the Acceptance of Funding Offer forms (enclosed).

Please complete both forms and return one of them to me straight away. The other form is for your own records.

As this funding is helping towards something you are purchasing, I will need to see copies of all paid invoices or bills.

As you have other sources of funding (xxxxxxx) as well as the Market Town Investment Group, I need to see evidence that these other funds are agreed and available. *[Delete this para if not applicable, i.e. evidence already sent with original application]*

As mentioned in the conditions, we will always ask for feedback about the project, including photos, publicity/newspaper articles and a short report. This is important as it helps show that the money is being well spent and having a positive impact on your community.

I am also enclosing a Market Towns Investment Group Monitoring and Evaluation Form, please complete and return it to me at the end of the project or one year from the date of this letter.

If you have any queries regarding this funding offer, please contact me on the above telephone number or by e-mail.

Yours sincerely

Andrew Gillespie
Area Development Manager - West



ACCEPTANCE OF FUNDING SUPPORT OFFER

	To be completed, signed and returned
	To be retained for your records

Name of Applicant

Project

Funding Offer

Date made

We accept the offer of funding subject to the following conditions:

1. The funding has been awarded only for the purposes described in our application form.
2. This Acceptance of Funding Offer and Evaluation Form must be completed in full, signed and returned to Andrew Gillespie, Area Development Manager - West.
3. We will provide a statement of project approval from our SSSC Market Town Coordinator before this project goes ahead.
4. All other funding sources are secured.
5. We will provide information about the treatment of future maintenance costs.
6. We have explored economies of scale with the proposers of similar projects.
7. We will support publicity, which refers to all project(s) having been developed as a local priority by our Market Town community planning group from our local community plan.
8. We will provide feedback from the project, which will be in the form of photographs, newspaper items and a written report.
9. We agree to share information about our project with colleagues in the Market Towns Investment Group
10. We will inform our district and county councillors about the project(s).
11. Should the project be delayed or unable to commence within six months from the date of this agreement, we will notify Andrew Gillespie in writing.
12. If the project does not start within twelve months from the date of this agreement, the funding offer may be withdrawn.

Signature Date.....

On behalf of:.....

When claiming your funding support it will also be necessary to forward copies of all invoices or paid bills for the project.

Please keep one form and return one completed copy of this form to:
Andrew Gillespie, South Somerset District Council, Holyrood Lace Mill, Holyrood Street,
Chard, Somerset, TA20 2YA.

MARKET TOWNS INVESTMENT GROUP MONITORING & EVALUATION

To be returned with final project invoice or by ddmmyyyy at the latest.

Section 1

Name of organisation:

Project title:

Funding amount:

Date awarded:

Section 2

Brief description of project:

Has the project been completed successfully?

Yes/No

If yes:

Project start date:.....

Project completion date:

If no, please tell us why not?

.....

Where there any changes to the project from the original proposal?

.....

Equipment purchased:

Please tell us if you have been able to meet the funding conditions 5-9 (see Acceptance of Funding Support Offer), or if not, please explain the reason(s) for this

Conditions	Met? (Y/N)	Evidence (receipts, stats, photos etc)	Enclosed?
5			
6			
7			
8			
9			

What was the final cost of your project? (Please include a breakdown of project costs)

Please list the other funding you secured for your project:

Funder	Amount

Please describe the particular benefits of your project to the community:

.....

.....

.....

Please indicate anything that hasn't gone particularly well, that you might do differently in future:

.....

.....

.....

Does the project have any ongoing running costs? Yes/No

If yes, please describe how these will be met.

.....

.....

**Please return this form, on completion of the project, to:
Andrew Gillespie, Area Development Manager - West, South Somerset District
Council, Holyrood Lace Mill, Holyrood Street, Chard, TA20 2YA**



Department for Communities and Local Government

ADVICE TO PORTAS PILOTS, TOWN TEAM PARTNERS AND LOCAL AUTHORITIES REGARDING THE ROLE OF ACCOUNTABLE BODIES

Background

The funding identified by DCLG to support Portas Pilots (and Town Team Partners) is s31 unringfenced revenue grant. As such it can only be paid to local authorities listed in section 33 of the Local Government Act 2003. Town and parish councils are not local authorities for the purposes of the Act. Therefore in cases where local partnerships, such as Town Teams, have been formed, the funding is paid to the relevant local authority who will act as Accountable Body.

Local authorities are required to be transparent in their use of public money. Greater transparency of public bodies is at the heart of enabling the public to hold politicians and public bodies to account. Where public money is involved there is a fundamental public interest in being able to see how it is being spent, to demonstrate how value for money has been achieved or to highlight inefficiency.

The Transparency Code says that, as a minimum, the public data that should be released are:

- Expenditure over £500, (including costs, supplier and transaction information). Any sole trader or body acting in a business capacity in receipt of payments of at least £500 of public money should expect such payments to be transparent.
- Copies of contracts and tenders to businesses and to the voluntary community and social enterprise sector.
- Grants to the voluntary, community and social enterprise sector should be clearly itemised and listed.

A number of local authorities, Portas pilots and Town Team Partners (“town teams”) have asked for some advice on the requirements on each of them to account for this funding. This note suggests some issues that both parties might consider when reaching agreement about how the funding can be made available to town teams.

Ultimately this is a matter on which agreement needs to be reached between the town team and the local authority. DCLG will not comment on individual arrangements or act as arbiter.

Basic principles

Local authorities have a responsibility as public bodies to satisfy themselves, their electorate and their auditors that any funds they are responsible for are spent legitimately.

Local authorities have considerable experience in allocating funds to third-party organisations, such as charities and voluntary groups, and will have well-established procedures for doing so.

Local authorities might consider following the same basic principles and procedures they would apply when awarding grants to local voluntary groups when agreeing arrangements with town teams.

Financial management arrangements would normally reflect the nature and size of the fund being administered, and systems put in place *should make efficient any bureaucracy, not increase it*, and be **proportionate, light-touch and timely**.

Some things to consider

It is the Accountable Body's role to ensure that proper and effective governance is in place. There are three broad areas where the Accountable Body is likely to require assurance that the funding is being managed correctly, as follows

- decision-making
- financial management
- performance management

These are also important aspects of managing any project.

Decision-making - Decision-making, involving the spending of public money, should be open, transparent and effective. Town teams may find it useful to have some form of written constitution or terms of reference that sets out how the partnership will operate. This could include a set of basic instructions as to how they will conduct business (voting arrangements, if any, etc), and a code of conduct for members which sets out the obligations individuals must comply with when considering how funding should be spent. It may be appropriate for members to declare any outside interests to guard against any accusation of impropriety, particularly where contracts or employment are being offered.

With agreed procedures in place it will make it quicker and easier for money to be spent that will deliver local projects.

Financial management - The Accountable Body will want some evidence of how decisions have been made and a clear audit trail from a decision, to the award of a contract (for example) and payment being made. This could take the form of minutes of meetings, written quotes from contractors, and assessment of tenders by members.

A proportionate approach might suggest the need to establish a de minimis level below which monitoring arrangements were not required, ie travel and subsistence claims, purchase of train tickets, office expenditure such as printing.

Some town teams are also being match-funded by other parties, including the local authority. The local authority will want to follow its own procedures for managing the match-funding, but could seek to follow the basic principles of “light-touch” management when dealing with the funding provided by government.

Performance management - It is good practice for an Accountable Body to ensure that the funds they have distributed have been used for the purposes for which the money had been allocated, and is related to the project plan set out by the town team in their application, or any other agreed plans that have been developed since the application was made. They may want to see some evidence that there are clear reporting and monitoring procedures for both spend and project outcomes.

September 2012

Scrutiny Committee – 2 July 2013

8. Verbal update on reports considered by District Executive on 6 June 2013

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 6 June 2013.

The draft minutes from the District Executive meeting held on 6 June 2013 have been circulated with the District Executive agenda.

Scrutiny Committee – 2 July 2013

9. Reports to be considered by District Executive on 4 July 2013

Lead Officers: *Emily McGuinness, Scrutiny Manager*
 Jo Gale, Scrutiny Manager

Contact Details: *emily.mcguinness@southsomerset.gov.uk or (01935) 462566 or*
 joanna.gale@southsomerset.gov.uk or (01935) 462077

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 4 July 2013.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 2 July 2013.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 4 July 2013.

Scrutiny Committee – 2 July 2013

10. Somerset Flooding Summit – Draft final report

Lead Officer: Emily McGuinness, Scrutiny Manager

Contact Details: Emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Purpose of the Report

To present the draft final report of the Somerset Flooding Summit to members of the Scrutiny Committee for comment prior to consideration by District Executive. Appendix A (copy of the Powerpoint presentations from the Flooding Summit) has been omitted from the agenda as it is a large document – copies are available on request.

Actions Required

That Scrutiny Committee members consider the Somerset Flooding Summit draft report and recommend it to District Executive.

Background

The attached report outlines the process undertaken and the subsequent conclusions reached by the Countywide Joint Scrutiny review. Councillors Paul Maxwell and Dave Bulmer represented South Somerset on the Joint Steering Group.

This exercise was never about ‘solving’ the issue of flooding in Somerset, this has been and continues to be the subject of detailed and complex discussions at many levels. Instead, the Summit was an opportunity for Somerset residents, local agencies and the business community to come together and share experiences and suggestions for improved water management across Somerset. It was very much an evidence gathering exercise and the recommendations contained in the report reflect the information gathered as part of this Scrutiny process.

When this report has been considered by all six Somerset authorities, the Joint Steering Group will meet again to collate the responses and finalise the action plan and future monitoring arrangements.

The Somerset Leaders and Chief Executives have informally considered the report and were broadly supportive of the recommendations. They have agreed to produce a collective Executive response which will ensure consistency in going forward.

Somerset Flooding Summit

A Summary of Findings from the Somerset Flooding Scrutiny Event

May 2013

DRAFT

Chairman's Introduction

Introduction

Somerset suffered two particularly bad periods of flooding in April and December 2012. The flooding affected all areas of the County, with the Somerset Levels and Moors perhaps bearing the brunt.

In the weeks immediately following the December floods, it became apparent that various local groups and agencies were keen to hold meetings with key bodies such as the Environment Agency (EA) and the County Council (SCC) to explore the issues around flood prevention, flood management and flood recovery.

It was quickly realised that those key agencies would struggle to attend numerous meetings on the same topic and that such an approach would not represent an effective use of already limited resources. It was therefore agreed to establish a joint countywide Scrutiny approach that would bring as many of the key people together at the same time in the same place.

In this way, Scrutiny played a crucial community leadership role in bringing together a range of agencies and the public in order to deliver real and measurable outcomes that would in time benefit the residents of Somerset.

All the Somerset authorities (both district and County) agreed to this joint approach and established a Joint Steering Group with elected member representation from all 6 authorities. Conducting the review in this manner represented the best use of limited Scrutiny resources and provided the relevant agencies and the public with a single point of contact. By joining together, it was hoped that Somerset would be able to speak cohesively and convincingly at a national level and input more effectively into any subsequent national reviews which may occur in the aftermath of the recent floods.

As a Steering Group we decided that an evidence gathering event would be a good starting point for this project – they therefore planned the Somerset Flooding Summit 2013. The Summit was designed to learn lessons from the recent flooding and identify potential measures to improve things in the future. By its very nature, much flood management work can only be a paper or simulated exercise so when faced with a real time event, it makes sense to review the effectiveness of the relevant policies and practices.

From the outset, we have been very clear on two important points:

Firstly, this exercise was not about apportioning blame to any one agency for their perceived role in the flooding incidents. The process planned to look at success stories as well as areas for future improvement. The Steering Group wished to use the Summit as an opportunity to gather evidence upon which to base further work or recommendations and to build an informed picture as possible of the flooding facts affecting Somerset.

Secondly, the Steering Group had realistic expectations as to what could be achieved by one event on one day – the members were aware that they would not and could not answer

all the points raised, but that the Summit was the start of the process and would provide an evidential framework for further work.

This report sets out areas for further work as well as some specific recommendations for improvements in all aspects of flood management in Somerset.

The Somerset Flooding Summit

The Flooding Summit was intended to be the start of the review process – an evidence gathering opportunity. To this end, from the outset, the Steering Group was keen to ensure that a wide range of delegates were invited to attend, and that the event should not be 'local authority centric'.

There were several key agencies whose attendance was vital to the success of the event:

Environment Agency;

Somerset County Council as Lead Flood Authority (as well as Highways authority and Lead Civil Contingencies authority)

Internal Drainage Board

Wessex Water

Avon and Somerset Police

Devon and Somerset Fire and Rescue

County Landowners Association

These agencies were approached first, and the premise of the Summit explained to them – without exception they were all happy to participate, quickly realising the potential of such a jointly organised event to maximise the use of their resources. Once these key agencies had agreed to attend, we were able to look at the wider delegate list and the following confirmed their attendance:

Jeremy Browne MP

Tessa Munt MP

Ian Liddell-Grainger MP

Somerset Chamber of Commerce

Federation of Small Businesses

Insurance Industry

National Farmers Union

In addition to these agencies, we recognised the need to involve members of the community and Parish Councils. However, we also realised the need to keep numbers attending manageable. In terms of public engagement, each local authority issued a press release

outlining the aims and objectives of the review and inviting members of the public to contact us via a dedicated flooding@southsomerset.gov.uk e-mail address. They were asked to detail their personal flooding experiences as well as suggestions for future improvements – we received over 150 responses and undertook to keep all responders informed of progress.

All responses were collated and analysed and the key messages used to inform the Summit Programme.

Somerset as a county has hundreds of Parish Councils, all of whom make a valuable contribution to local democracy and many of whom were affected by the flooding. However, it simply was not logistically practical for each parish to be represented at the Summit, so it was agreed that each district would nominate the five most appropriate parishes from their area to attend – these parishes were identified based on local intelligence.

We were aware that many of these agencies and individuals had significant pressure on their resources and so wanted to make sure that the Summit was the best use of their time. In advance of the Summit, each delegate was asked to identify the top five issues they would wish the Summit to address – their responses were collated and used as basis for the Summit Programme in addition to the public responses identified in the paragraph above.

Overwhelmingly, the majority of delegates identified the need for clarification on the roles and responsibilities of all the agencies involved in Flood Management. The information we gathered indicated that at a time of crisis it was difficult to know who to contact in various situations.

Bearing this in mind, the morning session of the Summit consisted of a number of presentations covering the key Flood Management roles and responsibilities as well as presentation from the Met Office to give some context. Copies of the presentations will be made available in due course.

The presentations were:

Robbie Williams - Environment Agency

Dr Sarah Jackson – Met Office

Paula Hewitt – Somerset County Council

Roger Meecham – South Somerset District Council

Refreshments – served in the main Conference Room

Nick Stevens – Chief Executive, Somerset Internal Drainage Board

Paul Oaten – Head of Sewerage Services – Wessex Water

Graham Clarke – Country Land and Business Association - the Role of Riparian Owners

Prior to the event, we were aware that this was a very emotive subject – understandably so, with many people dramatically affected. However, we wanted to make sure that the Summit was a productive event, looking to learn lessons for the future rather than attribute blame. To help facilitate this, we were very fortunate in securing the services of Lord Cameron of Dillington as an independent Chairman. In addition, we agreed to include a Meeting Etiquette Guide in the Delegate pack (attached at Appendix B to this report) to reinforce the positive intentions of the Somerset Flooding Summit.

The afternoon session of the Summit consisted of four workshops- each one designed to address the issues raised by delegates in advance. Each delegate was assigned to a workshop based on the information they provided beforehand.

In order to try and maintain a focus to the discussions, each workshop was asked to identify at least one local (Somerset level) action to address the issues raised and one national action that can be taken further following the Summit. The workshops were organised as follows and notes from the workshops can be found at Appendix C to this report.

Community resilience

Issues for the workshop to consider:

- What could/ should communities be doing to help themselves?
- What support from other agencies do they need and what is available?
- What examples of 'good' community resilience are available and how can these experiences be shared?

Desired outcomes from this Workshop:

- Delegates are more aware of what they can do to support their own communities
- Better understanding of what support is available to them
- Agencies are aware of what support they need to provide and to communicate with such communities
- At least one local action to move things forward
- At least one higher level action to be taken forward.

Economic Impact

Issues for the workshop to consider:

- What are the issues around the economic impact / business impact / impact on agricultural communities?
- What work is currently going on to investigate the impact of the flooding, including the closure of the A361?
- Are there any suggestions for improvements / actions?

- How can we work with insurers and government to make sure that no premises on the Somerset levels are uninsurable?
- What support is available to support businesses?

Desired outcomes from this workshop:

- What can be done across Somerset to better support businesses in terms of flood recovery?
- What can businesses do for themselves?
- What could be done nationally (i.e. Insurers) to support the economy of Somerset following flooding?
- Consideration of Somerset's vulnerable infrastructure and potential improvements.

Flood Management / Prevention

Issues for this workshop to consider:

- Extension of discussion on roles and responsibilities
- How can everyone work together to achieve tangible outcomes? NO BLAME
- What are the barriers / issues and how can they be overcome?
- Who and how is it decided when to use the pumping station network that already exists?
- In the modelling of the spatial planning, what consideration is given to the secondary effect of deliberately flooding premises on the Somerset Levels?
- What funding arrangements are in place to support flood management and are there any potential additional funding streams that could be better exploited? Potential use of CIL funding?
- Tidal exclusion barrier on the River Parrett in Bridgwater
- Gully clearing and maintenance.
- What is the way forward in areas where challenges are particularly severe e.g. Somerset Levels?
- How can we make an effective case to MEP/ DEFRA? Central Government for more adequate funding?
- What are the agreed water management priorities particularly for the levels and moors?
- Role of planning authorities and developing on flood plains
- Water storage for future use
- Scope for Internal Drainage Boards to take on responsibility for dredging / channel clearance on main rivers in places where it would improve land drainage but EA are unable to for whatever reason.

Desired outcomes from this workshop:

- Who is responsible for what in terms of Flood Prevention?
- What can be done at Somerset level to improve Flood Prevention?
- What message(s) need to be communicated on a national level re; Flood prevention.

Interagency Working

Issues for this workshop to consider:

- How can we work better with others in the South West to make important infrastructure more resilient?
- How do we work together to help communities and businesses recover better from flooding?
- How do we make sure that everyone is better informed about their roles and responsibilities – notably Riparian Owners?
- Can we improve how we work together to co-ordinate resources to submit bids for prevention schemes?
- How can we get better at:
 - o Sharing information
 - o Sharing resources
 - o Co-ordinated sandbag response – avoid sandbag postcode lottery
- Simplify flood related communications to the general public
- Greater ability to enable communities and other agencies to close roads to stop vehicles becoming trapped and requiring rescuing / recovery.
- Greater co-ordination of shared information between services prior to events occurring to ensure tactical level receive up to date information during an event.
- Managing public expectations
- Create a shared database of flood defence assets (including maintenance regimes)

Desired outcomes from this workshop:

-
- What can be done at a Somerset level to improve frontline flood response inter-agency working?
- Potential for a single point of information that everyone feeds into?
- What support is needed nationally to support better inter-agency working?

Recommendations

In terms of process, the Joint Steering Group is not a formally constituted committee of any of the authorities taking part in this review. Consequently, all recommendations will need endorsing through each authority's own decision making processes. This may appear a rather lengthy and cumbersome process but it is there are no statutory provisions for Joint Scrutiny Committees. That said, many of the recommendations contained in this report suggest further areas of work to ensure that this project is a worthwhile exercise with tangible outcomes. In order to reduce the risk of creating an overly bureaucratic process, we recommend that the Joint Steering Group is retained with its current membership of 2 elected members from each authority. The Steering Group will then agree how best to proceed in terms of monitoring progress against our recommendations and securing the best possible outcomes.

Our recommendations have been formed based on the evidence and information gathered via the Flood Summit. As was intended, the Summit generated a number of areas for further consideration and exploration and consequently a number of these recommendations require further, more detailed work. However, members of the Steering Group are keen to maintain the momentum of this project and are aware that for those affected by flooding issues, a timely response is critical. To this end, the Steering Group have allocated a time frame for each recommendation and the Steering Group will retain an overview of progress against each recommendation.

The outcomes/recommendations fall broadly into two categories; those which can be actioned locally at a Somerset level and those which need to be taken forward at a more national level.

Economic Impact and improved infrastructure

Nationally the emphasis is on the economic case for improved flood management arrangements. Several examples were given at the Flood Summit of the need for improved infrastructure in the County from main roads to main train lines. Delegates at the Summit were informed that SCC are currently preparing a study of the economic impact of the December Flooding – this empirical data will hopefully support the anecdotal evidence given at the Summit of the significant economic impact of the flooding and further support calls for additional flood management funding.

We recommend that discussions with the Heart of the South West Local Enterprise Partnership (LEP) are initiated to look at the contribution the business community across the region can make to improving the infrastructure - it was not only Somerset that was adversely affected when the mainline train route was compromised by flooding around Curry Moor / Lyng and Burrowbridge and that national bodies such as Network Rail should be actively involved in these solution based discussions.

In addition, we recommend that all opportunities to secure Partnership Funding are actively pursued. In May 2011, DeFRA announced a new approach to funding capital projects that reduce flood risks – Flood and Coastal Erosion Resilience Partnership Funding (Partnership Funding). This policy allows risk management authorities to apply for grant in

aid and encourages them to secure funding from other sources. The main purpose behind introducing Partnership funding was to:

- Make sure that investment is not constrained by what government alone can afford to do;
- Increase certainty and transparency over the level of DeFRA funding for each project;
- Leverage further investment towards worthwhile projects;
- Allow a greater level of local ownership and choice;
- Encourage more cost-effective solutions; and
- Better target Defra funding towards areas at significant risk.

We feel that any project to protect and improve Somerset's Infrastructure would meet this criteria.

Insurance Industry

Although the Summit was very well attended by a wide range of bodies, representatives from the insurance industry were notable by their absence – despite repeated requests for them to attend. Many of the agricultural, business and community delegates attending the Summit raised a number of questions relating to securing adequate insurance in the future and the role of the insurance industry in flood prevention work. Due to the importance of this issue, the **Steering Group recommend that further work is undertaken to engage with the Insurance industry both at a county level and nationally.** The Steering Group are aware of the ongoing national discussions between the Government and Insurance industry and would urge the Somerset MPs who attended the Summit to represent the interests of Somerset businesses and communities in these on-going discussions. **At a county level, we recommend that the Insurance Industry are asked to participate in the wider economic impact discussions outlined in recommendationof this report.**

Media Coverage

Delegates at the Summit stated that the flooding attracted a significant amount of local and national media coverage, and whilst most of the reporting was an accurate reflection of events, there was some sensationalist coverage which some feel has had a negative economic impact (tourists cancelling bookings because they don't think Somerset is 'open for business' etc.). Additionally, other businesses have said that clients have cancelled orders because of mis-reporting (wedding venues etc.).

The information given to the Steering Group seems to indicate that this issue could be somewhat improved if the number of information sources was reduced. This would naturally occur anyway if the co-ordination of information proposed by the single Somerset Flooding Information Point (see recommendation) is introduced. **The Steering Group recommend that a press protocol is devised, advising those dealing with media enquiries how to respond effectively.** Such a protocol would direct all enquires to the single information point to ensure consistent information is given – this will of course rely on the full commitment of all the relevant agencies to accurately maintain the single information point. In addition to this, all those in contact with the media will be briefed on the need to reinforce positive messages about those areas which remain accessible and the positive steps being taken to actively manage the flooding situation.

Lead Flood Authority role and responsibilities.

The Flooding events of 2012 reminded us that flooding is a serious on-going risk for Somerset Communities. The Flood and Water Management Act 2012 implemented many of the recommendations of the Pitt Review into the 2007 floods. The Act clarified the roles and responsibilities for the management of flooding and introduced some new duties.

The Steering Group recommend that further work is undertaken to fully understand what progress has been made in Somerset towards implementing the full range of duties and responsibilities included in the Act.

One such duty is the preparation of the local flood risk management strategy. Such a strategy should describe the flood risk in an area and set out the actions that will be taken to manage it. Local strategies will help prioritise investment decisions and provide information on how flood risk will be managed. They provide a starting point for Lead Flood Authorities to engage with communities. Guidance from Defra and the Local Government Association states that local strategies are expected to take between 12-18 months to complete. According to the most current Environment Agency data, Somerset County Council's strategy preparations are *'in progress'*.

The Flood and Water Management Act was enacted in October 2010. In a recent letter to all Lead Flood Authorities, the Minister for Natural Environment – Richard Benyon MP, stated that whilst flooding events of 2012 may have diverted some resources away from policy preparation, he would encourage '...Lead Flood Authorities to get your strategies into the public sphere by Autumn 2013 so that communities can see the local arrangements in place for tackling flooding and what they can do to help themselves'.

In terms of funding flood management work -DeFRA figures state that in 2013-14 Somerset as a Lead Flood Authority will receive £461,000 – **we recommend that further work is undertaken to look at how this money is committed and what accountability measures are in place? Also, how is this figure calculated and is it adequate based on the risks /actions identified in the Somerset local flood risk management strategy?**

We recommend that in order to support the Lead Flood Authority in preparing the necessary strategy and policy documents, drafts are submitted to the Steering Group for consideration at an appropriate stage. This will ensure effective consultation with the constituent district authorities and that the pertinent issues already identified by this review are reflected in the emerging strategies.

Flood Mapping

As part of this review of the roles and responsibilities of the Lead Flood authority, **we recommend that the Steering Group considers the information that the Environment Agency and the Lead Flood Authority have been doing to generate a new generation of surface water flood maps for England in compliance with the Flood Risk Regulations 2009.** DeFRA are keen that this information is shared with district authorities to ensure all local knowledge is effectively captured and this can be achieved by reporting through this Steering Group.

Dredging

Prior to the Summit, the Steering Group felt that one issue would perhaps dominate – that of dredging the rivers Parrett and Tone, as there had been a significant amount of coverage of this issue in the local and national media. As mentioned in the main body of this report, great care was taken to ensure that this issue did not overshadow any other equally as pertinent issues. However, on the day of the Summit, the Environment Agency opened their presentation by saying that they appreciated the value of dredging (a change from their previous stance on this issue) and that now efforts needed to be concentrated on sourcing adequate funding.

The Steering Group are of the opinion that there is no value in looking at the historical reason behind dredging, or lack thereof, but that in order to secure the best outcomes for our communities in the future, we should in effect accept that ‘ we are where we are’.

To this end, the Steering Group recommend that discussions are had as soon as possible to identify practical and innovative sources of funding. The Wessex Regional Flood and Coastal Committee has recently identified some funding to ‘kick start’ a dredging fund and this now needs to be built upon. We recommend that all potential partnership funding sources are fully explored and progress is regularly reported to the Steering Group.

As part of the continuation of the Joint Steering Group’s work, **we recommend that further work is carried out to ascertain the exact cost of dredging and realistic funding options. Such discussions would move beyond the more familiar territory of who should pay for dredging to who actually can pay. Discussions on this topic should look at contributions from Statutory Flood Management agencies (EA, IDB’s, Local authorities etc) as well as the business sector and community enterprises.**

Disaggregation of Drainage Levy

District or Unitary Council’s pay a levy to Internal Drainage Boards (IDB’s), funded from Council Tax. The scale of the levy is determined by the IDB and at present and Councils are obliged to pay this levy.

This aggregation creates difficulty for Council’s, as any increase of IDB levy would need to be funded within the limit of increase permitted to Council Tax without referendum (this limit was formerly imposed by way of a ‘cap’). This issue is compounded where a need exists for Council’s to increase Council Tax for their own requirements.

There is potential that Government may introduce a requirement that IDB’s gain the agreement of Council’s on any proposed increase in the drainage levy, but in reality this would not overcome the difficulties described above, as many Council’s would be reluctant to decline requests from IDB’s for an increase.

It would be preferable for the IDB levy to be disaggregated, and for IDB’s to be permitted to precept for the funds they require. This would provide a greater degree of transparency for tax payers and enable Council’s and IDB’s an appropriate degree of financial independence.

Somerset recommendations

More locally, the Steering Group received considerable positive feedback from those attending the event about the presentations given in the morning session of the Summit. As detailed in this report, these presentations outlined the main roles and responsibilities of the key flood management agencies. Feedback from delegates asked if this information could be reproduced in an easy to understand format and made publicly available. In addition, numerous delegates raised concerns that whilst all the information is undoubtedly available, it is hard to know where to find it, especially at a time of crisis.

We recommend that a single ‘Somerset Flooding Website’ is created, to be hosted by the Lead Flood Authority to ensure effective consistent advice and information is given across the County.

Community Resilience

The Community Resilience Workshop was well attended and very positive – delegates were keen to learn what they could do to help their own communities. The Steering Group feel it is important that this enthusiasm and positivity is maintained and **that a higher profile is given to the recently formed Community Resilience in Somerset Project to ensure that as many communities as possible are supported.** Two parishes have already been included in the programme as a result of the Somerset Flood Summit and this could be expanded.

There were a number of issues raised during this workshop that we would like to see addressed as a matter of some urgency. Once answered, the information could usefully form a self- help guide for communities and **we recommend that a further information event is held for Parish Councils and communities, facilitated by Avon and Somerset Police, Devon and Somerset Fire and Rescue and Somerset County Council covering the following points:**

- Public Liability - what can the public be empowered to do in times of flood and how is this achieved (road closures, flood alleviation etc)
- What resources can be provided to communities – signage etc
- Advice on the use of vehicles in flood water – 4x4 community response vehicles etc
- Definitive information on Road Closures – and what happens if signage is ignored.

Unfortunately, Somerset was not chosen to be part of the DeFRA funded Flood resilience Community Pathfinder Scheme. Participation in this scheme would have addressed many of the issues identified by the Flood Summit. **Every effort must now be made to ensure that the information produced by the thirteen local authorities who were chosen is carefully monitored and appropriately applied to Somerset.**

Summary of recommendations

The Joint Flooding Steering Group recommends that:

1. That the report on the economic impact of the 2012 flooding events is reported to the Steering Group as soon as is practicable.
2. Discussions with the Heart of the South West Local Enterprise Partnership (LEP) are initiated to look at its contribution to improving the infrastructure - it was not only Somerset that was adversely affected when the mainline train route was compromised by flooding around Curry Moor / Lyng and Burrowbridge and that national bodies such as Network Rail should be actively involved in these solution based discussions.
3. In addition, we recommend that all opportunities to secure Partnership Funding (under the Defra Flood and Coastal Erosion Resilience Partnership Funding initiative) are actively pursued.
4. That Somerset is actively represented by all agencies, including our MPs in government level discussions to ensure that insurance against flooding remains widely available and affordable and the Insurance industry is encouraged to positively engage in flood management discussions to ensure better flood prevention.
5. That a press protocol is devised, advising those dealing with media enquiries how to respond effectively and to promote the 'Somerset is open for business' message at times of flooding.
6. That in order to support the Lead Flood Authority in preparing the necessary strategy and policy documents as required by the Flood and Water Management Act, drafts of key documents are submitted to the Steering Group for consideration at an appropriate stage. This will ensure effective consultation with the constituent district authorities and that the pertinent issues already identified by this review are reflected in the emerging strategies.
7. That further work is undertaken to look at how the £ 461,000 allocated by Defra to Somerset County Council as a Lead Flood authority money is committed and what accountability measures are in place? Also, how is this figure calculated and is it adequate based on the risks /actions identified in the Somerset local flood risk management strategy?
8. That the Steering Group considers the work that the Environment Agency and the Lead Flood Authority(SCC) have been doing to generate a new generation of surface water flood maps for England in compliance with the Flood Risk Regulations 2009.

9. That discussions are had as soon as possible to identify practical and innovative sources of funding for a renewed programme of dredging in Somerset and that further work is carried out to ascertain the exact cost of dredging and realistic funding options. Such discussions would move beyond the more familiar territory of who should pay for dredging to who actually can pay. Discussions on this topic should look at contributions from Statutory Flood Management agencies (EA, IDB's, Local authorities) as well as the business sector and community enterprises
10. That a single 'Somerset Flooding Website' is created, to be hosted by the Lead Flood Authority to ensure effective consistent advice and information is given across the County.
11. That a higher profile is given to the recently formed Community Resilience in Somerset Project to ensure that it supports as many communities as possible and that the Lead Flood Authority can use the project as a basis for implementing a more sustainable model similar to those operated in other areas such as North Somerset.
12. That a further information event is held for Parish Councils and communities, facilitated by Avon and Somerset Police, Devon and Somerset Fire and Rescue and Somerset County Council covering the following points:
 - Public Liability - what can the public be empowered to do in times of flood and how is this achieved (road closures, flood alleviation etc)
 - What resources can be provided to communities – signage etc
 - Advice on the use of vehicles in flood water – 4x4 community response vehicles etc
 - Definitive information on Road Closures – and what happens if signage is ignored.
13. That the Lead Flood Authority leads the preparation of a Riparian Owners Information Sheet to be made available to land owners and householders, containing information about Riparian responsibilities and sources of guidance or support.
14. That consideration is given by the Somerset Water Management Partnership (SWMP) to incorporating within its constitution the need for it to take a strategic overview of the issues raised at the Flooding Summit and in this report.

Somerset Flood Summit

Final report

Appendices

Meeting Etiquette

The Somerset Flooding Summit Steering Group want to make sure that everyone attending the event have a positive experience. We are aware that many of you are passionate about the very important issues the Summit will cover and we want to make sure that everyone gets an opportunity to make a positive and constructive contribution.

With this in mind, we have drawn up this **Meeting Etiquette** which we ask all delegates to observe:

A meeting is as successful as the positive contributions of its members. These practical steps will ensure everyone gets the most out of the opportunity:

- Meetings are for the benefit of all and no one person has the right to dominate or be disruptive. People should be addressed courteously and should feel comfortable enough to make their contributions;
- Whilst the Chair is finally responsible for managing the meeting, it is everyone's responsibility to make the Chair's job as smooth as possible for the good of all. The Chair will aim to ensure that meeting times are managed well so that everything can run to time. They also need to manage contributions, keep contributors from repeating themselves, and ensure a few individuals do not monopolise the time. This will ensure that equality and courtesy are maintained.
- Everyone should be aware of other people's rights to be treated with courtesy. Nobody should feel bullied or insulted or be verbally attacked. Should anyone disagree with someone else, then there is a friendly and courteous way to disagree;
- Those wishing to speak should signal their intention to the chair and wait to be invited to speak. Before speaking, you should construct the points you wish to make and stick to them, speaking for as short a time as possible without repetition whilst using clear, non-defamatory language. The Chair will need to take firm line with people who speak without waiting for an invitation, but the Chair will also need to be aware of any difficulty, for example sight or hearing impairment.
- The Chair has a duty to stop disruptive practices and can ask those displaying unacceptable behaviour to leave – this would always be a last resort.
- In group discussion, each participant should make space for all others who so wish, to have a chance to contribute.
- Be open to innovation and prepared to learn from others.

We ask that all those attending today will:

- Really listen to what people say
- Make any criticisms constructively
- Contribute at least once; and
- Make the most of this opportunity

Community Resilience Workshop

The Session began with introductory presentations from the agency representatives present:

Devon & Somerset Fire & Rescue

- Community resilience is important as during a large scale flooding event, it is inevitable that agencies may be swamped and in any case can't be everywhere at once.
- Fire & Rescue services have a statutory responsibility with the other 'blue light' agencies to lead during the emergency phase of incidents such as flooding.
- Fire & Rescue services also do everything they can to prevent flooding by seeking to identify risks in the community and enabling communities to assist themselves during the acute phase in particular
- If risk to life not present, no duty to rescue people from flooding, but in reality fire & rescue services will do everything they can to help
- Are lobbying Government to provide clarity as to which agency has responsibility for rescuing people from floods
- Fire & Rescue services are concerned that if homes are cut off by severe flooding, that they may be unable to fulfil their statutory duty.
- Are working with communities on prevention initiatives, by visiting homes they think may be at risk and identifying changes or improvements needed to make people safer, such as homeowners turning electricity off when flooded.

Avon & Somerset Police

- As with many agencies, the Police are suffering budget cuts so haven't got the resources to deal with spontaneous flooding events unless it becomes a civil contingencies issue.
- Motorists becoming stuck in floods becoming a drain on resources for the police – considering issuing fines to motorist who do not heed 'road closed' signs.
- Police piloting giving authority to community groups to close roads in cases of flooding.

Environment Agency

- The EA are working with communities to help them help themselves by developing community flood warden schemes and flood plans. This work is not restricted to parish councils – can be any suitable community group.

Civil Contingencies

- Recognises the crucial role community resilience has to play in coping with serious flooding events – particularly during the acute phase
- Schemes where Parish Councils help to find accommodation for people displaced by flooding have proven to be successful – would like to try more widely.
- Keen to gather ideas as to equipment / skills communities need in order to become more resilient.

The session was then opened up to wider discussion, with key points as follows:

- Clearing timber which has fallen into watercourses or onto highways more quickly could help prevent flooding to homes – there is a problem with this caused by parishes being uncertain where they stand legally on doing this type of work on highways/ivers?
- Vehicles driving through floods too quickly causing bow waves is a problem as this can cause homes to flood – roads need to be closed sooner in order to prevent this?

(Note: Police added that they can empower people to make enforceable road closure – this was well supported by attendees)

- Clarification needed on legislation in terms of managing risks associated with community resilience activity.
- Many people get stuck when trying to drive through floods due to underestimating the depth. Could markers be installed on roads to assist drivers in judging the depth of flood waters?
- Gullies being blocked is exacerbating the problem
- Communities recognise that in times of widespread flooding, they are on their own and are keen to develop resilience
- 4x4 vehicles have proven to be essential during serious flooding for getting supplies through to vulnerable people, however, it is important for drivers to be aware of the need to go through floods slowly in order to avoid pushing water over defences (sand bags etc) into people's homes.
- People need to be made aware of the dangers of walking through floods as they don't know how deep the water is or may fall down/over submerged obstacles
- Communities need their own supplies to make sandbags rather than relying on DC's

Discussion across the group on this issue – question: used sandbags are contaminated, how / where should they be disposed of?

- There is often a strong community spirit, but liability is a real fear for people, which can stifle this. Agencies need to give clear advice on this – they either need to devolve greater responsibility to communities or be more responsive.

Discussion across the group expressing strong agreement with this statement and expressing dissatisfaction with the poor performance of the County Council for not clearing out drains more regularly.

- Somerset County Council are piloting a scheme where GIS equipment is given to parishes for them to pin-point the position of the drains which in their view are of greatest priority for clearing.
- Somerset County Council only clear the drains themselves, not the pipes leading away from the drain *Question: how do we find out who is responsible for the pipes leading away from drains?*
- Parishes need agencies to produce advice sheets 'how to help yourselves' and clear advice on who to go to under various circumstances
- Somerset County Council need to coordinate the clearing of gullies better

Discussion across the group, giving examples of occasions where the gully clearing crews had been undertaken incompletely and inefficiently – the group speculated that the way in which the contract is managed could be the cause of these issues.

- Communities found that the Environment Agency river level readings on their website were not up to date enough – usually over an hour out of date.

Environment Agency representative informed the group that they agreed that data needed to be as 'live' as possible and that they were already working to improve this nationally.

Conclusions

The group agreed that there is a strong desire from communities to be able to develop greater resilience and increase self-sufficiency during major flooding events. The group recognised that during such events, it was unrealistic to expect the agencies to be everywhere at once due to resource limitations. Hand in hand with this recognition came a frustration from the group that the agencies also needed to accept that if they could not meet community needs fully during these circumstances, that they needed to 'let go' and empower communities to help themselves. In order to be able to achieve this, the group agreed the following were needed:

1. Clarity is needed urgently on which agency people should go to under various circumstances for help. The websites of all relevant agencies are unclear and confusing at present – the agencies should work together to resolve this and ensure common terms and simple language are used.
2. Agencies need to work together with communities to support them towards creating practical and resourced plans
3. Agencies need to provide support to communities to realise these plans, this could be
 - Equipment

- Financial Support
 - Training / advice
4. Agencies need to provide reassurance to communities on liability – this may need deregulation at national level.

Business Continuity and Economic Impact Workshop

Main Issues

- Business unable to get insurance (not an act of god)
- £180 million in economic losses – based on SW Chambers figures
- Evidence of businesses having to close
- Loss of crops and produce
- Redundancies and total business failures
- Common messages and stats needed
- Somerset will become known to potential investors as somewhere it is too risky to invest
- £1000 per acre of agricultural land under water
- Need to be able to put together a credible business case to the treasury for greater government support
- Danger the compensation approach will drain public resources that could be better spent on prevention
- Recovery and Self help
- Investment in own resilience / adaption for agriculture
- What can be done nationally?
 - Need political commitment to overarching management plan
 - Establish position on underwriting insurance claims

Priorities for improving vulnerable infrastructure

- Assemble economic business case for dredging investment (£5 million capital, £270k for 2 year's maintenance)
 - Combination of funding sources and ensure local budgets agreed priorities
- May need to de-prioritise drainage in wettest areas in order to focus local budgets for biggest impact.

What can businesses do for themselves?

- Looking at their own resilience – **Investment** – adapting agricultural practices

What should be done to support businesses to recover from floods?

- Prevention better than cure
- Better business advice – insurance advice
- Personal level protection – parish level purchase of individual flood prevention equipment

What can be done nationally?

- Get government funding – get rural issues on the agenda – if such large areas of urban economic land were at risk of flooding - there would be greater government support
- Long term management plan (commitment)
- Change in criteria to trigger investment
- Outcome of discussions between insurance and government for underwriting insurance claims
- Better guidance on contingencies plans from insurance companies to make firms insurable
- Stressing the case about the importance of agricultural land – food security

Priority actions –

- If we find £5 million, would there be any barriers to starting the dredging asap ?
- Rapid assembly of economic business case
- Review all budgets against priorities
- Improve vulnerable infrastructure
 - o Strong business case for dredging – initial £5 million (capital) £270k every 2 years for regular maintenance
 - o Do we continue to carry out drainage in the wettest areas (adaption?)
 - o Can we attract European funding?

Interagency Working Workshop

What can be done to improve inter-agency working to improve flood responses?

- Constant flow of accurate and timely information – imperative that it is relevant information
- More information required for planning purposes
- Pre-planning maps / ditches / clearance screens etc
- Strategic Flood Risk Management Group – increased profile / direction / sub groups etc
- Need a single point of contact
- The problem is not operational – need to work through the above points and that should lead to single point of info for everybody to feed into. Sharing critical pieces of information
- National support
 - o Dredging of main water courses
 - o Appropriate equipment and training available to emergency services

Flood prevention Workshop

- Add an objective to the New Land Management Scheme (operated by DEFRA?NE and developed to replace environmental stewardship) the new objective would be flood prevention / alleviation.
- Attenuation of water at a higher level (electricity use)
- Attenuation to whole water management (upper and lower catchment areas) Parratt catchment project

- Better understanding how the level hydraulically work
- If proposals which would provoke the Reservoirs Act would be low risk should be considered
- Better DEFRA guidance regarding volumes not just quantity – land management schemes.

Somerset Flood Summit

Outcome Action Plan

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
<p>That the report on the economic impact of the 2012 flooding events is report to the Steering Group as soon as is practicable.</p>					
<p>That discussions with the Heart of the South West Local Enterprise Partnership (LEP) are initiated to look at the contribution the business community across the region can make to improving the infrastructure - it was not only Somerset that was adversely affected when the mainline train route was compromised by flooding around Curry Moor / Lyng and Burrowbridge and that national bodies such as Network Rail should be actively involved in these solution based discussions.</p>					
<p>In addition, it is recommended that all opportunities to secure Partnership Funding (under the Defra Flood and Coastal Erosion Resilience Partnership Funding initiative) are actively pursued.</p>					

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
<p>That Somerset is actively represented by all agencies, including our MPs in government level discussions to ensure that insurance against flooding remains widely available and affordable and the Insurance industry is encouraged to positively engage in flood management discussions to ensure better flood prevention.</p>					
<p>That a press protocol is devised, advising those dealing with media enquiries how to respond effectively and to promote the 'Somerset is open for business' message at times of flooding</p>					
<p>That in order to support the Lead Flood Authority in preparing the necessary strategy and policy documents as required by the Flood and Water Management Act, drafts of key documents are submitted to the Steering Group for consideration at an appropriate stage. This will ensure effective consultation with the constituent district authorities and that the pertinent issues already identified by this review are reflected in the emerging strategies.</p>					

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
<p>That further work is undertaken to look at how the £ 461,000 allocated by Defra to Somerset County Council as a Lead Flood authority money is committed and what accountability measures are in place? Also, how is this figure calculated and is it adequate based on the risks /actions identified in the Somerset local flood risk management strategy?</p>					
<p>That the Steering Group considers the work that the Environment Agency and the Lead Flood Authority(SCC) have been doing to generate a new generation of surface water flood maps for England in compliance with the Flood Risk Regulations 2009.</p>					
<p>That discussions are had as soon as possible to identify practical and innovative sources of funding for a renewed programme of dredging in Somerset and that further work is carried out to ascertain the exact cost of dredging and realistic funding options. Such discussions would move beyond the more familiar</p>					

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
territory of who should pay for dredging to who actually can pay. Discussions on this topic should look at contributions from Statutory Flood Management agencies (EA, IDB's, Local authorities) as well as the business sector and community enterprises					
That a single 'Somerset Flooding Website' is created, to be hosted by the Lead Flood Authority to ensure effective consistent advice and information is given across the County.					
That a higher profile is given to the recently formed Community Resilience in Somerset Project to ensure that it supports as many communities as possible and that the Lead Flood Authority can use the project as a basis for implementing a more sustainable model similar to those operated in other areas such as North Somerset.					

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
<p>That a further information event is held for Parish Councils and communities, facilitated by Avon and Somerset Police, Devon and Somerset Fire and Rescue and Somerset County Council covering the following points:</p> <ul style="list-style-type: none"> • Public Liability - what can the public be empowered to do in times of flood and how is this achieved (road closures, flood alleviation etc) • What resources can be provided to communities – signage etc • Advice on the use of vehicles in flood water – 4x4 community response vehicles etc • Definitive information on Road Closures – and what happens if signage is ignored. 					
<p>That consideration is given by the Somerset Water Management Partnership (SWMP) to incorporating within its constitution the need for it to take a strategic overview of the issues raised at the Flooding Summit and in this report.</p>					

Steering Group recommendations	Proposed Action	Who will be responsible for action?	What is the desired outcome?	What resource(s) will be required?	Date to be completed by
That the Lead Flood Authority leads the preparation of a Riparian Owners Information Sheet to be made available to land owners and householders, containing information about Riparian responsibilities and sources of guidance or support.					

DRAFT

Scrutiny Committee – 2 July 2013

11. Avon and Somerset Police and Crime Panel (PCP)

At the Scrutiny Committee meeting in January 2013, it was agreed updates on the PCP would be provided twice a year.

Scrutiny Committee member, Cllr Tony Lock, is the SSDC representative on the Avon and Somerset Police and Crime Panel. Cllr Lock will give a verbal update report to the Scrutiny Committee.

Scrutiny Committee – 2 July 2013

12. Verbal update on Task and Finish reviews

The Task and Finish Review Chairs will give a brief verbal update on progress made.

Current Task & Finish Reviews

- Council Tax Benefit Reduction
- Countywide review of the Somerset Homelessness Strategy
- Countywide review of flooding

Future reviews

- Business Rates - Discretionary Rate Relief (likely to commence in near future)
-

Scrutiny Committee – 2 July 2013

13. Update on matters of interest

Lead Officers: Emily McGuinness, Scrutiny Manager
Jo Gale, Scrutiny Manager

Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566 or
joanna.gale@southsomerset.gov.uk or (01935) 462077

Action Required

That members of the Scrutiny Committee note the verbal updates as presented by the Scrutiny Manager.

Purpose of Report

This report is submitted for information to update members of the committee on any recent information regarding matters of interest to the Scrutiny Committee, and for the Scrutiny Manager to verbally update members on any ongoing matters.

Updates

The Committee will be verbally updated about ongoing matters including:

- Health Scrutiny
-

Scrutiny Committee – 2 July 2013

14. Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
TBC	Health Scrutiny	✓		At the Scrutiny Committee meeting on 4 December 2012, the Scrutiny Manager suggested that a report be made regarding suggestions for Health Scrutiny arrangements in Somerset (as a result of attendance with the Scrutiny Chairman at a Scrutiny Network meeting)	Emily McGuinness, Scrutiny Manager
TBC	Monitor the implementation of the recommendations of the HomeFinder Somerset Review	✓		To give Scrutiny members an opportunity to ensure their recommendations as accepted by the HomeFinder Somerset Board are being implemented as stated.	Jo Gale Scrutiny Manager Ric Pallister – Portfolio Holder - Leader, Strategy and Policy
TBC	Localism – relationship between tiers of local government (County / District / Town and Parish) to ensure effective working	✓		Initial presentation to full Scrutiny Committee on the relevant legislative changes and how SSDC are planning to implement them.	Emily McGuinness, Scrutiny Manager
7 Jan '14	Police and Crime Panel (PCP)	✓		Scrutiny Committee in January 2013 agreed updates on the PCP would be provided twice a year. Cllr Tony Lock (SSDC representative on the Police and Crime Panel) will give a verbal update report.	Cllr Tony Lock

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
Spring '14	Update report on the site management of the Gypsy Park Homes at Ilton and Tintinhull	✓		At the Scrutiny Committee meeting on 7 May 2013 members received an update on the management of park home sites and requested a 12 monthly report on this issue.	Steve Joel, Assistant Director (Health & Well being) Ric Pallister – Portfolio Holder - Leader, Strategy and Policy

Task & Finish Reviews

Date Commenced	Title	Members
March 2012	Council Tax Benefit Reduction	Carol Goodall – Review Chair Sue Steele, Dave Bulmer, Sue Osborne Jenny Kenton, David Norris, Colin Winder
April '13	Countywide Review of the Somerset Homelessness Strategy	Sue Steele, Derek Yeomans, Carol Goodall David Norris, Colin Winder, Graham Middleton Paul Maxwell
To be confirmed	Business Rates - Discretionary Rate Relief	To be agreed

Scrutiny Committee – 2 July 2013

15. Somerset Waste Board – Forward Plan (published on 17 June 2013)

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
<i>Forward Plan reference:</i> SWB/13/03/02 Proposed decision first published in Forward Plan dated 11/03/13	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Budget Monitoring – Outturn position for 2012/13 and use of balances <i>Decision:</i>		No exempt / confidential information anticipated.	Martin Gerrish Group Manager Environment Finance 01823 355303
<i>Forward Plan reference:</i> SWB/13/03/03 Proposed decision first published in Forward Plan dated 11/03/13	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Performance Monitoring – 2012/13 <i>Decision:</i>		No exempt / confidential information anticipated.	David Oaten Operations Team Leader 01823 625721
<i>Forward Plan reference:</i> SWB/13/03/04 Proposed decision first published in Forward Plan dated 11/03/13	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Health and Safety Update <i>Decision:</i>		No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/03/05 Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board	<i>Title:</i> Internal Audit Charter <i>Decision:</i> To note and approve the Internal Audit Charter	None.	No exempt / confidential information anticipated.	Alastair Woodland Audit Manager SWAP 01823 356160

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
11/03/13	10am, Luttrell Room, County Hall				
<i>Forward Plan reference:</i> SWB/13/03/07 Proposed decision first published in Forward Plan dated 11/03/13	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Waste Board Constitution, Board Membership and Board meeting dates for 2013/14 <i>Decision:</i> To consider any updates to the Waste Board's Constitution, note the Board membership and the proposed meeting dates for 2013/14	SWB Constitution	No exempt / confidential information anticipated.	Scott Wooldridge Governance Manager Somerset County Council 01823 356748
<i>Forward Plan reference:</i> SWB/13/05/01 Proposed decision first published in Forward Plan dated 28/05/13	<i>To be taken on:</i> 24 June 2013 Annual General Meeting <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Harmonisation of Commercial Waste Collection Policy through removal of local arrangements in South Somerset District Council <i>Decision:</i> To agree to delegate authority to the Managing Director to vary the contract	None	No exempt / confidential information anticipated.	Colin Mercer Operations Team Leader 01823 625722
<i>Forward Plan reference:</i> SWB/12/11/02 Proposed decision first published in Forward Plan dated 03/12/12	<i>To be taken on:</i> 27 September 2013 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Service Review Outcome Report <i>Decision:</i> To note and comment on the outcome of the service review	Business Plan and Service Review process report to 29 June 2012 meeting	Yes. Commercially sensitive exempt information may be set out in an appendix to the report. Decision may be held in private.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/01 Proposed decision	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board	<i>Title:</i> Draft Budget 2014/15 <i>Decision:</i> To consider the proposals for the	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
first published in Forward Plan dated 03/06/13	10am, Luttrell Room, County Hall	SWP budget for 2014/15 ahead of consultation			
<i>Forward Plan reference:</i> SWB/13/06/02 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Outline of Business Plan 2014-19 <i>Decision:</i> To consider the key issues for developing the Business Plan 2014-19	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/03 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Financial Monitoring – April 2013 to June 2013 <i>Decision:</i> To note the expenditure against the budgets for 2013/14 and any potential changes	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303
<i>Forward Plan reference:</i> SWB/13/06/04 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Performance Monitoring – April 2013 to June 2013 <i>Decision:</i> To note the tonnage and performance results from April 2013 to June 2013	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/05 Proposed decision first published in Forward Plan dated	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Annual Governance Statement and 2012/13 Statement of Accounts <i>Decision:</i> To approve the Internal Audit Annual Report and Opinion and 2012/13 Statement of	None	No exempt / confidential information anticipated.	Alastair Woodland Audit Manager SWAP 01823 356160

FP Ref / Date proposed decision published in Forward Plan	Date / period when decision due to be taken and by whom (**)	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring a resolution for it to be considered in private and what are the reasons for this?	Contact officer for representations to be made ahead of the proposed decision
03/06/13		Accounts			
<i>Forward Plan reference:</i> SWB/13/06/06 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Fees and Charges 2014/15 <i>Decision:</i> To consider the levels of fees and charges for 2014/15 and make recommendations to partners	None	No exempt / confidential information anticipated.	Steve Read Managing Director Somerset Waste Partnership 01823 625707
<i>Forward Plan reference:</i> SWB/13/06/07 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Business Continuity <i>Decision:</i>		No exempt / confidential information anticipated.	Mark Blaker Business Improvement Officer 01823 625720
<i>Forward Plan reference:</i> SWB/13/06/08 Proposed decision first published in Forward Plan dated 03/06/13	<i>To be taken on:</i> 27 September 13 <i>By:</i> The Waste Board 10am, Luttrell Room, County Hall	<i>Title:</i> Annual Governance Report from the External Auditors <i>Decision:</i> To note the final reports and management responses.	None	No exempt / confidential information anticipated.	Martin Gerrish Finance Officer Somerset Waste Partnership 01823 355303

* - identifies next to the Forward Plan reference any new entries to the plan since the previous weekly plan was published

** - where this is an individual(s) then this will set out their name and role

Scrutiny Committee – 2 July 2013

16. Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 30 July 2013 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
