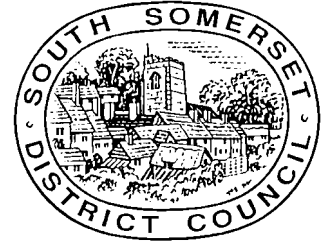


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 2nd July 2015

9.30 am

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

Disabled Access is available at this meeting venue.



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

The public and press are welcome to attend.

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

This Agenda was issued on Wednesday 24 June 2015.

Ian Clarke, Assistant Director (Legal & Corporate Services)

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



INVESTORS IN PEOPLE

District Executive Membership

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

Information for the Public

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

Members of the Public are able to:-

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

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

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - www.southsomerset.gov.uk.

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

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

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

South Somerset District Council – Corporate Aims

Our key aims are: (all equal)

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

District Executive

Thursday 2 JULY 2015

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 4th June 2015.

2. Apologies for Absence

3. Declarations of Interest

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

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

4. Public Question Time

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

5. Chairman's Announcements

Items for discussion

6. **Yeovil Western Corridor Improvement Scheme** (Pages 1 - 9)
7. **Annual Review of SSDC Partnerships** (Pages 10 - 17)
8. **Corporate Grants Report 2014 - 2015** (Pages 18 - 26)
9. **Community Right to Bid - Assets of Community Value** (Pages 27 - 34)
10. **Appointment of Honorary Aldermen - Agreement of Criteria and Rights**
(Pages 35 - 38)
11. **Increase in Councillors on Yeovilton Parish Council - Community Governance Review (CGR)** (Pages 39 - 54)
12. **Monthly News Snapshot** (Page 55)
13. **District Executive Forward Plan** (Pages 56 - 59)
14. **Date of Next Meeting** (Page 60)
15. **Exclusion of Press and Public** (Page 61)
16. **Land adjacent to Steep Holme, Penn Hill Park, Yeovil (Confidential)** (Pages 62 - 68)

Agenda Item 6

Yeovil Western Corridor Improvement Scheme

Executive Portfolio Holder: Councillor Ric Pallister, Strategy and Policy
Strategic Director: Mark Williams, Chief Executive Officer
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officers: Diane Layzell, Senior Land & Property Officer
Contact Details: diane.layzell@southsomerset.gov.uk or 01935 462058

Purpose of the Report

The purpose of this report is to recommend that District Executive agree to the transfer of a number of small sections of the Councils land from Thorne Lane to Preston Road as part of the Yeovil Western Corridor footpath, cycleway and roadway improvements for £1.

Public Interest

As part of the development of land to the north of Thorne Lane, and on-going travel congestion through the western corridor of Yeovil, Highways improvements are needed for Pedestrians Cyclists and Traffic. In order to facilitate this some land within this Council's ownership is needed.

Recommendations

That Area South recommends District Executive approve:

1. The freehold transfer of the areas identified on the plan coloured salmon and a licence to occupy the areas coloured green on the same plan to Somerset County Council Highways for £1;
2. That the land coloured purple on the attached plans is also retained by Somerset County Council Highways;
3. That the legal costs are borne by Somerset County Council.

Background

For many years Somerset County Highways have been looking for ways of improving the route from Watercombe Lane/Bunford Hollow roundabout through to Thorne Lane. Highways now have a scheme, and funding, to address this but do not own all the land needed to facilitate it. As a result they are entering into discussions with various landowners to acquire the sections of land needed, of which SSDC and the Joint Burial Committee are affected landowners.

The majority of South Somerset District Council's land is within the extended Abbey Manor Park development.

WESTERN CORRIDOR IMPROVEMENTS AND THE SSDC LAND NEEDED

As part of the Yeovil Western Corridor improvements some SSDC land is needed to facilitate the scheme. Most of the SSDC land will be used for cycleway and footpath improvements creating a safe cycle route for residents which will mean a route that spans Lyde Road to Thorne Lane safely via the Country Park and Lysander Road. There are small sections of land at junction of Copse Road and the pedestrian crossing into the Football club which are needed to facilitate the road improvement scheme of which we do not yet have final plans for.

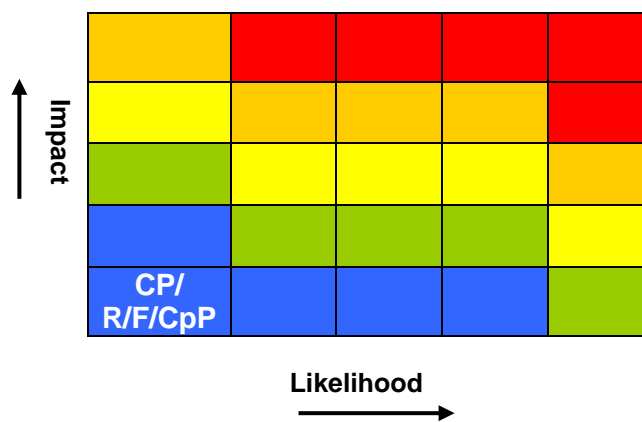
The land need for the scheme is shown on the attached plans and has been coloured salmon, these would need to be transferred into the ownership of Somerset County Highways. There are

then sections of land coloured green which are the work areas needed by the Contractor during construction. These would be a temporary licensed occupation while the works were being undertaken and would be “made good” on completion of the works. The purple colouring on the plan relates to current highways land which will be returned to grass and SSC has requested they are transferred to SSDC. As there is no specific reason for SSDC to retain them it is recommended that SSC retain them.

Financial Implications

Discussions have taken place between SSDC’s Internal Valuer and the District Valuer regarding the value of the land to be transferred. It has been confirmed and agreed that the land in question has only nominal value (£1) with no betterment potential; and arguably is currently a liability as SSDC maintains it at their expense.

Risk Matrix



Key

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

Corporate Priority Implications

Delivering Well-Managed Cost Effective Services:

- Provide even better value for money from our services

Carbon Emissions and Climate Change Implications

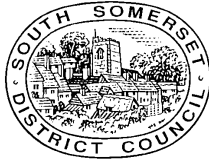
None

Equality and Diversity Implications

The proposal would not only benefit residents of Yeovil in the creation of safe cycleway and footpath but also to those Drivers visiting Yeovil by creating better road infrastructure.

Background Papers

District Valuers report



ASSET SALE APPRAISAL FORM - ONE

Section 1

Name of Asset to be Sold	Project No.
<p>Asset to be disposed of:-</p> <p>Various sections of land within the Parish of Brympton</p> <p>Lead Officer:</p> <p>Diane Layzell, Senior Land and Property Officer</p>	

Section 2

Reason for Sale
<p>Whilst there are strategic reasons for SSDC to retain certain sections of the public open space, the improvements will only benefit residents and their well-being in the future.</p> <p>Meets Corporate Priority:</p> <ul style="list-style-type: none"> • Deliver well managed cost effective services valued by our customers

Section 3

Income From Sale	
Gross Income from Sale	£ 1.00
Less Cost of Sale e.g. valuation fee	£ 0
Net Income (cost)	£ 1.00

Section 4

Loss of Rental or Other Income						
	Mgmt Code	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £
Rental Income		0	0	0	0	0
Other Income		Nil	Nil	Nil	Nil	

Section 5

Savings in Costs (annual)
No works or repairs needed

Section 6

Savings in Costs - one off (i.e. urgent major repairs required)
None

Section 7

Financial Analysis – Revenue						
	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	
Interest from receipt	(0)	(0)	(0)	(0)	(0)	
Loss of Income	0	0	0	0	0	
Savings in Expenses						
- Salaries						
- Repairs & Maintenance	Nil	Nil	Nil	Nil	Nil	
- Other						
Total Revenue Cost / (Net saving)	0	0	0	0	0	

Section 8

Scheme Evaluation by Management Team

Section 9

Stage of Project (i.e. Feasibility)
N/A

Section 10

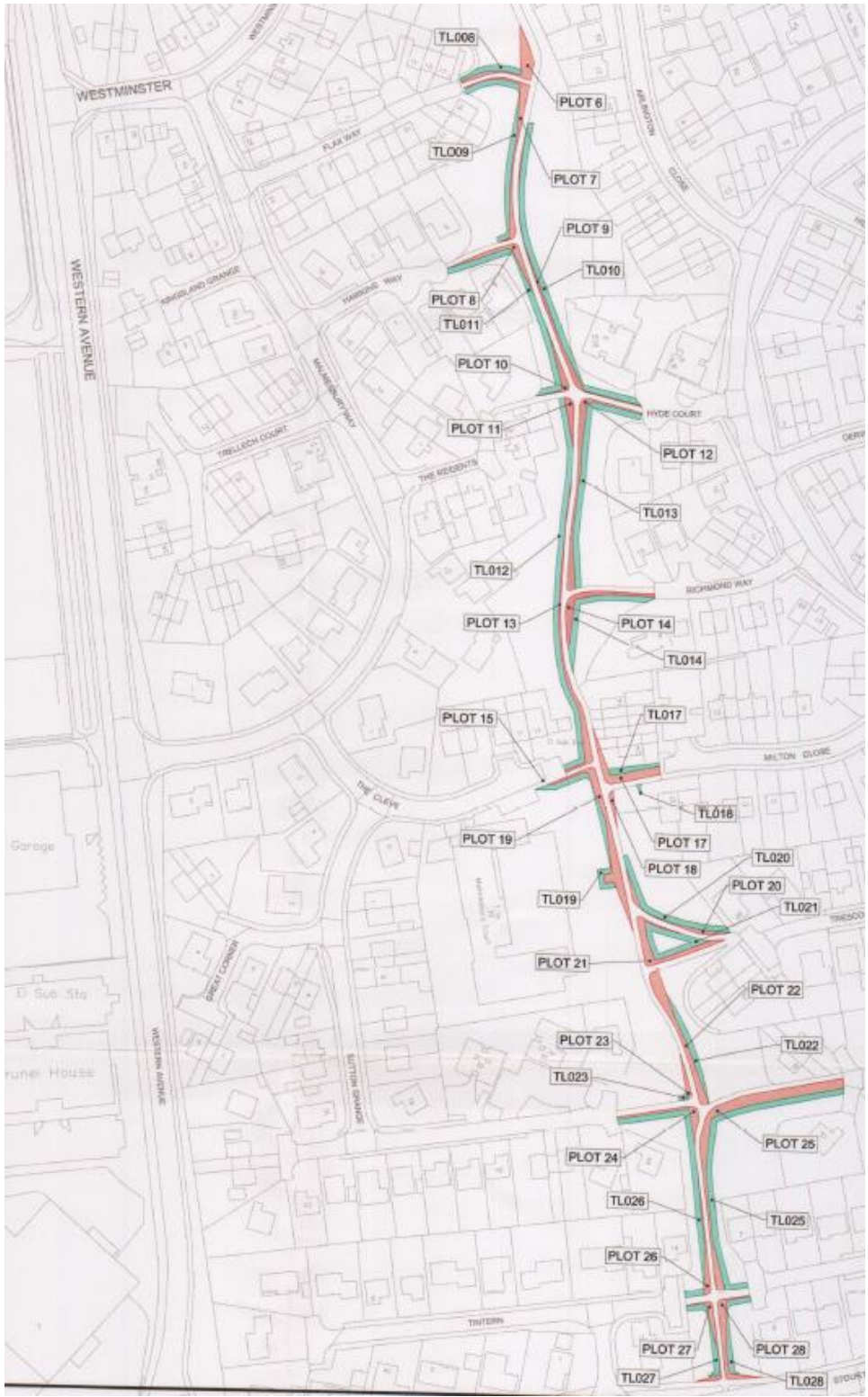
Expected Completion Date
It is hoped that the disposal will complete by the end of the current financial year



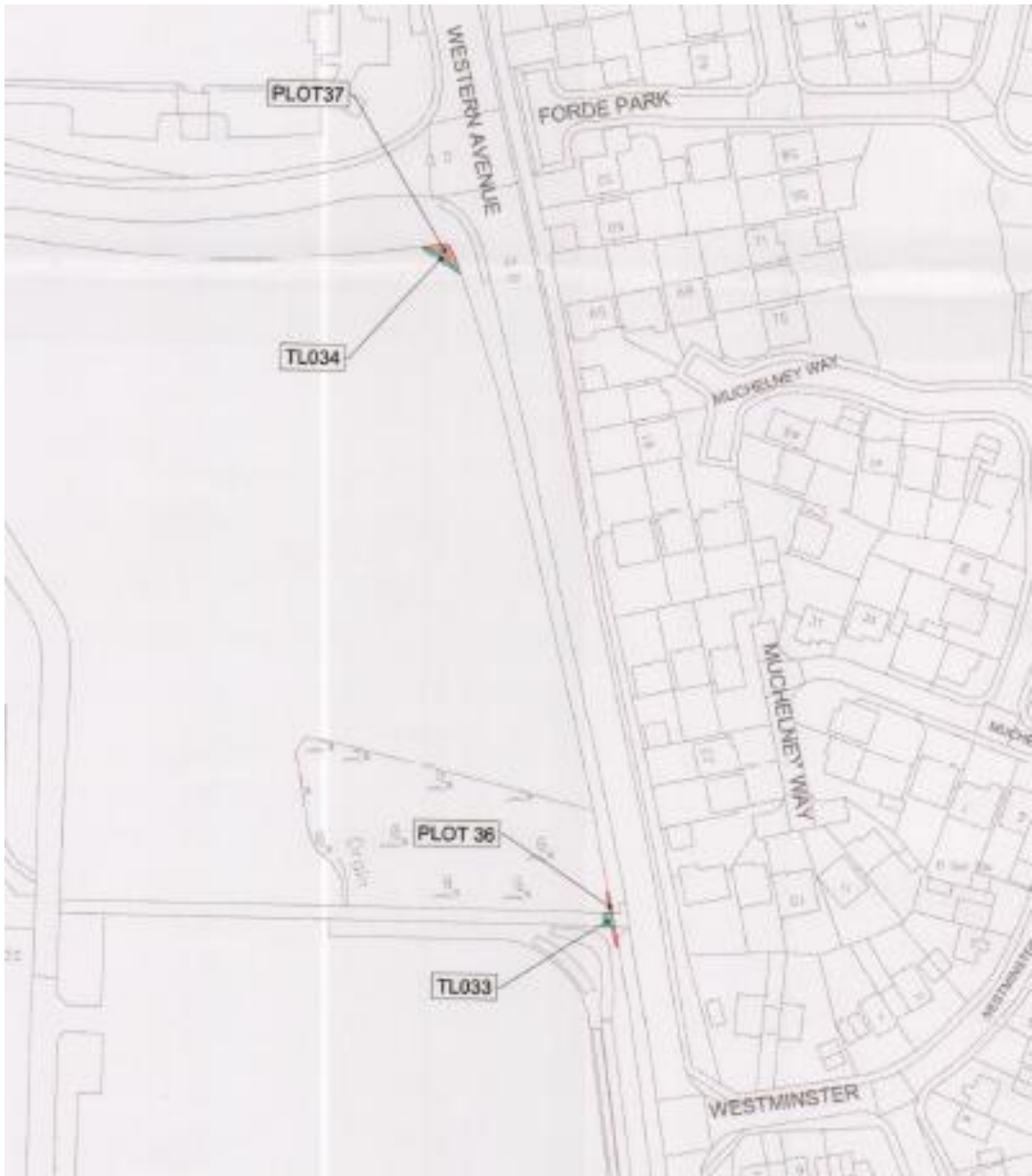
- Salmon – transfer to SCC
- Green – licenced to SCC for works
- Purple – Suggested transfer from SCC to SSDC



Land at the Crematorium



- Salmon – transfer to SCC
- Green – licenced to SCC for works
- Purple – Suggested transfer from SCC to SSDC



Salmon – transfer to SCC
Green – licenced to SCC for works
Purple – Suggested transfer from SCC to SSDC



Agenda Item 7

Annual Review of SSDC Partnerships

Executive Portfolio Holder: Sylvia Seal, Leisure and Culture
Strategic Director: Rina Singh, Place and Performance
Assistant Directors: Helen Rutter/Kim Close, Communities
Lead Officer: Helen Rutter, Assistant Director (Communities)
Contact Details: helen.rutter@southsomerset.gov.uk or 01963 435012

1. Purpose of the Report

1.1 The purpose of this report is to provide District Executive with the annual review of SSDC partnerships.

2. Public Interest

2.1 SSDC works in partnership with a range of organisations to coordinate activity, deliver services and where possible, work more efficiently to tackle issues, which are relevant to more than one organisation. We maintain a Partnerships Register, which records information about each partnership and ensures they are reviewed annually to check their relevance.

3. Recommendation

That the District Executive:

3.1 Notes the annual review process and observations for each of the partnerships on the Partnerships on the Register.

3.2 Adds the Heart of Wessex Leader Programme to the Partnerships Register.

4. Background

4.1 SSDC maintains a Partnerships Register and reviews the governance arrangements/performance of each partnership. Each Partnership is reviewed annually by 31 March. In 2011 the Scrutiny Committee was asked to take a more detailed look at each partnership with the aim of coming up with proposals to rationalise the number of partnerships and improve governance and other arrangements for those remaining on the register.

4.2 Following this, District Executive agreed a definition of a Partnership was agreed:

A partnership is a formal working arrangement involving one or more independent bodies, from any sector, who pool resources and share responsibility for agreeing and then delivering a set of planned actions and outcomes. A formal agreement is made by all partners to work together for specific outcomes.

With other guidance and a list of Partnerships which should remain on the Register was also agreed. It was also set out that an annual review of each of the remaining partnerships should be reported to District Executive or the relevant Area Committee

4.3 A South West Audit Partnership review into SSDC Partnership Arrangements in 2011 has been completed and confirmed that our arrangements are reasonable, with adequate controls.

4.4 In the summer of 2013 some additional fields were added to the TEN monitoring system seeking further assurance about the following aspects:

- Does the Partnership have adequate financial controls?
- Does the Constitution or Partnership Agreement make reference to the General Equality Duty?
- Has a data sharing agreement been adopted by the partnership (if appropriate) or is data sharing covered in the Partnership Agreement?

4.5 A separate review and revised policy on Member representation on outside bodies has been considered by Area Committees and District Executive. Subsequent appointments from June 2014 onwards have been made in the light of that further work.

4.6 This year some updating of the Partnership Approval process documentation has been carried out. Approval is required before a Partnership can be formally registered.

5. Annual Review Process

5.1 The updated list of Partnerships on the Register is attached at Table 2. This sets out both Partnerships of corporate significance that report to DX and Area-based partnerships that report to the relevant Area Committees.

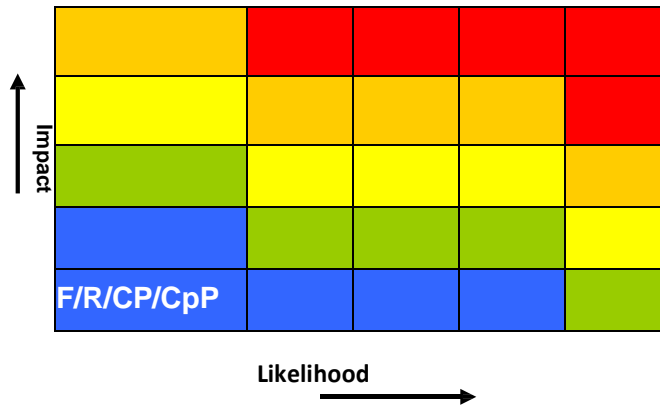
5.2 Since the last review in August 2014 the following notable changes have occurred:

- **The Strategic Partnership Against Hate Crime** has been removed from the register
- **The Yeovil Innovation Centre** has been added to the corporate section of the register
- **Somerset Local Authorities Civil Contingencies Partnership** was reviewed by a Scrutiny Task & Finish Group and reported to DX in February 2015. It was agreed that SSDC would look again at this partnership following the review that is due to be completed in August 2015
- £300k of funding has been achieved for projects within South Somerset through **Somerset Armed Forces Community Covenant Partnership**
- Funding of £1.4million for the period 2015-2020 has been confirmed for the **Somerset Levels & Moors Local Action For Rural Communities Partnership**

6. New Partnerships

6.1 **Heart of Wessex Leader Programme** – This an eligible partnership which should be added to the corporate section of the register. Please see full details appended in **Appendix 1**. EU funding of £1.738 million for the period 2015-2020 has been confirmed for the Partnership.

7. Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
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F = Financial	Blue = Insignificant impact and insignificant probability

8. Financial implications

8.1 None in relation to this report

9. Corporate Priority Implications

- Minimise impact to our residents of the major benefits changes proposed by government
- Make optimum use of resources for home adaptations to enable people to live independently
- Minimise homelessness by providing advice, support and housing options
Provide welfare benefits support and advice to tackle poverty for our vulnerable residents

10. Carbon Emissions and Climate Change Implications

10.1 None in relation to this report

11. Equality and Diversity Implications

11.1 None in relation to this report but individual partnerships need to take account of the general equality duty in conducting their work

12. Background Papers

District Exec Agenda & Minutes: October 2011/June 2012/May 2013/August 2014
Scrutiny Task & Finish group meeting: 15 May 2012

APPENDIX 1

PARTNERSHIP APPROVAL FORM

Service:	Communities
Manager/Lead Officer:	Helen Rutter
Assistant Director:	Helen Rutter/Martin Woods

Type: Minor

Name of Partnership:	Heart of Wessex Local Action Group
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Reports to: Area East Committee
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1. Partners/ Membership	2. Purpose	3. Constitution	4. Partnership agreement/ document	5. Reporting arrangements	6. SSDC Funding £
<p>Majority private sector – up to 15. Core Public/Voluntary Sector – South Somerset DC, Wiltshire Council, Cranborne Chase AONB, Frome TC, Wincanton Community Venture.</p> <p>Reps from following:</p> <ul style="list-style-type: none"> a) Small and micro-business b) Agriculture and farm diversification c) Forestry and woodfuel d) Rural tourism e) Culture and heritage f) Rural services 	<p>To further sustainable rural development within the Heart of Wessex LAG Programme area through:</p> <ul style="list-style-type: none"> a) Preparing, approving & monitoring annual Deliver Plans b) Setting & monitoring detailed budgets for activities, management & administration & animation c) Recommending projects, which have received positive appraisals to Defra for approval d) Overseeing activity that makes the programme inclusive & participatory e) Providing support to the Programme Manager & Programme Management Team 	<p>Informal partnership governed by Terms of Reference.</p> <p>Accountable body Wiltshire Council</p>	<p>Executive Committee Terms of Reference and Defra's Operations Manual</p>	<p>Area East is the lead Area. Reporting links to Areas South and West which have some parishes within LAG area</p>	<p>None.</p> <p>Support in kind via Officer advisory time and access to meeting rooms</p>

7. Total Budget £	8. Risks/Link to Risk Register	9. Objectives & SMART Targets	10. Results	11. Results review date	12. SSDC Corporate Priorities
£1,738,000	TBC	Please see LAG Delivery Plan	New Partnership	March 2016	<p>Focus One: Jobs – strong economy, low unemployment & thriving businesses</p> <p>Focus Four: Health & Communities – healthy, self-reliant & have individuals who are willing to help each other</p>
13. Member Appointment required? Yes/No Yes					

14. Partnership review date: March 2016
Review comments: New Partnership

15. Director approval: Rina Singh
Date:

Partnership Register – July 2015

Partnership	Comments	Reviewed on register by March 2015?	Lead officer	Signed off by A/D?
Partnerships of Corporate significance reporting to the Executive				
Somerset Waste Partnership (SWP)	Performance reviewed at regular SWB meetings, joint scrutiny and February 2015 DX	Yes	Vega Sturgess	Yes
South West Audit Partnership (SWAP)	Will be reported to Audit Committee July 15	Yes	Donna Parham	Yes
Safer Somerset Partnership	Not due to be reviewed until 2016	No	Kim Close	No
Local Strategic Partnership (LSP) South Somerset Together (SST)	All Partners happy with progress, a few minor amendments made to overarching agreement to reflect current practice	Yes	Helen Rutter	Yes
Market Towns Investment Group (MTIG)	The partnership continues to be valued by all its members, providing a framework for shared investment programmes and unique networking opportunities	Yes	Andrew Gillespie	Yes
Homefinder Somerset Partnership & Strategic IT	Partnership still fit for purpose and regularly monitored	Yes	Jon Batty	Yes
Somerset Local Authorities Civil Contingencies Partnership	The partnership was reviewed by a Scrutiny task and finish group and reported to DX in February 2015. It was agreed that SSDC would look again at this partnership following the review that is due to be completed in Aug 2015.	Yes	Pam Harvey	Yes

Partnership	Comments	Reviewed on register by March 2015?	Lead officer	Signed off by A/D?
Somerset Armed Forces Community Covenant Partnership	Reported to District Executive on 5th March 2015 and £300K of funding has been achieved for projects within South Somerset.	Yes	Kim Close	Yes
Chard Regeneration Scheme (Chard Vision)	Regular updates continue to be provided to the Project Board, both on progress towards securing an anchor tenant for the town centre site, as well as progress with CEDA. The relative benefits of amended proposals within the town centre have been reviewed in some detail and negotiations continue with the full support of the Board.	Yes	Martin Woods	Yes
Yeovil Innovation Centre	The 3 Funding Partners (HCA, SSDC and SCC) are finalising a new Business Plan with a report due to go DX in the next few months. The Business Plan will set out the new governance arrangements going forward.	No	David Julian	No
Area-based Partnerships reporting to Area Committees				
Area West				
The Stop Line Way	Whilst most other sections of the route have been established, there has been very little progress moving the Millfield-Forton Section forward.	Yes	Andrew Gillespie	Yes
Blackdown Hills AONB Partnership	A detailed report was presented to Area West Committee in October 2013 and fully supported by Members, who approved continued participation in this partnership.	Yes	Andrew Gillespie	Yes

Partnership	Comments	Reviewed on register by March 2015?	Lead officer	Signed off by A/D?
Area East				
Cranborne Chase and West Wilts Downs AONB Partnership	The AONB management plan has been adopted by SSDC and the Countryside Service at SSDC continues to pay the Annual £350 contribution for Penselwood Parish area.	Yes	Katy Menday	Yes
Heart of Wessex Rail Partnership	Reports taken to both Area East and South Committees. Funding allocated	Yes	Helen Rutter	Yes
Area North				
Somerset Levels & Moors Local Action for Rural Communities	New funding programme confirmed - £1.4m awarded for 2015-2020	Yes	Charlotte Jones	Yes
Area South				
Yeovil Vision	An update on the work of YV is due to go to ASC in July 2015	Yes	Kim Close	Yes
Heart of Wessex Rail Partnership	See comment above under Area East	Yes	Helen Rutter	Yes

Agenda Item 8

Corporate Grants Report 2014 - 2015

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh
Assistant Director: Kim Close/Helen Rutter
Service Manager: Kim Close/Helen Rutter
Lead Officer: Kim Close/Helen Rutter
Contact Details: Kim.close@southsomerset.gov.uk or 01935 462708
Helen.rutter@southsomerset.gov.uk or 01963 435012

Purpose of the Report

To inform members of the overall spend on voluntary sector grants in 2014/15.

Public Interest

Our successful grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. This can include anything from covering the cost of hiring a room/pitch or equipment to help to start new activities, to creating or improving local recreation facilities and refurbishment of community halls and meeting.

Recommendations

That Members to note the report.

Background

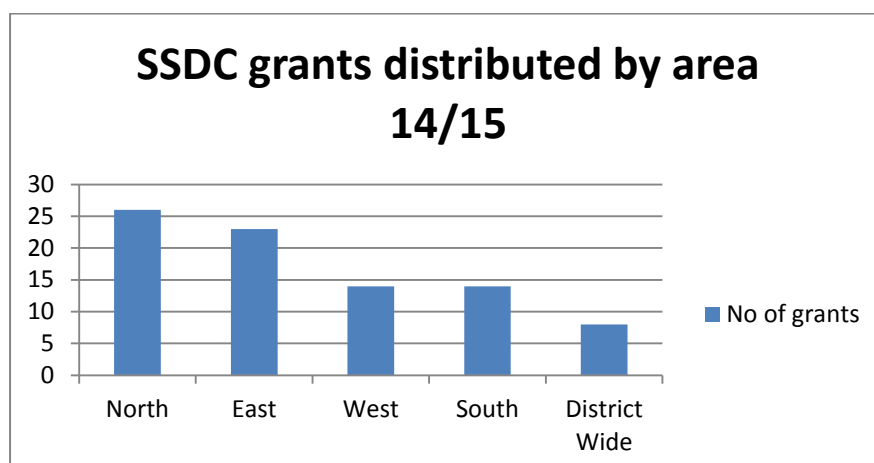
Each year SSDC supports a wide range of voluntary and community sector organisations through both on-going partnership funding (via Service Level Agreements) as well as one-off grants. Area Community grants are agreed by either the Area Development Manager and Ward Member(s) or the Area Committees, and District Wide funding by District Executive.

Grant funding for 2014/2015

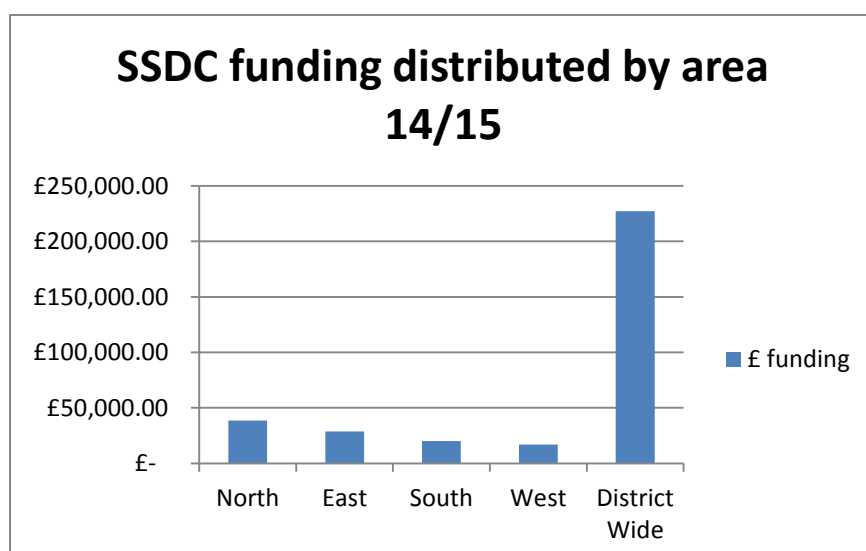
In 2014/2015 SSDC awarded:

	Total no of grants awarded	Total £ amount of grant awarded
Area Community grants	68	103,711
District Wide funding	3	203,990
Community Health & Leisure Youth Development funding	9	900
Funding for Arts organisations	4	15,150
Equalities & Diversity funding	1	8,000
TOTAL	85	331,751

Total number of SSDC grants distributed by area for 14/15:



Total SSDC funding distributed by area for 14/15:



Grant funding comparisons 2014/2015 against 2013/2014

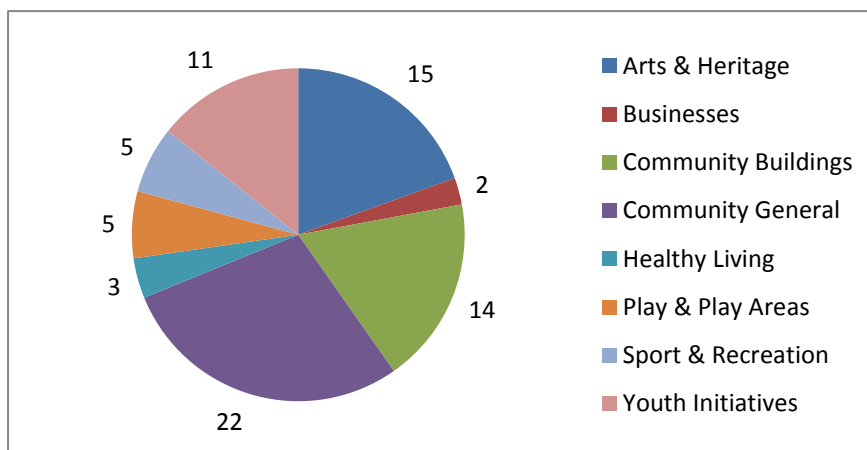
	2013/2014		2014/2015	
	Total no of grants awarded	Total amount of grants awarded £	Total no of grants awarded	Total amount of grants awarded £
Area Community grants	66	143,608	68	103,711
District Wide funding	3	203,990	3	203,990
Community Health & Leisure Youth Development funding	10	2,090	9	900
Funding for Health & Well-being (Arts)	4	16,755	4	15,150
Equalities & Diversity funding	1	8,000	1	8,000
	84	374,443	85	331,751

Area Community grants

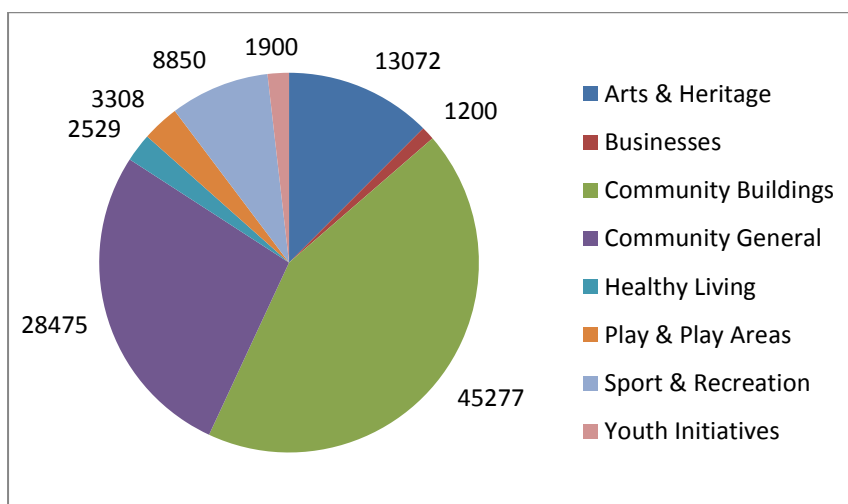
The total project costs supported from the Area community grants budget was **£523,251** indicating that for every **£1** invested, **£4** of external funding is secured for the voluntary sector and community projects in South Somerset. Community grants are either for one-off grants or funding agreed under a Service Level Agreement.

By Area	Total no of grants awarded	Total £ awarded	Total £ project costs	% awarded against project costs	Total £ Parish & Town council contribution
North (35 parishes)	23	38,196	178,026	21	22858
East (48 parishes)	20	28,601	150,826	19	9738
West (33 parishes)	13	16,895	47,564	36	5096
South (9 parishes)	12	20,019	146,835	14	7478
	68	103,711	523,251		45170

Total number of grants awarded across the areas for 14/15 by theme:



Total £ funding awarded across the areas for 14/15 by theme:



Appendix 1 gives examples of projects supported in the local community by our community grants scheme.

District wide funding

Service Level Agreements awarded - £74,260 to South Somerset Voluntary Community Action (SSVCA), £121,730 to South Somerset Citizen Advice Bureau (SSCAB) and £8,000 to Somerset Rural Youth Project (SRYP).

SSDC supports SSVCA and SSCAB to ensure that both voluntary organisations and people across South Somerset are able to access free, impartial and expert advice; to deliver services to some of the people most in need and to meet a range of objectives in our Corporate Plan.

SSDC works in partnership with SRYP to provide additional services for young people aged 11-25 in rural Somerset. SRYP provides stimulating things to do and places to go, target those who are disadvantaged and encourage positive contributions and supporting choices for young people living in rural areas of South Somerset.

Community Health & Leisure Youth Development funding

£900 was awarded for 9 different play activities across the district.

Funding for Health & Well-being (Arts organisations)

4 Arts organisations (Actiontrack, Take Art, Somerset Art Works & Somerset Film) were awarded Service Level Agreements amounting to £15,150. This supported 13 projects of which there was 1,617 participation and 14,455 attendances to events held.

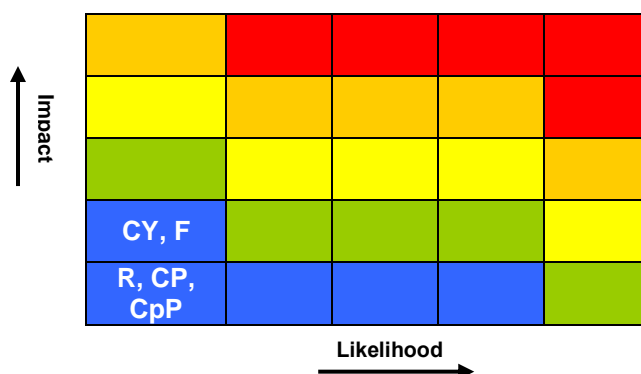
Equalities & Diversity funding

Service Level Agreement awarded - £8,000 to Access to All (formally South Somerset Disability Forum) to provide specific services and expertise and ensures compliance with our Public Sector Equality Duties under the Equality Act 2010.

Financial Implications

None for this report.

Risk Matrix



Key

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

Council Plan Implications

Focus Four: Health and Communities

We will continue to provide country parks, the Octagon Theatre, support local play areas and community buildings.

We will continue to help communities to identify their own needs and priorities in order to take more control over shaping the places where they live and work. Our dedicated area teams and area committees ensure that we are well placed to work creatively with partners (at a parish, district or county level) to support practical ways for people to influence or take control of important local facilities and services.

Carbon Emissions and Climate Change Implications

If community facilities are not provided close to where people live or shop, traffic movements and traffic congestion will increase with subsequent increases in carbon emissions.

Equality and Diversity Implications

An accessible community building will be of positive benefit to all groups. Local community facilities can play a vital role in reducing health inequalities, social isolation and may contribute towards community cohesion.

Privacy Impact Assessment

N/A

Background Papers

District Executive – 5th March 2015, Area Committee grant reports

Projects supported by the Area Community Grant scheme 2014/15

Our successful community grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. Our main programme of community grants can fund up to 50% of your project costs with a maximum of £12,500 per project.

Area West – Chard Town Team - Medieval event

Project costs - £1,950

SSDC award - £500

The 2014 Chard Medieval Fair was organised to celebrate the return of Chards historic market charter by the District Council. The event was such a success that it has now become firmly established as an annual summer festival for the Town.

Chard Town Team enlisted the assistance of many local groups to organise the numerous events that were staged over the two days of the fair. Highlights included live music, fire walking, fire juggling and the lighting of the beacon.

Funding support enabled the Chard Town Team to hire entertainers, generators and children's amusements, to ensure the fair was one of the community highlights of the summer.

Area West – Chard & District Carnival Club – Purchase of pedestrian barriers and marshal training

Project costs - £4,800

SSDC award - £750

Chard Carnival Club now in its 46th year and has become an established tradition for the Town. To date the club has raised over £95,000 for local charities including children's hospice South West, Chard community hospital and local schools. The Carnival also attracts over 5000 spectators each year, providing a boost to the local economy.

To ensure public safety, the carnival committee sought grant funding towards road closure training for members of the committee and the purchase of 15 pedestrian barriers.

The carnival went on to be a great success with funds raised for local charities and the newly trained marshals able to assist at 7 additional Somerset carnivals.

Area North – Chilthorne Domer Recreational Trust – Improvements and refurbishment to pavilion building

Project costs - £15,506

SSDC award - £6,000

Chilthorne Domer Recreational Trust is a registered charity and occupies land leased by the Parish Council. The freehold is owned by South Somerset District Council.

The trust is responsible for the playing field which includes a football pitch and outdoor play equipment as well as a pavilion building. The village primary school which is immediately next to the playing field regularly uses both the field and pavilion.

Following a complete refresh of the trustee body in April 2010 the trust has fully reviewed the condition of the pavilion building and playing field and has taken a phased approach to improvements. There is a strong commitment to continuing with these improvements and making the building fully accessible and more comfortable for all users.

Area North arranged for Access for All (formally South Somerset Disability Forum) to carry out an access review that has helped to inform plans for remodelling some of the internal areas of the pavilion. The grant from Area North will assist with replacement double glazing, roof repairs and insulation and an insulated room divider. This will greatly assist with the trustee's aim to reduce energy costs in order to keep hire charges at an affordable level.

Area North – High Ham Parish Council - Purchase and installation of an automated external defibrillator

Project costs: £2,624

SSDC award: £900

High Ham is a rural parish, located 4-5 miles from the nearest town centre with the nearest 24 hour A&E departments 25-30 minutes' drive away, making it unlikely that the Ambulance Trust's published target response time of eight minutes would be met. Figures from the British Heart Foundation make clear that the risk of a heart attack increases with age and High Ham's age profile indicates a higher than the Somerset average in the 45+ range. The parish council responded to parishioners' concerns and agreed to part fund the provision of an automated external defibrillator which would be available to all the community.

The primary school agreed to the installation of the defibrillator at the school and also agreed to fund the ongoing electricity required to power the cabinet. The purchase of replacement batteries in the future was the only other foreseeable ongoing cost and the parish council agreed to fund this.

It was difficult to find other sources of funding and the parish council approached SSDC for a grant for the project. This was agreed by the ward member and the defibrillator has been purchased and installed.

Area South – Yeovil Hospital Charity – Create @YDH

Project costs - £16,684

SSDC award - £2,000

Yeovil Hospital Charity (YHC) raises funds to improve the hospital and to make life easier for patients. Anyone can get involved with the group's fundraising and make suggestions about how they should improve the hospital and what the funds should be spent on.

Create @ YDH is a new participatory arts project to benefit patients at Yeovil Hospital through participation in regular stimulating activities. Create aims to provide an uplifting and positive environment for patients, visitors and staff at Yeovil Hospital through the use of targeted and varied participatory activities. A main focus of the project will be to benefit the health and well-being of older patients particularly those with dementia, as 1 in 4 hospital beds are occupied by people with dementia (Alzheimer's Society, Counting the Cost.)

YHC will work with local schools and colleges to provide placements for students to gain experience of activities in healthcare; this will broaden their knowledge and enhance future career prospects.

Research commissioned by Chelsea and Westminster Hospital (2003) reveals the introduction of arts activities enhances the quality of life of patients, improves communication, empathy and understanding of patients' needs, reduces stress and the perception of pain and often leads to a reduction in the level of medication required, number of falls and can shorten lengths of stay in hospital.

Taking part in creative activities can develop coordination, hand strength and mobility. These activities also open up a forum for discussion and communication, making people feel more relaxed and calm and more likely to voice anxieties, fears, recall memories and form friendships within the group.

The majority of the funding for this project has been supplied by Awards For All and the group's own fundraising efforts.

Area South – St Michaels Scout and Guide Hall – improvements to heating system

Project costs - £2,890

SSDC award - £1,445

The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

The group achieves this through the provision of exciting and adventurous activities with progressive training based on The Scout Promise and Law guided by adult leadership.

The St Michaels Scout and Guide Group advertise themselves well with regular articles in the local newsletters as well as contact information on the Yeovil District Scout Website. The scout & guide group also run numerous events and programmes in the community fundraising and promoting themselves to the wider community.

The boiler and heating system at the hall desperately needed replacing. Heating engineers confirmed that the system would not last through to next winter, which would have meant that the hall would be unusable and the 70 plus Scouts and Guides would no longer benefit from the activities that take place there. This grant allowed the group to replace the system during the summer and be prepared for the colder weather.

Area East – North Cadbury Village Hall – Village hall improvements

Project Cost - £68,268

SSDC award - £12,284

North Cadbury Village Hall Committee has, over the last 8 years worked hard to deliver a programme of improvements to the building which is a very popular venue for a wide range of local events. As a result of improvements, there has been a significant increase in demand for its use with bookings from user groups and the local community more than double what they were 8 years ago.

There is a newly formed or 'resurrected' drama group who recently presented a pantomime which attracted 800 people over 4 nights. Other regular events held by the committee like the annual pancake evening and quiz nights are also growing.

Two further phases of improvements have been identified but through consultation with user groups, the committee prioritised improvements to storage and toilets before a kitchen refurbishment.

New chairs that have been purchased to help meet the needs of users are stored on the stage which inconveniences those wanting to use the stage and in particular the drama groups. It was also proving to be quite physically demanding for volunteers. The toilets for the main hall were inadequate and were unable to cope with the increased use.

Area East - Step into Bruton & Bruton Community Partnership

Project Cost: Step into Bruton guide : £3,900 SSDC Award: £700

Bruton Community Partnership: Set up grant SSDC Award: £1,000

Stepping into Bruton has become a whole lot easier, with the production of a new town guide called 'Step into Bruton'.

Funding support from South Somerset District Council, Bruton Town Council and the Heart of Wessex Rail Partnership has enabled Bruton Chamber of Commerce to produce the guide which details a town trail and ways to get to the town by train.

The guide is part of a larger 'Brand Bruton' project which is being led by Bruton Town Council and Bruton Community Partnership. The project is looking at branding across the parish. New tourism information boards and signs have been erected as well as a new town website created – www.brutontown.com.

Many additional projects are underway or have been completed such as the establishment of the Bruton Community Partnership which SSDC supported with a £1,000 community grant recently to help them set up and support the community plan.

Agenda Item 9

Community Right to Bid – Assets of Community Value

Executive Portfolio Holder: Cllr Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Assistant Director: Helen Rutter / Kim Close, Communities
Service Manager: Helen Rutter, Communities
Lead Officers: Helen Rutter, Communities
Contact Details: helen.rutter@southsomerset.gov.uk or (01963) 435012

1. Purpose of the Report

1.1 The purpose of this report is to inform members of the current status of the register of Assets of Community Value, brought about by nominations received from community groups in South Somerset using the Community Right to Bid. It also flags up any issues arising from the implementation of this duty.

2. Forward Plan

2.1 This report appeared on the Executive Forward Plan for presentation in July 2015.

3. Public Interest

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

4. Recommendation

4.1 That Members note the report

5. Background

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

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

5.3 Since the regulations came into force, SSDC has considered 22 completed nominations for the Register.

All have been approved and placed onto the Register of Assets of Community Value. **Appendix 1** lists all nominations and their current status. No nominations are recorded on the Register of Unsuccessful Nominations.

6. How the Procedure Works

- 6.1 The relevant Parish Council, the owner, the tenant and the Land Registry have all been notified of the successful nominations (as well as the nominating groups) and the assets have been placed on the SSDC Register of Assets of Community Value. Owners can appeal against the decision within 8 weeks. Appeals are considered by the Council's Monitoring Officer. One appeal has been heard and dismissed. We wait to see if this will be challenged.
- 6.2 Once an asset has been listed, nothing further will happen until the owner decides to dispose of the asset. This can be either through a freehold sale or the grant of a lease for at least 25 years. At this point they must notify SSDC of their intention to sell. The community is then given 6 weeks to express an interest in the asset and submit a written intention to bid for the property(s). The table indicates where this has occurred.
- 6.3 If any written intentions are received, the Council passes on the request to the owner, at which point the full moratorium period of 6 months (from the date that SSDC is notified of the intention to sell) comes into force. If no written intention(s) to bid are received, the owner is free to sell the asset.
- 6.4 The guidance is clear that there is no role for the local authority in the negotiations between owner and 'bidder'. SSDC Area Development Teams (ADTs) provide support to community groups in considering if the Register will help them to achieve their goals, putting together their business plan, fundraising, etc. In several instances groups have approached the ADTs to consider a nomination, but after discussion have decided to take up their issues and progress the matter in a different way.
- 6.5 All accepted nominations will normally remain on the Register for 5 years and then be removed. A successful appeal against registration will trigger removal. Should there be a successful disposal by the current owner, the asset remains on the register and the restrictions transfer to the new owner thus if the new owner decides to initiate a relevant disposal further down the line then the first stage moratorium is triggered again.
- 6.6 As new situations are faced, the process map is improved and guidance to groups/owners is clarified. All details are available on the SSDC website at <http://www.southsomerset.gov.uk/communities/ssdc-and-the-localism-act/community-right-to-bid/>

7. Nominated Assets

- 7.1 Five further assets have been added to the Register since Members last received a report in March 2015. These are:-
- The Catash Inn, North Cadbury
 - The Portman Arms , East Chinnock
 - The Green Dragon, Yeovil
 - The Gainsborough Arms, Milborne Port
 - The Smithy Inn, Charlton Musgrove

8. The Picture to date

- 8.1 Of the 23 registrations in South Somerset:

- a) 14 are village pubs/clubs; 4 former school properties, the remainder mainly open spaces.
- b) Of the 23 nominations, 18 have come from parish or town councils.
- c) 2 pub/club premises did not get a community expression of interest and now serve an exemption period of 18m from further nomination, leaving the owner free to sell; 3 pubs were sold as going concerns, one club is exempt due to being in hands of receivers. 1 school has been leased by the community and a further school field is under informal negotiation by the community.
- d) One is an area of open land where negotiations are ongoing between a parish and a public.

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

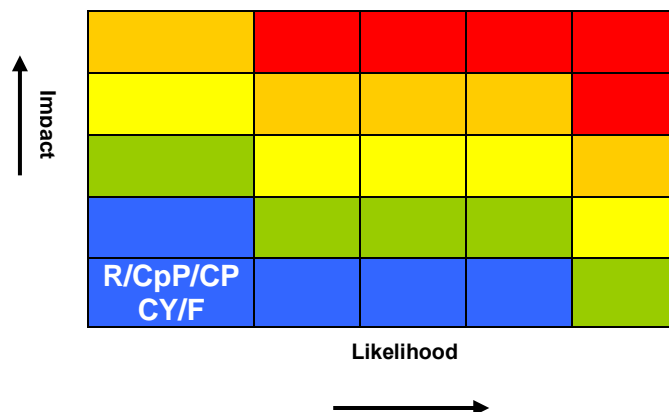
- All pubs listed as ACVs (including those already listed) will require planning permission prior to any change of use or demolition. This protection applies from the date of nomination and applies for the duration of the period the asset is listed (usually five years).
- If the building is nominated,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

9. Financial Implications

9.1 There are none at this point in time. The New Burdens Grant of £16.4k was received in 2013/14 but from the following year any costs incurred must now be absorbed within the SSDC revenue budgets..

9.2 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. SSDC is in the process of designing this compensation scheme. Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government.

10. Risk Matrix



Key

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

11. Council Plan Implications

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

12. Carbon Emissions and Climate Change Implications

12.1 None in relation to this report

13. Equality and Diversity Implications

13.1 None in relation to this report

12. Background Papers

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

Appendix 1

South Somerset District Council
Register of Assets of Community Value

Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/ land	Proposed use of property/ land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie.5 years after listing)
ACV1	Kingsdon Parish Council	Kingsdon Primary School School Lane Kingsdon Somerton Somerset TA11 7JX	05/04/2013	Unoccupied	Community café & multi-functional community facility	04/04/2013								05/04/2018
ACV2	Kingsdon Parish Council	Fomer Kingsdon Primary School playing field Mow Barton Road Kingsdon Somerton Somerset TA11 7JX	05/04/2013	Closed but used by residents for informal sports	Village consultation underway	04/04/2013								05/04/2018
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster Somerset TA19 9JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/2014	Current disposal of property is exempt as it is being sold as a going concern						10/05/2018
ACV4	Langport Town Council	Cockle Moor Off Parrett Close Bow Street Langport Somerset TA10 9PR	05/07/2013	Recreational space	Recreational space	04/07/2013	01/11/2013	12/12/2013	1	30/04/2014	1			05/07/2018
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton Somerset TA11 6TE	01/08/2013	Not used	Community Allotments	01/08/2013								01/08/2018

Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/ land	Proposed use of property/ land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie.5 years after listing)
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George Somerset TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013								21/08/2018
ACV7	Montacute Parish Council	Montacute Working Mens Club & Associated Land The Hall Bishopston Montacute Somerset TA15 6UU	04/11/2013	Working Mens Club	Village Hall	04/11/2013	04/11/2013	Moratorium period ceased on 03.05.2014 with no community interest. Asset is now protected from further nomination for the next 18 months.						04/11/2018
ACV8	Combe St Nicholas Parish Council	Combe Wood Recreation Field Combe Wood Lane Combe St Nicholas Somerset TA20 3NJ	05/04/2014	Community Recreation Area	Community Recreational Area	05/04/2014								05/04/2019
ACV9	Queen Camel Community Land Trust	Mildmay Arms High Street Queen Camel Yeovil Somerset BA22 7NJ	28/05/2014	Public House	Public House	28/05/2014								28/05/2019
ACV10	Castle Cary Town Council	Castle Cary Constitutional Club Station Road Castle Cary Somerset BA7 7BY	13/06/2014	Constitutional Club	Private Club/Function House	13/06/2014	13/06/2014	Current disposal of property is exempt (under exemption clauses P & Q of Part 5 Chapter 3 of the Localism Act 2011). The appeal against the listing had been dismissed by SSDC, but awaiting advice as to whether this elevates to First tier tribunal.				05/08/2014	Requested by Receiver	13/06/2019
ACV11	Ash Parish Council	The Bell Public House 3 Main Street Ash Somerset TA12 6NS	11/07/2014	Public House	Public House with other community facilities	11/07/2014								11/07/2019

Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/ land	Proposed use of property/ land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie.5 years after listing)
ACV12	Drayton Parish Council	Drayton Arms Church Street Drayton Langport TA10 0JY	25/07/2014	Public House	Public House in community ownership	25/07/2014	25/07/2014	04/09/2014	1	24/01/2015				25/07/2019
ACV13	Ilminster Town Council	Land known as the Hammerhead Access to Brittens Field & Wharf Lane Recreation Grounds Canal Way Ilminster Somerset TA19 0EB	16/07/2014	Access to recreation area	Access to recreation area	16/07/2014	Ilminster Town Council currently in private negotiations with the landowner						16/07/2019	
ACV14	Save our Kings Head.org	The Kings Head Church Street Merriott Somerset TA16 5PR	06/08/2014	Public House	Public House in community ownership	06/08/2014	19/08/2014	Moratorium period ceased on 29.09.2014 with no community interest. Asset is now protected from further nomination for the next 18 months.					06/08/2019	
ACV15	Hinton St George Parish Council	Parking Area Green Street/Hinton Close Hinton St George Somerset TA17 8SQ	28/11/2014	Car park	Car park	28/11/2014								28/11/2019
ACV16	Hinton St George Parish Council	Lord Poulett Arms High Street Hinton St George Somerset TA17 8SE	28/11/2014	Public House	To be determined but ideally a public house	28/11/2014								28/11/2019
ACV17	Hinton St George Parish Council	School House & Playing Fields West Street Hinton St George Somerset TA17 8SA	28/11/2014	School & Playing Field	To be determined but ideally a school & playing field	28/11/2014								28/11/2019

Reference	Nominator (name of group)	Name, address and postcode of property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Executive or date of Area Committee decision	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie.5 years after listing)
ACV18	Streetspace South Somerset	Chard Young People's Centre Essex Close Chard Somerset TA20 1RH	28/01/2015	Youth & Community Club	Youth Club	28/01/2015								28/01/2020
ACV19	North Cadbury & Yarlington Parish Council	The Catash Inn High Street North Cadbury Yeovil Somerset BA22 7DH	04/02/2015	Public House and Bed & Breakfast	Public House	04/02/2015								04/02/2020
ACV20	East Chinnock Parish Council	The Portman Arms High Street East Chinnock Yeovil Somerset BA22 9DP	26/02/2015	Public House	Public House	26/02/2015								26/02/2020
ACV21	Yeovil Dragons Community Association	The Green Dragon St Michaels Avenue Yeovil Somerset BA21 4LX	25/03/2015	Public House	Public House	25/03/2015								25/03/2020
ACV22	Gainsborough Community Interest Group	The Gainsborough Arms 74 Gainsborough Milborne Port Dorset DT9 5BB	27/03/2015	Public House	Public House	27/03/2015								27/03/2020
ACV23	Charlton Musgrove Parish Council	The Smithy Inn Charlton Musgrove Wincanton Somerset BA9 8HG	08/06/2015	Public House	Public House	08/06/2015								08/06/2020

Agenda Item 10

Appointment of Honorary Aldermen – Agreement of Criteria and Rights

Executive Portfolio Holder: Carol Goodall, Chairman of Area West Committee
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

1. Purpose of Report

This report seeks approval for the criteria and procedure to appoint Honorary Aldermen and to extend their civic rights.

2. Public Interest

The title of Honorary Alderman can be conferred on persons who have, in the opinion of the Council rendered eminent services to the Council as past members of that Council, but who are not then Councillors of the Council. The position of Honorary Alderman is non-political and the title is nominated and agreed by a majority of their fellow Councillors.

3. Recommendation

That the District Executive recommend to Council to:-

- a) Review and agree the criteria for appointing Honorary Aldermen of the Council as listed in paragraph 5 and agree to hold a Special meeting in September 2015 to make the appointments.
- b) Agree to extend the rights of Honorary Aldermen as listed in paragraph 6.

4. Background

Section 249(1) of the Local Government Act 1972 states "that a principal council may, by a resolution passed by not less than two thirds of the members voting thereon, at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of honorary alderman on persons who have, in the opinion of the Council, rendered Eminent Services to the Council as past members of that Council but who are not then members of the Council."

There is no statutory guidance or definition of "eminent services" although it is recommended that each Council should have its own criteria for the appointment. Bearing in mind the current local government review, arrangements would be looked at in respect of the position and status of such a designation should there be a change to the existing council structures in South Somerset. In deciding whether "eminent services" have been provided by a councillor, services by a councillor to a predecessor Authority can be taken into account.

The current criteria for appointment was agreed in July 2007 and it is appropriate that that it is reviewed again prior to any appointments to be made in 2015.

5. Criteria for Aldermen

The proposed criteria for conferring the title honorary alderman is recommended as follows:

- (a) the title would be conferred on persons who have, in the opinion of the District Council, rendered eminent services to the Council as past members, but who are no longer serving councillors.
- (b) Nominees would have a minimum period of 12 years past service as a Councillor of the District Council.
- (c) Nominations would have to receive the support of not less than two-thirds of the members voting thereon at a Special meeting of the Council convened for the purpose.
- (d) Nominations can be made by any Party Group Leader. However, before proceeding, officers and members would, via the party groups, establish whether or not the nomination would be likely to receive sufficient support to proceed, as per criteria (c) above.

(In exceptional cases the Council may agree to waive paragraph (b) above)

6. Rights of Honorary Aldermen

Honorary Aldermen have no 'legal or social precedence' but it is custom and practice that they are invited to all Civic ceremonial events. Historically, this has meant an invitation to the annual Chairman's Civic Reception, however, it is now proposed to extend this to:-

- invitation to the Chairman's Civic Reception
- invitation to any future appointment of Honorary Aldermen.
- a commemorative badge to be worn at Civic Events
- use of the Members' Room in the District Council Offices (inc. building access card)
- annual parking permit for all SSDC car parks
- invited to represent the Chairman or Vice Chairman of Council when they are unable to attend a Civic Event.
- invitation to SSDC events such as opening ceremonies or presentation evenings (All Star Awards and opening of new facilities)
- £100 gift voucher per year towards Octagon Theatre tickets

The Aldermen have no right to attend meetings of the Council or its committees or to receive any allowances or payments to which serving councillors are entitled.

7. Proposed Arrangements for Appointment

If agreed, then arrangements will be made for a special Council meeting to be held in September on the same date as the ordinary meeting that month. Prior to that meeting nominations will be sought and agreed with Group Leaders.

8. Financial Implications

The costs involved in this proposal will be the costs of a commemorative medal or insignia and the cost of any invitation taken up by appointed Aldermen to attend civic events. Their names would also be displayed on the Board of Honour in the Council Chamber. These costs can be met from within existing Legal and Democratic Services budgets.

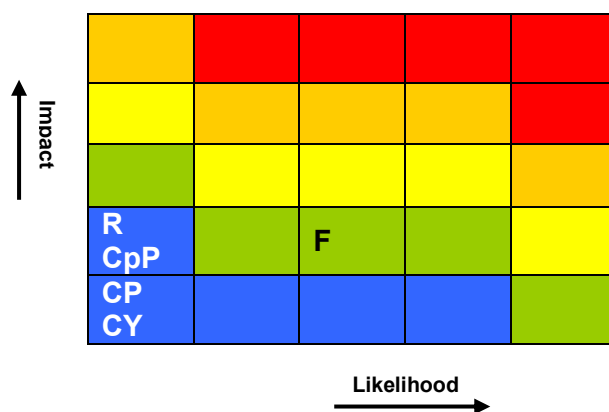
Further costs for the Octagon Theatre tickets and car parking passes is dependent upon the number of Aldermen appointed. There are currently 4 appointed Honorary Aldermen which would cost £400 for the Octagon Theatre tickets, which can be met within the existing Legal and Democratic Services budgets.

The cost of the car parking passes, based on the most expensive season ticket sold (for Petters Way/Court Ash car parks) is £1,680p.a. per pass.

At the current time, the income for season tickets is not meeting its target, therefore the costs of these season tickets for the Aldermen would not be able to be met from within the existing budget. If members agree to this, the funding would need to be found from unallocated revenue balances and added to the medium term financial plan.

However, it is reasonable to assume that not all Aldermen would use their pass in this manner and the loss of car parking income would be more likely in the region of £500p.a for all Aldermen.

9. Risk Matrix



Key

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

10. Implications for Corporate Priorities

10.1 None.

11. Carbon Emissions and Climate Change Implications

11.1 None.

12. Equality and Diversity Implications

12.1 All councillors are entitled to be treated with dignity and respect and we are determined to ensure that councillors receive fair and equitable treatment.

13. Privacy Impact Assessment

13.1 No implications.

14. Background Papers

Appointment of Honorary Aldermen report to Council – July 2007

Appointment of Honorary Aldermen report to Council – September 2011

Agenda Item 11

Increase in Councillors on Yeovilton Parish Council – Community Governance Review (CGR)

Executive Portfolio Holder: Carol Goodall, Chairman of Area West Committee
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

1. Purpose of the Report

To report the receipt of a request (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007) from Yeovilton Parish Council to increase the size of the Parish Council from 5 to 6 Councillors.

2. Public Interest

A Community Governance Review is a review of the whole or part of a district to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style (i.e. whether to call it a town council or village council etc) of new parishes;
- the electoral arrangements for parishes – the ordinary year of election, the size of the council, the number of councillors to be elected and parish warding;
- grouping parishes under a common parish council, or de-grouping parishes.

The Local Government and Public Involvement in Health Act, 2007, sets down the principal legal framework within which councils must undertake these reviews.

A valid request has been received Yeovilton Parish Council requesting that the District Council conduct a consultation (Community Governance Review) of all the electors and local interested groups to ask if they would support the increase in the number of Parish Councillors from 5 to 6. This report asks for the authorisation of Council to carry out that consultation.

3. Recommendations

The District Executive recommend that Council:

1. Note the receipt of the request and its validity;
2. Agree to undertake a Community Governance Review of the Parish of Yeovilton;
3. Agree the Terms of Reference of the review as detailed in Appendix A, including the timetable and arrangements for public consultation;
4. Agree that the review will be carried out by the Democratic Services Manager, in consultation with Ward Members, Area Development Manager (East) and the Area East Committee;
5. Note that further reports will be brought to Council in order that decisions may be made in respect of draft proposals and final recommendations of the Review.

4. Background

Before the coming into force of the 2007 Act, District Councils had power to vary the numbers on local councils by making an order. Procedures were not prescriptive and numbers on parish councils, or other Parish electoral arrangements, could be varied easily and quickly. Unfortunately this is no longer the case and the procedures prescribed for community governance reviews, set out in the 2007 Act, have to be followed even when the only issue to be considered is a variation in a parish council's numbers.

The Act allows for the public to petition for reviews in their areas. Reviews must be undertaken if petitions are received as follows:

- Area with fewer than 500 electors - at least 50% of the electors
- Area with between 500 and 2,500 electors – at least 250 of the electors
- Area with more than 2,500 electors - at least 10% of the electors.

It is, however, not necessary for a petition to be received to initiate a review. The Parish Council has requested an increase in its numbers and it is for the District Council to decide whether it wishes to undertake a review of the Yeovilton parish area with a view to increasing the size of the parish council.

5. Request from Yeovilton Parish Council

The Parish Council have given the following reasons to support their request to increase the size of the Parish Council to 6 members:-

- At the 2015 Parish Council elections, an election was held as there were more candidates than vacancies.
- Two Councillors from the three areas of Yeovilton, Podimore and Bridgehampton would be a better balance and make it easier to guarantee a quorum at meetings.
- Future development of RNAS Yeovilton and its impact on the local community.

Yeovilton Parish Council has put forward a reasoned request for an increase in numbers. There is no formal guidance on the size of parish councils, but the minimum number is 5. The DCLG reports that, nationally, local councils representing the following electorates have, typically, the number of councillors stated:

- Less than 500 – between 5 and 8 councillors
- Between 501 and 2,500 – between 6 and 12 councillors

The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. The Electoral Commission has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be 7 and the maximum 25.

Yeovilton has 345 electors. In the light of the reasons put forward by the Parish Council, officers consider that a review should proceed.

Allowing for the need to report to Council at the various stages of the review progress, it is estimated that the review will take 6 - 9 months to complete. Any

agreed changes in the composition of the parish council will take effect at the beginning of the next Council year in May 2019. Yeovilton Parish Council are aware of this delay in increasing their numbers and are content to wait to implement the increase.

6. Community Governance Reviews – General Principles relating to Parishes and Parish Councils

Under the legislation the District Council must aim to ensure that community governance in the area under review:-

- reflects the identities and interests of the community in that area
- is effective and convenient
- takes into account any other arrangements for the purpose of community representation or community engagement.

When considering this, the Council should take into account a number of factors, including:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of any new local community or parish.

A review involves the following stages:

- (1) Setting terms of reference of the review (if the Committee recommends a review in Yeovilton, suggested terms of reference are set out in Appendix 1);
- (2) Publicising the terms of reference (for the purposes of the Act, the review formally commences when the terms of reference are published);
- (3) Undertaking consultations with the local government electors for the area and any other person or body (including the Parish Council) who appears to have an interest in the review;
- (4) Considering representations;
- (5) Preparing and publishing draft proposals;
- (6) Undertaking consultation on the draft proposals;
- (7) Considering representations;
- (8) Publishing recommendations;
- (9) Making an order to bring into effect any decisions arising from the review;
- (10) A review must be concluded within 12 months of the publication of the terms of reference.

When undertaking a CGR a principal council must have regard to guidance issued by the Secretary of State and the Electoral Commission. However, subject to this, it is for the Council to decide how to undertake the review.

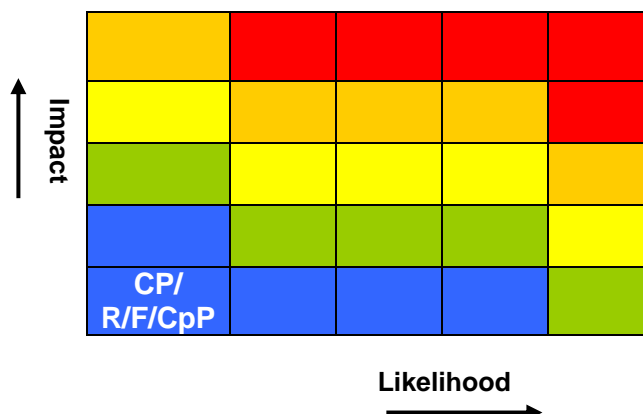
7. Financial Implications

Resources involved will be mainly employee time. Based upon the last similar Community Governance Review of Lopen Parish Council, which cost less than £500 for 203 electors, it is anticipated that the cost of this review will also be in the region of £500.

There is no specific budget for Community Governance Reviews and therefore all costs will have to be absorbed within the existing Democratic Services budget for 2015/16.

There is no power to re-charge the cost of the review to any other Council, except by agreement. This is because the statutory power to conduct the review rests with this Council.

8. Risk Matrix



Key

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

9. Corporate Priority Implications

No implications at the current time.

10. Carbon Emissions and Climate Change Implications

No implications at the current time.

11. Equality and Diversity Implications

All local government electors within the parishes of Yeovilton will be consulted on the proposal and their views considered as part of the consultation process. The council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

12. Background Papers

Local Government and Public Involvement in Health Act 2007

The Electoral Commission Guidance on Community Governance Reviews, April 2008

Request from Yeovilton PC dated 10 December 2014

Terms of Reference of the Community Governance Review of the Parish arrangements for Yeovilton (attached).

South Somerset District Council

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 COMMUNITY GOVERNANCE REVIEW

TERMS OF REFERENCE

Yeovilton Parish Council

INTRODUCTION

- **Setting the Context**

The Local Government and Public Involvement in Health Act 2007 provides for a principal council to conduct a community governance review at any time. The Council can undertake a review of the whole or part of its area. The Council is also under a duty to carry out a community governance review if it receives a valid community governance petition for the whole or part of the council's area or, a request from the Parish Council. However, the duty to conduct a review does not apply if:

- a) the principal council has concluded a community governance review within the last two years which in its opinion covered the whole or a significant part of the area of the petition; or
- b) the council is currently conducting a review of the whole, or a significant part of the area to which the petition relates.

In this case the District Council has been requested to undertake a review to increase the number of Parish Councillors from 5 to 6 on Yeovilton Parish Council, following the receipt of a request from the Parish Council.

These terms of reference relate to the area comprising the existing Yeovilton Parish Council boundaries as detailed on the attached map.

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issues in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and The Electoral Commission in April 2008, and the following regulations which guide, in particular, consequential matters arising from the review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI 2008/626). Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a review.

These Terms of Reference will be published by placing a copy on public deposit at the offices of South Somerset District Council at the Council Offices, Brympton Way, Yeovil BA20 2HT and on the Council's website at www.southsomerset.gov.uk

The matters on which the Community Governance Review is to focus are set out later in these Terms of Reference.

- **Why is the Council undertaking the review?**

The Review is being carried out in response to a written request from the Parish Council. The request seeks to increase the number of Parish Councillors from 5 to 7.

- **What is a Community Governance Review?**

A Community Governance Review is a review of the whole part or part of the district area to consider one or more of the following:

1. Creating, merging, altering or abolishing parishes;
2. The naming of parishes and the style of new parishes;
3. The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish wardings) and
4. Grouping parishes under a common parish council or de-grouping parishes.

- **Who undertakes the review?**

The Council have approved the terms of reference for this review and will deal with all matters in connection with it through the relevant Ward Member and the Area East Committee which will make final recommendations to full Council following the review for their consideration and making of any necessary Reorganisation Order.

The lead officer with regard to this review is Angela Cox, Democratic Services Manager.

CONSULTATION

- **How the Council proposes to conduct consultations during the review?**

The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

The Council intends to consult with all households and interested parties in the area, inviting initial submissions and seeking views on the draft proposals.

The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at both stages of consultation.

This will include

- Ward Members
- Tenants and Residents' Associations
- Groups and Societies
- Schools and Colleges
- Members of Parliament
- Somerset Association of Local Councils
- Local Political Parties
- The Police

The Council will also be pleased to receive comments from any other person or body that wishes to make representations; any such person that makes representations during the initial invitation to submit proposals will be invited to make comments in respect of the draft proposals.

As required by Section 79(3) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify Somerset County Council that a review is to be undertaken, provide them with a copy of the terms of reference for the review and will consult them on the matters under review.

The Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at www.southsomerset.gov.uk, through general press releases, public notice adverts in local newspapers, placing key documents on public deposit at Council Offices and publicised on the relevant Parish Council website and local public noticeboards.

- **How to contact us:**

Any queries regarding this review should be directed to:

Angela Cox
Democratic Services Manager
South Somerset District Council
Council Offices
Brympton Way
Yeovil
BA20 2HT

E-Mail: angela.cox@southsomerset.gov.uk

- **A timetable for the Review**

Timetable for the Review

Publication of these Terms of Reference formally begins the review, which must be completed within twelve months.

The table below details indicative timescales for the review.

Action	Timetable	Dates
Compiling Terms of Reference		June / July 2015
Report to Council to approve terms of reference		16 July 2015
Publication of Terms of Reference		31 July 2015
Introductory Stage – Invite initial submissions	2 months	August - September 2015
Preparation of Draft Proposals and approval by Council	1 month	October 2015
Publication of Draft Proposals		October 2015 (following approval by Council)
Consultation on Draft Proposals	2 months	December 2015
Preparation of Recommendation / Reorganisation Order and approval by Council.	1 month	January 2016
Publication of Recommendations		January 2016
Publication of any Reorganisation Order		February 2016
Effective date of Order		1 April 2016
Town/Parish Council Elections		May 2019

ELECTORATE FORECASTS

- **The electorate forecasts for the district**

The Council has used the Register of Electors as at 1 May 2015 in providing the existing parish electorate figures.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts.

- **Demographic trends and influences in our area**

The Parish Council have indicated that they expect further development at RNAS Yeovilton together with the inevitable ad-hoc building which will increase the number of electors requiring representation.

THE PRESENT STRUCTURE OF THE PARISH AND THE ELECTORAL ARRANGEMENTS

Present structure of the parish is:

Yeovilton		Ratio of Electors to Cllrs
Existing No. of Parish Councillors	5	1:69
Proposed No. of Parish Councillors	6	1:58

Guidance in connection with the Local Government and Public Involvement in Health Act requires the consent of the Electoral Commission to be obtained if the Council may wish to alter the electorate arrangements for a parish whose existing arrangements were put in place within the previous five years by an order made either by the Secretary of State or the Electoral Commission. No such consent will be required following this review.

- **Previously unparished areas**

The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council, which are already successfully creating opportunities for engagement, empowerment and co-ordination in local communities.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate in certain areas. However, the Council also notes that what sets parish councils apart from other kinds of governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

- **Introduction**

The legislation requires that the Council must have regard to the need to secure that community governance with the area under review:

1. Reflects the identities and interests of the community in that area, and
2. Is effective and convenient, and
3. Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

- **Parishes**

The Council is anxious to ensure that electors should be able to identify clearly with the parish in which they are resident because it considers that this sense of identify and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

There is no request in this review to alter the existing parish boundaries, which remain easily identifiable.

- **Viability**

The Council is anxious to ensure that parishes should be viable and should possess a precept that enables them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

Some parishes are anxious to take on the new power of well-being provided in the Local Government and Public Involvement in Health Act 2007; others hold Quality Parish status, while others are anxious to enter into charters with principal councils for the provision of local services. The Council sees these initiatives as important measures of effective and convenient local government and will respect them in this review.

NAMES AND STYLES

- **The naming of parishes**

The 'name' of a parish refers to the geographical name of the area concerned, whereas its status or 'style' allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish. So, for example, the council of a parish, which has the style "town" will be known as the 'town council' and its councillors as the 'town councillors', etc.

There are legal requirements (as defined in Section 76 of the Local Government Act 1972), particularly with regard to subsequent notification, with regard to the naming of

parishes, however, there is no proposal within this review to alter the name of the existing Parish Council.

- **Alternative styles**

The Local Government and Public Involvement Act 2007 has introduced 'alternative styles' for parishes. If adopted, the 'alternative style' would replace the style "parish". However, only one of these three prescribed styles can be adopted:-

"community", neighbourhood" or "village".

A parish shall cease to have an alternative style if the parish begins to have the status of a town.

Where new parishes are created, the Council will make recommendations as to the geographical names of the new parishes and as to whether or not it should have one of the alternative styles.

ELECTORAL ARRANGEMENTS

- **What does "Electoral Arrangements" mean?**

An important part of the Council's review will comprise giving consideration to "Electoral Arrangements". The term covers the way in which a council is constituted for the parish. It covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward
- The name of any such ward

- **Ordinary year of election**

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter (i.e. 2007, 2011, 2015 etc.) The Government has indicated that it would want the parish electoral cycle to coincide with the cycle for the district/borough council, so that the costs of elections can be shared.

However, where the next ordinary elections are not for some time, the Council may resolve to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened first term to allow the parish electoral cycle to return to that of the district.

- **What considerations cover the number of parish councillors?**

The Government has advised, and this Council concurs that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the election of councillors”. Likewise, the Council notes that the number of parish councillors for each parish council shall be not less than five. There is no maximum number. The Aston Business School found the following levels of representation –

Electorate	Councillor Allocation
Less than 500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
Greater than 20,000	13 – 31

The National Association of Local Councils (NALC) suggested that the minimum number of councillors should be seven and the maximum 25.

The government’s guidance is that “each area should be considered on its own merits, having regard to its population, geography and pattern of communities”. This Council is prepared to pay particular attention to its existing levels of representation, the broad pattern of existing council sizes, which have stood the test of time and the take up of seats at elections in its consideration of the matter.

It is recognised that the conduct of parish council business does not usually require a large body of councillors. By law, the Council in this review must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish;
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

The Council will also take into account the following considerations:

- To ensure that the allocation of councillors to parishes is equitable across the district, while acknowledging that local circumstances may occasionally merit variation.
- To appreciate that there are different demands and consequently different levels of representation are appropriate between urban and more rural parishes in the district.

The Council also acknowledges that there may be exceptions to the above, where some weight will be given to the following considerations in forming the proposals;

- A high precept and high levels of service provision;
- Where representation may be required to meet the challenges of population sparsity;
- Supporting a warding arrangement in a particular parish and achieving a good parity of representation between wards.

- **Parish Warding**

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections for the parish council the Council should consider the following:

- Whether the number, or distribution, of the local government electors for the parish council would make a single election of councillors impracticable or inconvenient;
- Whether it is desirable that any areas of the parish should be separately represented on the council.

The government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish".

With regard to urban parishes, the government has suggested, "there is likely to be a stronger case for the warding of urban parishes". In urban area community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identify".

The Council will be mindful of this guidance, noting further that, "each case should be considered on its merits and on the basis of the information and evidence provided during the course of this review."

The Council also wishes to emphasise that warding arrangements should be clearly and readily understood by and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish: one parish but comprising different parts. Furthermore, ward elections should have merit; not only should they meet the two tests laid down in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

- **The number and boundaries of parish wards**

In reaching conclusions on the boundaries between parish wards, the Council will take into account community identify and interests in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries.

Equally, the Council, during its consultations in this review is mindful that proposals, which are intended to reflect community identify and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

The Council has noted the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which might be broken by the fixing of any particular boundaries. The Council also emphasises that ward boundaries should be clearly understood; they should represent the most appropriate parting of local attachments within a parish that comprises different parts. The Electoral Commission has suggested that the district wards should not split an un-warded parish and that no parish ward should be split by such a boundary. The relevant legal provisions

do not apply to reviews of parish electoral arrangements, but the Commission has requested the Council to bear this in mind, which the Council will do.

- **The number of councillors to be elected for parish wards**

The Council has noted that it is required to have regard to the following when considering the size and boundaries of the wards and the number of councillors to be elected for each ward;

- The number of local government electors for the parish;
- Any change in the number, or distribution, of the local government electors, which is likely to occur in the period of five years beginning with the day when this review starts.

The government has advised, and this Council concurs that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated factors, when it comes to the elections of councillors.” While there is no provision in legislation that each town/parish councillor should represent, as nearly as may be, the same number of electors, the Council considers that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

The Council is likewise anxious to avoid the risk that, where one or more wards of a parish are over represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council. During the review process and in its consultations, the Council is committed to consistently showing the ratios of electors to councillors that would result from its proposals.

- **Naming of parish wards**

With regard to the names of parish wards, the Council will endeavour to reflect existing local or historic place names, and will give a strong presumption in favour of ward names proposed by local interested parties,

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The review will be completed when the Council adopts the reorganisation of Community Governance Orders. Copies of this order, the map(s) that show the effects of that order in detail, and the documents(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a review) will be deposited at the Council’s offices and on its website.

In accordance with the Guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000.

These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council’s Offices at Brympton Way, Yeovil BA20 2HT.

Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission.

The provisions of the Order would take effect, for financial and administrative purposes, from 1st April in the designated year.

New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections, namely May 2019. They can come into force sooner, which will have the effect of cutting the term of the existing councilors. In addition the term of the new councillors will also be shortened to ensure that the parish election cycle continues to correspond with that of the District Council (and other parish councils) so as to ensure that election costs continue to be shared. Yeovilton Parish Council is aware of this situation.

CONSEQUENTIAL MATTERS

- **General Principles**

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate proportion.

Furthermore, the Council notes that the regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish council and for the amount of that precept to be included in the Reorganisation Order.

- **District ward boundaries**

The Council is mindful that it may be necessary, although it is not anticipated, for it to recommend the Electoral Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Electoral Commission to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to direct the Boundary Committee for England to conduct an electoral review of affected areas.

The Council notes that the Electoral Commission will require evidence that the Council has consulted on any such recommendations for the alterations to the boundaries of district wards to County electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

Where any such consequential matters affect Somerset County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance.

DATE OF PUBLICATION OF THESE TERMS OF REFERENCE

Date of Publication: 02 July 2015

Any modifications (if any) will be published as soon as practicable after they have been made.



- South Somerset News was publicised on Monday 29 June. The publication is available online at www.southsomerset.gov.uk/latest-news and a paper copy can be picked up at all our area offices across the district. The delivery of the newsletter online will be trialled for one year initially.
- SSDC's Housing team passed a challenge from the National Practitioner Support Service which administers the framework for providing continuous improvement in front line housing services through the development and delivery of the Gold Standard Challenge. The team passed the challenge not to place any families in Bed and Breakfast accommodation, unless in an emergency, for no longer than six weeks. There are 10 challenges in total. By achieving between 1-3 challenges; SSDC is classed as a Bronze Standard authority. Between 4-7 is Silver. Over 8 is Gold.
- Officers from SSDC's Communications Team will be attending the University Centre of Yeovil (UCY) Fresher's Fair again this year on Monday 21 September to engage with new students who have moved to the area to inform them of council services such as housing standards, leisure services, ways to contact the council and to ensure they are registered for any forthcoming elections.
- The Octagon Theatre continues to break box office records – during the financial year 13/14 The Octagon set a new record when it sold 101,000 tickets. For the year 14/15 the theatre sold over 119,000 tickets!

Latest headlines:

- The Community Health and Leisure team has secured £194,000 of National Lottery Funding from Sport England to deliver a range of physical activity interventions in the Chard, Ilminster and Crewkerne GP Federation targeted at inactive patients with diabetes, pre-diabetes or hypertension. The focus will be on reducing health and social care costs and to get more inactive people active.
- 20 communities will benefit from free Playdays this coming summer when SSDC brings Playdays to towns and villages right across the district. SSDC has organised Playdays in 13 communities and provided small grants to 7 other communities to organise their own events. For more information on Playdays near you, visit www.southsomerset.gov.uk/playdays.
- A joint project between SSDC's Countryside team, Equalities Officer Jo Morgan and Yeovil Shopmobility, has produced annotated maps of easy-access routes around Ham Hill and Yeovil Country Parks. The maps show accessible routes for residents and visitors to enjoy, with information on parking, toilets and refreshments and tips on features and wildlife to look out for along the way.

Agenda Item 13

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Ian Clarke, Legal and Corporate Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

1. Purpose of the Report

1.1 This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

2. Public Interest

2.1 The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

3. Recommendations

3.1 The District Executive is asked to approve the updated Executive Forward Plan for publication as attached at Appendix A.

4. Executive Forward Plan

4.1 The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

5. Consultation Database

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged. There are no outstanding consultation documents at the current time.

6. Background Papers

6.1 None.

SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2015 Sept 2015	Adoption of the Revised County Wide Tenancy Strategy	Portfolio Holder for Strategy & Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	District Executive South Somerset District Council
August 2015 Sept 2015	Updated Local Development Scheme	Portfolio Holder for Finance & Spatial Planning	Strategic Director (Place & Performance)	Martin Woods, Assistant Director (Economy)	District Executive South Somerset District Council
August 2015	Community loan to Kingsbury Episcopi Amenities Committee	Portfolio Holder for Strategy & Policy	Assistant Directors (Communities)	Charlotte Jones, Area Development Manager (North)	District Executive
August 2015	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
August 2015	Land adjacent to 1-4 St Johns Cottages, Charlton Musgrove - transfer to Parish Council	Portfolio Holder for Property & Climate Change	Assistant Director (Finance and Corporate Services)	Assistant Director (Finance and Corporate Services)	District Executive
August 2015	Marketing & disposal of the former Grove Alley Toilets, Bruton (Confidential)	Portfolio Holder for Property & Climate Change	Assistant Director (Finance and Corporate Services)	Assistant Director (Finance and Corporate Services)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2015	LED Sport and Leisure Facility Contract (Confidential)	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health & Well-Being)	District Executive
August 2015	Investing in infrastructure - Yeovil Innovation Centre (Confidential)	Portfolio Holder for Environment & Economic Development	Assistant Director (Economy)	David Julian, Economic Development Manager	District Executive
Sept 2015	Adoption of a Revised Private Sector Housing Strategy	Portfolio Holder for Strategy & Policy	Assistant Director (Economy)	Alasdair Bell, Environmental Health Manager	District Executive South Somerset District Council
Sept 2015	Corporate Performance Monitoring Report	Portfolio Holder for Strategy & Policy	Strategic Director (Place & Performance)	Anuska Gilbert, Performance Officer	District Executive
October 2015	Asset Management Plan - annual update.	Portfolio Holder for Finance & Spatial Planning	Strategic Director (Operations & Customer Focus)	Vega Sturgess, Strategic Director (Operations & Customer Focus)	District Executive
October 2015	Medium Term Financial Strategy & Medium Term Financial Plan for 2016/17 to 2019/20	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
November 2015	Capital & Revenue Budget Monitoring for Quarter 2	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
December 2015	Proposed Capital Schemes for 2016/17	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
February 2016			Assistant Director (Finance and Corporate Services)		South Somerset District Council
December 2015	Corporate Performance Monitoring Report	Portfolio Holder for Strategy & Policy	Strategic Director (Place & Performance)	Anuska Gilbert, Performance Officer	District Executive
January 2016	Update on Medium Term Financial Plan and Capital Programme	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
February 2016	Budget for 2016/17 and Capital Programme	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
February 2016			Assistant Director (Finance and Corporate Services)		South Somerset District Council
February 2016	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder for Finance & Spatial Planning	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive

Agenda Item 14

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 6th August 2015** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 15

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 16) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

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

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

Agenda Item 16

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

Document is Restricted

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

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