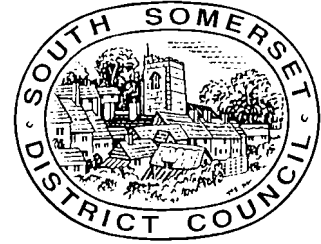


# South Somerset District Council

*Notice of Meeting*



## District Executive

*Making a difference where it counts*

### Thursday 5th November 2015

### 9.30 am

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

Disabled Access is available at this meeting venue.



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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](http://www.southsomerset.gov.uk)

This Agenda was issued on Wednesday 28 October 2015.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*

This information is also available on our website  
[www.southsomerset.gov.uk](http://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](http://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 5 November 2015**

## Agenda

### **1. Minutes of Previous Meeting**

To approve as a correct record the minutes of the District Executive meeting held on 1st October 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 15<sup>th</sup> 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. **Adoption of the South Somerset District Council Statement of Community Involvement** (Pages 5 - 59)
7. **Adoption of the Private Sector Housing Strategy 2015-19** (Pages 60 - 99)
8. **Disposal of the former Carrington Way Public Conveniences in Wincanton** (Pages 100 - 106)
9. **2015/16 Revenue Budget Monitoring Report for the Period Ending 30th September 2015** (Pages 107 - 132)
10. **2015/16 Capital Budget Monitoring Report for the quarter ending 30th September 2015** (Pages 133 - 152)
11. **Update report on Yeovil Crematorium** (Pages 153 - 156)
12. **Monthly News Snapshot** (Page 157)
13. **District Executive Forward Plan** (Pages 158 - 163)
14. **Date of Next Meeting** (Page 164)
15. **Exclusion of Press and Public** (Page 165)
16. **Notification of an Urgent Executive Decision (Confidential)** (Pages 166 - 177)

# Agenda Item 6

## **Adoption of South Somerset District Council Statement of Community Involvement**

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

### **Purpose of the Report**

To request that the South Somerset Statement of Community Involvement (November 2015) is endorsed by District Executive and can progress to Full Council and be formally adopted.

### **Public Interest**

The Council has a statutory responsibility to produce a Statement of Community Involvement (SCI). The SCI sets out how and when the public, businesses, and other organisations will be consulted on the preparation of the statutory planning documents, such as the Local Plan. The SCI also explains how and when the Council will consult on planning applications.

South Somerset District Council's current SCI was adopted in 2007 and requires updating due to the many changes in planning policy and legislation. The updated SCI responds to these new requirements and best practice from around the country.

### **Recommendation(s)**

That the District Executive recommends to Council:

1. To endorse the adoption version of the South Somerset Statement of Community Involvement (November 2015) (**Appendix A**) and recommend that it is adopted by Full Council.
2. To delegate responsibility to the Assistant Director for Economy in consultation with the Portfolio Holder for Strategic Planning (Place Making) to make any final minor text amendments that may be necessary to enable the South Somerset Statement of Community Involvement, (November 2015) to be adopted.

#### **1. Background**

- 1.1 The SCI sets out how and when the community and other stakeholders will be consulted on the preparation of the Council's statutory planning documents. It also explains how the community will be consulted on planning applications. The previous SCI was adopted in 2007 and requires updating due to changes in planning legislation and regulations.

#### **2. South Somerset Statement of Community Involvement November 2015**

- 2.1 The Draft SCI was consulted upon for a six week period commencing on 20<sup>th</sup> August 2015 and ending on 2<sup>nd</sup> October 2015. All those on the Spatial Policy Consultation database were notified of the consultation and the document was placed on the

iNovem online system and in South Somerset Council offices and local libraries. In total 27 respondents made comments on the SCI and these have informed the final document presented in Appendix A.

2.2 A summary of the main issues raised during the consultation together with an officer response can be seen in Appendix B.

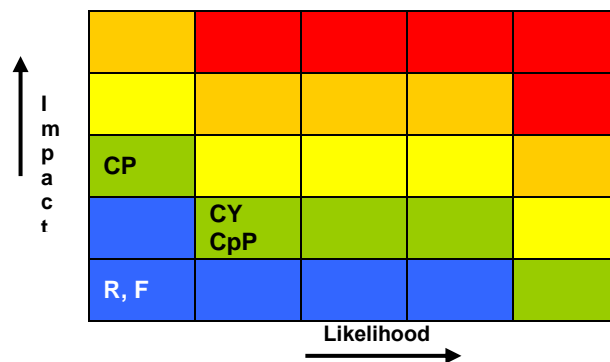
### 3. Next Steps

3.1 Once adopted the SCI will be posted on the Council's web site, and will replace the 2007 version.

### 4. Financial Implications

4.1 Current levels of consultation for plan making are fully resourced and can be accommodated within existing budgets. But should there be requirements for additional rounds of consultation then this will have a resourcing and financial implication.

### 5. 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

### 6. Corporate Priority Implications

6.1 No direct implications, although an SCI is required as part of the Councils planning function which has an impact on all areas of the Council Plan by making provision for housing and economic growth, protecting the environment and helping to contribute to happy and healthy communities.

### 7. Carbon Emissions and Climate Change Implications

7.1 None.

### 8. Equality and Diversity Implications

8.1 Equality considerations are embedded in the SCI and the Equality Officer was engaged during the drafting of the document.

## **Background Papers**

Appendix A: South Somerset Statement of Community Involvement (November 2015)

Appendix B: Summary Report of Responses to Consultation (October 2015)

**Appendix A**  
**South Somerset District Council**  
**Statement of Community Involvement**



**November 2015**





## Foreword

I am pleased to present our new Statement of Community Involvement (SCI).

Planning is an important consideration in many aspects of our lives, from the protection of our historic landscape and features, to the location of the homes we live in and the places we work.

South Somerset District Council has a history of successful engagement with its local communities and is committed to building on its reputation for successful community involvement. This document sets out how the Council plans to engage with and involve the community in plan-making and the preparation of policies, as well as helping to decide on planning applications.

I hope that you will take the opportunity to help to shape your communities by getting involved in the planning process.

Cllr Angie Singleton  
Portfolio Holder Strategic Planning (Place Making)

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***If you need this document in large print, Braille, audio or another language, please contact the Spatial Policy Team at The Council Offices, Brympton Way, Yeovil, BA20 2HT.***

***If you have hearing difficulties and have access to a Textphone call: (01935) 462440***

## 1. Introduction

- 1.1 As required by the Planning and Compulsory Purchase Act 2004 (as amended) South Somerset District Council has produced this Statement of Community Involvement (SCI)<sup>1</sup>. The SCI sets out how and when the community and other stakeholders will be consulted on the preparation of the Council's statutory planning documents. It also explains how the community will be consulted on planning applications. The previous SCI was adopted in 2007 and requires updating due to changes in planning legislation and regulations.
- 1.2 The Localism Act (2011) updated the Planning and Compulsory Purchase Act (2004) and introduces a number of changes to the planning system, including the introduction of Neighbourhood Plans. Alongside this there have also been changes to The Town and Country Planning (Local Planning) (England) Regulations 2012 which mean that the Council's SCI no longer needs to be examined.
- 1.3 The Government has also introduced the National Planning Policy Framework (NPPF) which was adopted in March 2012<sup>2</sup>. This has since been supported by the publication of the National Planning Practice Guidance (NPPG) in March 2014<sup>3</sup>. The NPPF sets out national planning policy and must be taken into account when preparing local planning policy, and in determining planning applications. The NPPF, along with the NPPG, aim to simplify the basis from which to make planning decisions and have replaced the majority of previous Planning Policy Statements and Planning Policy Guidance Notes.
- 1.4 In respect of community involvement the NPPF states that in preparing Local Plans:  
*“Early and meaningful engagement and collaboration with neighbours, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area...”* (Paragraph 155).
- 1.5 The Localism Act (2011) has introduced many changes to the planning system, including the revocation of regional strategies and the introduction of Neighbourhood Plans. Therefore the Council must ensure that the adopted local development documents<sup>4</sup> conform to legislation and latest government policy. This may involve a full review of an existing document or a partial review such as of a specific policy or topic. It will also involve the production of new documents such as a Community Infrastructure Levy (CIL) charging schedule.

<sup>1</sup> Requirement for a Statement of Community Involvement is set out in Section 18 of the Planning and Compulsory Purchase Act (2004) (as amended):

<http://www.legislation.gov.uk/ukpga/2004/5/section/18>

<sup>2</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework--2>





<sup>3</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/>

<sup>4</sup> Local development documents include Local Plans, Development Plan Documents and Supplementary Planning Documents

- 1.6 South Somerset District Council is committed to high quality engagement with its residents, businesses, local councils and other organisations operating within the district. The benefits of engaging with a wide range of people and organisations in the planning process within South Somerset include:
- Greater public ownership of planning decisions;
  - Informing the Council of public priorities;
  - Providing opportunities for the Council and others to work collaboratively; and
  - Compliance with statutory regulations.
- 1.7 The Council has a good track record of communicating and working with the community to shape the future of South Somerset. The Council uses its own South Somerset Corporate Equalities Steering Group to ensure all documents are released in an easy to understand format.
- 1.8 In addition, the Council's structure includes four Area Development Teams who are integrated with the local community allowing their views to be more easily incorporated into the Council's work; and for Council's information to be shared more readily. Most officers in the Area Development Teams are trained community facilitators. This SCI continues these efforts and looks to build upon the Council's best practice.
- 1.9 One of the key objectives of the SCI is to encourage continuous community involvement in the planning process and to provide opportunities for involvement and participation for those who wish to be involved in planning matters. It is hoped that through the methods and processes outlined in this document you will have a clear understanding of how you can be involved and be encouraged to take an active part in planning matters. The Council is keen to build on its reputation for actively engaging with the community and by setting out its approach in relation to planning. In this document it makes it clear to all the level of engagement that can be expected.
- 1.10 By engaging in the planning process you will be able to help shape your environment, make a positive contribution for the future and help to ensure that the Council is aware of local issues. By getting involved in the process at an early stage problems and aspirations can be highlighted and addressed.
- 1.11 This document sets out how the Council plans to engage with and involve the community in plan-making and the preparation of policies, as well as helping to decide on planning applications.

### **Contact Details**

- 1.12 The Council's planning teams can be contacted in writing, via email, by telephone, or through the Council's website:

	<b>Write or visit</b>	Council Offices Brympton Way Yeovil BA20 2HT
	<b>Email</b>	Spatial Policy Team: <a href="mailto:planningpolicy@southsomerset.gov.uk">planningpolicy@southsomerset.gov.uk</a>  Development Management Team: <a href="mailto:planning@southsomerset.gov.uk">planning@southsomerset.gov.uk</a>
	<b>Telephone</b>	01935 462462
	<b>Online via the website</b>	<a href="http://www.southsomerset.gov.uk">www.southsomerset.gov.uk</a>

## 2. Plan Making

- 2.1 The Council is responsible for the production of planning documents for South Somerset. These can include:
- A Local Plan and Proposals Map;
  - Development Plan Documents (DPD);
  - Supplementary Planning Documents (SPD); and
  - Community Infrastructure Levy (CIL).
- 2.2 The timetable for preparing these documents is detailed in the South Somerset Local Development Scheme (LDS). The LDS sets out a programme and resourcing plan for the various documents to be prepared and finalised. It also identifies inter-dependencies, risks and contingencies associated with their delivery. The LDS can be viewed on the South Somerset District Council website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk). Progress of the LDS is reviewed as part of the Authority's Monitoring Reports (AMRs) and changes may be made as a result.

### Local Plan

- 2.3 Following the introduction of the Town and Country Planning (Local Planning) Regulations 2012, Councils are generally expected to include all their planning policies within the Local Plan, however the law does still allow for the production of other planning policy documents such as DPDs or SPDs. The South Somerset Local Plan (2006 – 2028) was adopted in March 2015. The process of producing any planning policy document should fully involve everyone who has an interest in the document.

### Development Plan Documents

- 2.4 Any development plan documents will be produced following the same process as a Local Plan and will often focus on a particular area such as a town centre or topic such as site allocations.

### Supplementary Planning Documents

- 2.5 Supplementary planning documents (SPD) add further detail to policies in the local plan / DPD and can be used to provide further guidance for development on specific sites or on particular issues such as design. SPDs are not considered by an independent inspector.

### Sustainability Appraisal

- 2.6 An on-going part of producing a local plan or DPD is Sustainability Appraisal (SA). This is a mechanism for checking the social, environmental and economic effects of a document and must be carried out for every local plan / DPD. The SA will be subject to public consultation as it develops, and the Council will seek the views of the three statutory authorities associated with the SA scoping stage, namely: the Environment Agency, Heritage England,

and Natural England. At other stages in the process the SA is consulted upon widely along with the relevant local plan or DPD.

### **Duty to Co-operate**

- 2.7 There is now a 'duty to co-operate' in the plan making process. The NPPF says that public bodies (known as 'Prescribed Bodies' - see Appendix 1) have a duty to co-operate on planning issues that cross administrative boundaries, particularly those which relate to strategic priorities (e.g. housing provision). Local planning authorities are expected to demonstrate through evidence that they have effectively co-operated in planning for these issues.

### **What are the Stages for Preparing a Local Plan or Development Plan Document?**

- 2.8 The consultation requirements for a local plan or DPD are set out within the Town and Country Planning (Local Planning) (England) Regulations 2012<sup>5</sup>. These regulations are summarised below. To understand the full legal requirements please refer to the published regulations. An illustration of the process is shown in Figure 1.

**Regulation 18 (Preparation of a local plan)** requires consultation with:

- Various "specific consultation bodies" (essentially statutory national and local organisations that are affected by the subject matter of the local plan (see Appendix 1).
- Any of the "general consultation bodies" (essentially anybody interested in the social, economic or environmental development of the district) considered appropriate (see Appendix 1).
- Residents of or other bodies who carry out business in the district; and;
- The Council must make all relevant documents available, including a 'statement of the representations procedure'. Documents must be made available for inspection at the Council's principal office and elsewhere as appropriate (e.g. local area offices and public libraries) and on the Council's website.
- The Council must take into account any representations received.

**Regulation 20 (representations relating to a local plan)** involves a six week consultation process.

**Regulation 22 (Submission of documents and information to the Secretary of State)** requires the Council to submit to the Secretary of State all associated documents including the sustainability appraisal report, submission policies map and a comprehensive statement on the consultation that has taken place, including copies of the representations received. The Council must then make these documents and the local plan available for public inspection, give specific notification to the people who made

<sup>5</sup> <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

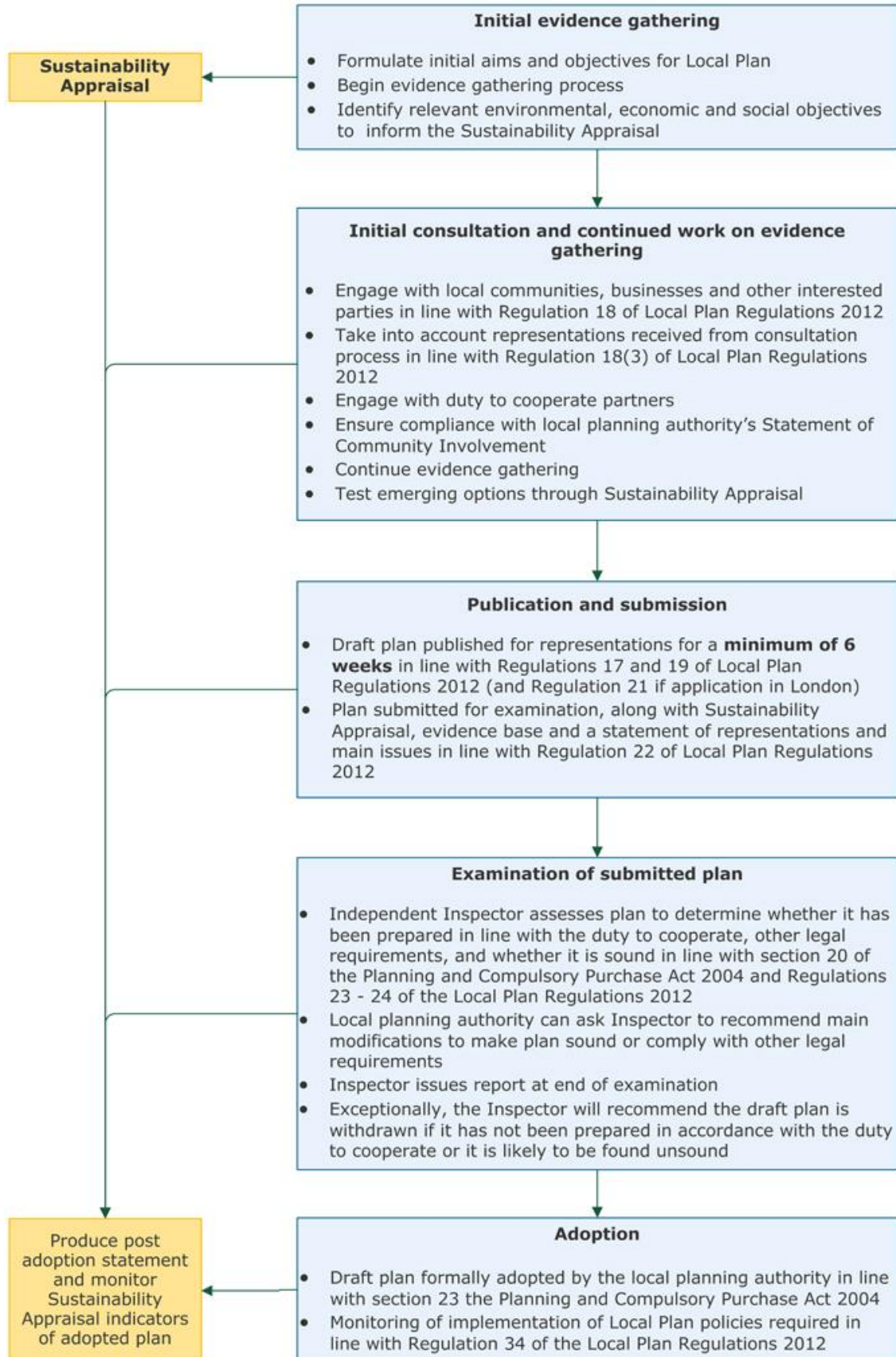
representations and to anyone else who has requested to be notified at this stage.

**Regulation 23 (consideration of representations by appointed person)** requires that any representations on the submitted local plan received in the six-week period must be considered by the Inspector who carries out the examination.

**Regulation 35 (Availability of documents: general)** requires that during consultation periods documents should be made available for inspection at the Council's principal office and any other places within the area the Local Planning Authority (LPA) consider appropriate during normal office hours,. Documents should also be published on the Council's website.



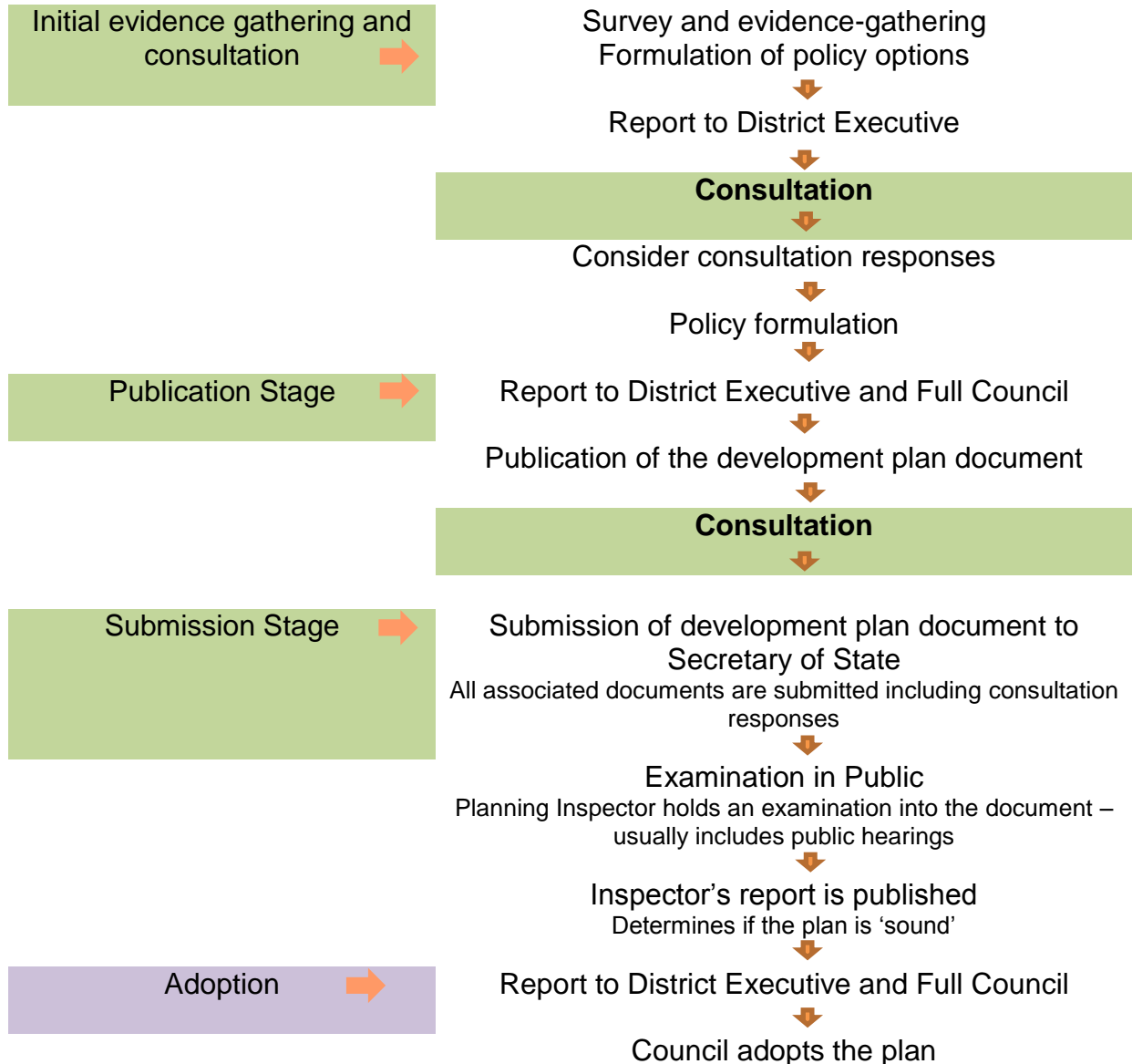
Figure 1: Local Plan / Development Plan Document Process



Source: National Planning Policy Guidance, CLG, 2014, Paragraph 005, Reference ID 12-005-20140306

2.9 Figure 2 further simplifies the process set out in Figure 1 and indicates the stages when the document will be considered by District Councillors at Committee.

**Figure 2: Local Plan / Development Plan Document Process Simplified**



### How will I be consulted?

2.10 Table 1 shows who will be consulted and the types of engagement methods to be used at each stage in the production of a local plan / DPD. The most suitable and effective consultation methods for the stage in the production of each document will be used. The most suitable methods to be used will be defined at the time in light of the prevailing circumstances. Appendix 2 provides an explanation of the methods of engagement that might be used when a document is being produced.

Table 1: Local Plan / Development Plan Documents Production and Involvement

Production stage	Who will be involved?	Methods of involvement
<p><b>1. Initial evidence gathering</b> The information needed for the local plan / DPD is prepared and potential issues identified.</p>	<p>The Council will engage with a wide range of individuals or bodies as required including:</p> <ul style="list-style-type: none"> <li>• South Somerset District Council officers</li> <li>• District Councillors</li> <li>• Relevant town and parish Councils, consultants, developers, local employers and other local groups as relevant</li> <li>• Duty to co-operate 'prescribed bodies' as appropriate</li> </ul>	<p>Engagement will involve some or all of the following:</p> <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Letters</li> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>
<p><b>2. Initial consultation and continued work on evidence gathering (Regulation 18)</b> The information gathered at the first stage is taken into account in the drafting of detailed policies and allocations. Depending on the level of complexity, the draft local plan / DPD stage may involve more than one period of consultation.</p>	<ul style="list-style-type: none"> <li>• Various 'specific consultation bodies' essentially statutory national and local organisations that are affected by the subject matter of the document (see Appendix 1)</li> <li>• Any of the 'general consultation bodies' (essentially anybody interested in the social, economic or environmental development of the district) considered appropriate (see Appendix 1).</li> <li>• Duty to co-operate 'prescribed bodies' as appropriate</li> <li>• Any other person, organisation or interest group who wishes to engage</li> </ul>	<p>The main way the Council will seek to engage will be via the online consultation software (iNovem). Documents will also be made available for inspection at the Council's principal office and elsewhere as appropriate (e.g. local area offices and public libraries) and on the Council's website (Regulation 35).</p> <p>Methods of involvement at this stage could include:</p> <ul style="list-style-type: none"> <li>• Public notice</li> <li>• Letter</li> <li>• Email</li> <li>• Local media</li> <li>• Leaflet</li> <li>• Public exhibitions or meetings</li> <li>• Workshops</li> </ul> <p>The Council must take into account any representations received and identify and publish the main issues that emerge.</p>
<p><b>3. Publication (Regulations 17 and 19)</b> The local plan / DPD is finalised and</p>	<ul style="list-style-type: none"> <li>• All those who were invited to comment at stage 2 (initial consultation and continued work on</li> </ul>	<p>The main way the Council will seek to engage will be via the online consultation software (iNovem). Documents</p>

<p>published for a 6 week period of consultation. Comments at this stage will only be sought on soundness and legal compliance of the plan.</p>	<p>evidence gathering) and stage 3 (publication).</p> <ul style="list-style-type: none"> <li>• All those who commented at stage 2 (initial consultation and continued work on evidence gathering) and stage 3 (publication).</li> <li>• Any other person, organisation or interest group who wishes to engage</li> </ul>	<p>will also be made available for inspection at the Council's principal office and elsewhere as appropriate (e.g. local area offices and public libraries) and on the Council's website (Regulation 35).</p> <p>Methods of involvement at this stage could include:</p> <ul style="list-style-type: none"> <li>• Public notice</li> <li>• Letter</li> <li>• Email</li> <li>• Local media</li> <li>• Leaflet</li> <li>• Public exhibitions or meetings</li> <li>• Workshops</li> </ul> <p>The Council must take into account any representations received and identify and publish the main issues that emerge.</p>
<p><b>4. Submission (Regulation 22)</b> The draft local plan / DPD, and all supporting documents and the comments received from public consultation are submitted to the Secretary of State, who appoints an independent planning inspector. Documents are made available to view for a 6 week period.</p>	<ul style="list-style-type: none"> <li>• All those who were invited to comment at stage 2 (initial consultation and continued work on evidence gathering) and stage 3 (publication).</li> <li>• All those who commented at stage 2 (initial consultation and continued work on evidence gathering) and stage 3 (publication).</li> </ul>	<p>The main way the Council will seek to engage will be via the online consultation software (iNovem). Documents will also be made available for inspection at the Council's principal office and elsewhere as appropriate (e.g. local area offices and public libraries) and on the Council's website (Regulation 35).</p> <ul style="list-style-type: none"> <li>• Public Notice</li> <li>• Email / letter</li> </ul>
<p><b>5. Public examination (Regulation 23)</b></p>	<p>Those who made representations at stage 4 (submission).</p>	<p>The person who is appointed to carry out the independent examination considers main issues raised at the Submission stage.</p>
<p><b>6. Adoption</b> The local plan / DPD is adopted following the consideration of the recommendations in the inspector's report.</p>	<p>All respondents Any person who has asked to be notified of the adoption of the document</p>	

**Supplementary Planning Documents** go through the following stages:

- **Pre-production** survey and initial evidence gathering.
- **Public participation** seeking comments on a draft of the Supplementary Planning Document.
- **Adoption** the Council considers all comments received and adopts the SPD, whether amended or not.

### **Evidence base documents**

- 2.11 As part of the plan making process the Council will be producing (or commissioning external consultants to produce) evidence base documents that support the local plan. Where appropriate the Council will consult relevant 'specific' or 'general' consultation bodies on the contents of that evidence including working proactively with other authorities on strategic cross boundary issues in line with the duty to co-operate.
- 2.12 The Authority's Monitoring Report (AMR) is an evidence base document that helps the Council assess if local plan policies are being delivered or not. They will look at the Council's performance against the monitoring targets set out in the Local Plan. This will include analysis of recent performance in achieving housing targets. The AMR will also assess if the Council is able to demonstrate a five-year supply of housing land, which is an important aspect in decision making. The AMR will be published at least annually, formally signed off by the Council's District Executive Committee, and then published on the website.

### **The Council's commitment to equality**

- 2.13 The Equality Act 2010 places general and specific duties and responsibilities on the Council. The Public Sector Equality Duty, (s149 of the Equality Act 2010), requires the Council to consider all individuals when carrying out our day- to- day work, in shaping our policies, in delivering services, and in relation to our staff.
- 2.14 When carrying out our activities, we are required to have due regard to the need to:
- Eliminate discrimination
  - Advance equality of opportunity
  - Foster good relations between different people
- 2.15 The Specific Duties help the Council to achieve the Equality Duty. These include preparing and publishing equality information and the setting of Equality Objectives<sup>6</sup>.
- 2.16 The Council employs its own Equalities Officer who assists in the formulation of documents. This is particularly relevant to planning which has a role to play in promoting equality of opportunity and cohesion by considering the needs of the community. The Council recognises that equality of opportunity in practice includes ensuring that vulnerable or disadvantaged groups have their voices heard and needs considered. This statement supports that objective through providing guidance on how to get people involved.
- 2.17 Carrying out an Equality Analysis (EqA) on our Planning policies is a way of assessing the effect on different groups protected from discrimination by the Equality Act, (the protected characteristics are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race,

<sup>6</sup> [http://www.southsomerset.gov.uk/media/644381/equality\\_objectives\\_v6.pdf](http://www.southsomerset.gov.uk/media/644381/equality_objectives_v6.pdf)

religion or belief, sex and sexual orientation). The EqA considers if there are any unintended consequences and if the policies will be fully effective for all groups.

### **Different equality groups**

- 2.18 It is recognised that some sectors of the community may be more difficult to engage in participation in the planning process. These different equality groups may include those with sensory loss, Black and Minority Ethnic (BME) communities, young people, the elderly, those from deprived neighbourhoods, and Gypsies, Travellers and Travelling Showpeople. Here the expertise of the South Somerset Corporate Equalities Steering Group will be invaluable as they have direct day-to-day links working with and helping representatives of these parts of the community and will be able to advise on and assist with engagement. Where appropriate the Council will also use its links to these groups through the Equalities Officer, Area Development Teams and Community Health and Leisure Team to enable engagement in the planning process.
- 2.19 Different equality groups will require tailored methods of engagement and this will be assessed on a document-by-document basis

### **What will happen when I get involved in the local plan / DPD or SPD process?**

- 2.20 All relevant comments received will be:
- Acknowledged
  - Recorded on a database
  - Clarified where necessary either by letter, email or telephone
- 2.21 At each consultation stage in the production of a local plan / DPD or SPD, an outline of the consultation undertaken and the main issues arising from that consultation will be reported to District Councillors together with officer recommendations. Details of committee meetings and reports are posted on the Council's website and hard copies are available at Council offices.
- 2.22 The Council allows individuals and group representatives to attend its committee meetings either as observers or to address the members of the committee. Those who wish to make a presentation to a committee are usually given a maximum of 3 minutes. If you do wish to speak at a committee meeting you must first complete a request slip and give it to the Committee Clerk (request slips are available at the meeting and are completed on the day of the meeting).
- 2.23 Where appropriate, comments received suggesting amendments to or raising relevant new issues regarding a local plan / DPD or SPD will be taken into account and the document amended as necessary.

## Neighbourhood Plans

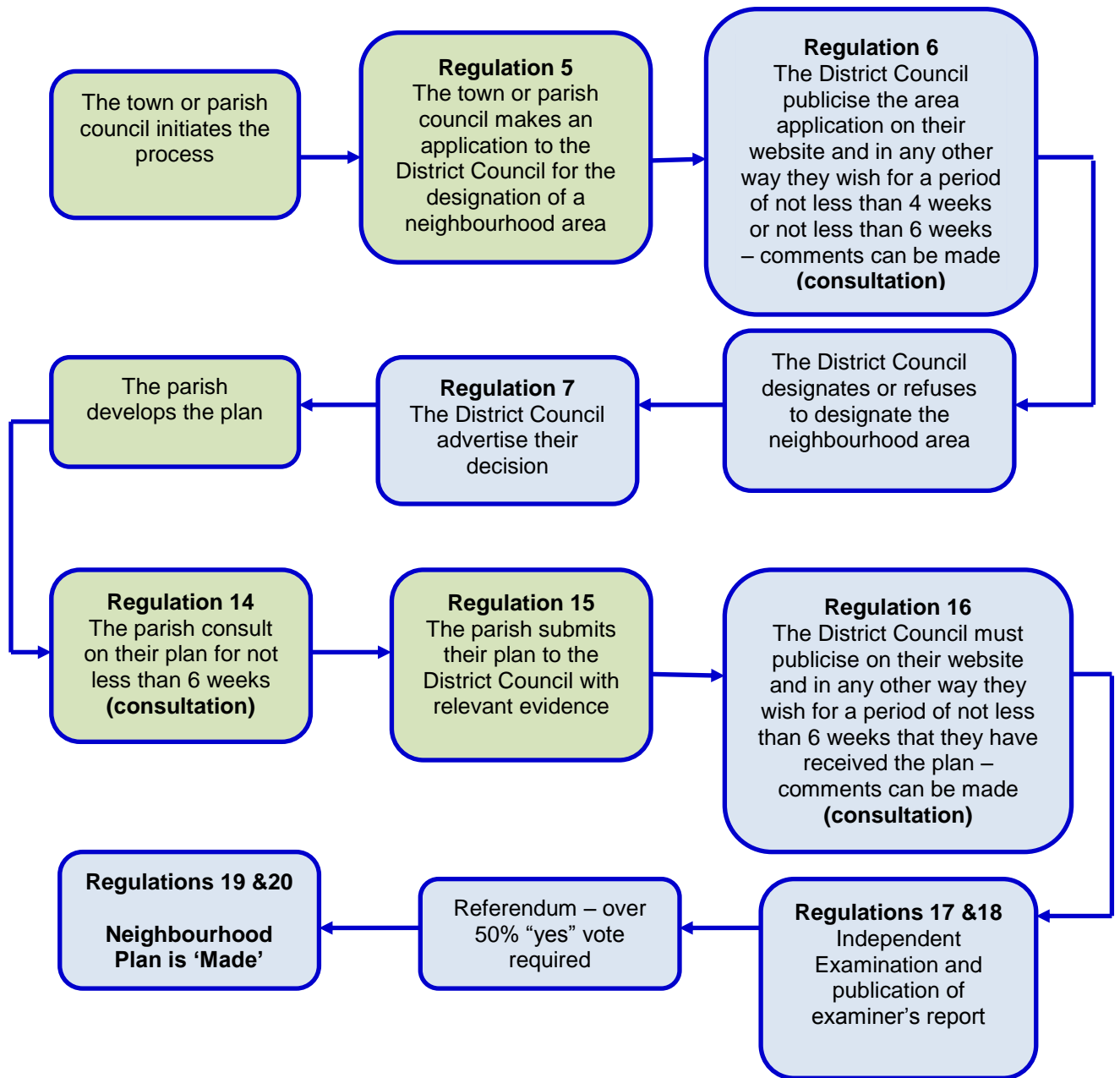
- 2.24 Neighbourhood Plans were introduced by the Localism Act 2011 and the process for producing them is set out in The Neighbourhood Planning (General) Regulations 2012 as amended (the regulations)<sup>7</sup>.
- 2.25 A neighbourhood plan is a community-led and prepared document for guiding the future development, regeneration and conservation of a parish (or group of parishes). It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of sites for specific kinds of development. It can deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two key local issues only. In order to progress to referendum a neighbourhood plan must be examined to ensure that it meets a number of basic conditions i.e. that it has regard to national planning policies, it is in general conformity with the strategic policies of the local plan for the area, it contributes to the achievement of sustainable development and is compatible with European Union law and human rights obligations. Once 'made' a neighbourhood plan becomes part of the development plan so it has statutory weight and its policies along with those in the local plan will be used to determine planning applications.
- 2.26 The key stages for producing a neighbourhood plan are set out in Figure 3, it also identifies when consultation takes place during the process. The statutory requirements of the Council are highlighted in **blue** and parish/town council responsibilities are in **green**.

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<sup>7</sup> <http://www.legislation.gov.uk/uksi/2012/637/contents/made> and [http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksiem\\_20150020\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksiem_20150020_en.pdf)



Figure 3: Key Stages in Preparing a Neighbourhood Plan



2.27 The following paragraphs set out how the Council will comply with its statutory duties with regards to consultation on neighbourhood plans.

### Regulation 6: Publicising an area application

2.28 At the neighbourhood area application stage where the application is made by a parish or town council and the neighbourhood area relates to the whole area of the parish the District Council will publish the relevant documents for consultation for a period of not less than 4weeks, in all other cases the

consultation period will be for not less than 6 weeks<sup>8</sup>. The following methods will be used:

- Publication on SSDC's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk);
- Request that the town/parish council display the notice with details of how to comment on the parish notice board/parish website/magazine and at local venues they consider will raise awareness of the proposal locally;
- SSDC to send email / letter to adjoining parishes and ward members;
- SSDC to send email / letter to relevant parish and ward member/s;
- Advertise in the local press; and
- Where it is judged to be necessary notify, where known, affected landowners or interest groups.

### **Regulation 7: Publicising the designation of a neighbourhood area**

- 2.29 Once designated the District Council will inform all those it notified at the Regulation 6 stage of their decision to designate the neighbourhood area (or their reasons for not designating the area). The relevant documents will also be posted on the website.

### **Regulation 16: Plan proposals**

- 2.30 Once the town /parish council has submitted its plan to the District Council in accordance with the Regulation 15, the District Council will publicise the plan for consultation for a period of not less than 6 weeks (Regulation 16). The following methods will be used:
- Publication on SSDC's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk);
  - Request that the town/parish council display the notice with details of how to comment on the parish notice board/parish website / magazine and at local venues they consider will raise awareness of the proposal locally;
  - SSDC to send email / letter to adjoining parishes and ward members;
  - SSDC to send email / letter to relevant parish and ward member/s;
  - Advertise in the local press; and
  - Any 'consultation body'<sup>9</sup> that is referred to in the consultation statement submitted by the town and parish council in accordance with Regulation 15 will be notified via email / letter that the plan proposal has been received.

### **Regulation 18: Publication of the examiner's report and plan proposal decision, Regulation 19: Decision on a plan proposal and Regulation 20: Publicising a neighbourhood development plan**

- 2.31 The District Council are also required to publicise the examiner's report, their decisions on the plan, their decision to 'make' the neighbourhood plan and make the plan publically available once it has been 'made'. This will be done using the following methods:
- Publication on SSDC's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk);

<sup>8</sup> The Neighbourhood Planning (General ) (Amendment) Regulations 2015 2 (2) (amendment to Regulation 6)

<sup>9</sup> Consultation Bodies are listed in Schedule 1 of The Neighbourhood Planning (General) Regulations 2012

- SSDC to send email / letter to adjoining parishes and ward members;
- SSDC to send email / letter to relevant parish and ward member/s; and
- Advertise in the local press (Regulation 19 only).

2.32 For those working on neighbourhood plans the Area Development Teams can provide advice and support when groups are consulting with their local communities.

### 3. Planning Applications

- 3.1 One of the key roles of the Council's Development Management Service is to determine a wide range of planning applications. These range from small household extensions, and listed building applications, through to large housing developments. The County Council deal with applications relating to minerals, waste, the County Council's own development and major highway schemes. They are also the Lead Local Flood Authority (LLFA). As the LLFA they are required to develop a strategy to tackle local flood risks, involving flooding from surface water, 'ordinary watercourses', for example ditches, dykes, and streams, groundwater, canals, lakes and small reservoirs.
- 3.2 As part of its planning function, the Council is required to notify owners and occupiers of neighbouring properties along with the relevant statutory consultees on the planning applications it receives.
- 3.3 The NPPF expects Councils to have a positive approach to decision-taking in order to deliver sustainable development. They are expected to work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area. It is clear that efficiency and effectiveness can be improved by good quality pre-application discussion and Councils are expected to encourage other parties to engage with them before submitting a planning application. Where they think this would be beneficial they should also encourage any applicants who are not already required to by law to engage with the local community before submitting their applications.<sup>10</sup> The SCI therefore outlines the level of community involvement and pre-application discussion that the Council will expect to be undertaken before an application is submitted. The level of pre-application consultation and particularly early public engagement will be determined by the type and scale of the application.

#### Pre-Application Discussions

- 3.4 Applicants and/or agents will be encouraged to contact the Council at the pre-application stage to discuss what the Council will expect in terms of pre-application consultation and early public involvement. The level of early community involvement will be dependent upon the nature and scale of the application, as set out below.

#### Major Applications

- 3.5 Applicants making an application for major development (e.g. large housing projects, large renewable energy applications, industrial development) are encouraged to engage with the local community and relevant interest groups prior to submission of applications. Where appropriate, the submission of a statement of community involvement will be sought as supporting information. Pre-application documents will be required to be at a level of detail sufficient

<sup>10</sup> National Planning Policy Framework (CLG, 2012), paragraphs 186 -195

to enable assessment of the main issues raised by the proposed development.

- 3.6 In appropriate circumstances, the Council will enter into Planning Performance Agreements, to agree timetables for determination of applications, as advised in the National Planning Policy Framework (paragraph 195).

### **All other applications**

- 3.7 Householders and other applicants and/or agents are encouraged to consider matters such as loss of privacy and light, noise, odour or pollution and to discuss/show their plans to neighbours before submitting a planning application. If the application is within or adjoins a Conservation Area, or relates to a listed building or its setting, then advice should be sought from the relevant Development Management Team and/or one of the Conservation Planners.

### **Benefits of Pre-application discussions**

- 3.8 Pre-application discussions and early public participation have a number of benefits including being a useful means of resolving issues that may result in public objections at a later stage and helping to ensure an inclusive and transparent process. Further benefits are to improve the overall quality of the application that is submitted, to assist the Council to make timely decisions and ensure that applicants do not experience unnecessary delays and costs. This can be achieved for example by the Council giving early advice to applicants on the type of supporting information that should accompany an application, advice on design and landscape issues and providing contact details for other relevant consultees, for example County Highways.
- 3.9 Pre-application discussions are undertaken in confidence. Normally this would involve the submission of sketch drawings and other relevant detail. Evidence of and results of pre-application community consultation should be submitted as part of a formal planning application. However, it must be stressed that the Council cannot refuse to accept a valid application because an applicant has either not undertaken pre application consultation or has undertaken pre-application consultation using a different method to that outlined in the SCI.

### **Validation Checklist**

- 3.10 In order to improve the Council's service in terms of pre application advice and information, the Council's Development Management Service has prepared a validation checklist. This can be seen on the Council's website <http://www.southsomerset.gov.uk/media/176496/validation%20document%202007.pdf>. The checklist provides guidance to applicants/ agents on the scope of material that should be supplied with a planning application, and benefits the applicant in terms of providing greater certainty as to the nature and extent of information required in order to validate the application. It also benefits the local authority by helping to achieve good standards of performance.

## Approaches to Early Community Involvement

- 3.11 Small-scale applications (e.g. householder applications, minor changes of use, small-scale operational development) would not normally be subject to extensive community-wide pre-application community consultation.
- 3.12 Applicants submitting more complex applications would be advised to consider various consultation methods as follows:

**Table 2: Pre-application Consultation with the Community**

Type of Application	Suggested methods of pre-application consultation
Applications where there are considerable issues of scale and controversy, or where the application is contrary to or out of line with the Development Plan <sup>11</sup> (a “departure” application).	Public meeting(s); public exhibition(s); early engagement with Parish Council(s); media engagement (as appropriate); discussions with case officer to assist with internal and external consultees; general discussion with case officer.
Applications that are broadly in accordance with the Development Plan BUT raising controversial issues or detail	Discussions arranged with case officer, involving external consultees as necessary
Development where an Environmental Impact Assessment is required	Seek screening/scoping opinion; engagement with case officer to liaise with consultees; general discussion with case officer
Applications of a scale or development area for which the LPA requires wider community involvement e.g. applications that fall within sites that are “sensitive” to development pressures and allocated sites that may not have generated significant objection through the local plan process for example applications of “local significance” that the LPA considers requires wide community involvement	Public meeting(s); public exhibition(s); media engagement (as appropriate); early engagement with Parish Council(s); discussions with case officer to assist with and advise on appropriate internal and external consultees; general discussion with case officer.

<sup>11</sup> The Development Plan is the adopted Local Plan and any Neighbourhood Plans that are ‘Made’

## Dealing with Applications - what happens following receipt of an application?

- 3.13 Upon receipt and validation of an application, the application is allocated to a case officer.
- All relevant neighbours, parish/town Council, and other relevant statutory and non-statutory consultees are notified of the application.
  - Advertisements, where required, are placed in the local press and on site.

### Statutory and other Consultees

- 3.14 All statutory and other consultees will receive notification of relevant planning applications;
- Statutory consultees include Highways England, the Environment Agency and Natural England;
  - Parish/town Councils are consulted on all applications within their area;
  - Other consultees would include bodies such as the LLFA<sup>12</sup>
  - There is a statutory period of 21 days within which comments should be received by the Council. Comments received after this period but before the application is determined will be considered.

### Weekly List

- 3.15 The Council produces a weekly list of registered and determined planning applications; you can sign up to receive a copy through the Council's web site: <http://www.southsomerset.gov.uk/my-account/my-planning/>

### Neighbour Notification

- 3.16 Although not required by legislation, South Somerset District Council will normally notify via letter all owners and/or occupiers of adjoining properties about the submission of a planning application.
- The notification letter provides the application number, name of case officer, details of where to view the application, and how/where to forward any comments.
  - Any person or consultee who wishes to view any particular application is able to do so via the Council's website; [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) or by visiting the relevant parish/town Council or the District Council Offices at Brympton Way, Yeovil.
  - Relevant comments may be forwarded to the Council via fax, email, website and letter.
  - Anyone wishing to make representations to the Council has a period of 21 days from the date of the notification letter to submit their comments.
  - Dependent upon the nature, scale and wider possible impact of a proposed development, wider neighbour notification may be appropriate.

<sup>12</sup> All bodies with responsibilities relating to flood risk are members of the Somerset Rivers Authority which was launched in January 2015. See the SRA website at <http://www.somersetiversauthority.org.uk/>

## Site Notices

- 3.17 For certain applications, it is a statutory requirement to display a site notice and advertise in the local newspaper(s). These applications include those that are:
- accompanied by an Environmental Statement as required by the Town and Country Planning (Environmental Assessment) (England and Wales) Regulations 2011;
  - departures from the Development Plan;
  - applications for Listed Building and Conservation Area Consent and development that will affect the character or setting of a listed building or the character or appearance of a Conservation Area;
  - ‘major’<sup>13</sup> applications; and
  - notification/application involving ‘permitted’ development under the General Permitted Development Order.
- 3.18 A site notice may also be erected for ‘general interest’. This is usually in rural areas where there are no immediate neighbours or where it is difficult to identify adjoining owners/occupiers. There may also be occasions where an officer, using their professional judgement, may consider it appropriate to put up a site notice because they consider that the application may be of a wider public interest.

## Submission of Comments

- 3.19 Comments on any application can be forwarded to the Council via the website, email and letter:
- Anyone who has an interest in an application can make representations even though they may not have received a notification letter.
  - Any relevant comments made will be treated as a “material consideration” within the context of national and local policy.
  - The deadline for submitting comments is 21 days from the date stated on the letter and/or site notice and from the publication of the paper advertisement (where advertised). However, bodies such as Historic England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
  - Comments will be scanned, placed onto the electronic document management system and are made available for public inspection.
  - An acknowledgment letter is sent to those who have made representations.
  - All relevant comments received are taken into account by the case officer when considering the application.
  - The Council will also inform those who have made representations:
    - If the application is due to be considered at an area committee; and
    - If any amended plans are received
  - The Council will not publish or take into account any discriminatory or libellous comments

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<sup>13</sup> Applications for 10 or more dwellings and 1,000 sq m or more for economic development



### **Amendment of Application Details**

- 3.20 Where an application has been amended, whether to meet changed requirements of the applicant or to respond to issues raised during the consultation process, it may be necessary to re-consult neighbours and other consultees. Where appropriate, this is done in writing, allowing a clearly specified period (generally 14 days) for the receipt of further comments. In accordance with current Government guidance, the period for consultation would need to balance the need for consultees to be given adequate time to consider the issues raised against the need for efficient decision making.

### **Scheme of Delegation**

- 3.21 The Council operates a scheme of delegation.
- In brief, it gives authority to the Development Manager to issue decisions on the majority of applications without the need to refer the application to the relevant Area Committee.
  - For further information on the scheme of delegation, please see here: [http://www.southsomerset.gov.uk/media/120189/scheme\\_of\\_delegation\\_aug11\\_.pdf](http://www.southsomerset.gov.uk/media/120189/scheme_of_delegation_aug11_.pdf) or contact the Development Management Service on 01935 462462.

### **Area Committee Meetings**

- 3.22 Any application that is referred to Committee will be considered by one of the relevant 4 Area Committees.
- Each Area Committee meets once a month on successive Wednesdays throughout the month.
  - Meetings are usually held either at the Council offices or at local village halls/public buildings within the relevant district area.
  - Committee reports are made publicly available 5 working days before the meeting and are available on the Council's website (please see under agenda/minutes). Paper copies are available at the Council offices and distributed on the day of the meeting.
  - Applicants and persons who have made representations on applications are advised in writing of the time and place of the meeting.

### **Regulation Committee**

- 3.23 A small number of applications may need to be referred from one of the Area Committees to the Regulation Committee for example, a major application that is contrary to the adopted local plan or an application raising controversial issues. Where possible the need for an application to be determined at Regulation Committee will be identified prior to the Area Committee meeting.
- The Regulation Committee is held monthly in the Council Chamber at Brympton Way, Yeovil.
  - Those who have made comments on an application that is being referred to Regulation Committee will be informed of the fact.

- The committee report will be made available 5 working days before the meeting and can be viewed on the Council's website. Paper copies are available at the Council offices.

### **Public Speaking at all Committee Meetings**

- 3.24 The Council provides an opportunity for a member of the public and/or any other interested person to address the committee -a maximum of 3 minutes is given.
- For larger or more controversial applications where many people may wish to speak, the Chairman will normally ask that a spokesperson be appointed to address the committee.
  - Those wishing to speak are advised to fill in a slip and pass to the Committee clerk either at the beginning of the meeting or during the break, which is usually held before consideration of planning applications.

### **Post Decision**

- 3.25 All planning decisions are available to view on the Council's website.

### **Planning Appeals**

- 3.26 An applicant has the right of appeal against a refusal of planning permission and against any conditions attached to a permission. The applicant also has the ability to appeal against non-determination if no decision is made within the required time period
- Appeals are lodged with the Planning Inspectorate
  - Appeals are considered by an independent Planning Inspector.
  - The right of appeal currently only extends to the applicant and not to any third parties.
  - The Council will write to those who were originally consulted informing them of the appeal and outlining the appeal process.
- 3.27 There are 3 types of appeal:
- Written Representations
  - Informal Hearing
  - Public Inquiry
- 3.28 Most appeals are considered via written representations. The more complex and controversial applications are usually considered via a hearing or Public Inquiry. Irrespective of the type of appeal, members of the public and any other interested parties are given an opportunity to forward comments to the Planning Inspectorate.
- 3.29 A time limit of 6 weeks is allowed in which comments can be forwarded to the Planning Inspector. Applicants, agents and third parties are given an opportunity to address the Inspector during an Informal Hearing and Public Inquiry.

- 3.30 For further information on any aspect of the appeal process please see <http://www.planningportal.gov.uk/planning/planninginspectorate>

### **General**

- 3.31 The Council operates a Duty Planning Officer system to deal with simple enquiries, as well as offering general planning and procedural advice. This is available Monday to Thursday between 8.45 am and 5.15pm and between 8.45 am and 4.45 pm on Fridays in the reception at the Council Offices, Brympton Way, Yeovil or on the phone: 01935 462462.
- 3.32 A 'Planning Surgery' system (a duty officer) is also available in Wincanton (Churchfields) every Monday morning between 9am and 1 pm; and in Chard (Holyrood Lace Mill) every Tuesday morning between 9.30am and 1pm.

## 4. Resources Available for Community Involvement

- 4.1 The Council is committed to effective community engagement and intends to continue this commitment through the Statement of Community Involvement. To assist the Spatial Policy and Development Management Teams, the Council has a number of trained community facilitators in the Area Development Teams who can offer advice and guidance on a range of community related issues including methods of engaging with different groups within South Somerset. These could include:
- Planning for Real<sup>®</sup> exercises
  - Workshops
  - Drop in events
- 4.2 The following staff/teams/services will also provide valuable input in the production of planning documents:
- Economic Development Team;
  - Strategic Housing;
  - Development Management;
  - Environmental Health;
  - Community Health and Leisure Team; and
  - Equalities Officer.
- 4.3 The assistance of Planning Aid South West may be called upon as necessary or appropriate.
- 4.4 The proposed methods of engagement reflect past experience of what has worked well although the SCI provides the opportunity to review the methods of engagement, particularly in reaching and engaging with hard to reach groups. The Council, however, must be realistic in what it can undertake and achieve given the level of staff and economic resources available and the commitment to providing value for money for its residents.
- 4.5 Where planning applications are concerned the onus will be on the applicants and their agents to undertake pre-application consultation activities where appropriate although the Council's advisory role will have resource implications.

## **5. Monitoring and Mechanisms for Review**

- 5.1 The Statement of Community Involvement will be kept under review and revised where necessary following the same procedures. Revisions should only need to be made when significant changes occur in the planning process or the Council wishes to revise how it engages with the community.
- 5.2 In plan making it is intended to continue the practise of asking those who are consulted if they wish to continue being consulted on a particular document to prevent involving those who no longer wish to be. Additionally the Spatial Policy consultation database will be amended and updated as address details change or where an additional consultee asks to be added.
- 5.3 The Council will review the procedures for involving the community in plan-making and planning applications to ensure it achieves a representative level of public involvement.

## Appendix 1: Consultation Bodies

This Appendix lists the Specific Consultation Bodies, General Consultation Bodies and other Consultees the LPA may consult, where applicable, on the preparation of our planning documents. Members of the public and agents and other groups that are on our existing database will also be consulted. **If you want to check that you are on or would like to be added to our database please do not hesitate to contact the Spatial Policy Team: Please also let us know if you no longer wish to be included on our database and do not wish to receive any further letters and/or consultation documents.**

### Specific Consultation Bodies – (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012)

- a) The Coal Authority
- b) The Environment Agency
- c) Historic England
- d) The Marine Management Organisation
- e) Natural England
- f) Network Rail Infrastructure Ltd (company number 2904587)
- g) Highways England
- h) A relevant authority any part of whose area is in or adjoins the LPA's area:

Somerset:	South Somerset Town and Parish Councils
	Somerset County Council
	Mendip District Council
	Sedgemoor District Council
	Taunton Deane Borough Council
Dorset:	Dorset County Council
	North Dorset District Council
	West Dorset District Council
Wiltshire	Wiltshire Council
Devon	Devon County Council
	East Devon District Council

Adjoining Parish Councils that fall outside South Somerset District Council's administrative boundaries:

<p>Ashcott Parish Council          Baltonsborough Parish Council          Batcombe Parish Council          Bickenhall Parish Council          Bourton Parish Council          Bradford Abbas Parish Council          Broadwindsor Parish Council          Buckhorn Weston and Kington Magna Parish Council          Burrowbridge Parish Council          Butleigh Parish Council          Chardstock Parish Council          Chedington Parish Council          Churchstanton Parish Council          Clifton Maybank Parish Council          Curland Parish Council          Ditcheat Parish Council          Fifehead Magdalen Parish Meeting          Gillingham Town Council          Goathill Parish Council          Greinton Parish Council          Halstock Parish Council          Hatch Beauchamp Parish Council          Kilmington Parish Council          Lamyatt Parish Meeting          Lydford on Fosse Parish Council          Maiden Bradley with Yarnfield Parish Council          Marnhull Parish Council</p>	<p>Melbury Osmund Parish Council          Membury Parish Council          Milton Clevedon Parish Meeting          Mosterton Parish Council          North Curry Parish Council          Othery Parish Council          Otterford Parish Council          Purse Caundle Parish Council          Queen Thorne Group (Nether Compton, Over Compton, Trent &amp; Sandford Orcas Parish Councils)          Ryme Intrinseca Parish Council          Seaborough Parish Council          Silton Parish Meeting          Stalbridge Town Council          Staple Fitzpaine Parish Council          Stoke St Gregory Parish Council          Stourton with Gasper Parish Council          Street Parish Council          Thornecombe Parish Council          Upton Noble Parish Meeting          Walton Parish Council          West Bradley Parish Meeting          Witham Friary Parish Council          Yarcombe Parish Council          Yeo Head Group (Poyntington &amp; Osborne) Parish Council          Zeals Parish Council</p>
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- i) Any person:
  - a. to whom the electronic communications code applies
  - b. who owns or controls electronic communications apparatus in the district
- j) If it operates within the district:
  - a. Clinical Commissioning Groups;
  - b. Electricity licence holder
  - c. Gas licence holder
  - d. Sewerage undertaker
  - e. Water undertaker
- K) Homes and Communities Agency

### General Consultation Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012)

General Consultation Bodies are:

- a) Voluntary bodies whose activities benefit any part of the district;
- b) Bodies which represent the interests of different racial, ethnic, or national groups in the district;
- c) Bodies which represent the interests of different religious groups in the district;
- d) Bodies which represent the interests of persons with disabilities in the district; and
- e) Bodies which represent the interests of persons carrying out business in the district.

### Other consultees

Other consultees are residents or other persons carrying on business in the district which are considered appropriate to invite to make representations. These are in addition to the specific and general consultation bodies and would be on the Spatial Policy Team's consultation database.



## Duty to Co-operate Prescribed Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012)

- a) The Environment Agency;
- b) Historic England;
- c) Natural England;
- d) The Mayor of London (not relevant for South Somerset District Council);
- e) The Civil Aviation Authority;
- f) The Homes and Communities Agency;
- g) Clinical Commissioning Groups (as established by the National Health Service Act 2006);
- h) The Office of Rail & Road
- i) Transport for London (not relevant for South Somerset District Council)
- j) Each Integrated Transport Authority (not relevant for South Somerset District Council)
- k) Highways England
- l) The Marine Management Organisation (not relevant for South Somerset District Council)

The Local Enterprise Partnership (LEP) and Local Nature Partnership (LNP) are not subject to the requirements of the 'duty' but local planning authorities and the public bodies that are subject to the duty must cooperate with LEPs and LNPs and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.

## Appendix 2: Methods of engagement for development plan documents and supplementary planning documents

Method	What it is	Advantages	Disadvantages
Letter	Written form of communication sent directly to an individual, group or organisation.	<p>Sends information directly to a targeted individual.</p> <p>Can provide users with detailed, comprehensive information. Helps to fulfil the statutory requirement to inform.</p>	<p>Can be seen as impersonal and remote from the community.</p> <p>Letter can be misunderstood.</p> <p>Very large mail shots can be expensive.</p>
Email	Message sent from a computer either directly through the users own email provider or through the Council's website.	<p>Opportunity for distributing information and material quickly and widely at a lower cost. At any time of the day or night.</p> <p>Can be useful for reaching certain groups (e.g. young people) or more remote rural areas.</p>	<p>Access to the internet is variable and can therefore exclude those without access.</p> <p>Technical problems may arise.</p>
Telephone	System that allows you to speak directly to an individual in another place.	<p>Allows for direct, easy dissemination or collection of information.</p> <p>Allows for two-way dialogue, which ensures a better understanding.</p>	<p>Impractical when seeking to contact large numbers of people in terms of time and cost.</p> <p>Difficult to convey large quantities of information.</p>
Meetings	Officer meeting - where a selected group of officers are invited to discuss a particular	Enables Officers to gain the views of the invited group of people and where it is a steering group to gain an	May attract only a limited number of people who may be unrepresentative

	<p>issue.</p> <p>Public meeting - where the event is held in a public place is publicised and an open invitation to attend given. At the meeting an Officer/Officers from the Council and possibly local Councillors and or developers will be available to answer questions.</p> <p>Steering Group – where a selected group of Councillors, with officer support, are invited to discuss a particular issue to provide a political steer.</p>	<p>important political steer at an early stage.</p> <p>Allows the public to give their views to ensure a better understanding in an efficient way.</p> <p>Can be tailored to large or small audiences.</p>	<p>of the local community.</p> <p>Can be dominated by activists or those most confident at speaking in public.</p> <p>Issues raised tend to be very local or personal.</p>
Committee Reports and Meetings	<p>Officers of the Council produce committee reports in order to inform Councillors of processes that have been gone through or of representations that have been received on a document. They make a recommendation in that report and Councillors make a decision based on the information and recommendation/s in front of them.</p> <p>Committee meetings are open to the public.</p>	<p>Offers the opportunity for attendees to take part in the formal decision making process by allowing them to speak to local Councillors when they are making decisions.</p>	<p>A formal setting such as this – requires the speaker to be confident making their point in a public meeting.</p> <p>Participant is limited to 3 minutes in which to make their point.</p>
Public Notice	<p>The Council places public notices in local newspapers at consultation stages of the plan process. The Notice is to let everyone know that a document has been published and that representations can be made on the contents of that document. It also tells you what the document is where you can see it, where and when by representations</p>	<p>Provides the opportunity to inform a wide range of local people of the consultation that is taking place.</p>	<p>Formal wording may discourage the community from engaging with or taking part in the process.</p>

	must be sent.		
Workshops	Where a selected group of people are invited to discuss a particular issue. Usually takes the form of a presentation followed by breaking out into discussion groups in order to try and answer particular questions or to present ideas and options.	<p>Effective for dealing with more complex issues.</p> <p>Gives the selected attendees an opportunity to discuss different issues and options.</p> <p>Useful for including groups that may often feel excluded i.e. hard to reach groups.</p> <p>Gives Officers the opportunity to learn from those involved.</p>	Can be resource intensive to run i.e. may require the booking of a hall or the provision of refreshments and multiple officer attendance.
SSDC Website	<p>A way of presenting information about the Council by means of electronic communication (i.e. the computer). Also offers the opportunity to fill in online forms and surveys and in some instances provides the opportunity to use the Council's online consultation software. SSDC's website address is:</p> <p><a href="http://www.southsomerset.gov.uk">www.southsomerset.gov.uk</a></p>	<p>The Council is statutorily required to put Local Plan/ DPD, SPDs and Neighbourhood Plan documents on their website.</p> <p>Opportunity for distributing information and material quickly and widely at a lower cost. At any time of the day or night.</p> <p>Can be useful for reaching certain groups (e.g. young people) or more remote rural areas.</p> <p>Enables information to be managed and update in an efficient way.</p>	<p>Access to the internet is variable and can therefore exclude those without access.</p> <p>Technical problems may arise.</p>

Local Media	Local radio, television or newspapers.	Reaches large audiences.  Good for getting a message across quickly in a clear and understandable way.	Could be expensive.  Suited to larger scale or more contentious issues in the broader public interest.
Press Release	An information bulletin that is sent to local newspapers, radio and television stations.	Reaches large audiences.  Good for getting a message across quickly in a clear and understandable way.	Depends on the newspaper/TV station/radio station being interested picking up the story.
Parish/Town Council Newsletters	Many parish and town Councils have a newsletter that they distribute to their parishioners advising them of local issues.	Excellent way of engaging Parish Councils and using their local knowledge.  Good for addressing local issues.	Dependent on the Parish Council producing a newsletter and having a particular interest in the subject / issue.
Leaflet/questionnaire	A short paper document containing information sent directly to consultees or interested parties – can also be left in Council Offices and other public places. May also sometimes include a tear off questionnaire.	Sends information directly to an individual in an attractive way.  Can provide users with a summary of the main points in an easy to understand way.  Questionnaire element can provide an efficient way of making a response.	May not always generate a large response rate.  Could be misunderstood or questions could be tailored towards a particular response.
Public Exhibitions / 'drop in' sessions	Plans/text/photographs are displayed on exhibition boards in order to inform and prompt questions. Usually staffed. Can be located in one place or can move around e.g. on exhibition bus. Usually located at village halls or other public places and advertised in advance.	Easy way to publicise issues and provide information.  Gives the opportunity for direct feedback from attendees.	Not always representative due to lack of accessibility and the timing of an event.  Can be poorly attended.

		Gives the public the flexibility of when to attend.	Limited feedback.
Planning for Real® exercise	This is where representatives of the community are brought together in a village hall or other public place and issues particular to that neighbourhood are identified (on option cards). A three dimensional map is built of the local area and people can use the option cards to mark on the plan what they want and where they want it. All the options are then prioritised as either 'now'; 'soon' or 'later' and this information can then be fed into the document.	<p>Can reach the parts of the community that do not usually attend meetings e.g. families.</p> <p>It is a participatory consultation method.</p> <p>Raises issues in a non-confrontational way.</p> <p>Does not require those who participate to be experienced or articulate speakers.</p> <p>It is mobile and flexible.</p>	<p>Limited scope in its application – normally used for a site or location specific issue or Neighbourhood Plan.</p> <p>Can lead to heightened expectations.</p>
Comments form	If you want to make a representation on a document you can use a comments form. These are produced at the formal stages of consultation and will ask for comments relating to the consultation matter and specific information that is required by the Council and the Inspectorate to ensure that the representation is properly considered and assessed.	<p>Provides a structure for the respondent to put down his/her comments in a considered structured way.</p> <p>Provides the Council &amp; Inspectorate with the information they need in a structured way.</p>	Forms may be filled in incorrectly or questions missed out or misunderstood.
Visits to exemplar projects	Would involve inviting selected stakeholders to visit to a particularly successful project.	Will help to inform attendees on a particular issue e.g. a visit to a scheme where the use of renewable energy has been particularly successful.	<p>Only feasible for small groups of people.</p> <p>Limited number of opportunities to be used.</p>

### Appendix 3: Acronyms

The following is a list of acronyms used in this document:

Acronym	Meaning
The Council	South Somerset District Council
SSDC	South Somerset District Council
iNovem	South Somerset District Council's on line software package which allows response to consultations to be made online.
SCI	Statement of Community Involvement
NPPF	National Planning Policy Framework (CLG, March 2012)
NPPG	National Planning Practice Guidance
CIL	Community Infrastructure Levy
DPD	Development Plan Document
SPD	Supplementary Planning Document
LDS	Local Development Scheme
AMR	Authority's Monitoring Report
SA	Sustainability Appraisal
LLFA	Lead Local Flood Authority
SRA	Somerset Rivers Authority
EqA	Equality Analysis
BME	Black and Minority Ethnic
LEP	Local Enterprise Partnership
LNP	Local Nature Partnership

**Draft Statement of Community Involvement August 2015 - Summary of Main Issues Raised During Consultation**

Any proposed new text is shown in **bold and underlined** any deleted text is shown with a ~~strikethrough~~.

**27 respondents made comments.**

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Issue No.	Issues / Response Summary	Officer Response
<b>Question 1: Do you think the Council's approach to involving the community and other groups in producing the local plan (see Table 1) is sufficient?</b>		
	Yes 55% (6) No 36% (4) Don't Know 9% (1)	Noted. See responses under questions 3 and 5.
<b>Question 2: If you answered no to Question 1, what suggestions do you have for how the Council can improve the way it consults on the local plan?</b>		
1	Consultation means nothing if the Local Plan is not supported. Developers have too much power over the process and last minute changes have rendered the Local Plan largely useless.	The purpose of the SCI is to set out how the community will be consulted during the process of plan making and decision taking. Every planning application must be determined on its own merits. Planning officers are required by law to make recommendations in accordance with the policies in the development plan (Local Plan or 'made', neighbourhood plan) unless material considerations indicate otherwise. <b>Recommendation:</b> No Change to the SCI.
2	Paragraph 2.6 - Sustainability Appraisal (SA) is not defined, to some it means a purely environmental appraisal.	Paragraph 2.6 of the SCI states that the purpose of the SA is to check "...social, environmental and economic effects". Social factors would include provision of services and facilities, economic factors include jobs. <b>Recommendation:</b> No change to the SCI.
3	Paragraph 2.12 refers to Annual Monitoring	Paragraph 2.12 describes what the AMR does but it does not explain what authority it



	Reports (AMRs) but this term is not described or defined. Does not explain what authority it has.	has. <b>Recommendation:</b> Amend paragraph 2.12 The <b><u>Authority's Monitoring Report (AMR) is an evidence base document that helps the Council assess if local plan policies are being delivered or not. They will look at the Council's performance against the monitoring targets set out in the Local Plan.</u></b>
4	Suggest setting up a planning forum in each town/parish to enable members of the public to discuss and exchange ideas about planning and development.	Parish and Town Council meetings provide an existing forum for this type of discussion. <b>Recommendation:</b> No change to the SCI.
5	The Council needs to start working with Huish Episcopi Parish Council.	Noted. <b>Recommendation:</b> No change to the SCI.
<b>Question 3: Do you think the Council's approach to consulting with the public on planning applications (as set out in Section 3) is sufficient?</b>		
	Yes 27% (3) No 64% (7) Don't Know 9% (1)	Noted. See responses under questions 4 and 5.
<b>Question 4: If you answered no to Question 3, what suggestions do you have for how the Council can improve the way it consults on planning applications?</b>		
6	Developers should be required to hold a public consultation event for all applications of four or more dwellings and all multiple applications in Conservation Areas. Will assist Parish Councils who feel uncomfortable engaging with developers on pre-app.	Paragraph 189 of the National Planning Policy Framework states:  <i>Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting</i>

		<p><i>their applications.</i></p> <p>Pre-application consultation is only required by law for Nationally Significant Infrastructure Projects. These are usually large scale developments relating to energy, transport, water, or waste which require a type of consent known as “development consent”. Therefore officers can only encourage applicants to undertake pre-application consultation with themselves and/or the community.</p> <p><b>Recommendation:</b> No change to the SCI.</p>
7	Paragraph 3.21 – Scheme of Delegation only mentions the Development Manager and the Area Committee Meetings it should also refer to the role of Parish Councils.	<p>The Council is the final decision maker as the Local Planning Authority (LPA). The Scheme of Delegation deals with processes internal to the Council, making workable arrangements for the determination of applications by the LPA. However, the LPA is required, in the overall process, to consult with and consider the views of the Parish Council in each instance.</p> <p><b>Recommendation:</b> No change to the SCI</p>
8	Once a planning application has been made the pre-application advice should be made publicly available.	<p>Local Planning Authorities and developers are encouraged to engage in pre-application discussions, although this is not a requirement. The knowledge that the discussions are confidential is a key element in establishing a working relationship between developers and the Council’s staff, which would be undermined should there be a requirement to disclose details of these discussions at any stage.</p> <p><b>Recommendation:</b> No change to the SCI</p>
9	Parish council comments should be given more weight. Would like a good reason why comments have been disregarded.	<p>The decision making process is plan-led (see response to issue 1). The appropriate weight allocated to parish council comments will relate to individual circumstances in each case, determined on its merits. The LPA does, as a matter of policy, notify parish councils where decisions are taken contrary to their views, and offers an explanation of the reasons for this.</p> <p><b>Recommendation:</b></p>

		No change to the SCI
<b>Question 5: Do you have any other comments on the Statement of Community Involvement?</b>		
10	Bulleted points in paragraphs 2.8 and 3.19 do not all fit grammatically with the introductory phrase.	<p>Noted.</p> <p><b>Recommendation:</b> Amend paragraphs 2.8 as follows: <b>Regulation 18 (Preparation of a local plan)</b> requires consultation with:</p> <ul style="list-style-type: none"> <li>• Various “specific consultation bodies” (essentially statutory national and local organisations that are affected by the subject matter of the local plan (see Appendix 1).</li> <li>• Any of the “general consultation bodies” (essentially anybody interested in the social, economic or environmental development of the district) considered appropriate (see Appendix 1).</li> <li>• <b><u>Residents or other bodies who carry out business in the district;</u></b></li> </ul> <p><b><u>and;</u></b></p> <ul style="list-style-type: none"> <li>• The Council must make all relevant documents available, including a ‘statement of the representations procedure’. Documents must be made available for inspection at the Council’s principal office and elsewhere as appropriate (e.g. local area offices and public libraries) and on the Council’s website.</li> <li>• <del>Residents of or other bodies who carry out business in the district.</del></li> <li>• The Council must take into account any representations received.</li> </ul> <p>Amend paragraph 3.19 as follows:</p> <p>Comments on any application can be forwarded to the Council via the website, email and letter, <del>and includes:</del></p> <ul style="list-style-type: none"> <li>• Anyone who has an interest in an application can make representations even though they may not have received a notification letter.</li> </ul>
11	It is a good idea to gain the opinions of neighbours and statutory consultees.	<p>Agreed.</p> <p><b>Recommendation:</b> No change to the SCI.</p>
12	Page 30: ORR is now known as The Office of Rail	Noted.

	& Road	<p><b>Recommendation:</b> Amend Appendix 1 as follows: h) <del>The Office of Rail Regulation</del> <b><u>The Office of Rail &amp; Road</u></b></p>				
13	Concern that West Stour (Stours Parish Council) is not listed in Appendix 1 as an adjoining authority. Concerned that they will not continue to be notified of planning applications at Henstridge Airfield.	<p>Stours Parish Council does not adjoin the boundary of South Somerset therefore should not be listed in Appendix 1. The draft SCI does not alter the current consultation practices in relation to consultation with regards to planning applications for development on Henstridge Airfield.</p> <p><b>Recommendation:</b> No change to the SCI.</p>				
14	The explicit link in the document between consultation and equalities is welcomed. Would like to see explicit reference to health and well-being aspects included in consultation material related to planning. Health Impact Assessments should be considered for major developments. The document demonstrates a clear commitment to community involvement and should be commended.	<p>Noted.</p> <p><b>Recommendation:</b> No change to the SCI.</p>				
15	The document too long and is not easily read by members of the public unless they are technically well informed and favours applicants and their consultants.	<p>The Council are required to produce an SCI by the Planning and Compulsory Purchase Act 2004 (as amended). Planning is a technical process and the legislation that accompanies Local Plan production in particular is complex and many staged. The SCI seeks to dis-till this into a document that is understandable but also technically accurate.</p> <p><b>Recommendation:</b> No change to the SCI.</p>				
16	The document should include an appendix defining acronyms.	<p>Agreed.</p> <p><b>Recommendation:</b> Insert a list of acronyms used in the document as <b><u>Appendix 3:</u></b></p> <table border="1" data-bbox="987 1286 2094 1385"> <thead> <tr> <th><b><u>Acronym</u></b></th> <th><b><u>Meaning</u></b></th> </tr> </thead> <tbody> <tr> <td><b><u>The Council</u></b></td> <td><b><u>South Somerset District Council</u></b></td> </tr> </tbody> </table>	<b><u>Acronym</u></b>	<b><u>Meaning</u></b>	<b><u>The Council</u></b>	<b><u>South Somerset District Council</u></b>
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17	The Cranborne Chase and West Wiltshire Downs AONB should be listed in Appendix 1 and other environmental groups should be consulted.	The Cranborne Chase and West Wiltshire Downs AONB is included on the Spatial Policy consultation database and will remain so. This means that it will be consulted on all relevant Spatial Planning documents. Only the Specific Consultation Bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations																																		

		<p>2012 are listed in Appendix 1. The Appendix does not list all those on the database as it includes over 2,000 records and is constantly being updated.</p> <p><b>Recommendation:</b> No change to the SCI.</p>
18	Appendix 1 - Nether Compton has been omitted from the Queen Thorne Group of villages.	<p>Agreed.</p> <p><b>Recommendation:</b> Amend Appendix 1 as follows: ...Queen Thorne Group (<b><u>Nether Compton</u></b>, Over Compton, Trent &amp; Sandford Orcas Parish Councils)....</p>
19	The section of the SCI dealing with Neighbourhood Plans should include a reference to the basic conditions.	<p>Agree that it would be useful to include a reference to the 'basic conditions'.</p> <p><b>Recommendation:</b> Amend paragraph 2.25 as follows:</p> <p>A neighbourhood plan is a community-led and prepared document for guiding the future development, regeneration and conservation of a parish (or group of parishes). It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of sites for specific kinds of development. It can deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two key local issues only. <b><u>In order to progress to referendum a neighbourhood plan must be examined to ensure that it meets a number of basic conditions i.e. that it has regard to national planning policies, it is in general conformity with the strategic policies of the local plan for the area, it contributes to the achievement of sustainable development and is compatible with European Union law and human rights obligations.</u></b> Once 'made' a neighbourhood plan becomes part of the development plan i.e. it <b><u>so</u></b> has statutory weight and its policies along with those in the local plan will be used to determine planning applications.</p>
20	How would someone be able to contact the council in person -with regard to the contact the council table in the document.	<p>Noted.</p> <p><b>Recommendation:</b> Amend contact details table in paragraph 1.10 to include: Council Offices Brympton Way, Yeovil</p>

		Write <b>or Visit</b> BA20 2HT
21	Paragraph 2.6 Sustainability appraisal - what about including Somerset Wildlife Trust and community environmental groups?	The Somerset Wildlife Trust and other local environmental groups are not a statutory consultees for Sustainability Appraisal they are included on the Spatial Policy Consultation database. <b>Recommendation:</b> No change to the SCI.
22	Paragraph 3.10 web link should go direct to the check list.	Agreed. <b>Recommendation:</b> Amend paragraph 3.10 as follows: “...This can be seen on the Council’s website <a href="http://www.southsomerset.gov.uk">www.southsomerset.gov.uk</a> . <a href="http://www.southsomerset.gov.uk/media/176496/validation%20document%202007.pdf">http://www.southsomerset.gov.uk/media/176496/validation%20document%202007.pdf</a> ....”
23	Appendix 2: Suggestion of setting up a Community Planning Panel or engaging with the Design Review Panel made up of diverse representatives of the community and or built environment experts? see <a href="http://www.architecturecentre.co.uk/ds-dre-south-west-design-review-panel">http://www.architecturecentre.co.uk/ds-dre-south-west-design-review-panel</a> <a href="http://www.designreviewpanel.co.uk/#!/local-authorities/c1be9">http://www.designreviewpanel.co.uk/#!/local-authorities/c1be9</a> <a href="http://creatingexcellence.net/">http://creatingexcellence.net/</a>	Appendix 2 lists: Methods of engagement for development plan documents and supplementary planning documents. A Design Review Panel is a tool for reviewing planning applications and is something that SSDC may consider using in the future. <b>Recommendation:</b> No change to the SCI.
24	The SCI should state that as well as being able to view the weekly list on the SSDC website, it is also possible to receive this list by email.	Agreed. <b>Recommendation:</b> Amend paragraph 3.15 as follows: The Council produces a weekly list of registered <b>and determined planning</b> applications <del>and it is available to view on the Council’s website</del> ; you can sign up to receive a copy through the Council’s web site: <a href="http://www.southsomerset.gov.uk/my-account/my-planning/">http://www.southsomerset.gov.uk/my-account/my-planning/</a>
25	The scheme of delegation should be better	Noted.

	described as to the circumstances when applications are referred to an area committee.	<p><b>Recommendation:</b></p> <p>Amend paragraph 3.21 as follows: For further information on the scheme of delegation, <b><u>please see here:</u></b> <a href="http://www.southsomerset.gov.uk/media/120189/scheme_of_delegation_aug11.pdf">http://www.southsomerset.gov.uk/media/120189/scheme_of_delegation_aug11.pdf</a> <b><u>or</u></b> contact the Development Management Service on 01935 462462</p>
26	Paragraph 3.4 and 3.7 should include an obligation on the Council to consult with the local Parish Council and neighbours before they advise the applicant that the application is likely to succeed.	<p>Paragraph 3.13 states that on receipt of a planning application “..All relevant neighbours, parish/town Council, and other relevant statutory and non-statutory consultees are notified of the application...”</p> <p>Pre-application advice is given on a without prejudice basis and can never predetermine if a proposal will achieve planning permission or not.</p> <p><b>Recommendation:</b> No change to the SCI.</p>
27	Paragraph 3.7 should list more examples of issues that need to be discussed e.g. noise, smell & pollution etc.	<p>Agreed. Although the list is not meant to be prescriptive or an agreed set of issues. The particulars of each application will vary according to circumstance.</p> <p><b>Recommendation:</b> Amend paragraph 3.7 as follows: Householders and other applicants and/or agents are encouraged to consider matters such as loss of privacy and light, <b><u>noise, or odour</u></b>, and to discuss/show their plans to neighbours before submitting a planning application....</p>
28	There is no mechanism for residents to discuss the implications of major applications before they are formally discussed at a parish/town council meeting.	<p>Despite there being no formal mechanism, residents are not prevented from meeting, collaborating and discussing applications with each other. This may include traditional methods (e.g. letter writing, petitions, informal meetings etc.) and also more modern methods (e.g. using social media) to discuss issues prior to a formal parish or town council meeting.</p> <p><b>Recommendation:</b> No change to the SCI.</p>
29	The public should be involved in planning applications at an earlier stage. On occasion pre-application discussions have been on-going for years before the developer holds a public	<p>Pre-application discussions with applicants are conducted on a confidential basis for reasons set out above (see 8 above). Whilst developers can be encouraged to engage with the public timeously, there is no mechanism whereby the LPA can require lengthy consultation exercises.</p>



	consultation event.	<b>Recommendation:</b> No change to the SCI.
30	Parish Councils should be more pro-active in identifying major applications and bringing them to the attention of the community.	This is a matter for discussion with individual Parish Councils. <b>Recommendation:</b> No change to the SCI.
31	Most planning application consultation responses from members of the public are ignored. They should be given more weight.	Consultation responses relating to planning issues are given due regard and reported to members in Committee reports. <b>Recommendation:</b> No change to the SCI.
32	Huish Episcopi Parish Council comments have often been ignored during the consideration of planning application/s, a number of key local sustainability issues have been ignored. N.B. The response includes analysis of issues relating to sewerage and water supply, employment, transport, flooding, health provision, affordable housing.	These comments relate to individual planning applications in a specific settlement and are not relevant to the SCI. <b>Recommendation:</b> No change to the SCI.
33	Major Applications – the word “encouraged” is not strong enough, engagement with local communities prior to submission of applications should be mandatory.	See response to issue no. 6 above. <b>Recommendation:</b> No change to the SCI.
34	The document is currently lacking a foreword by the relevant Portfolio Holder.	Agreed. <b>Recommendation:</b> A foreword by the Portfolio for Strategic Planning (Place Making) has been added to the document.
35	The current document does not include paragraphs 1.4 and 1.5 of 2007 SCI - consider that they should be included in the update document.	Agreed. <b>Recommendation:</b> Insert the following new paragraphs before 1.9.  <b><u>One of the key objectives of the SCI is to encourage continuous community involvement in the planning process and to provide opportunities for involvement and participation for those who wish to be involved in planning</u></b>

		<p><b><u>matters. It is hoped that through the methods and processes outlined in this document you will have a clear understanding of how you can be involved and be encouraged to take an active part in planning matters. The Council is keen to build on its reputation for actively engaging with the community and by setting out its approach in relation to planning. In this document it makes it clear to all the level of engagement that can be expected.</u></b></p> <p><b><u>By engaging in the planning process you will be able to help shape your environment, make a positive contribution for the future and help to ensure that the Council is aware of local issues. By getting involved in the process at an early stage problems and aspirations can be highlighted and addressed.</u></b></p>
36	<p>Would welcome a reference to local councils and NGOs, so that it refers to "... residents, businesses, local councils and NGOs operating within the district". Last sentence of para. 1.6 could usefully mention 'and organisations' after 'a wide range of people'.</p>	<p>Agreed.  <b>Recommendation:</b>  Amend paragraph 1.6 as follows:</p> <p>South Somerset District Council is committed to high quality engagement with its residents and <u>businesses, local councils, and other organisations</u> operating within the district. The benefits of engaging with a wide range of people <u>and organisations</u> in the planning process within South Somerset include:</p> <ul style="list-style-type: none"> <li>• Greater public ownership of planning decisions;</li> <li>• Informing the Council of public priorities;</li> <li>• Providing opportunities for the Council and others to work collaboratively; and</li> <li>• Compliance with statutory regulations.</li> </ul>
37	<p>Paragraph 3.12: Paragraph should begin with 'Applicants submitting...'</p>	<p>Agreed.  <b>Recommendation:</b>  Amend paragraph 3.12 as follows:  <u>Applicants submitting</u> more complex applications would be advised.....</p>
38	<p>Table 2, bottom of the first column on page 19, should 'requiring' in fact be 'requires'?</p>	<p>Agreed.  <b>Recommendation:</b>  Amend first column of Table 2 as follows:  .....for example applications of "local significance" that the LPA considers <del>requiring</del> <u>requires</u> wide community involvement.</p>

39	Paragraph 3.16 "[after "appropriate" continue] in the public interest, including the display of Site Notices, e.g. for a major housing development potentially affecting a wider areas than the application site and its' immediate environs."	This is not necessary as site notices are adequately addressed in paragraphs 3.17 and 3.18 of the SCI. <b>Recommendation:</b> No change to the SCI.
40	Paragraph. 3.20 - SSDC may have created a legal legitimate expectation that people will be further consulted, something that cannot lawfully be discarded or ignored by SSDC in the interests of "efficient decision making". Re-consultation would seem to me to be the rule to be followed by SSDC, not the exception.	Noted. The process does not create an automatic expectation of further consultation. <b>Recommendation:</b> No change to the SCI.
41	Consultation periods, should be extended if they coincide with holiday periods or avoid holiday periods.	Where it is possible SSDC seeks to avoid holding Local Plan consultations over holiday periods, however this cannot always be avoided due to deadlines and the need to balance a number of different projects. There have been instances where consultation periods have been extended because of holiday periods. <b>Recommendation:</b> No change to the SCI
42	Respondent suggests: ii) Mobile consultations taking place in more than one location e.g. in Ilminster perhaps using the Tesco car park and another location such as the parish rooms (iii) Offering different times to enable a consultation to be accessible, particularly for people who work during the day (iv) Identify employment land (v) A maximum and minimum number of new housing would be clearer than a target number	Noted. <b>Recommendation:</b> No change to the SCI.

# Agenda Item 7

## **Adoption of the Private Sector Housing Strategy 2015-19**

*Executive Portfolio Holder:* Cllr Ric Pallister, Leader (Strategy & Policy)  
*Strategic Director:* Vega Sturgess, Strategic Director (Operations and Customer Focus)  
*Assistant Director:* Laurence Willis, Assistant Director (Environment)  
*Lead Officer:* Alasdair Bell, Environmental Health Manager  
*Contact Details:* Alasdair.bell@southsomerset.gov.uk or 01935 462056

### **Purpose of the Report**

For Members to consider and adopt the Private Sector Housing Strategy 2015-19 in Appendix 1 of this report. The last Private Sector Housing Strategy of the Council was adopted in 2012. In November 2014 the Council adopted a Housing Strategy Implementation Plan and one of the agreed actions in that plan was to produce a new updated Private Sector Housing Strategy. The Private Sector Housing Strategy in Appendix 1 is that new strategy.

### **Forward Plan**

This report appeared on the District Executive Forward Plan/ with an anticipated committee date of November 2015.

### **Public Interest**

With increased housing pressures the Government sees working with the private sector as being increasingly important in order for local authorities to meet their statutory responsibilities to deal with empty properties, disrepair, homelessness, overcrowding and other related housing matters. The Private Sector Housing Strategy sets out the council's future direction in this area.

### **Recommendation**

That the Private Sector Housing Strategy 2015-19 in Appendix 1 concerning private sector housing matters be adopted as future strategy of the Council.

### **Background**

In 2013 SSDC adopted the county-wide Housing Strategy Framework, which sets out the direction for all five local housing authorities in Somerset to do with all aspects of housing including social housing, new build and homelessness. This Housing Strategy framework included an Implementation Plan that was updated in November 2014. As part of that updated Housing strategy and Implementation plan, the continuing importance of the private housing sector was recognised as was the need to have a more detailed document specifically covering this area of work.

The purpose of the new Private Sector Housing Strategy in Appendix 1 therefore is to act as an addendum to that Implementation Plan and provide more detailed information about the work we do that affects private housing sector and what we hope to achieve. It takes account of numerous legislative and other changes since the publication of the last Private Sector Housing strategy in 2012 and seeks to address present and emerging local needs and priorities.

## Report

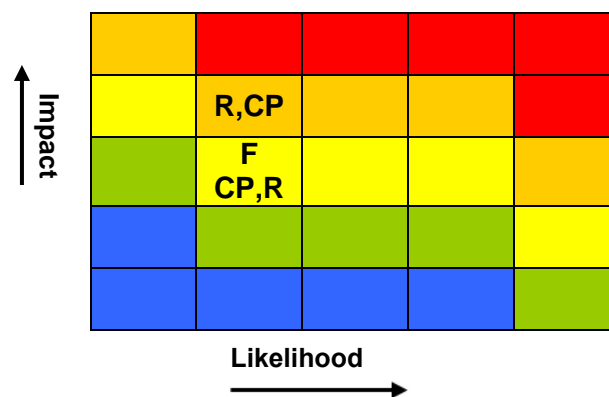
See the Private Sector Housing Strategy 2015-19 in Appendix 1

## Financial Implications

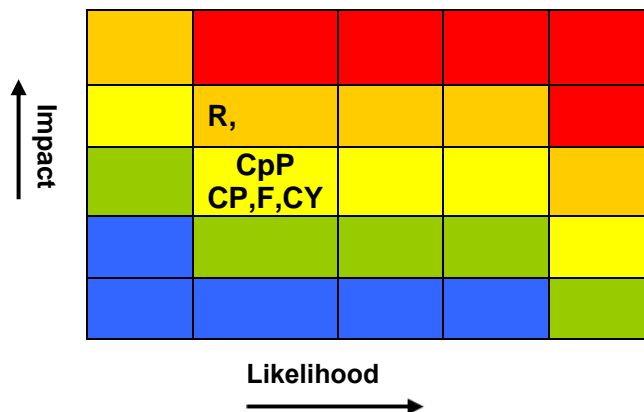
All capital spending associated with this strategy are subject to the usual capital/revenue bidding process. No new money is being requested this time.

## Risk Matrix

### Risk Profile before officer recommendations



### Risk Profile after officer recommendations



## Key

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

## **Council Plan Implications**

This revised policy falls clearly within the Corporate Plan priority on Homes; Homes - We want decent housing for our residents that matches their income.

## **Carbon Emissions and Climate Change Implications**

The adoption of this policy will have implications for the climate change agenda. We will ensure that all building works associated with this strategy will meet the latest Building Regulation requirements to reduce carbon emissions.

## **Equality and Diversity Implications**

In drawing up this strategy document consideration has been given to all of the Protected Characteristics. Consideration has particularly been given to the impact on migrants to the district.

## **Privacy Impact Assessment**

There is no adverse impact on personal data matters associated with this report.

## **Background Papers**

- Private Sector Housing Strategy 2010-12
  - Empty Homes Strategy(SSDC 2012)
  - Housing Strategy Implementation Plan (November 2014)
  - APPENDIX 1- Private Sector Housing Strategy
-

# Private Sector Housing Strategy



**2015-2019**



## FOREWORD



There are two priorities in life after our Health – a job with a basic income and a decent roof over our heads. As we live in a state where we are protected from the very worst aspects of poverty the roof becomes the most important. In South Somerset achieving that priority is daily becoming more of a challenge. Rising house prices, scarcity of accommodation and high rents make it increasingly difficult for people, particularly the young and those on low income, to access suitable accommodation. The number of people looking for housing is increasing year by year and current projections suggest that this trend is likely to continue for the foreseeable future. With house prices in our area running at up to nine times gross income, affordability is at a critical level. In the past we relied on the Council and other social housing providers to build houses to meet housing need but changing policies from successive Governments has reduced levels of investment in affordable housing and not enough social housing is being built to meet demand. The Government has promised more money for new affordable housing but even this will leave a significant deficit. It is not an overstatement to say that Housing in the South West is in crisis and we must increasingly look towards the private sector to play its part, particularly in Homeless prevention. This strategy has been drawn up to show how we intend to work with the private sector to increase the availability of affordable housing and to improve the existing housing stock to ensure that everyone has a decent home in which to live. The strategy is also aimed at dealing with other issues that are relevant to the private sector such as global warming and social cohesion. The future success of our community and society depends to a large part on the provision of adequate housing. This document lays out how we intend to achieve success through a clear commitment and focus on action from the Council and its partners.

A handwritten signature in black ink, appearing to read 'Ric Pallister', written in a cursive style.

**Councillor Ric Pallister, Leader of the Council**



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### Introduction

1. Our aims
2. The context-what is the legal basis for the strategy?
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## INTRODUCTION

In 2013 SSDC adopted the county-wide Housing Strategy framework, which sets out the direction for all five local housing authorities (the district and borough councils) in Somerset to do with all aspects of housing including social housing, new build and homelessness. This Housing Strategy framework included an Implementation Plan that has recently been updated (2014). As part of that updated Housing strategy and Implementation plan, the continuing importance of the private sector was recognised as was the need to have a more detailed document specifically covering this area of work.



The purpose of this strategy document therefore is to act as an addendum to the Implementation Plan and provide more detailed information about the work we do that affects the private sector and what we hope to achieve. It takes account of numerous legislative and other changes since the publication of the last Private Sector Housing strategy in 2012 and seeks to address present and emerging local needs and priorities. Most of the work associated with this strategy is undertaken by the Housing Standards Team which is part of the Council's Environmental Health Service. However, whilst this strategy outlines the work of that team it should be stressed that the team works in partnership with a range of other council departments to deliver the agreed outcomes including Housing Options, Strategic Housing, Building Control, Housing Benefits and Planning as well as external services such as Social Services to name but a few.

As local housing authority, with responsibility for homelessness, the prevailing housing conditions in the private sector will always be an important issue for the Council. With increased pressure due to high demand for affordable social housing, high property prices and a shortage of available accommodation, the need for a well thought out private sector housing strategy is all the more important. This strategy links to our key corporate policy which is our wish to provide decent housing for all our residents that match their incomes.

In addition to our own concerns, the Government also accepts that poor housing can have a direct impact on the health of the occupants and on the quality of life in an area and states that it is committed to improving the housing quality in all tenures, including the owner-occupied and private rented sector. The Government's aims include the wish to provide better opportunities for home owners to repair and maintain their homes using their own resources whilst targeting help through grants or other financial assistance at poorer home owners, particularly the elderly and disabled. In addition the Government wishes to improve the private rented sector by increased regulation and by encouraging Local Authorities to work in partnership with private landlords to provide good quality affordable accommodation. This is becoming increasingly important, as sufficient new housing is not being built to meet demand.



## 1. OUR AIMS

- To work with the private rented sector to secure access to affordable housing by the homeless and low-income households, particularly the young. To support the landlord and tenant relationship.
- To improve the condition of older property occupied by vulnerable people, ensuring that the decent homes standard is met in most properties.
- To seek to create sustainable homes and communities by addressing fuel poverty, reducing CO2 emissions and promoting independent living.
- To reduce the number of long-term empty homes
- To maintain and improve the quality of our intelligence in order to ensure that our interventions are effective.
- To ensure standards in houses in multiple occupation and other private rented accommodation are met and maintained by amongst other things tackling 'rogue landlords'.

The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 (RRO 2002) introduced a general power enabling local housing authorities or third parties to provide financial assistance for housing renewal. The Order enables the local authority to provide assistance to any person including owner-occupiers, landlords or tenants in either the private or social sectors. The power must be used in accordance with an approved strategy that has been adopted and publicised. This private sector housing strategy is therefore essential in helping determining the nature and extent of financial and other assistance that will be provided by the council and for ensuring that such assistance will be appropriate and effective. The council's grants and loans and policy has been based on the information in this and previous similar documents and can be found on the councils website using this link: <http://modgov.southsomerset.gov.uk/documents/s3570/Private%20sector%20grants%20policy%2021015-17%20V6%20130115.pdf>.

In the following sections are listed the various areas of policy and activity undertaken by SSDC to support and regulate the private housing sector in South Somerset.

## 2. The Context –what is the legal basis for the strategy?



The work of the Local authority in the private sector is driven by both Government legislation and guidance as well as local and national priorities. Listed below are some of the key legislative and guidance documents concerning private sector housing that have influenced the development of this strategy:

*The Housing Act 2004*

- 1) *The Housing Health and Safety Rating System (HHSRS)*
- 2) *Houses in Multiple Occupation (HMO) Licensing*
- 3) *Empty Properties*

*Improving the Private Rental Sector and Tackling Poor Practice- A guide for Local authorities DCLG 2015*

*Local Authority Private Housing Services, Delivering Housing Health & Social Care Priorities-CIEH. 2015*

*Public Health and Other Sustainable Community Outcomes (ODPM 2007)*

*Department for Energy and Climate Change's new strategy - Cutting the cost of keeping warm: A fuel poverty strategy for England 2015*

*The Private Rented Sector-It's Contribution and Potential the 'Rugg Review' into private sector housing (June 08)*

*South West Regional Housing Strategy 2005-2016.*

*Empty Homes Network Online*

*Shaping South Somerset: A Strategy for Sustainable Communities (2008-2026)*

*SSDC Housing Strategy and Implementation Plan 2014*

*Health & Wellbeing Strategy for Somerset 2013-18-Housing priority, Public Health, Somerset CC .*

*Effective Strategies and Interventions; Environmental Health and the Private Housing Sector- University of Greenwich, 2013*

*Health & Social Care Act 2012*

*The Marmot Review, Strategic review of health inequalities in England post 2010*

*Lifetime Homes, Lifetime neighbourhoods: A National Strategy for Housing in an Aging Society (DCLG 2008)*

*Dealing with Rogue landlords, A guide for Local authorities, DCLG 2012*

*Changes to Planning Regulations for Dwelling Houses and HMOs-DCLG 2010*

*Beyond Decent Homes, Forth Report of House of Commons Session 2009-10, DCLG 2010*

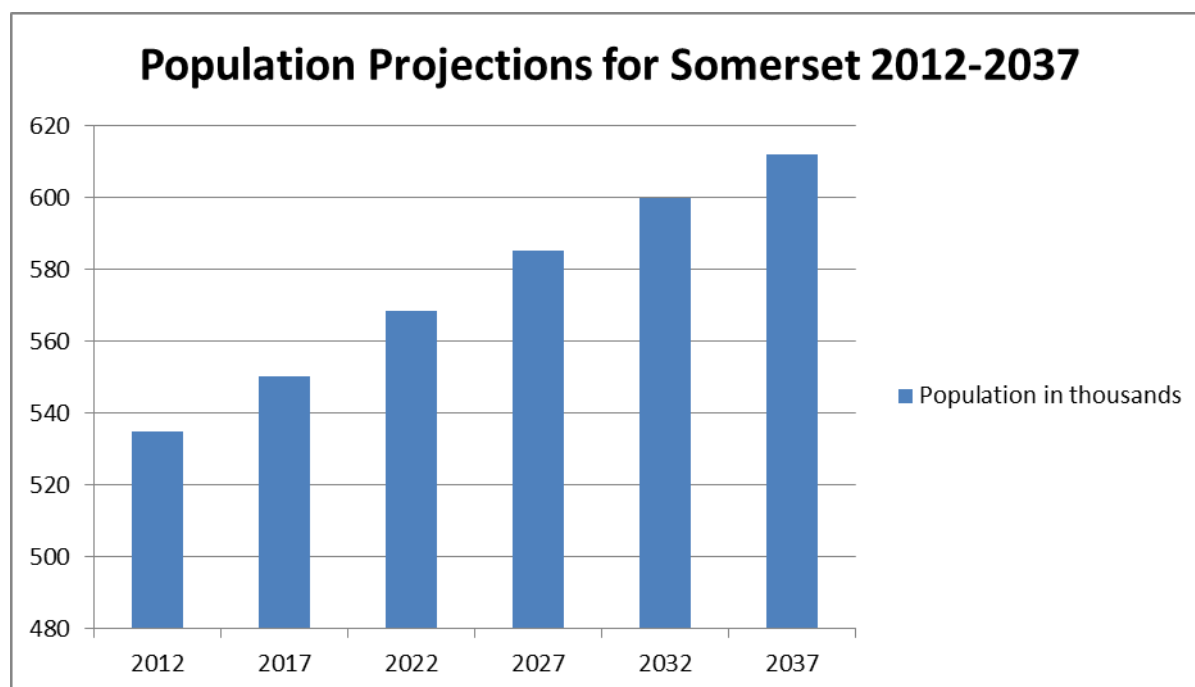
### 3. Key Factors influencing the development of our Private Sector Housing Strategy

There are over 72,000 homes in the district, of which 74% are owner occupied, 15% are owned by Registered Providers and the remainder privately. The total is expected to rise to 83,154 by 2035

- South Somerset has a relatively old population partly as a result of people retiring to the South West. Many elderly residents are on low fixed incomes and a significant number have homes in disrepair. Many are said to be 'asset rich but income poor'.
- Nearly 25% of the population are aged between 60 and 85 and this proportion is expected to increase to over 28% by 2016. This will result in continued demand for DFG's as well as home improvement agency services.
- There are an estimated 10,000 adults with mobility difficulties in South Somerset, and increasing numbers of people with health related issues such as diabetes.
- There are 600 -700 empty properties registered with the Council (June 2015) but the figure does vary considerably from year to year.
- The high demand for and the lack of affordable rented accommodation in the private sector leads to sharing and overcrowding and places increased pressure on the regulatory framework. A new report from accountancy firm PWC UK predicts that more than half of people under 40 will be in the private rented sector by 2025. House price rises of 5% a year and a lack of affordable homes are just two of the reasons why levels of home ownership continues to decline.
- There are estimated to be 600 Houses in Multiple Occupation in the District.
- Over 4,500 of privately owned homes in the District fail to meet the decent homes standard.
- The population of South Somerset has grown, with continued significant levels of internal migration, by 1% a year for the past 10 years and is expected to reach at least 178,000 by 2030. Overall the UK population is expected to increase from 64.6 million in 2015 to 73 million by 2037. This has major implications for housing and already one has seen the return to 'Dickensian' conditions of overcrowding and multi-occupancy in some of our larger cities, a trend that could emerge here if the sector is left unchecked.
- In recent years there has been a significant influx of migrant workers from the EU into the District many from Portugal and Poland. This has put extra demands on the rented sector.

- The Housing Act 2004 introduced new powers and responsibilities for the Council concerning the licensing of certain HMOs and the introduction of the Housing Health and Safety Rating system.
- Homelessness continues to be a major cause for concern in the District and there are currently over 2000 people on our Housing Register with over 10000 across the rest of Somerset.

On 29th May 2014, the ONS released new population estimates projected to the year 2037 based on the 2012 mid-year estimates. The Somerset population is projected to rise by around 77,000 (14%) to 612,000 by 2037 (see chart below)



Projected growth amongst the 65+ age group is even greater, at around 69%, and the number of people aged 75 or more is projected to double in the same period to 112,000.

The under-16 population is projected to plateau in the 2020s before dipping slightly in the following decade. The next 25 years is projected to witness a decrease in the working age population. In particular, the 35-49 age group is projected to fall by 7% by 2037, although the total is expected to be even lower in 2022 before recovering during the following decade or so. By contrast, the number of 50-64 year-olds is projected to increase by 2022, then shrink sharply by 2037 to a level 6% lower than in 2012

## 4. Evidence base –sources of evidence used for this strategy

In our previous strategy we relied heavily on the BRE house condition survey carried out in 2007 for housing data. Since then, due to financial constraints, we have not carried out a further survey and much of that data is now out of date. Instead we have been relying on the county wide housing data that can be found within the Joint Strategic Needs Assessment (JSNA).



The JSNA produced by the Somerset Intelligence Network is continuously updated, in the sense that different data sets are changed as and when the new data becomes available rather than, say, the entire website being changed annually. Information on the website is, then, likely to be more up to date than any data we reproduce here (which will, inevitably, date). Readers are recommended to refer to this website. In addition to this a large amount of statistical evidence is found at the back of the Housing Implementation plan 2014 and readers are also referred to that document. Please refer to the following websites for the most relevant/up to date information;

### **Somerset Intelligence housing information:**

<http://www.somersetintelligence.org.uk/housing.html>

### **Heating and Housing 2011 census data**

<http://www.cse.org.uk/resources/open-data/output-area-level-census-data>

### **JSNA Housing Summary:**

<http://www.somersetintelligence.org.uk/housing-issues-for-2013-14-jsna-summary.pdf>

### **HECA Further Report for South Somerset:**

[http://www.southsomerset.gov.uk/media/471147/heca\\_further\\_report\\_south\\_somersetpdf.pdf](http://www.southsomerset.gov.uk/media/471147/heca_further_report_south_somersetpdf.pdf)



## 5. Public Health and Housing

Changes to the health system in 2012 placed the Director of Public Health (DPH) within Somerset County Council with a new assurance role in relation to health protection within Somerset. Health protection seeks to prevent or reduce harm caused by communicable diseases and minimise the health impact of issues such as poor housing.

Within Somerset there is an integrated model of health protection. The Somerset Health Protection Forum comprises of a number of professional partners who hold health protection responsibilities and has a collective purpose to provide assurance on behalf of the DPH and the Health and Wellbeing Board. The work of the Health Protection Forum is informed by the priorities set out in the Health and Wellbeing Strategy for Somerset 2013-2018 which is approved by the Health and Wellbeing Board. As part of that Strategy there has been developed a Health Protection Strategic Action Plan. That plan has four priorities, one of which concerns housing and is reproduced here below;

### **Priority 4 Improving Housing Conditions**

- *Housing conditions play a major role in determining the health and quality of the resident. Improving housing conditions is identified as a priority of the Health Protection Forum as inadequate housing can have a detrimental effect on health protection matters. Poor housing conditions can have a significant negative effect on many health problems such as respiratory illnesses, hypothermia, and circulatory conditions. The most vulnerable members of the community are predominantly affected by poor conditions as they are directly linked with low incomes, fuel poverty and isolation. Poor conditions include mould, damp, overcrowding, inadequate heating and ventilation, poor energy efficiency, unsafe appliances and many more factors that are a threat to the health of the resident.*

*Already in Somerset, there is the Somerset Strategic Housing Partnership which brings together key stakeholders from all housing and related fields to develop and improve housing services and standards in Somerset. The priorities of the SSHP for 2013-2016 are as followed:*

- *To increase the supply of affordable housing to support economic growth and development.*
- *To make best use of the sub-region's existing housing stock.*

***Public Health Action 4-The Health Protection Forum has committed to working more closely with the Somerset Strategic Housing Partnership and Environmental Health to ensure that the health protection concerns related to poor housing conditions, particularly in the private sector are considered by the Health & Wellbeing Board.***

Environmental Health officers working in the Housing Standards Team have the necessary professional expertise to address public health concerns as well as a broad perspective on how the activities of the local authority and other professionals and agencies can improve health and wellbeing.

Working with social landlords, social care providers, and the private sector, they can pursue their responsibility for the regulation and improvement of housing standards, e.g. in relation to fitness for human habitation and standards for multiple occupation. They can also collaborate with housing and planning professionals to ensure that environmental and health impact assessments are undertaken as part of the appraisal of any new housing or renovation projects. This can include rating for energy efficiency, drinking water supplies, sound insulation, internal layout, safety and security and the use of environmentally and people-friendly materials.

Members of the Housing Standards Team are able to work with other public health professionals, including local GP surgeries, to identify and apply ways to improve situations where inadequate housing facilities or environmental conditions may have a negative impact on health and wellbeing (eg overcrowding). This will include practical steps such as making links to benefits and grants agencies to support vulnerable groups in need of assistance.

**Action1. We will develop a GP referral scheme by January 2016 that allows GPs to refer those patients living in poor housing affecting their health to the council.**

## 6. Working with Landlords in the private sector

Working closely with landlords is crucial in our strategy to improve and develop the private housing sector. We recognise that landlords have considerable skill and experience in developing and letting out property. From our previous experience in working with the Landlords Forum we see the need to focus on the factors that make it commercially attractive for landlords to work with us. Loss of privately rented accommodation is the main cause of homelessness in South Somerset and our Housing Options team works hard with private landlords and tenants to resolve problems and maintain tenancies in the private sector. By providing rent deposits and ensuring that landlords are paid their rent on time we are working to avoid evictions and reduce homelessness. It is essential that our Housing Options team deals with all homelessness applications as quickly as possible and moves people into rented accommodation rather than putting them in B & B. To do this we need to maintain good relations with private sector landlords.

In 2013 we re-launched the Private Sector Landlords Forum and have had well attended meetings twice a year since then. Whilst the Housing Options Team have organised the meetings, they are chaired by the National landlords Association (NLA) and have been very successful. Our local NLA branch is well run and organised and contributes a lot towards good relations between landlords and the Local authority. Meetings have been held to discuss matters of interest to Landlords such as housing benefits, energy efficiency and grants for landlords as well as tax issues and updates on upcoming legislation. A landlord's accreditation scheme has also been developed and rolled-out with to help maintain and improve standards in the private rented sector.



**Action 2. We will continue working with the Housing Options Team and the NLA to organise two Landlords forums each year.**

## 7. Home Loan Scheme - Wessex Resolutions

With ever reducing resources for grant aid and with ongoing increasing demand it has become increasingly important to maximise the use of our capital resources. Over the past 12 years we have worked in partnership with the Wessex Reinvestment Trust and a consortium of 14 other local authorities in the South West to deliver a subsidised home loan scheme. The loans are provided by a subsidiary of WRT called Wessex Resolutions

By working with Wessex Resolutions we can recycle funds as loans rather than giving money away as grants. In addition we can lever in private finance to fund home loans. This coupled with on-going financial support from the local authorities enables a far greater number of unsatisfactory properties to be made decent than would otherwise have been the case.



The loan scheme was originally set up with Government funding of £2.65 million. The scheme has been slowly developing and the number of referrals is increasing all the time.

It is not intended to completely replace the grant regime with loans but rather to use loans as an extra and significant additional tool to tackle disrepair unfitness etc. Loans are primarily intended for people who are above benefit levels and on regular but low incomes who would not ordinarily be able to access High Street loans although a new loan product has recently been developed for those people with little if any financial resources. Loans are currently offered at a 4% fixed rate.

**Action 3. We will continue to promote the WRT Home Loan scheme to fund the improvement of substandard housing. We will aim to facilitate 25 loans a year.**

## 8. The Decent Homes Standard

The Decent Homes standard is a Government concept that all houses people live in should be decent and suitable for occupation both in the private and public sector. In July 2002 the Government extended the decent homes standard that had previously applied to the social sector to the private sector (under PSA7). This set targets for increasing the proportion of vulnerable households who live in decent housing. By 2008 it became clear that the cost involved in meeting this target could not be met, the target was quietly dropped by the Government. Nonetheless SSDC will still try to achieve this target wherever possible. "Vulnerable households" are those in receipt of means tested benefits and decent housing is defined as one that meets all of the following criteria:

- It meets the current statutory minimum standard for housing (HHSRS standards)
- It is in a reasonable state of repair
- It has reasonably modern facilities
- It provides a reasonable degree of thermal comfort



Our most recent private sector house condition survey suggested that there are approx 4500 non-decent homes in South Somerset. We can work to reduce the level of non-decent homes by the provision of grants and loans to homeowners (see section 7 & 9) by dealing with fuel poverty (see section 17) and by dealing with complaints (see section 14)

**Action 4. We will work to reduce the number on non-decent homes standard in the district using all the resources available.**

## 9. Financial Resources-grants and loans



Government funding for private sector renewal used to be delivered through Private Sector Renewal Grant (PSRG) but this was ended in 2008 and any money we now spend has to come from the councils own capital resources. All funding spent has to be bid for as part of the council's annual capital bidding round and becomes part of the council's capital programme.

Whilst PSRG funding was ended, Specific Capital grant funding for Disabled Facilities Grants (DFGs) was continued. We currently receive over £500K per year from the Government to spend on DFGs which is the largest part of our spend on the private sector, although this may move to the Better Care Fund of SSC next year which would have significant implications for the council. Spending on DFGs is mandatory whilst all other capital spending on private sector housing is discretionary.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 allows Local Authorities discretion to provide both grant assistance and loans/equity release packages and to procure such packages from third party providers. Local Authorities are not given discretion to disregard these options. Our current grant and loan policy can be found on the council website at:

<http://modgov.southsomerset.gov.uk/documents/s3570/Private%20sector%20grants%20policy%2021015-17%20V6%20130115.pdf>

<b>Private Sector Housing Capital Programme</b>			
Grant/loan spend (in thousands)	Budget 2014/15 Out turn	Budget 2015/16	Proposed Budget 2016/17
Disabled Facilities grants	680K	598K	£600
Empty Property grants	140K	60K	60K
Home Repair grants	50K	50K	50K
HMO/landlords grants	30K	25K	25K
Home Loan Scheme	50K	50K	
<b>Total</b>	<b>950K</b>	<b>783K</b>	<b>£745K</b>

The main thrust of this strategy is to assist those people in most need wherever they live across the district. Whilst resources are tight, funding for Home Repairs Assistance has been retained as a final safety net for those people in severe need. Such grant aid is directed

towards people in receipt of income related benefit whose properties need essential repairs for wind and weatherproofing. We have also worked hard with Wessex Resolutions to develop loans tailored to meet the needs of such people. To encourage take up, we have carried out direct mail shots to people in receipt of benefits advising them of the availability of grants/loans as well as publicising the help available through DSS and Community Offices, Parish and Town Councils and our website.

Apart from all the social and other reasons for assisting vulnerable people in poor housing one important economic reason is that by providing financial assistance to vulnerable people it enables them to continue living independently in their own homes. If their homes become unfit and they have to be re-housed it becomes much more costly to the public purse. As part of the process we provide comprehensive and tailored support to homeowners and landlords via our Home Aid service to assist them through the property improvement process.



**Action 5. We will seek to maximise the use of all available funds in the form of grants and loans to support our private sector housing strategy.**

## 10. The Empty Homes Strategy

The council's Empty Homes Strategy was developed in partnership with Mendip District Council to help deal with the problem of empty properties and was launched in 2011 and has achieved many social, environmental and economic benefits.

Empty properties are often a focal point for anti-social behaviour, crime, vandalism and drug abuse. Whilst there are estimated to be 300 long-term empty properties in the district, many of these are subject to probate or other legal constraints that mean it can be very difficult to return them to occupation.



By improving empty properties we help reduce the need for building on green field sites, produce good quality affordable homes and help breath life back into town centre locations. When deciding to provide empty property grants we link into other council regeneration initiatives. For instance we have given several empty property grants in the east end of Yeovil as part of the Yeovil East Regeneration Project as well as in town centre locations

in Chard, Wincanton and Langport.

Many new homes have been created from empty and derelict properties using a combination of empty property grants and enforcement action. Where empty property grants are provided, the properties created must be let to council nominated tenants at an agreed fair rent for five years. With changes in the Housing Benefit regulations and the so called 'bedroom tax' there is increased need for smaller one bed and two bed accommodation so we try and create this type of accommodation. We always work with the Housing Options Team to provide the type of accommodation needed. This is a relatively quick and cost effective way of providing homes for homeless people. To provide tenants our Housing Options Team works with landlords to help select suitable tenants. They then work with the landlord and tenant to support the tenancy long term.



It is recognised that in some cases long term empty 'eyesore' properties present particular problems. Whilst extra enforcement powers were introduced in the Housing Act 2004 to deal with long term empty properties, including Empty Dwelling Management Orders (EDMOs) bringing back empties into occupation can often be very slow. We are currently using the 'enforced sale' technique rather than compulsory purchase orders as they are generally deemed to be much more effective and cost effective in bringing properties back into use. In addition we have been working with the planning department and are trialling the use of Section 215 notices to try and bring back empty properties into use. This method has been used successfully elsewhere in the country.

One of the major important issues of our empty property strategy has been the aim to increase new Homes Bonus. Over the past five years we have generated over £2m in New Homes bonus for the council by bring back over 500 properties into occupation. To do this has involved close working with the Housing Benefits team.

Full details of our strategy can be found on the SSSDC website

(<http://www.southsomerset.gov.uk/housing/your-home/empty-homes-strategy-and-empty-property-loans/>).



**Action 6. We will work to bring as many empty properties back into occupation as possible with a target of 25 per year.**

## 11. The Houses of Multiple Occupation (HMO) Policy

There are about 600 Houses in Multiple Occupation (HMO) in South Somerset providing much-needed accommodation (to for example young single people) but often suffering from under-investment. We have a recently revised (2015) our separate HMO policy document that sets out standards, targets for inspection and enforcement as well as advice on meeting management standards. We work closely with landlords and use our HMO Grant funding to help upgrade substandard HMOs particularly to improve the means of escape in case of fire.

With increasing housing pressure, the lack of affordable housing and recent welfare benefit changes particularly affecting young people, shared accommodation will probably become more prevalent. People under 35 in receipt of housing benefit now only get a single room allowance and are forced to live in HOM/shared accommodation. Continued efforts will be required to ensure this housing sector is properly regulated and that standards are maintained.



Further details of our HMO Policy can be found on the SSDC website (<http://www.southsomerset.gov.uk/housing/housing-solutions/houses-of-multiple-occupation/>).

One particular area of concern is to do with HMOs concerns their insulation. Although HMOs are required to have suitable heating systems and an EPC for the whole building, they are not required to have an EPC (Energy Performance Certificate) certificate for each bedsit/let. To date, the Government has not taken any opportunity to address a loophole. Recent changes to eviction procedures however now mean that landlords require an EPC to evict under Section 21 procedures where an AST is in place. As well as inspecting existing HMOs the Housing Standards Team also works with landlords to convert underused property to provide good quality HMOs. Grant and loan funding can be provided in appropriate circumstances to assist in this process.

**Action 7. We will prioritise high risk premises and inspect 60 HMOs a year. We will increase the supply of shared rented accommodation such as HMO's to respond to Welfare Benefit cuts.**

## 12. Houses of Multiple Occupation (HMO) Licensing

In June 2006 the mandatory licensing of HMO's of three storeys or more and with five or more tenants was introduced. It has involved a considerable amount of work to issue licences, collect fees and inspect HMOs etc. This process is now complete and all known licensable HMOs are licensed. Whilst all the good landlords have co-operated fully in this process we are aware that some landlords prefer not to be licensed and avoid paying the fees. This requires staff having to pro-actively track down unlicensed but licensable Homes. This can involve swapping intelligence with other departments and surveying social media and housing websites. The reason for licensing HMOs is to ensure that the larger HMOs meet standards for repair, amenities, overcrowding and especially means of escape in case of fire. In some cases we come across HMOs that do not have planning permission and need to work with the planning officers to resolve the situation.

The Council does have the ability to introduce across the board schemes to compulsory register all HMOs and landlords but we have decided not to proceed with this. These schemes are more applicable to larger cities and not considered appropriate here. We are keeping a watching brief on the situation and will recommend changes to members if the situation changes.



**Action 8. We will licence all HMOs that require licensing in the district. We will actively seek out and ensure all such properties are found.**

## 13. Dealing with complaints- Ensuring private homes are safe and decent

The council has a policy to tackle the small but dangerous minority of rogue landlords in the private rented sector who make people's lives a misery. These landlords condemn their tenants to living in rundown, unsafe, or overcrowded properties. They often neglect their properties, avoiding making the necessary, legal improvements and/or intimidating those who speak out, threatening them with eviction. It is estimated that up to a third of private rented homes fail to meet the Government's decent homes standards. Serious, category I hazards are present in more than a fifth of rented homes in England that includes serious electrical hazards and damp. This is a significant concern, especially at a time when the private rented sector is housing more vulnerable households and families with children.

The Housing health and safety rating system (HHSRS) is enshrined in Part 1 of the Housing Act 2004. It provides a regulatory framework within which the Housing standards Team work to protect the health of vulnerable occupants. It is the only reliable and proven means of assessing the health and safety standards of housing, including housing in the private rented sector. To deal with unsatisfactory conditions the Housing Standards Team will take enforcement action that will be based on a three-stage consideration:

1. The hazard rating determined under HHSRS
2. Whether the Council has a duty on power to act, determined by the presence of a hazard above or below a threshold prescribed by the regulations (category 1 and category 2 hazards) and
3. The authority's judgement as to the most appropriate course of action to deal with the hazard.

The choice of the most appropriate course of action will be decided having regard to statutory enforcement guidance and to our Enforcement Policy. It is important that we take strict enforcement action where problems arise. If notices aren't complied with within the given time frames then the council will opt for prosecution for failure to comply and undertake work in default in appropriate cases. In cases where there is severe overcrowding we will need to work with the housing options team to rehouse the tenants.

In order to demonstrate our commitment we will publicise all successful prosecutions. Successful prosecutions are publicised by the council's communications team in local newspapers and on the council's website. Having said this however, when considering prosecutions the council's legal team are usually involved and it can be a very time consuming and expensive exercise to get a prosecution to court. Whilst the legal team provide us with excellent advice the court procedure can be long and drawn out.

For further information see <https://www.gov.uk/government/publications/hhsrs-operating-guidance-housing-act-2004-guidance-about-inspections-and-assessment-of-hazards-given-under-section-9>



**Action 9. We will respond to all complaints from the public within five working days and take appropriate action to deal with all unsatisfactory housing found.**

## 14. Discharging our Homelessness duty in the private sector

The law allows SSDC to discharge its duty to eligible homeless persons (in priority need and not intentionally homeless) by allocating people housing in the private rented sector. In so doing, the Housing Options Team must be satisfied that the premises they propose to use meet the necessary standards of health and safety and are suitable for the homeless people concerned. To assist with this process the Housing Standards Team can carry out inspections to ensure such property is up to standard and that the health and safety of homeless persons is not put at risk and to ensure that there is an absence of any Category 1 hazards.

In addition the Housing Standards Team often deal with complaints from people who try to increase their homelessness banding by arguing that their accommodation is unfit for occupation. We therefore need to ensure that any defects found are put right so as to reduce the need to unnecessarily rehouse people.

**Action 10. We will inspect all properties where occupants have complained of poor housing and ensure that all property used to rehouse homeless people is up to standard. We will inspect all properties of people who apply for Gold Band status on the grounds of poor housing and ensure they are brought up to standard to reduce demand for alternative housing.**

## 15. Helping Disabled People

Disabled Facilities Grants (DFGs) fund adaptations and alterations, ranging from small scale works such as replacing baths with showers through to large scale alterations to meet complex needs. DFGs are mandatory and the council has to pay them. Any duly made application must be determined within six months. This grant can prevent unnecessary moves for individuals, enabling the maintenance of family and community support links. It is also very important in preventing “bed blocking” by allowing patients to be rapidly discharged from hospital. We work closely with the Somerset County Council Occupational Therapy team to assess individual need and prioritise cases with joint decision making. Grants typically range from £1,500 to £30,000. When dealing with DFGs we ensure that all clients are kept fully informed of all aspects of the process and we track the end to end time for grants. We have set targets for dealing with different categories of DFGs and have put steps in place to deal rapidly with any delays.

Changes in the means testing regulations concerning disabled children in 2006 helped to push up the expenditure rate. We currently receive a subsidy of £560K a year from DCLG to offset our expenditure but the overall cost of DFGs exceeds this. It is difficult to predict demand as we are dependent on disabled people coming forward and asking for grant aid but it is possible that expenditure will increase as the elderly population increases. Expenditure is currently running at about £600K per year, representing the largest portion of our total grant expenditure and making us the third highest spending authority in the region.

Many disabled people are dealt with by our Home Aid service (see section 16 below).

**Action 11. We will ensure that all applications for disabled facilities grants are determined within six months. We will ensure that all initial visits to disabled clients are made within five working days of referral from Occupational Therapists dept.**



## 16. Home Aid – our Home Improvement Agency



Home Improvement agencies (HIAs) are recognised as valuable organisations in assisting vulnerable people to improve their living conditions. Over the years our in-house agency, Home Aid, has been instrumental in organising schemes to improve the homes of hundreds of local residents. The main aim of Home Aid is to enable older and disabled people to live independently at home for longer.

Seventy five percent of people over retirement age are owner occupiers and around half of them are living on low incomes. At retirement older people on low incomes face a likely struggle for twenty years or more to repair and maintain their homes. The Government has said that it will “help elderly people live at home for longer through solutions such as home adaptations and community support programmes”.

There is a real need for low cost, high benefit practical housing help in the owner occupied sector. One in three low income home owners live in homes that do not meet their needs in terms of accessibility or adaptations. Small repairs and minor adaptations, or ‘handyperson’ schemes offer a highly cost effective means of enabling older people to continue to live independently. Low cost work can make homes safe, secure and convenient to use and help reduce the strain on NHS and social care budgets. Just £35,000 can provide help with minor adaptations for 200 older people – it costs approximately the same amount for one older person to live in a care home for a year. Disabled Facilities Grants provide adaptations and facilities to enable disabled people to continue to live at home. Social Services also have a responsibility to fund low cost minor adaptations and equipment for eligible people under the Chronically Sick and Disabled persons Act 1970.

**Action 12. We will make maximum use of the Home Aid service and refer all eligible clients to the service within five working days.**



## 17. Fuel poverty and carbon reduction

A fuel poor household is one that cannot afford to adequately heat its home at reasonable cost. In brief, a fuel poor household is one that cannot afford to adequately heat their home at reasonable cost. The original definition of a fuel poor household was one that needed to spend over 10% of its income on fuel but this has recently been reviewed and refined. The new definition of a fuel poor household is one where they have fuel costs above the national average and, where they spend that amount, are left with a residual income below the official poverty line.

The private rented sector has significantly lower levels of energy efficiency than other housing sectors (see reference to HMOs in section 11). It has the lowest levels of cavity wall insulation, loft insulation and double glazing and its overall average energy efficiency rating is considerably lower than the social housing sector. DECC estimates that 42% of private rented households in F or G rated homes are in fuel poverty. If the private rented sector is to bear the burden of meeting homelessness allocations, we need to address the issue of cold homes. Excess cold is the second most frequently identified Category 1 hazard. Moving vulnerable people into poorly insulated homes with high energy bills will have a big impact on their residual disposable income and their health and wellbeing.

The council works with the Centre for Sustainable development (CSE) in Bristol to improve the energy efficiency of homes across the district. CSE run an energy advice line for us and deal with any queries we have from the public on energy grants/fuel efficiency etc. They have also run the Warm Homes In Somerset (WISH) project to insulate homes in south Somerset. Their website has a host of information on energy efficiency related information-see [www.cse.org.uk](http://www.cse.org.uk). In addition we will support the work with other local groups such as the Ilminster Home Energy Centre to improve energy efficiency.

Tackling the problem in South Somerset will require a broad approach but the main emphasis is seen as the improvement of energy efficiency in the home. To achieve this aim we:

- Work with CSE on home insulation schemes for traditional and 'hard to treat' properties.
- Utilise Home Repairs Assistance Grants for energy efficient measures where appropriate.

- Promote the free phone energy advice line 0800 0800 2234
- Encourage the uptake of loans for energy efficiency.
- Seek to work with other community/volunteer groups to improve energy efficiency/home insulation across the district.

Separate to fuel poverty is the issues of carbon reduction. The UK has to achieve legally binding carbon emission reduction targets, the first of which is to reduce its carbon footprint by 34 percent by 2020 from the 1995 level. Twenty seven percent of carbon emissions come from the housing sector, and older private sector housing accounts for a substantial part of this. The collapse of the Government's Green Deal scheme and recent retraction by the Government on other energy savings initiatives (changes to Building Reg requirements etc) leaves work in this area rather in limbo. Nonetheless the council will continue to do what it can to reduce fuel poverty and improve energy efficiency in the private sector.

Research has shown that householders have a much higher level of trust in schemes led and co-ordinated by local authorities in preference to utilities and other commercial interests so we still have a significant role to play here.



**Action 13. We will work with partners to improve the energy efficiency of as many properties as possible with a commitment to improve at least 100 properties a year**

## 18. Anti-Social Behaviour

Anti-social behaviour (ASB) can be defined as actions that cause harm or a lack of consideration for the well-being of others which has caused or is likely to cause harassment, alarm or distress to one or more persons not of the same household.

It has become a high profile issue in recent years. Where it takes hold, it can pose a serious threat to community life, undermining people's sense of safety, their well-being and, ultimately, their health. Evidence suggests that if swift action is taken to deal with it, it is less likely to recur. Conversely, incidents that may be relatively minor in themselves can have a serious cumulative impact if left unchecked. Small problems can escalate into bigger ones.



Tackling anti-social behaviour is a high priority for national and local government with legislation such as The Crime and Disorder Act 1998 and the more recent the Anti-Social Behaviour, Crime and Policing Act 2014 being brought into to help address problems.

In South Somerset the Yeovil One Team was conceived in September 2014 to deal with issues the central area of Yeovil and involved officers of Avon & Somerset Constabulary, SSDC and Yeovil Town Council as key partners working with officers of various other partner agencies such as housing associations and social support services. The collaborative working and sharing of information between agencies has led to several successes lessening the burden of anti-social behaviour on communities in this area and it is hoped to expand this type of initiative to other parts of the District.

The Housing Standards, Environmental Protection and Street Scene Enforcement Teams deal with many of the lower-level manifestations of ASB such as noise nuisance, housing neglect and disrepair, tenant and landlord issues, problems with licensed premises, abandoned cars, graffiti, fly tipping and fly-posting etc. These issues are dealt with by Environmental Health staff who play a key role with the Police in the front line of efforts to protect communities from the impact of ASB. General noise nuisance caused by poorly converted flats (in the previous decades) that allow noise transmission between floors and walls is an on-going problem. We work with Building Control to try and deal with such issues.

**Action 14. We will support the work of the Yeovil One Team by being an active member of the Team and will help to develop work plans and policy.**

## 19. Hoarding

In recent years the problem of hoarding has cropped up more frequently. This can be a difficult issue to deal with and takes up a lot of staff time. Officers from the Housing Standards Team, the Environmental Protection Team and the Housing Options Team can be involved. Often it is necessary to bring in Social Services and the Mental Health team to hold special case conferences to deal with troubled individuals.

Hoarding, described as the collecting of excessive quantities of goods and objects, arguably including animals, coupled with an inability to discard them is surprisingly common in varying degrees. It becomes problematic for the subject when it is extensive enough to inhibit the use of the home or personal function. Even before that point, however, depending on its presentation, it may be causing, or being likely to cause, a hazard to health or a nuisance to others.

The council often has to take enforcement action to clear properties of hoarded material but unless proper support can be put in place for the individual concerned the matter can often revert to it's previous state pretty quickly.



**Action 15. We will continue to deal with all serious cases of hoarding that arise. We will respond to any referrals within five working days**

## 20. Migrant Workers/Equality and Diversity

In recent years we have seen an influx of migrant workers into the District – many from Portugal and Eastern Europe. Concern has in the past been raised about the housing of these and other migrant workers. To address such concerns we have in place a pro-active programme to inspect multi-occupied accommodation often used by such workers to see that it is up to standard and ensure that it is not overcrowded. Migrant workers often do not understand their rights and due to language difficulties could be exploited. It is our policy to ensure their rights are fully protected.

In addition we will work with is the Gangmaster Licensing Authority in appropriate circumstances. The Gangmaster Licensing Authority (GLA) was set up to curb the exploitation of workers in agriculture, horticulture and associated processing and packaging industries. This is a relatively new agency and we will ensure that we foster close working relations with the GLA to ensure such workers are not only working in safe environments but are also provided with safe and secure housing.

**Action 16. We will ensure that the rights of all ethnic groups associated with housing are protected by us as far as it is practicable to do so.**

## 21. Mobile Homes/caravan sites

There are over forty mobile home parks in the district that provide permanent housing for hundreds of families. All such mobile home parks are licensed by the council and are periodically inspected to ensure they meet their licensing conditions. By and large most sites are well managed and maintained although problems do occasionally crop up. Until recently there were a number of issues to do with security of tenure and other matters surrounding the sale of mobile homes that had caused problems for residents. The Mobile Homes Act 2013 which was the biggest shake up in the law on park homes in 30 years introduced a number of changes. It reduced the potential for sale blocking by removing the site owner from the process. A new criminal offence was introduced in connection with sale blocking. Local authorities are now able to prosecute and on conviction site owners can face an unlimited fine or even prison. Pitch fee reviews will need to be more transparent so residents know what they are being asked to pay for and why. Site rules need to be fairer, agreed with residents and certain rules are banned altogether. New site rules will need to be deposited with the local authority. From April 2014 a new licensing regime has applied to park home sites. Local authorities are able to charge site owners an annual fee for administering and monitoring licences. They are able to serve notices requiring works to be carried out to comply with conditions and carry out works in default or in an emergency. Local authorities are able to recover their costs in enforcement action. Site owners who do not comply will face unlimited fines if prosecuted for breach of compliance. This is an on-going area of work for the Housing Standards team. Where gypsies or travellers receive planning permission for permanent sites they are required to have and comply with site licenses.

**Action 17. We will undertake periodic inspections of all mobile home parks to ensure they comply with licensing conditions and will deal with any tenancy issues that arise.**



## 22. Action Plan

<b>Action Plan and Performance Targets</b>		
<b>Action</b>	<b>Target/Measures</b>	<b>Time scale</b>
Action1. We shall develop a GP referral scheme by January 2016 that allows GPs to refer to us patients living in poor housing affecting their health.	To set up a GP referral scheme	By January 2016
<b>Action 2. We shall work with the Housing Options Team and the NLA to organise two Landlords forums each year.</b>	In partnership with the Housing Options Team	By April 2016
<b>Action 3 We will continue to promote the WRT Home Loan scheme to fund the improvement of substandard housing.</b>	<b>We will aim to facilitate 25 loans a year</b>	On-going
<b>Action 4 We will strive to reduce the number on non-decent homes standard in the district using all resources available to us.</b>	Reduce the number of vulnerable households living in accommodation with Category 1 hazards by 50. This would be achieved in a number of ways including enforcement and the provision of grants and loans	By April 2016-on going to 2019
<b>Action 5. We will seek to maximise the use of all funding to provide grants and loans to support our private sector housing strategy.</b>	<b>Use all funds available as effectively as possible.</b>	On-going
<b>Action 6. We will work to bring as many empty properties back into occupation as possible with a target of 25 a year.</b>	Provide financial incentive through loan/grant assistance to encourage long-term empty homes to be made available for letting. Use the enforcement powers available, including where appropriate, enforced sale procedures.	By April 2016-on going until at least 2018
<b>Action 7 We shall prioritise high risk premises and inspect 60 HMOs a year</b> We will seek to increase the supply of shared rented accommodation such as HMO's to respond to Welfare Benefit cuts	Use IT based intelligence sources to identify potential HMOs. Pursue a rigorous policy of enforcement activity in the private rented sector following reactive complaints and as part of programmed risk-based inspections of HMOs.	By April 2016-on going to 2019
<b>Action 8 We shall licence all HMOs that require licensing in the district.</b>	<b>We will actively seek out and ensure all such properties are found.</b>	On-going
<b>Action 9. We will respond to all complaints from the public within 5 working days.</b>	<b>within five working days and take appropriate action to deal with all unsatisfactory housing found</b>	On-going
<b>Action 10 We will ensure that all property used to rehouse homeless people is up to standard.</b>	Inspect all properties who apply for Gold Band status on the grounds of poor housing and ensure they are brought up to standard to reduce demand for alternative housing	On-going

Action	Target/Measures	Time scale
<b>Action 11. We will ensure that all applications for disabled facilities grants are dealt with within 6 months.</b>	All new referrals to be contacted within 5 working days	On-going
<b>Action12 We will make maximum use of the Home Aid service and refer all eligible clients to the service with 5 working days of referral to us.</b>	<b>Due to the current financial constraints however we will not make any commitments to dealing with specific number of clients</b>	On-going
<b>Action 13. Improve the energy efficiency of at least 100 private sector homes improve per annum</b>	Offer enhanced energy efficiency measures, including, where appropriate the use of renewable energy sources, as part of schemes of financial assistance delivered with our partner organisations.	By April 2016-on going to 2019
<b>Action 14. We will support the work of the Yeovil One Team by being an active participant of the Team and will contribute to the development of work plans and policy.</b>	We will work with our partners in Yeovil One and take appropriate action to tackle community based issues of ASB etc.	On-going
<b>Action 15 We will deal with all serious cases of hoarding that arise and will respond to all referrals within 5 working days.</b>	We will work with social services to deal with difficult clients on a case by case basis.	On-going
<b>Action 16 We will ensure that the rights of all ethnic groups associated with housing are protected by us as far as it is practicable to do so.</b>	We will react promptly to any complaints of discrimination or exploitation that re referred to us.	On-going
<b>Action 17 We will undertake periodic inspections of all mobile homes to ensure they comply with licensing conditions and will deal with any tenancy issues that arise.</b>	We will monitor conditions on all our mobile home sites.	On going

Staff resources; The Action Plan above will be delivered by the Housing Standards Team of the Environmental Health service. This is comprised of the Principal EHO, two area EHOs and a technical officer. In addition the Home Aid Team is comprised one full time and one part time technical officer. The achievement of the targets above will depend on the complexity of individual jobs that arise. In addition to the staff above we draw on the services of other staff from CSE, Housing Options etc as and when the need arises. We are not however able to commit their staff resources as part of this strategy.



## 23. Risk Register

In developing this strategy we are mindful that there are many factors that could affect it's delivery. To mitigate for these risks it is important that we work with our partners across Somerset in both professional and NGO groups and seek to ensure that our intelligence on emerging trends and developments is up to date. The following factors should be considered;

1 Staff resources. With reductions in funding to Local Government it may become necessary to reduce staff resources in the next five years and this would affect the delivery of the action plan. Several staff in the Housing Team are also reaching retirement age and this could result in the loss of expertise.

2 Financial resources. Reductions in funding through the capital programme as a result of the Government's economic policy could affect the council's ability to deliver grants and loans. In particular the move of DFG funding from SSDC to the Better Care Fund held by Somerset County Council could have a significant impact. Cutbacks in the funding by Registered Providers in their aids and adaptations budgets in response to their recent reduction in income announced by the Government could also have significant impacts.

3 Changes in legislation. Further changes by the Government to benefit/welfare payments and the tax regime could increase the need for more shared /low cost accommodation. Recent tax changes in the buy to let sector may mean that fewer such properties may become available for rehousing our tenants. Many landlords may exit the rental market. We constantly monitor all changes in housing and associated legislation

4 Increased migration. Increased migration into the district from all sources beyond what is expected could adversely affect the local housing market.

5 External economic factors. Increasing house prices and low wages/unemployment will put more pressure on people and the housing market. Changes in Government economic policy /the autumn statement etc will also have an effect. There could be many unforeseen out comes in the years to come.

6 Empty properties. Difficulties in dealing with legally complex situations could make the drive to bring more empty properties back into use more difficult.

## 24. Background Papers/reports

- 1 Houses in Multiple Occupation Policy\*
- 2 Strategic Housing Framework Implementation Plan 2014\*
- 3 Gypsy & Traveller Accommodation Strategy (2006 -2009)\*
- 4 Private Sector Housing Strategy (2007 – 2012)\*
- 5 Empty Property Strategy (Jointly with Mendip) (2010)\*
- 6 Temporary Accommodation Strategy (2011)\*
- 7 Council Plan (2012-2015)\*
- 8 Somerset Tenancy Strategy (2012)\*
- 9 Health & Wellbeing Strategy (2012-2015)\*
- 10 Youth Housing Strategy (2012-2015)\*
- 11 Rural Housing Action Plan (2013)\*
- 12 Somerset Homelessness Strategy (2013 – 2016)\*
- 13 The Regional Housing Strategy – available on the Internet at: [www.gosw.gov.uk](http://www.gosw.gov.uk),  
[www.housingcorp.gov.uk](http://www.housingcorp.gov.uk) and [www.southwest-ra.gov.uk](http://www.southwest-ra.gov.uk)
- 14 The South Somerset Local Plan –[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)
- 15 Community Safety Strategy (Crime and Drugs Strategy)  
[www.southsomerset.gov.uk/media/pdf/g/0/Somerset\\_Strategy.pdf](http://www.southsomerset.gov.uk/media/pdf/g/0/Somerset_Strategy.pdf)
- 16 The Decent Homes standard:  
<https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>
- 17 Housing statistics- Home Truths Southwest –National Housing Federation –:  
[www.housing.org.uk](http://www.housing.org.uk)
- 18 ‘Quality and Choice: A Decent Home for All’ –:[www.odpm.gov.uk](http://www.odpm.gov.uk)
- 19 SSDC Enforcement policy\*

\* available on SSDC website

## 25. Contact Points at South Somerset District Council

Private Sector Housing Strategy	Alasdair Bell
Disabilities – grants for aids and adaptations;	Martin Chapman
Empty homes strategy	Chris Malcolmson/Emma Baker
Funding – advice on housing grants	Paul Rees
Gypsies and other travellers/ethnic minorities	Kirsty Jones/Jon Batty Barry Cullimore/Dereck Hurst Ian Potter
Home Aid scheme Housing Benefits Home Energy Conservation	Alasdair Bell
Home Loans	Paul Rees
Homelessness and Housing Advice	Kirsty Jones/Barbie Markie
Housing – conditions in private sector;	Martin Chapman
Houses in multiple occupation (HMOs)	Martin Chapman
Housing Implementation Strategy	Sally McCarthy/Colin McDonald
Mobile Homes	Chris Malcolmson
Social Housing Development/Strategic Housing	Colin McDonald
Supporting People; Supported Housing	Sally McCarthy
Tenancy Sustainment	Carolyn Wilkinson
Welfare benefit information and advice	Alice Knight/Catherine Hansford
<p>E-mail addresses: to e-mail any of the above people please use the following format <a href="mailto:forename.surname@southsomerset.gov.uk">forename.surname@southsomerset.gov.uk</a> for example <a href="mailto:colin.mcdonald@southsomerset.gov.uk">colin.mcdonald@southsomerset.gov.uk</a> Please telephone 01935 462462 for all staff listed.</p>	

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# Agenda Item 8

## **Disposal of the former Carrington Way Public Conveniences in Wincanton**

*Executive Portfolio Holder:* Councillor Ric Pallister, Strategy and Policy  
*Strategic Director:* Vega Sturgess, Operations and Customer Focus  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Lead Officers:* Diane Layzell, Senior Land & Property Officer  
*Contact Details:* [diane.layzell@southsomerset.gov.uk](mailto:diane.layzell@southsomerset.gov.uk) or 01935 462058

### **Purpose of the Report**

The purpose of this report is to obtain the Committee's consent to the disposal of the former Carrington Way Public Conveniences (PCs) in Wincanton.

### **Forward Plan**

This report did not appear on the District Executive Forward Plan as initially there was only one interested party but the Property eventually went to tender to select the most suitable purchaser.

### **Recommendation(s)**

That District Executive approve:

1. the disposal of the freehold of the former Carrington Way Public Conveniences in Wincanton at a price of £29,000. The disposal is subject to the purchaser obtaining A3 change of use planning
2. That a restrictive usage covenant and overage clause be placed on the Title protecting against any future residential development or change of use.
3. That each party bears their own legal and professional costs.

### **Background**

Within the comprehensive spending review greater emphasis is being placed on Councils ensuring that their assets are delivering value for money.

At the same time, members looked at the provision of local services in our assets and requested that officers work with local town and parish councils to see whether they would consider taking on those local services on behalf of their communities.

Until 2011 the management of these conveniences sat with the Town Council who, in 2011, made the decision to close the facilities as this was one of three public convenience provisions within the Town.

Since being returned to the District Council the property has been marketed for a commercial tenant without success. It was felt that due to the location of these facilities, it would be advantageous for SSDC to retain the freehold of the property. However, the property is bordered on two sides by privately owned land and on the other two sides by Somerset County Councils land, which is currently leased to the District Council for car parking provisions. As a result of the neighbouring land holdings the Property would have no influence on any redevelopment schemes which might be brought forward by the neighbouring landowners.

Due to the properties prominent location, being closed up for so long and the revised opinion on its influence on any neighbouring redevelopment, resulted in the marketing of the property changing to include freehold disposal.

SSDC has had some success at marketing these properties for alternative use and it is proposed to market, and dispose of, these facilities in the same way.

### **Commercial Property Disposal**

As part of the on-going work with Town and Parish councils, a number of properties are now surplus to requirements and Carrington Way PCs in Wincanton is one such property. Whilst the Town Councils decision to close these facilities took place in 2011, since being returned to SSDC the Council is still spending in excess of £1,000 per annum for utilities and Business Rate payments related to this property.

In other similar scenarios the Council has had great success in disposing or using these facilities for other purposes:

- 1) Stoke Sub Hamdon PCs – sold on the open market and is now a studio for a photographer
- 2) Milborne Port PCs – was sold on the open market to a community group who have now reopened the facilities on a “payment” basis
- 3) South Petherton PCs – was marketed for a commercial tenant and is now the office of a security and fire company
- 4) West Street Car Park, Ilminster PCs – planning permission was obtained for the Gents and Disabled toilet block to be converted into a residential property. It was then marketed on the open market and the block has been demolished and replaced by a residential property.
- 5) West Street Car Park, Crewkerne PCs – this has been leased to the Town Council as a storage unit.
- 6) Grove Alley PCs, Bruton – these facilities are in the process of being disposed of to facilitate the expansion of the local corner shop in Grove Alley.

The Carrington Way PC building has been marketed for a commercial tenant or freehold disposal for some months. As part of this new marketing strategy, both neighbouring land owners were approached and advised of the Councils decision to dispose of the properties freehold. Initially there was little interest but upon receiving a formal offer from one of the interested parties, a second followed in quick succession. In order to ensure full consideration to both offers, the Council requested that its Agent obtain informal tenders from both parties.

The Councils agents received 3 expressions of interest in the property with 2 potential purchasers submitting bids. The bids were reviewed by a panel of officers, Ward Members and Area Chairman on 12 October 2015 to select a suitable bidder for consideration by the District Executive Committee. The bids received were both for a freehold purchase, A3 usage, subject to obtaining change of use planning consent and above the valuation. The main difference between the two bids was the price offered and the agreement to accept the Councils decision to place an overage on the property Title.

The preferred bid for consideration by District Executive was, in this instance, the highest bidder who had supplied a structured case and plan showing how the property might be used in the future and agreeing to the overage being placed on the Title. It is hoped that this proposal will bring people back into the centre and contribute to the economic prosperity of Wincanton, whilst achieving a capital receipt of £29,000, less costs.

The property only has the benefit of pedestrian access and will be sold with these rights of access. Any vehicular access requirements will be the responsibility of the new owner to negotiate with the relevant neighbouring landowner.

An overage clause, of 20% for the next ten years, will be placed on the title at completion to protect against any future change of use or residential development, which will include a restriction of A3 use only.

As the Council has deemed this property surplus to its requirements it is proposed each party will bear their own legal and professional costs.

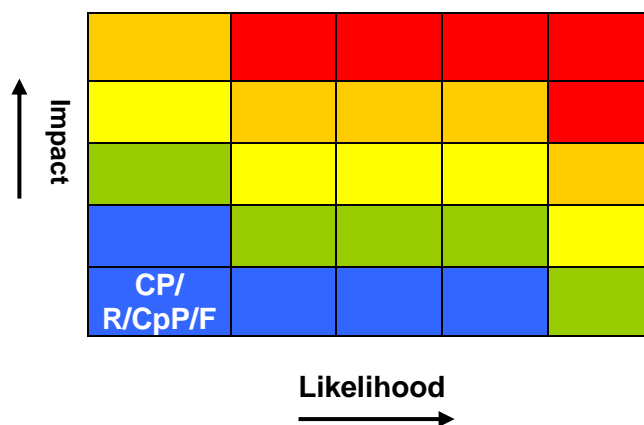
District Executive is being asked to approve the decision made by the Panel and agree to the disposal of the former public conveniences at Carrington Way, Wincanton.

### Financial Implications

If Members agree to the disposal of the property, the Council would receive a net capital receipt of approximately £28,500, which will be released for other capital projects. If the sum were invested it would earn an average of £900 per annum over the longer term. It also removes the maintenance liabilities of any maintenance or related costs to this empty property but the savings for revenue expenditure, on these toilets, was taken at the time they were transferred to the Town Council. Upon returning to SSDC the costs have been covered by the remaining budget which was not increased, to reflect this additional liability, at the time of their return.

Through the disposal SSDC will have no further involvement in the risks and overhead costs of these premises.

### 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**

Although electricity use and subsequent carbon emissions arising from the property is small, any reduction in carbon attributable to the council will help us meet our carbon reduction targets.

### **Equality and Diversity Implications**

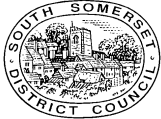
The facilities have been closed since 2011 and disposal would have no impact in this regard.

### **Background Papers**

Agents advice on Market value

Condition Survey conducted by Property Services.

Whilst the tender information is confidential, it can be released to members upon request.



## ASSET SALE APPRAISAL FORM

### Section 1

<b>Name of Asset to be Sold</b>	<b>Project No.</b>
<p><b>Asset to be disposed of:-</b></p> <p>Former public conveniences at Carrington Way, Wincanton BA9 9JS</p> <p><b>Lead Officer:</b></p> <p>Diane Layzell, Senior Land and Property Officer</p>	

### Section 2

<b>Reason for Sale</b>
<p>The property has been deemed surplus to our requirements and even when closed, the building is incurring annual costs for the Council.</p> <p><b>Meets Corporate Priority:</b></p> <ul style="list-style-type: none"> <li>• Deliver well managed cost effective services valued by our customers</li> </ul>

### Section 3

<b>Income From Sale</b>	
Gross Income from Sale	£ 29,000
Less Cost of Sale e.g. valuation fee	£ 500
Net Income (cost)	£ 28,500

### Section 4

<b>Loss of Rental or Other Income</b>						
	Mgmt Code	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £
Rental Income		N/A				
Other Income						

### Section 5

<b>Savings in Costs (annual)</b>
<p>The unbudgeted costs since the property was returned to SSDC equate to £1019.00 pa. By disposing of the property, these monies can be utilised on the facilities for which they were intended.</p>



**Section 6**

<b>Savings in Costs - one off (i.e. urgent major repairs required)</b>
None planned or needed at present

**Section 7**

<b>Financial Analysis – Revenue</b>						
	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	
Interest from receipt	(900)					
Loss of Income						
Savings in Expenses						
- Salaries						
- Repairs & Maintenance						
- Other						
Total Revenue Cost / (Net saving)	(900)					

**Section 8**

<b>Scheme Evaluation by Management Team</b>

**Section 9**

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

**Section 10**

<b>Expected Completion Date</b>
It is hoped that if the disposal is agreed that the Capital monies can be invested in early 2015/16.

Land Registry  
Official copy of  
title plan

Title number **WS45574**  
Ordnance Survey map reference **ST7128NW**  
Scale **1:1250** enlarged from 1:2500  
Administrative area Somerset: **South Somerset**



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This official copy issued on 17 April 2008 shows the state of this title plan on 17 April 2008 at 09:24:55. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).  
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.  
This title is dealt with by Land Registry, Weymouth Office.

# Agenda Item 9

## **2015/16 Revenue Budget Monitoring Report for the Period Ending 30<sup>th</sup> September 2015**

*Executive Portfolio Holder:* Peter Seib, Finance and Legal Services  
*Chief Executive:* Rina Singh/Vega Sturgess, Chief Executive  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Service Manager:* Amanda Card, Finance Manager  
*Lead Officer:* Jayne Beevor, Principal Accountant Revenue  
*Contact Details:* Jayne.beevor@southsomerset.gov.uk or (01935) 462320

### **Purpose of the Report**

The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2015.

### **Forward Plan**

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5<sup>th</sup> November 2015.

### **Public Interest**

This report gives an update on the revenue financial position and budgetary variations of the Council as at 30<sup>th</sup> September 2015.

### **1) Recommendations**

Members are recommended to:

- a) Note the current 2015/16 financial position of the Council;
- b) Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraphs 3.2;
- c) Note the transfers made to and from reserves outlined in paragraph 11.1 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- d) Note the virements made under delegated authority as detailed in Appendix B;

### **2) Background**

2.1 The 2015/16 original budget was approved by Council in February 2015. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder who is managing only items within their control.

### **3) Summary of the Current Revenue Financial Position and Forecast Outturn**

3.1 Managers have been asked in 2015/16 to outline the actual expected outturn for the year and the reasons to date for under or over spends. Appendix A to this report sets

out the detail of the current position on Council spending and the forecasted outturn for 2015/16.

3.2 A summary by Directorate of the revenue position as at 30<sup>th</sup> September 2015 is as follows:

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Chief Executive	5,066.8	5,164.1	5,214.2	50.1	Treasury Management is expected to exceed its income budget by £70k but increased electronic bank charges, shortfalls in capital salaries, canteen income and IT costs will result in an overspend.
Place & Performance	2,766.1	2,873.7	2,663.7	(210.0)	Additional income is predicted from Dev Control-£100k & Yeovil Innovation Centre-£50k.
Operations & Customer Focus	9,556.7	9,703.5	9,646.1	(57.4)	Shortfalls in car park, pest control & building control income will be offset by savings in Engineering Services and additional income at the Octagon.
<b>Total</b>	<b>17,389.6</b>	<b>17,741.3</b>	<b>17,524.0</b>		
<b>Underspend</b>				<b>(217.3)</b>	

3.3 There is an expected net under spend on currently approved budgets of **£217.3k** by the end of the financial year. This will result in an under spend equivalent to 1.2% of the revised budget.

3.4 The table below shows the movement of revenue budgets since 1<sup>st</sup> April 2015 to 30<sup>th</sup> September 2015.

<b>Approved base budget as at April 2015</b>	<b>£'000</b> <b>17,389.6</b>
Budget Carry Forwards approved June 2015	302.9
Somerset Rivers Authority 15/16 Contribution from Gen Bals	43.7
Legal costs funded from General Balances	0.5
Contribution to Somerset Growth Board	4.6
<b>Revised Budget as at 30<sup>th</sup> September 2015</b>	<b>17,741.3</b>

#### 4) Budget Virements

Under the Financial Procedure Rules, providing that the Assistant Director (Finance & Corporate Services) has been notified in advance, Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Strategic Directors & Assistant Directors can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix B for District Executive to note and have been approved by the Assistant Director-Finance & Corporate Services. There are no virements requiring approval.

## 5) Delivery of Savings

As part of budget monitoring it is important to monitor that savings proposed in the 2015/16 budget setting exercise are being delivered. The table below details the major savings (savings over £25,000) that were proposed and the expected achievement of those savings at year-end.

<b>Major Savings (Savings over £25,000)</b>	<b>2015/16 Budget Saving Target £'000</b>	<b>Estimated Actual Saving at Year-End £'000</b>	<b>(Shortfall) £'000</b>
Development Control-Additional Income	125	125	0
Land Charges-Additional Income	50	50	0
Licensing-Additional Income	25	25	0
Engineering & Property-Further savings in Energy from Photovoltaic/Thin Clients/Voltage Optimisation	50	50	0
Economic Dev-Additional Income from Yeovil Innovation Centre	50	50	0
Waste & Recycling-Garden Waste Bin Income	25	25	0
Octagon-Additional Income	50	50	0
Finance-Additional income from Crematorium	25	25	0
Eng & Property-Shared office accommodation with Somerset County Council	95	95	0
Eng & Property-Increasing Commercial Properties Rental Income	25	25	0
Eng & Property-Letting of Petters to CAB	39	30	(9)
ICT-Maintenance Contracts	35	12	(23)
Postage Savings	25	25	0
<b>Total Major Savings</b>	<b>619</b>	<b>587</b>	<b>(32)</b>

## 6) External Partnerships and other Organisations

All key partnerships are monitored within SSDC's overall budget – there are currently no financial issues within SSDC's key partnerships. Members have requested some additional monitoring of the following substantial partnership:

**South Somerset Voluntary Community Action (SSVCA)** – In line with the service level agreement SSVCA has provided a statement on their financial position.

The year to date figures show a small surplus but are down against budget but we predict a small surplus by year end (Mar 2016).

## 7) Council Tax Reduction Scheme and Council Tax

- 7.1 The Council Tax Reduction Scheme commenced in April 2013. For 2015/16 the authority set a budget of £8,707 million for annual discounts. Of this sum £8,472 million has been allocated for the year leaving £235k for additional growth during the year. The current trend in the sum allocated is downward.
- 7.2 The Hardship Scheme budget for 2015/16 is £30,000. At the end of September 2015 SSDC had processed 93 requests for hardship relief of which 78 were successful. The amount awarded by the end of September 2015 is £9,984.
- 7.3 The collection rate for Council Tax was 55.86% by the end of September 2015 exactly the same as for last year. This means that despite an increase in the sum to be collected of £1.8 million compared with 2014/15 we have maintained the collection rate at the midpoint of the financial year. There are 7,933 households paying over 12 months compared with 5,109 at the same time last year. As a result of this, and increased recovery activity we anticipate an improvement in the collection rate by the end of the financial year.

## **8) Non Domestic Rates**

- 8.1 The collection rate for Non Domestic Rates was 54.43% at the end of September 2015 compared to 54.94% last year. This is 0.51% lower than last year, but an improvement on the Q1 performance of -1.18%. We anticipate continuing improvement in the collection rate during the second half of the financial year due to an improved work position and increased recovery activity.

## **9) Council Tax Reforms**

- 9.1 Members agreed to amend some discounts to Council Tax from 1 April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 221 at the end of September 2015, down from 235 at the beginning of the financial year. Within this there is a turnover of properties with some becoming occupied and others reaching the two year trigger for inclusion in this statistic. The Empty Property Officer continues to work on reducing the number of long term empty properties.

## **10) Discretionary Housing Payments**

- 10.1 The DHP allocation for 2015/16 is £174k. From the Housing Benefit Subsidy monitoring at the end of September 2015, £90k of DHP awards have been made and a further £51k is committed up to the end of this financial year. The total sum paid and committed (£141K) represents 80% of the government DHP grant. We currently have 41 outstanding applications.

## **11) Reserves & Balances**

- 11.1 Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. Details of the reserves held within the Areas are provided in Appendix C. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Reserve	Balance at 01/07/15 £	Transfers In/(Out) £	Balance at 30/09/15 £	Reason for Transfer
Capital Reserve	1,391,386	17,450	1,408,836	Repayment to Capital from FIT income (£3,650). Contribution to capital from revenue for replacement tractor (£13,800)
Elections Reserve	256,023	(102,190)	153,833	Funding May 15 election
Council Tax / Housing Benefits Reserve	861,831	3,164	864,995	New Burden Welfare Reforms (£8,967), Universal Credits (£7,929) and FERIS Maintenance (£8,618) Funding for regrading of staff (£22,350)
Revenues Grant Reserve	493,256	5,214	498,470	Tourism Flood Grants (£12,480), Octagon Theatre Company (£181), Government grant received for Personal Search Settlement (£17,875)
Local Strategic Partnership	75,786	20,850	96,636	Contribution to the partnership reserve
Car Park Income	4,580	(4,580)	0	Funding towards electricity charge
Yeovil Vision Reserve	100,474	10,000	110,474	Yeovil Town Council contribution to Yeovil Vision
Closed Churchyards Reserve	10,404	(1,520)	8,884	Special levies transferred to revenue
Planning Obligations Admin Reserve	42,393	(9,270)	33,123	Funding of Dev Control plotter
Infrastructure Reserve	990,170	(7,247)	982,923	Highways Contribution

11.2 General Fund Balance represents the accumulated revenue surpluses. Within the total, however, there are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance.

General Fund Balances	£'000
Balance at 1 April 2015	5,910
Transfers from balances	(352)
Commitments & once offs	(342)
<b>Estimated Balances at 30/9/15</b>	

<b>General Fund Balances</b>	<b>£'000</b>
Estimated under spend on Revenue Budget at out-turn for 2015/16	217
<b>Estimated Unallocated General Fund Balance at 31<sup>st</sup> March 2016</b>	<b>5,433</b>

11.3 The latest review of risks to SSDC balances shows that balances need to remain within the range of £3.4 to £3.8 million to meet current financial risks. Current balances as at 30<sup>th</sup> September are therefore adequate to meet current risks.

11.4 The following transfer from balances is for noting by this Committee, as they have been undertaken under delegated authority:

<b>Reserve</b>	<b>Balance at 01/07/15 £</b>	<b>Transfers In/(Out) £</b>	<b>Balance at 30/09/15 £</b>	<b>Reason for Transfer</b>
Non-Earmarked Balances	5,450,700	(4,570)	5,446,130	Funding of contribution to Somerset Growth Board

## 12) Risk

12.1 As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year-end is estimated to be £5.4 million.

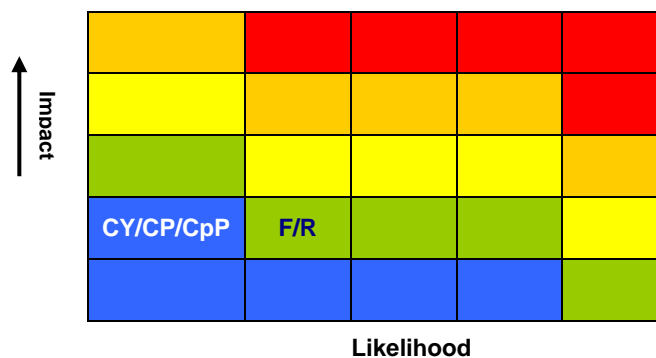
12.2 Details of the current key risks, as identified in the 2015/16 Budget Setting Report, are listed in the table below with an update from the responsible officer.

<b>Current Risk</b>	<b>Responsible Officer</b>	<b>Officer's Update</b>
Interest Rates	Assistant. Director- Finance & Corporate Services	Current predictions are for the Treasury Management budget to be £70k over achieving on income.
Business Rate income	Assistant Director- Finance & Corporate Services	The collection rate is down on the previous year but has improved since quarter 1.
The Council Tax Reduction Scheme	Assistant Director- Finance & Corporate Services	The CTR scheme is now being monitored as part of the budget monitoring report.
Housing Benefit Subsidy	Assistant Director- Finance & Corporate Services	Current predictions are for the housing benefit subsidy to have a small surplus at the year end.
Planning Income	Assistant Director- Economy	Current predictions are for planning income to exceed budget by £100k.
Building Control Income	Assistant Director- Environment	Current predictions are that there will be a £36k shortfall in fee income.
Car parking Income	Assistant Director- Environment	Car Park income is predicted to be down by £60k.



Current Risk	Responsible Officer	Officer's Update
Land Charge Searches	Assistant Director-Legal & Corporate Services	The update from Land Registry is that any transfer of land charge searches will be phased over 8 years. It is expected that the project will start with the South East region. So it is safe to say that there will be no change for SSDC in 15/16, and only a slim chance that SSDC as part of the South West region will be in the early stages of the transfer.

## Risk Matrix



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

The budget is closely linked to the Corporate Plan and any growth bids are scored accordingly.

## Carbon Emissions and Climate Change Implications

There are no implications currently in approving this report.

## Equality and Diversity Implications

When the budget was set any growth or savings made included an assessment of the impact on equalities as part of that exercise.

## Background Papers

Revenue Quarterly Monitoring File

2015-16 Budget Detail

APPENDIX A

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		a	b	c	d	e	e-d	
		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	
		£	£	£	£	£	£	
<b>Chief Executive/ Strategic Director (Corporate Services)</b>								
<b>STRATEGIC MANAGEMENT</b>								
Chief Executive : Rina Singh/Vega Sturgess								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	0	0	0	10,000	10,000	0	<i>Funding for Symphony Project.</i>
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	0	0	0	10,000	10,000	0	
MANAGEMENT BOARD	Expenditure	282,280	281,778	(502)	609,350	609,350	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	282,280	281,778	(502)	609,350	609,350	0	
<b>TOTAL STRATEGIC MANAGEMENT</b>	<b>Expenditure</b>	<b>282,280</b>	<b>281,778</b>	<b>(502)</b>	<b>619,350</b>	<b>619,350</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>282,280</b>	<b>281,778</b>	<b>(502)</b>	<b>619,350</b>	<b>619,350</b>	<b>0</b>	
<b>FINANCE AND CORPORATE SERVICES</b>								
Assistant Director : Donna Parham								
<b>FINANCIAL SERVICES</b>								
Service Manager : Amanda Card								
AUDIT	Expenditure	52,770	78,115	25,345	105,540	105,600	60	Audit fees paid until Dec 15.
Portfolio Holder : Cllr Peter Seib	Income	0	(61)	(61)	0	(60)	(60)	
	TOTAL	52,770	78,054	25,284	105,540	105,540	0	
CORPORATE COSTS	Expenditure	1,153,390	1,038,679	(114,711)	1,829,070	1,849,570	20,500	Main variances are overspend on canteen (£30K) and savings on postage not materialising (£25k). These will be offset by predicted underspend on Insurance Premiums (£15K) and return on PWLB loan (£15k).
Portfolio Holder : Cllr Peter Seib	Income	(211,515)	(197,418)	14,097	(781,460)	(724,800)	56,660	Reduction in what will be allowable capital salaries income (£50K).
	TOTAL	941,875	841,261	(100,614)	1,047,610	1,124,770	77,160	
FINANCIAL SERVICES	Expenditure	373,345	373,315	(30)	739,500	739,500	0	Increase in electronic banking charges (£20k) will be offset by savings in salary costs.
Portfolio Holder : Cllr Peter Seib	Income	(6,025)	(2,703)	3,322	(32,440)	(22,660)	9,780	Unable to charge customers a fee for card payments.
	TOTAL	367,320	370,612	3,292	707,060	716,840	9,780	
TREASURY MANAGEMENT	Expenditure	42,190	36,173	(6,017)	59,220	59,220	0	On target.
Portfolio Holder : Cllr Peter Seib	Income	0	(72,690)	(72,690)	(461,320)	(531,200)	(69,880)	Current predictions are forecasting an over achievement of income to the value of £70k. This is assuming a dividend of 3p per unit held on the Property fund is achieved.
	TOTAL	42,190	(36,517)	(78,707)	(402,100)	(471,980)	(69,880)	
<b>TOTAL FINANCIAL SERVICES</b>	<b>Expenditure</b>	<b>1,621,695</b>	<b>1,526,282</b>	<b>(95,413)</b>	<b>2,733,330</b>	<b>2,753,890</b>	<b>20,560</b>	
	<b>Income</b>	<b>(217,540)</b>	<b>(272,872)</b>	<b>(55,332)</b>	<b>(1,275,220)</b>	<b>(1,278,720)</b>	<b>(3,500)</b>	
	<b>TOTAL</b>	<b>1,404,155</b>	<b>1,253,410</b>	<b>(150,745)</b>	<b>1,458,110</b>	<b>1,475,170</b>	<b>17,060</b>	

Group with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ICT SERVICES</b>								
Service Manager : Roger Brown								
INFORMATION SYSTEMS	Expenditure	539,454	565,639	26,185	987,140	1,012,140	25,000	This budget is predicted to be overspent due to delayed telephone savings. Also additional expenditure will be incurred due to changes in government legislation in respect of data collection and extra wi fi requirements for Area Office working. A reduction in spend on disaster recovery will slightly reduce the overspend forecast to around £25K.
Portfolio Holder : Cllr Henry Hobhouse	Income	(8,830)	(3,385)	5,445	(20,770)	(20,770)	0	
	TOTAL	530,624	562,254	31,630	966,370	991,370	25,000	
TOTAL INFORMATION SYSTEMS	Expenditure	539,454	565,639	26,185	987,140	1,012,140	25,000	
	Income	(8,830)	(3,385)	5,445	(20,770)	(20,770)	0	
	TOTAL	530,624	562,254	31,630	966,370	991,370	25,000	
<b>PROCUREMENT AND RISK MANAGEMENT</b>								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT	Expenditure	79,120	72,278	(6,842)	158,240	158,240	0	Expenditure is largely inline with expectations and should remain at this level towards year end. Income from the mobile phone supplier is being chased and this will negate this income budget deficit.
Portfolio Holder : Cllr Peter Seib	Income	(6,840)	(8,010)	(1,170)	(13,680)	(13,680)	0	
	TOTAL	72,280	64,268	(8,012)	144,560	144,560	0	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	79,120	72,278	(6,842)	158,240	158,240	0	
	Income	(6,840)	(8,010)	(1,170)	(13,680)	(13,680)	0	
	TOTAL	72,280	64,268	(8,012)	144,560	144,560	0	
<b>REVENUES AND BENEFITS</b>								
Service Manager : Ian Potter								
REVENUES & BENEFITS	Expenditure	919,657	881,857	(37,800)	1,676,550	1,676,550	0	There are no areas of concern at the end of quarter 2. End of year outturn is expected to be on budget
Portfolio Holder : Cllr Peter Seib	Income	(303,107)	(302,927)	180	(405,730)	(405,730)	0	
	TOTAL	616,550	578,930	(37,620)	1,270,820	1,270,820	0	
HOUSING BENEFIT SUBSIDY	Expenditure	21,975,135	22,305,318	330,183	43,950,270	43,950,270	0	Housing Benefit is paid out on a 4 weekly basis which can create a significant variance within the budget monitor. Our subsidy monitor is currently predicting a small adverse variance but the final outturn will not be known until the subsidy claim has been externally audited and finally adjusted next summer (2016).
Portfolio Holder : Cllr Peter Seib	Income	(22,493,623)	(23,790,631)	(1,297,008)	(44,772,480)	(44,772,480)	0	
	TOTAL	(518,488)	(1,485,313)	(966,825)	(822,210)	(822,210)	0	
TOTAL REVENUES AND BENEFITS	Expenditure	22,894,792	23,187,175	292,383	45,626,820	45,626,820	0	
	Income	(22,796,730)	(24,093,558)	(1,296,828)	(45,178,210)	(45,178,210)	0	
	TOTAL	98,062	(906,383)	(1,004,445)	448,610	448,610	0	
TOTAL FINANCE AND CORPORATE SERVICES	Expenditure	25,135,061	25,351,374	216,313	49,505,530	49,551,090	45,560	
	Income	(23,029,940)	(24,377,825)	(1,347,885)	(46,487,880)	(46,491,380)	(3,500)	
	TOTAL	2,105,121	973,549	(1,131,572)	3,017,650	3,059,710	42,060	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>LEGAL AND CORPORATE SERVICES</b>								
Assistant Director : Ian Clarke								
<b>DEMOCRATIC SERVICES</b>								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	635,810	671,571	35,761	1,174,340	1,210,100	35,760	<p>Electoral Registration - Electoral Registration looks on course to remain in budget whilst all obligations relating to the Household canvass are fulfilled. A further grant payment of £5,800 from the Cabinet Office is due to be issued to SSDC shortly to cover expenditure on new statutory IER (individual electoral registration) related activities.</p> <p>District and Parish Elections - Elections will in due course be adjusted to take account of the allocation of expenditure between the parliamentary and local elections in May. We are still awaiting information which is necessary to complete the claim. The claim is due for submission by the end of October which is estimated at £70.5k. There is an underspend on printing and stationery currently, but this has commitments due to the current Individual Election Registration canvassing.</p> <p>Management Corp Dem Costs and Dem Representation - Budgets as expected at this time of year. Members are being encouraged to receive their agenda papers electronically which should reduce the printing and stationery costs. It is predicted that the training budget will be underspent and a carry forward at the year end will be requested for £15k to meet members future training requirements.</p>
	Income	(150,650)	(154,306)	(3,656)	(154,860)	(190,620)	(35,760)	
	TOTAL	485,160	517,265	32,105	1,019,480	1,019,480	0	
<b>TOTAL DEMOCRATIC &amp; SUPPORT SERVICES</b>	<b>Expenditure</b>	<b>635,810</b>	<b>671,571</b>	<b>35,761</b>	<b>1,174,340</b>	<b>1,210,100</b>	<b>35,760</b>	
	<b>Income</b>	<b>(150,650)</b>	<b>(154,306)</b>	<b>(3,656)</b>	<b>(154,860)</b>	<b>(190,620)</b>	<b>(35,760)</b>	
	<b>TOTAL</b>	<b>485,160</b>	<b>517,265</b>	<b>32,105</b>	<b>1,019,480</b>	<b>1,019,480</b>	<b>0</b>	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>LEGAL SERVICES</b>								
<b>Service Manager : Angela Watson</b>								
LEGAL SERVICES	Expenditure	281,940	286,463	4,523	530,680	530,680	0	Legal Services-Although both Books & Publications and Consultant & Professional Fees are showing sizeable variances, these budgets will be spent by the Year End.
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(32,890)	(46,514)	(13,624)	(66,960)	(66,960)	0	
	TOTAL	249,050	239,949	(9,101)	463,720	463,720	0	
LAND CHARGES	Expenditure	73,585	61,535	(12,050)	129,300	154,300	25,000	<i>Other consultants fees is estimated to be overspent at the year end by £25k due to an increased demand for information which is obtained from SCC. Due to a delay in receipt of invoices from SCC this budget line should be a negative variance of £16k.</i>
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(231,955)	(260,162)	(28,207)	(446,040)	(463,040)	(17,000)	
	TOTAL	(158,370)	(198,627)	(40,257)	(316,740)	(308,740)	8,000	
RIGHTS OF WAY	Expenditure	18,385	15,818	(2,567)	36,770	36,770	0	No concerns at present: work on Diversion Orders is progressing so there should be more income to be received before Year End.
<b>Portfolio Holder : Cllr Peter Seib</b>	Income	(13,250)	(3,272)	9,978	(26,500)	(26,500)	0	
	TOTAL	5,135	12,546	7,411	10,270	10,270	0	
<b>TOTAL LEGAL SERVICES</b>	<b>Expenditure</b>	<b>373,910</b>	<b>363,816</b>	<b>(10,094)</b>	<b>696,750</b>	<b>721,750</b>	<b>25,000</b>	
	<b>Income</b>	<b>(278,095)</b>	<b>(309,948)</b>	<b>(31,853)</b>	<b>(539,500)</b>	<b>(556,500)</b>	<b>(17,000)</b>	
	<b>TOTAL</b>	<b>95,815</b>	<b>53,868</b>	<b>(41,947)</b>	<b>157,250</b>	<b>165,250</b>	<b>8,000</b>	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>FRAUD AND DATA MANAGEMENT</b>								
<b>Service Manager : Lynda Creek</b>								
FRAUD AND DATA MANAGEMENT	Expenditure	34,285	33,024	(1,261)	65,810	65,810	0	<i>Arrangements are now in place with Taunton Deane and payment for SWAP engagement (£15k) was made during September.</i>
Portfolio Holder : Cllr Peter Seib	Income	0	0	0	0	0	0	
	TOTAL	34,285	33,024	(1,261)	65,810	65,810	0	
<b>TOTAL FRAUD AND DATA MANAGEMENT</b>	<b>Expenditure</b>	<b>34,285</b>	<b>33,024</b>	<b>(1,261)</b>	<b>65,810</b>	<b>65,810</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>34,285</b>	<b>33,024</b>	<b>(1,261)</b>	<b>65,810</b>	<b>65,810</b>	<b>0</b>	
<b>HUMAN RESOURCES</b>								
<b>Service Manager : Mike Holliday</b>								
HUMAN RESOURCES	Expenditure	149,455	119,061	(30,394)	297,410	297,410	0	<i>Current underspend YTD reflects a position where we have not received any Occupational Health invoices following a change of supplier.</i>
Portfolio Holder : Cllr Ric Pallister	Income	(4,990)	(9,139)	(4,149)	(12,840)	(12,840)	0	
	TOTAL	144,465	109,922	(34,543)	284,570	284,570	0	
<b>TOTAL HUMAN RESOURCES</b>	<b>Expenditure</b>	<b>149,455</b>	<b>119,061</b>	<b>(30,394)</b>	<b>297,410</b>	<b>297,410</b>	<b>0</b>	
	<b>Income</b>	<b>(4,990)</b>	<b>(9,139)</b>	<b>(4,149)</b>	<b>(12,840)</b>	<b>(12,840)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>144,465</b>	<b>109,922</b>	<b>(34,543)</b>	<b>284,570</b>	<b>284,570</b>	<b>0</b>	
<b>TOTAL LEGAL SERVICES AND CORPORATE SERVICES</b>	<b>Expenditure</b>	<b>1,193,460</b>	<b>1,187,472</b>	<b>(5,988)</b>	<b>2,234,310</b>	<b>2,295,070</b>	<b>60,760</b>	
	<b>Income</b>	<b>(433,735)</b>	<b>(473,393)</b>	<b>(39,658)</b>	<b>(707,200)</b>	<b>(759,960)</b>	<b>(52,760)</b>	
	<b>TOTAL</b>	<b>759,725</b>	<b>714,079</b>	<b>(45,646)</b>	<b>1,527,110</b>	<b>1,535,110</b>	<b>8,000</b>	
<b>TOTAL CHIEF EXECUTIVE</b>	<b>Expenditure</b>	<b>26,610,801</b>	<b>26,820,624</b>	<b>209,823</b>	<b>52,359,190</b>	<b>52,465,510</b>	<b>106,320</b>	
	<b>Income</b>	<b>(23,463,675)</b>	<b>(24,851,218)</b>	<b>(1,387,543)</b>	<b>(47,195,080)</b>	<b>(47,251,340)</b>	<b>(56,260)</b>	
	<b>TOTAL</b>	<b>3,147,126</b>	<b>1,969,406</b>	<b>(1,177,720)</b>	<b>5,164,110</b>	<b>5,214,170</b>	<b>50,060</b>	
<b>Strategic Director (Place and Performance): Rina Singh</b>								
<b>PLACE AND PERFORMANCE</b>								
<b>Service Manager : Rina Singh</b>								
POLICY & PERFORMANCE	Expenditure	57,695	58,469	774	112,420	112,420	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	57,695	58,469	774	112,420	112,420	0	
<b>TOTAL PLACE AND PERFORMANCE</b>	<b>Expenditure</b>	<b>57,695</b>	<b>58,469</b>	<b>774</b>	<b>112,420</b>	<b>112,420</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>57,695</b>	<b>58,469</b>	<b>774</b>	<b>112,420</b>	<b>112,420</b>	<b>0</b>	

Group with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ECONOMY</b>								
Assistant Director : Martin Woods								
<b>ECONOMIC DEVELOPMENT</b>								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	346,315	322,962	(23,353)	667,290	627,290	(40,000)	Vacant posts at the start of the year will bring salary savings. Additional income at Yeovil Innovation Centre.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(367,781)	(426,516)	(58,735)	(423,670)	(473,670)	(50,000)	
	TOTAL	(21,466)	(103,554)	(82,088)	243,620	153,620	(90,000)	
TOURISM	Expenditure	105,133	93,750	(11,383)	211,890	211,890	0	Budget on track for year end.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(52,995)	(50,674)	2,321	(93,520)	(93,520)	0	
	TOTAL	52,138	43,076	(9,062)	118,370	118,370	0	
HERITAGE	Expenditure	29,295	32,971	3,676	60,860	60,860	0	Budget on track for year end.
Portfolio Holder : Cllr Nick Weeks	Income	(310)	(2,886)	(2,576)	(2,890)	(2,890)	0	
	TOTAL	28,985	30,085	1,100	57,970	57,970	0	
TOTAL ECONOMIC DEVELOPMENT	Expenditure	480,743	449,683	(31,060)	940,040	900,040	(40,000)	
	Income	(421,086)	(480,076)	(58,990)	(520,080)	(570,080)	(50,000)	
	TOTAL	59,657	(30,393)	(90,050)	419,960	329,960	(90,000)	
<b>DEVELOPMENT CONTROL</b>								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	781,445	783,692	2,247	1,547,860	1,547,860	0	Salaries and general expenditure has been maintained within budget however there is an overspend on consultants/professional Planning income for September has reverted to the more typical lower level than was experienced earlier in the year. Still confident that we will exceed the budgeted amount by the end of the year.
Portfolio Holder : Cllr Angie Singleton	Income	(619,925)	(733,252)	(113,327)	(1,218,400)	(1,318,400)	(100,000)	
	TOTAL	161,520	50,440	(111,080)	329,460	229,460	(100,000)	
TOTAL DEVELOPMENT CONTROL	Expenditure	781,445	783,692	2,247	1,547,860	1,547,860	0	
	Income	(619,925)	(733,252)	(113,327)	(1,218,400)	(1,318,400)	(100,000)	
	TOTAL	161,520	50,440	(111,080)	329,460	229,460	(100,000)	
<b>SPATIAL POLICY</b>								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	135,050	111,769	(23,281)	303,170	283,170	(20,000)	Underspend due to vacant salary posts.
Portfolio Holder : Cllr Angie Singleton	Income	(4,080)	(12,853)	(8,773)	(12,860)	(12,860)	0	
	TOTAL	130,970	98,916	(32,054)	290,310	270,310	(20,000)	
TRANSPORT	Expenditure	20,415	19,658	(757)	40,830	40,830	0	
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	20,415	19,658	(757)	40,830	40,830	0	
Service Manager : Martin Woods								
STRATEGIC HOUSING	Expenditure	86,683	79,468	(7,215)	199,440	199,440	0	Revenue support to supported housing schemes – underspent on profiled budget, expect spend up to budget by year end. Partnership fees for 15/16.
Portfolio Holder : Cllr Ric Pallister	Income	0	(8,000)	(8,000)	(8,000)	(8,000)	0	
	TOTAL	86,683	71,468	(15,215)	191,440	191,440	0	
TOTAL SPATIAL POLICY	Expenditure	242,148	210,895	(31,253)	543,440	523,440	(20,000)	
	Income	(4,080)	(20,853)	(16,773)	(20,860)	(20,860)	0	
	TOTAL	238,068	190,042	(48,026)	522,580	502,580	(20,000)	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>EQUALITIES</b>								
Service Manager : Jo Morgan								
EQUALITIES & DIVERSITY	Expenditure	31,260	31,974	714	64,200	64,200	0	
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(6,916)	(6,916)	(6,920)	(6,920)	0	
	TOTAL	31,260	25,058	(6,202)	57,280	57,280	0	
TOTAL EQUALITIES	Expenditure	31,260	31,974	714	64,200	64,200	0	
	Income	0	(6,916)	(6,916)	(6,920)	(6,920)	0	
	TOTAL	31,260	25,058	(6,202)	57,280	57,280	0	
TOTAL ECONOMY	Expenditure	1,535,596	1,476,244	(59,352)	3,095,540	3,035,540	(60,000)	
	Income	(1,045,091)	(1,241,097)	(196,006)	(1,766,260)	(1,916,260)	(150,000)	
	TOTAL	490,505	235,147	(255,358)	1,329,280	1,119,280	(210,000)	
<b>COMMUNITIES</b>								
Assistant Director : Helen Rutter & Kim Close								
<b>COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS</b>								
Service Manager : Helen Rutter & Kim Close								
CENTRAL COMMUNITIES TEAM	Expenditure	74,635	73,101	(1,534)	149,270	149,270	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	74,635	73,101	(1,534)	149,270	149,270	0	Budget on track.
COMMUNITY SAFETY	Expenditure	24,195	23,224	(971)	48,390	48,390	0	
Portfolio Holder : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	TOTAL	24,195	23,224	(971)	48,390	48,390	0	
Service Manager :								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	136,565	126,003	(10,562)	258,270	258,270	0	
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	136,565	126,003	(10,562)	258,270	258,270	0	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	235,395	222,328	(13,067)	455,930	455,930	0	
	Income	0	0	0	0	0	0	
	TOTAL	235,395	222,328	(13,067)	455,930	455,930	0	



Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>LOCAL STRATEGIC PARTNERSHIP</b>								
<b>Service Manager : Helen Rutter</b>								
LOCAL STRATEGIC PARTNERSHIP	Expenditure	35,150	34,713	(437)	49,450	49,450	0	<i>Partners' contributions.</i>
Portfolio Holder : Cllr Ric Pallister	Income	(15,050)	(23,921)	(8,871)	(23,350)	(23,350)	0	
	TOTAL	20,100	10,792	(9,308)	26,100	26,100	0	
<b>TOTAL LOCAL STRATEGIC PARTNERSHIP</b>	<b>Expenditure</b>	<b>35,150</b>	<b>34,713</b>	<b>(437)</b>	<b>49,450</b>	<b>49,450</b>	<b>0</b>	
	<b>Income</b>	<b>(15,050)</b>	<b>(23,921)</b>	<b>(8,871)</b>	<b>(23,350)</b>	<b>(23,350)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>20,100</b>	<b>10,792</b>	<b>(9,308)</b>	<b>26,100</b>	<b>26,100</b>	<b>0</b>	
<b>AREA EAST</b>								
<b>Service Manager : Helen Rutter</b>								
EAST AREA DEVELOPMENT	Expenditure	95,970	91,642	(4,328)	185,940	185,940	0	
Area Chairman : Cllr Nick Weeks	Income	(6,755)	(18,982)	(12,227)	(8,510)	(8,510)	0	
	TOTAL	89,215	72,660	(16,555)	177,430	177,430	0	
EAST GRANTS	Expenditure	29,630	2,000	(27,630)	41,790	41,790	0	
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	29,630	2,000	(27,630)	41,790	41,790	0	
EAST PROJECTS	Expenditure	33,005	31,955	(1,050)	66,010	66,010	0	
Area Chairman : Cllr Nick Weeks	Income	(66,010)	(50,637)	15,373	(66,010)	(66,010)	0	
	TOTAL	(33,005)	(18,682)	14,323	0	0	0	
<b>TOTAL AREA EAST</b>	<b>Expenditure</b>	<b>158,605</b>	<b>125,597</b>	<b>(33,008)</b>	<b>293,740</b>	<b>293,740</b>	<b>0</b>	Budgets all on track for year end.
	<b>Income</b>	<b>(72,765)</b>	<b>(69,619)</b>	<b>3,146</b>	<b>(74,520)</b>	<b>(74,520)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>85,840</b>	<b>55,978</b>	<b>(29,862)</b>	<b>219,220</b>	<b>219,220</b>	<b>0</b>	
<b>AREA NORTH</b>								
<b>Service Manager : Charlotte Jones</b>								
NORTH AREA DEVELOPMENT	Expenditure	88,260	85,557	(2,703)	191,520	191,520	0	<i>The underspend is a combination of small underspends on office supplies (e.g. printing, stationary, software etc) together with underspends on travel.</i>
Area Chairman : Cllr Shane Pledger	Income	(5,000)	(5,000)	0	(5,000)	(5,000)	0	
	TOTAL	83,260	80,557	(2,703)	186,520	186,520	0	
NORTH GRANTS	Expenditure	8,340	5,199	(3,141)	13,680	13,680	0	<i>All grants carried forward into this year's budget have been paid. The underspend is due to the grants being profiled over 12 months. All grants will be committed by year end.</i>
Area Chairman : Cllr Shane Pledger	Income	0	0	0	0	0	0	
	TOTAL	8,340	5,199	(3,141)	13,680	13,680	0	
<b>TOTAL AREA NORTH</b>	<b>Expenditure</b>	<b>96,600</b>	<b>90,756</b>	<b>(5,844)</b>	<b>205,200</b>	<b>205,200</b>	<b>0</b>	
	<b>Income</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>91,600</b>	<b>85,756</b>	<b>(5,844)</b>	<b>200,200</b>	<b>200,200</b>	<b>0</b>	

Group with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>AREA SOUTH</b>								
<b>Service Manager : Kim Close</b>								
SOUTH AREA DEVELOPMENT	Expenditure	143,655	135,114	(8,541)	283,300	283,300	0	
<b>Area Chairman : Cllr Peter Gubbins</b>	Income	(25,395)	(30,339)	(4,944)	(50,610)	(50,610)	0	
	<b>TOTAL</b>	<b>118,260</b>	<b>104,775</b>	<b>(13,485)</b>	<b>232,690</b>	<b>232,690</b>	<b>0</b>	
SOUTH GRANTS	Expenditure	18,250	2,176	(16,074)	33,840	33,840	0	
<b>Area Chairman : Cllr Peter Gubbins</b>	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>18,250</b>	<b>2,176</b>	<b>(16,074)</b>	<b>33,840</b>	<b>33,840</b>	<b>0</b>	
SOUTH PROJECTS	Expenditure	10,000	10,003	3	10,000	10,000	0	
<b>Area Chairman : Cllr Peter Gubbins</b>	Income	(10,000)	(10,000)	0	(10,000)	(10,000)	0	
	<b>TOTAL</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL AREA SOUTH</b>	<b>Expenditure</b>	<b>171,905</b>	<b>147,293</b>	<b>(24,612)</b>	<b>327,140</b>	<b>327,140</b>	<b>0</b>	Budgets all on track for year end.
	<b>Income</b>	<b>(35,395)</b>	<b>(40,339)</b>	<b>(4,944)</b>	<b>(60,610)</b>	<b>(60,610)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>136,510</b>	<b>106,954</b>	<b>(29,556)</b>	<b>266,530</b>	<b>266,530</b>	<b>0</b>	
<b>AREA WEST</b>								
<b>Service Manager : Andrew Gillespie</b>								
WEST AREA DEVELOPMENT	Expenditure	121,515	113,727	(7,788)	231,960	231,960	0	
<b>Area Chairman : Cllr Carol Goodall</b>	Income	(1,955)	(1,721)	234	(3,710)	(3,710)	0	
	<b>TOTAL</b>	<b>119,560</b>	<b>112,006</b>	<b>(7,554)</b>	<b>228,250</b>	<b>228,250</b>	<b>0</b>	
WEST GRANTS	Expenditure	18,860	17,673	(1,187)	37,720	37,720	0	
<b>Area Chairman : Cllr Carol Goodall</b>	Income	(11,480)	(11,485)	(5)	(11,480)	(11,480)	0	
	<b>TOTAL</b>	<b>7,380</b>	<b>6,188</b>	<b>(1,192)</b>	<b>26,240</b>	<b>26,240</b>	<b>0</b>	
WEST PROJECTS	Expenditure	10,995	8,091	(2,904)	23,470	23,470	0	
<b>Area Chairman : Cllr Carol Goodall</b>	Income	(5,565)	(4,000)	1,565	(13,930)	(13,930)	0	
	<b>TOTAL</b>	<b>5,430</b>	<b>4,091</b>	<b>(1,339)</b>	<b>9,540</b>	<b>9,540</b>	<b>0</b>	
<b>TOTAL AREA WEST</b>	<b>Expenditure</b>	<b>151,370</b>	<b>139,491</b>	<b>(11,879)</b>	<b>293,150</b>	<b>293,150</b>	<b>0</b>	
	<b>Income</b>	<b>(19,000)</b>	<b>(17,206)</b>	<b>1,794</b>	<b>(29,120)</b>	<b>(29,120)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>132,370</b>	<b>122,285</b>	<b>(10,085)</b>	<b>264,030</b>	<b>264,030</b>	<b>0</b>	I am not anticipating any end of year variance against budget at this stage.
<b>TOTAL STRATEGIC DIRECTOR - PLACE &amp; PERFORMANCE</b>	<b>Expenditure</b>	<b>2,442,316</b>	<b>2,294,891</b>	<b>(147,425)</b>	<b>4,832,570</b>	<b>4,772,570</b>	<b>(60,000)</b>	
	<b>Income</b>	<b>(1,192,301)</b>	<b>(1,397,182)</b>	<b>(204,881)</b>	<b>(1,958,860)</b>	<b>(2,108,860)</b>	<b>(150,000)</b>	
	<b>TOTAL</b>	<b>1,250,015</b>	<b>897,709</b>	<b>(352,306)</b>	<b>2,873,710</b>	<b>2,663,710</b>	<b>(210,000)</b>	

Group with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/16	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>Strategic Director - (Operations and Customer Focus): Vega Sturgess</b>								
<b>OPERATIONS AND CUSTOMER FOCUS</b>								
<b>Service Manager : Jason Toogood</b>								
CUSTOMER SERVICES	Expenditure	246,165	257,363	11,198	504,020	491,670	(12,350)	Underspend is currently due to vacancies.
Portfolio Holder : Cllr Ric Pallister	Income	0	(6,671)	(6,671)	0	(7,670)	(7,670)	
	TOTAL	246,165	250,692	4,527	504,020	484,000	(20,020)	
RESOLUTION AND PRINTING	Expenditure	43,190	29,634	(13,556)	86,380	70,000	(16,380)	Reduced use of printing function by internal SSDC services over the past few years is generally causing under achievement against projected income.
Portfolio Holder : Cllr Ric Pallister	Income	(54,885)	(24,135)	30,750	(109,770)	(80,000)	29,770	
	TOTAL	(11,695)	5,499	17,194	(23,390)	(10,000)	13,390	
<b>TOTAL OPERATIONS AND CUSTOMER FOCUS</b>	<b>Expenditure</b>	<b>289,355</b>	<b>286,997</b>	<b>(2,358)</b>	<b>590,400</b>	<b>561,670</b>	<b>(28,730)</b>	
	<b>Income</b>	<b>(54,885)</b>	<b>(30,806)</b>	<b>24,079</b>	<b>(109,770)</b>	<b>(87,670)</b>	<b>22,100</b>	
	<b>TOTAL</b>	<b>234,470</b>	<b>256,191</b>	<b>21,721</b>	<b>480,630</b>	<b>474,000</b>	<b>(6,630)</b>	
<b>ENVIRONMENT</b>								
<b>Assistant Director : Laurence Willis</b>								
<b>ENVIRONMENTAL HEALTH</b>								
<b>Service Manager : Alasdair Bell</b>								
HOUSING STANDARDS	Expenditure	133,655	110,493	(23,162)	247,310	242,310	(5,000)	£10K of variance relates to loan funding awaiting to be paid out - works are progressing so payment to be made by end of Qtr 3. Other variance relates to vacant Technical Officer post which has now been filled, however four month's salary saving made.
Portfolio Holder : Cllr Carol Goodall	Income	(53,725)	(47,636)	6,089	(87,450)	(77,450)	10,000	
	TOTAL	79,930	62,857	(17,073)	159,860	164,860	5,000	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	434,665	396,582	(38,083)	897,790	882,790	(15,000)	Variance largely relates to vacant hours of posts and long term sickness within the team. Small underspends across budgets, especially Pest Control in line with reduction on income received against budget. Saving is hoped to remain to offset underachievement of income.
	Income	(46,425)	(47,876)	(1,451)	(67,820)	(52,820)	15,000	
Portfolio Holder : Cllr Carol Goodall	TOTAL	388,240	348,706	(39,534)	829,970	829,970	0	
ENFORCEMENT	Expenditure	57,643	50,114	(7,529)	120,530	120,530	0	Small savings in budget currently on Consultants & Professional fees but this is likely to even out by year end as is dependant on payment of kennelling fees.
Portfolio Holder : Cllr Carol Goodall	Income	(1,500)	(1,923)	(423)	(3,000)	(3,000)	0	
	TOTAL	56,143	48,191	(7,952)	117,530	117,530	0	
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>Expenditure</b>	<b>625,963</b>	<b>557,189</b>	<b>(68,774)</b>	<b>1,265,630</b>	<b>1,245,630</b>	<b>(20,000)</b>	
	<b>Income</b>	<b>(101,650)</b>	<b>(97,435)</b>	<b>4,215</b>	<b>(158,270)</b>	<b>(133,270)</b>	<b>25,000</b>	
	<b>TOTAL</b>	<b>524,313</b>	<b>459,754</b>	<b>(64,559)</b>	<b>1,107,360</b>	<b>1,112,360</b>	<b>5,000</b>	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>CIVIL CONTINGENCIES MANAGER</b>								
<b>Service Manager : Pam Harvey</b>								
CIVIL CONTINGENCIES	Expenditure	67,115	51,491	(15,624)	134,720	134,720	0	
Portfolio Holder : Cllr Nick Weeks	Income	(555)	(3,337)	(2,782)	(1,110)	(1,110)	0	
	TOTAL	66,560	48,154	(18,406)	133,610	133,610	0	
<b>TOTAL CIVIL CONTINGENCIES</b>	<b>Expenditure</b>	<b>67,115</b>	<b>51,491</b>	<b>(15,624)</b>	<b>134,720</b>	<b>134,720</b>	<b>0</b>	
	<b>Income</b>	<b>(555)</b>	<b>(3,337)</b>	<b>(2,782)</b>	<b>(1,110)</b>	<b>(1,110)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>66,560</b>	<b>48,154</b>	<b>(18,406)</b>	<b>133,610</b>	<b>133,610</b>	<b>0</b>	
<b>ENGINEERING AND PROPERTY SERVICES</b>								
<b>Service Manager : Garry Green</b>								
PROPERTY MANAGEMENT	Expenditure	629,808	572,639	(57,169)	1,281,840	1,246,840	(35,000)	Large amount of variance related to public offices, vacant post, payment to contractors and utility payments being under that profiled. £10k underspend on Lufton Depot electricity profile but estimated reads to date although smart meter in place. Works for health & safety regulations to be coded here which will utilise any underspends on maintenance. Hoping there will be some potential underspends on utilities but dependent on activity throughout year. Early prediction made on figure.
Portfolio Holder : Cllr Henry Hobhouse	Income	(445,905)	(493,184)	(47,279)	(752,360)	(752,360)	0	Commercial properties income down against budget but mainly due to the Hub vacating premises. This is balanced out by increase in public offices income against the profile. Income also helped with additional once off income received for backdated rent.
	TOTAL	183,903	79,455	(104,448)	529,480	494,480	(35,000)	
CAR PARKING	Expenditure	561,446	488,424	(73,022)	1,168,670	1,158,670	(10,000)	Variance largely relates to payments to contractors being below that profiled, salaries, and the adjustment for the 'VAT on income' being in arrears. Small savings across the budget, but any potential significant savings dependent on winter conditions & any gritting needed.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Peter Seib	Income	(1,226,565)	(1,129,952)	96,613	(2,486,680)	(2,426,680)	60,000	Main variance relates to pay & display income, which is £74K below target. Also Season Ticket income £19K below profile. Overall income expected to be down based on last year's income, also the Henford Road closure is affecting car parks in that area.
	TOTAL	(665,119)	(641,528)	23,591	(1,318,010)	(1,268,010)	50,000	
ENGINEERING SERVICES	Expenditure	424,495	323,147	(101,348)	756,090	681,090	(75,000)	A large part of variance relates to vacant hrs in engineering, and underspends in Birchfield and Public Conveniences code. There are also general underspends in land drainage, and CCTV. Year end variance anticipated.
Portfolio Holder : Cllr Henry Hobhouse	Income	(39,360)	(43,568)	(4,208)	(78,720)	(88,720)	(10,000)	Small income variance relates in general to Street Naming & Numbering being above budget, and profile of public conveniences recharges needing adjusting.
	TOTAL	385,135	279,579	(105,556)	677,370	592,370	(85,000)	
<b>TOTAL ENGINEERING AND PROPERTY SERVICES</b>	<b>Expenditure</b>	<b>1,615,749</b>	<b>1,384,210</b>	<b>(231,539)</b>	<b>3,206,600</b>	<b>3,086,600</b>	<b>(120,000)</b>	
	<b>Income</b>	<b>(1,711,830)</b>	<b>(1,666,704)</b>	<b>45,126</b>	<b>(3,317,760)</b>	<b>(3,267,760)</b>	<b>50,000</b>	
	<b>TOTAL</b>	<b>(96,081)</b>	<b>(282,494)</b>	<b>(186,413)</b>	<b>(111,160)</b>	<b>(181,160)</b>	<b>(70,000)</b>	

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Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>BUILDING CONTROL</b>								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	231,425	231,610	185	618,600	630,000	11,400	Expenditure on agency support to cover long term staff absence at around £50 per hour will lead to increased expenditure over that anticipated. A new member of staff starts on 16th November and any salary savings on the recent vacant post will end at that point.
Portfolio Holder : Cllr Shane Pledger	Income	(278,107)	(232,866)	45,241	(661,240)	(630,000)	31,240	Income for August was £36k and below profile.
	TOTAL	(46,682)	(1,256)	45,426	(42,640)	0	42,640	
<b>TOTAL BUILDING CONTROL</b>	<b>Expenditure</b>	<b>231,425</b>	<b>231,610</b>	<b>185</b>	<b>618,600</b>	<b>630,000</b>	<b>11,400</b>	
	<b>Income</b>	<b>(278,107)</b>	<b>(232,866)</b>	<b>45,241</b>	<b>(661,240)</b>	<b>(630,000)</b>	<b>31,240</b>	
	<b>TOTAL</b>	<b>(46,682)</b>	<b>(1,256)</b>	<b>45,426</b>	<b>(42,640)</b>	<b>0</b>	<b>42,640</b>	
<b>STREETSCENE</b>								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	1,493,599	1,524,031	30,432	2,876,870	2,876,870	0	Expenditure is broadly in line with profile, we have yet to pay Chard TC for street cleaning services for the year which would put us in an overspend against profile position, however we have sums to invoice which with the current variance underspend will balance the budget.
	Income	(548,981)	(588,424)	(39,443)	(1,277,930)	(1,277,930)	0	Income remains higher than profile which is being used to maximise output, this does reflect in higher expenditure, however we monitor these figures to give control of the budget overall. This approach is enabling us to cover for sickness absence cover in both Horti and Fleet.
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	944,618	935,607	(9,011)	1,598,940	1,598,940	0	
<b>TOTAL STREETSCENE</b>	<b>Expenditure</b>	<b>1,493,599</b>	<b>1,524,031</b>	<b>30,432</b>	<b>2,876,870</b>	<b>2,876,870</b>	<b>0</b>	
	<b>Income</b>	<b>(548,981)</b>	<b>(588,424)</b>	<b>(39,443)</b>	<b>(1,277,930)</b>	<b>(1,277,930)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>944,618</b>	<b>935,607</b>	<b>(9,011)</b>	<b>1,598,940</b>	<b>1,598,940</b>	<b>0</b>	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>WASTE &amp; RECYCLING</b>								
Assistant Director : Laurence Willis								
WASTE COLLECTION	Expenditure	2,867,564	2,910,639	43,075	5,742,160	5,742,160	0	No concerns at present for the waste budget. Recycling credits are the volatile element that could change this but recent monitoring at SWP and SWB showed slight changes in recycling levels however it was thought to be too early in the year to identify any trends. Garden waste income continues to perform well, over the 15-16 increased income target of £45.8k. An additional income target will be set for 16-17.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(949,862)	(1,020,768)	(70,906)	(1,395,260)	(1,395,260)	0	
	TOTAL	1,917,702	1,889,871	(27,831)	4,346,900	4,346,900	0	
TOTAL WASTE COLLECTION	Expenditure	2,867,564	2,910,639	43,075	5,742,160	5,742,160	0	
	Income	(949,862)	(1,020,768)	(70,906)	(1,395,260)	(1,395,260)	0	
	TOTAL	1,917,702	1,889,871	(27,831)	4,346,900	4,346,900	0	
<b>LICENSING</b>								
Service Manager : Nigel Marston								
LICENSING	Expenditure	119,260	119,438	178	238,520	238,520	0	Funding for Project Zero to be moved into budget from reserve to cover spend so far this year. Overall expenditure is within budget and on target to come within budget at year end. Realignment of the budget is needed within the individual income lines. However despite the variance at present, year end income expected to be on target.
Portfolio Holder : Cllr Peter Gubbins	Income	(94,863)	(90,824)	4,039	(304,510)	(304,510)	0	
	TOTAL	24,397	28,614	4,217	(65,990)	(65,990)	0	
TOTAL LICENSING	Expenditure	119,260	119,438	178	238,520	238,520	0	
	Income	(94,863)	(90,824)	4,039	(304,510)	(304,510)	0	
	TOTAL	24,397	28,614	4,217	(65,990)	(65,990)	0	
TOTAL ENVIRONMENT	Expenditure	7,020,675	6,778,608	(242,067)	14,083,100	13,954,500	(128,600)	
	Income	(3,685,848)	(3,700,358)	(14,510)	(7,116,080)	(7,009,840)	106,240	
	TOTAL	3,334,827	3,078,250	(256,577)	6,967,020	6,944,660	(22,360)	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>HEALTH AND WELL-BEING</b>								
Assistant Director : Steve Joel								
<b>ARTS AND ENTERTAINMENT</b>								
Service Manager : Adam Burgan								
ARTS	Expenditure	839,860	798,871	(40,989)	1,693,040	2,016,810	323,770	We have had a one off rebate on business rates – income of £5,968 – prior year outturn was £27,113.  In reviewing the figures it should be noted that we have a higher level of advanced income due to more shows going on sale early. Advanced panto sales are up – we hope this will lead to increase in ticket sales overall, however, at this stage we have sold 30% of the tickets we sold in total last year so it is too early to consider any further outturn adjustments.
	Income	(705,114)	(1,080,989)	(375,875)	(1,408,700)	(1,753,000)	(344,300)	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	134,746	(282,118)	(416,864)	284,340	263,810	(20,530)	
<b>TOTAL ARTS</b>	<b>Expenditure</b>	<b>839,860</b>	<b>798,871</b>	<b>(40,989)</b>	<b>1,693,040</b>	<b>2,016,810</b>	<b>323,770</b>	
	<b>Income</b>	<b>(705,114)</b>	<b>(1,080,989)</b>	<b>(375,875)</b>	<b>(1,408,700)</b>	<b>(1,753,000)</b>	<b>(344,300)</b>	
	<b>TOTAL</b>	<b>134,746</b>	<b>(282,118)</b>	<b>(416,864)</b>	<b>284,340</b>	<b>263,810</b>	<b>(20,530)</b>	
<b>SPORT AND LEISURE FACILITIES</b>								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	128,215	59,642	(68,573)	256,430	256,430	0	Page 127
Portfolio Holder : Cllr Sylvia Seal	Income	(57,355)	(37,466)	19,889	(114,710)	(114,710)	0	
	TOTAL	70,860	22,176	(48,684)	141,720	141,720	0	
SPORT FACILITIES	Expenditure	75,980	78,902	2,922	151,960	151,960	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(30,500)	(17,132)	13,368	(61,000)	(61,000)	0	
	TOTAL	45,480	61,770	16,290	90,960	90,960	0	
<b>TOTAL SPORT AND LEISURE FACILITIES</b>	<b>Expenditure</b>	<b>204,195</b>	<b>138,544</b>	<b>(65,651)</b>	<b>408,390</b>	<b>408,390</b>	<b>0</b>	
	<b>Income</b>	<b>(87,855)</b>	<b>(54,598)</b>	<b>33,257</b>	<b>(175,710)</b>	<b>(175,710)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>116,340</b>	<b>83,946</b>	<b>(32,394)</b>	<b>232,680</b>	<b>232,680</b>	<b>0</b>	
<b>COMMUNITY HEALTH AND LEISURE</b>								
Service Manager : Lynda Pincombe								
RESOURCE CENTRE	Expenditure	24,095	31,260	7,165	48,190	48,190	0	
Portfolio Holder : Cllr Sylvia Seal	Income	0	(246)	(246)	0	0	0	
	TOTAL	24,095	31,014	6,919	48,190	48,190	0	
COMMUNITY HEALTH & LEISURE	Expenditure	514,249	518,014	3,765	972,690	1,005,610	32,920	Service currently operating within budget.
Portfolio Holder : Cllr Sylvia Seal	Income	(153,367)	(191,726)	(38,359)	(275,950)	(316,760)	(40,810)	
	TOTAL	360,882	326,288	(34,594)	696,740	688,850	(7,890)	
<b>TOTAL COMMUNITY HEALTH AND LEISURE</b>	<b>Expenditure</b>	<b>538,344</b>	<b>549,274</b>	<b>10,930</b>	<b>1,020,880</b>	<b>1,053,800</b>	<b>32,920</b>	
	<b>Income</b>	<b>(153,367)</b>	<b>(191,972)</b>	<b>(38,605)</b>	<b>(275,950)</b>	<b>(316,760)</b>	<b>(40,810)</b>	
	<b>TOTAL</b>	<b>384,977</b>	<b>357,302</b>	<b>(27,675)</b>	<b>744,930</b>	<b>737,040</b>	<b>(7,890)</b>	

Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>HOUSING AND WELFARE</b>								
Service Manager : Kirsty Larkins								
WELFARE	Expenditure	174,812	170,632	(4,180)	344,510	344,510	0	Budgets all fine, income especially good for Careline.
Portfolio Holder : Cllr Sylvia Seal	Income	(333,371)	(353,316)	(19,945)	(374,130)	(374,130)	0	
	TOTAL	(158,559)	(182,684)	(24,125)	(29,620)	(29,620)	0	
HOUSING	Expenditure	508,540	434,872	(73,668)	1,080,080	1,080,080	0	Hsg-Overspent on postage as we have pre-purchased credit on the franking machine, IS software as we pay annually and legal fees as more up to date with chasing debt. Traveller's Sites-Underspent on salaries, building maintenance and travel. Still struggling to collect water rates but in contact with Wessex water to take over billing residents direct. We remain underspent on B&B, rent in advance, and both prevention funds as a consequence we have got a smaller income from housing benefit.
Portfolio Holder : Cllr Sylvia Seal	Income	(158,625)	(113,170)	45,455	(317,250)	(317,250)	0	
	TOTAL	349,915	321,702	(28,213)	762,830	762,830	0	
TOTAL HOUSING AND WELFARE	Expenditure	683,352	605,504	(77,848)	1,424,590	1,424,590	0	
	Income	(491,996)	(466,486)	25,510	(691,380)	(691,380)	0	
	TOTAL	191,356	139,018	(52,338)	733,210	733,210	0	
<b>FAMILY SUPPORT PROGRAMME</b>								
Service Manager : Steve Joel								
FAMILY SUPPORT PROGRAMME	Expenditure	106,780	110,019	3,239	171,560	171,560	0	Budget is fine.
Portfolio Holder : Cllr Ric Pallister	Income	(171,560)	(171,560)	0	(171,560)	(171,560)	0	
	TOTAL	(64,780)	(61,541)	3,239	0	0	0	
TOTAL FAMILY SUPPORT PROGRAMME	Expenditure	106,780	110,019	3,239	171,560	171,560	0	
	Income	(171,560)	(171,560)	0	(171,560)	(171,560)	0	
	TOTAL	(64,780)	(61,541)	3,239	0	0	0	



Group with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/16 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
<b>COUNTRYSIDE</b>								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	245,410	269,417	24,007	492,640	492,640	0	Expenditure across the sites for events now almost complete after the summer season, it has been higher this year due to a large range of externally funded events being delivered. The inescapable project at Chard came in on budget. The Nine springs centre and cafe has recently been reprofiled after a year of trading to better reflect the actual cafe position and expenditure.
	Income	(98,690)	(109,696)	(11,006)	(231,970)	(231,970)	0	A large number of grant income lines are due in the coming months to cover the event expenditure at Yeovil Country Park, and other lottery projects including the community ranger salary. We are also anticipating £9K from the lottery for a landscape project at Ham hill going forward this winter. Regular income from Yeovil Town Council and Chard angling club will be claimed as appropriate. The café continues to perform well with the exception of the past month where the Yeovil roadwork's have impacted significantly on the week day takings.
Portfolio Holder : Cllr Sylvia Seal	TOTAL	146,720	159,721	13,001	260,670	260,670	0	On track for year end.
TOTAL COUNTRYSIDE	Expenditure	245,410	269,417	24,007	492,640	492,640	0	
	Income	(98,690)	(109,696)	(11,006)	(231,970)	(231,970)	0	
	TOTAL	146,720	159,721	13,001	260,670	260,670	0	
TOTAL HEALTH AND WELL-BEING	Expenditure	2,617,941	2,471,629	(146,312)	5,211,100	5,567,790	356,690	
	Income	(1,708,582)	(2,075,301)	(366,719)	(2,955,270)	(3,340,380)	(385,110)	
	TOTAL	909,359	396,328	-513,031	2,255,830	2,227,410	(28,420)	
TOTAL STRATEGIC DIRECTOR - OPERATIONS AND CUSTOMER FOCUS	Expenditure	9,927,971	9,537,234	(390,737)	19,884,600	20,083,960	199,360	
	Income	(5,449,315)	(5,806,465)	(357,150)	(10,181,120)	(10,437,890)	(256,770)	
	TOTAL	4,478,656	3,730,769	(747,887)	9,703,480	9,646,070	(57,410)	
TOTAL SSDC	Expenditure	38,981,088	38,652,749	(328,339)	77,076,360	77,322,040	245,680	
	Income	(30,105,291)	(32,054,865)	(1,949,574)	(59,335,060)	(59,798,090)	(463,030)	
	TOTAL	8,875,797	6,597,884	(2,277,913)	17,741,300	17,523,950	(217,350)	

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## Appendix B

The following virements should be noted:

<b>Value £</b>	<b>To</b>	<b>From</b>	<b>Description</b>
1,000	Stores	Street Cleansing	Re-aligning budgets
9,070	Land Charges	Rights of Way	Transfer salary budget
5,000	Car Parks	Public Conveniences	Transfer NNDR budget
230	Welfare Benefits	Strategic Management	Funding of training cost
5,080	Payroll Adjustments	Policy & Performance	Staff turnover savings

## Appendix C

### AREA RESERVES Quarter 2 2015/16

Allocation of Reserves	Approval Date	Approved Allocation	Balance 15/16	Transfer from Reserves during 2015/16
		£	£	£
<b>Area East</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>60,190</b>	
Community Planning - Project Spend	Apr-05	50,000	26,930	
Securing of BMI Site	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	15,800	
Retail Support Initiative	May-09	10,000	10,000	
Totals			56,730	0
<b>QSP balance of Reserve</b>				<b>60,190</b>
<b>Unallocated Balance 30th September 2015</b>			<b>3,460</b>	
<b>Area North</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>26,600</b>	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
<b>QSP balance of Reserve</b>				<b>26,600</b>
<b>Unallocated Balance 30th September 2015</b>			<b>16,600</b>	
<b>Area West</b>				
<b>Balance B/fwd 1st April 2015</b>			<b>49,640</b>	
Underwrite Community Grants	Mar, Aug, Nov 10, Sept 14	16,195	11,195	
Markets (approved in principle)	Nov-10	14,340	13,500	
Fore Street, Chard-Study	Feb-15	7,500	7,500	
Facilities at Chard	Sep-14	5,000	5,000	
Chard Area Youth Club	Jan-15	15,925	12,445	
Totals			49,640	0
<b>QSP balance of Reserve</b>				<b>49,640</b>
<b>Unallocated Balance 30th September 2015</b>			<b>0</b>	

(Area South has no reserve remaining)

## Appendix D Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2015:

<b>Reserves</b>	<b>Balance as at 01/04/15 £'000</b>	<b>Movement £'000</b>	<b>Balance as at 30/09/15 £'000</b>
Usable Capital Receipts	35,657	136	35,793
Capital Reserve	1,392	17	1,409
Cremator Replacement Capital Reserve	663	0	663
Voluntary Redundancy/Early Retirement Fund	394	0	394
Local Authority Business Growth Initiative Reserve	37	0	37
Planning Delivery Reserve	26	0	26
Yeovil Athletic Track Repairs Fund	100	18	118
Local Plan Enquiry Reserve	50	0	50
Save to Earn Schemes Reserve	50	0	50
Insurance Fund	47	0	47
Bristol to Weymouth Rail Reserve	12	0	12
Election Reserve	256	(102)	154
Risk Management Reserve	11	0	11
Local Plan Implementation Fund	125	0	125
Revenue Grants Reserve	641	(142)	499
MTFP Support Fund	3,651	0	3,651
Yeovil Vision	100	10	110
Council Tax/Housing Benefits Reserve	827	38	865
Closed Churchyards Reserve	10	(1)	9
Deposit Guarantee Claims Reserve	6	0	6
Park Homes Replacement Reserve	135	0	135
Car Park Income	5	(5)	0
Health Inequalities	31	0	31
Planning Obligations Admin Reserve	42	(9)	33
Wincanton Sports Centre Reserve	21	0	21
LSP	76	21	97
Artificial Grass Pitch Reserve	42	0	42
Business Support Scheme	172	(7)	165
Flooding Reserve	85	(5)	80
Infrastructure Reserve	995	(12)	983
NNDR Volatility Reserve	500	0	500
Treasury Management Reserve	247	0	247
<b>Total Usable Reserves</b>	<b>46,406</b>	<b>(57)</b>	<b>46,363</b>

The list above excludes the reserves which are not usable by Members. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

# Agenda Item 10

## **2015/2016 Capital Budget Monitoring Report for the quarter ending 30<sup>th</sup> September 2015**

*Executive Portfolio Holder:* Cllr Peter Seib, Finance and Corporate Services  
*Strategic Director:* Vega Sturgess / Rina Singh, Interim Chief Executives  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Service Manager:* Amanda Card, Finance Manager  
*Lead Officer:* Nicola Hix, Corporate / Management Accountant  
*Contact details:* nicola.hix@southsomerset.gov.uk or 01935 462642

### **Purpose of the Report**

1. The purpose of this report is to update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> July 2015 to 30<sup>th</sup> September 2015.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2015.

### **Public Interest**

3. This report updates progress on capital expenditure in 2015/16.

### **Recommendation(s)**

4. That the District Executive: -
  - a) approve the revised capital programme spend as detailed in paragraph 6;
  - b) note the slippage over £50,000 in the capital programme as detailed in paragraph 8;
  - c) approve the virements of £5,000 outline in paragraph 9;
  - d) approve the allocation of any additional funding to be used within the capital programme as detailed in paragraph 11;
  - e) note the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 15;
  - f) note the progress of individual capital schemes as detailed in Appendix A;
  - g) note the total land disposals to registered social landlords as detailed in Appendix B;
  - h) note the balance of S106 deposits by developers held in paragraph 13;
  - i) note the schemes that were approved prior to 2010, as detailed in Appendix C, and confirm approval for those projects that they wish to remain in the programme.

## Background

5. Full Council approved the Capital Programme in February 2015. Monitoring of the agreed programme has been delegated to District Executive.

## Capital Programmes

6. The revised capital programme for this financial year and beyond is attached at Appendix A. The estimated spend for 2015/16 has been revised from **£5.960 million** to **£4.450 million** for the following reasons: -

	15/16 £'000	16/17 £'000	17/18 £'000	18/19 £'000	19/20 £'000
<b>Capital Programme for 2015/16 onwards approved at DX in August</b>	<b>5,960</b>	<b>479</b>	<b>108</b>	<b>(274)</b>	<b>(274)</b>
Plus Area Reserve allocations to:					
Area North - Tintinhull Village Hall	34				
Area South - Westfield Academy	12				
Area West - Chaffcombe VH Alterations to internal layout	7				
Area North - Montacute VH Accessibility Project	5				
Area North - High Ham VH Dishwasher	1				
Area North – Chilthorne Domer Football Posts	1				
Plus Purchase of 3 Bed Bungalow from Investment Housing from Reserve	200				
Less Hardware Replacement Programme 2014/15 to 2016/17 back to ICT Reserve	(10)				
Less surplus budget on Sharing Brympton Way Offices with SCC	(7)				
Less slippage from 2015/16 forecast to slip into 2016/17 and beyond (re-profiling)	(1,753)	1,274	479		
<b>Revised Capital Programme for 2015/16 at 30<sup>th</sup> September 2015.</b>	<b>4,450</b>	<b>1,753</b>	<b>587</b>	<b>(274)</b>	<b>(274)</b>

(Figures shown in brackets reduce the capital spend in any particular year)

## Capital Programme & Reserves

7. The current capital programme allocates £9,651 million to various schemes over the next five years. Further details are shown in Appendix A.

	£'000
Capital Programme (as detailed in paragraph 6)	6,242
Contingent Liabilities and Reserve Scheme	3,409
<b>Total Programme to be Financed</b>	<b>9,651</b>

## Progress on various schemes

8. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets.

The actual net position as at 30<sup>th</sup> September 2015 is net expenditure of £265,000. This is made up of actual expenditure being £1,058,000 less grants received in advance for various projects of £793,000.

The current forecast net spend by the year end is £4.450 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2016/17 include:

Project	Date Funding Originally Approved	Slippage to 2016/17 £'000	Reason for Delay
Wyndham Park Community Facilities	Nov 14	400	Negotiations ongoing with the developer and County Council.
Affordable Housing - West Hendford, Yeovil	April 15	374	Start on site date not as predicted originally therefore knock on effect on when final payment will be made.
Affordable Housing - Mortgage Rescue Contingency Fund	Sept 14	139	Dependant on requests received – none pending at present.
Empty Property Grants	Feb 15	127	Demand lower than anticipated.
Affordable Housing - Bought not built Allocation	Sept 14	101	Contingency fund unlikely to be utilised this financial year.
Disabled Facilities Grants	Apr 15	100	Demand lower than anticipated.
Home Repairs Assistance	Feb 15	95	Demand lower than anticipated.
Grant to Huish Episcopi Academy AGP	Jul 15	89	Future grant dependant on S106 funding.
Reckleford Gyratory (Eastern Gateway)	Feb 07	88	Commissioned traffic assessment for Wyndham Street/Reckleford area - awaiting results from SCC.
Market Towns Visions	Feb 06	60	Lower than anticipated take up of the Econ Dev Programme

*(the figures shown above are included in the slippage figure at the bottom of the table in paragraph 6),*

## Virements between Capital Projects

9. The table below shows the requested budget virements between projects within the capital programme.

<b>Amount £'000</b>	<b>From</b>	<b>To</b>	<b>Reason</b>
6	Village Hall Grants	Area North - Tintinhull Village Hall	Approved as part funding towards £40K allocation to Tintinhull Village Hall.
5	Floodlighting of MUGA & Skate Park at Milford Adventure Park	Birchfield Park Bike Park	Funding moved to alternative youth facility project to enable project delivery.
<b>10</b>	<b>Total Virement</b>		

### **Projects agreed before 2010**

10. There are number of schemes still in the capital programme where funding was agreed before 2010. Appendix D provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

### **Additional income**

11. This section highlights any new funding or changes to external funding that have been received by the Council within the last quarter. All the income listed in the table below is S106 funding and the projects have been added to the capital programme.

<b>Project</b>	<b>Additional funding received £'000</b>
Grant to Ilminster Football Club	109
Grant to Huish Episcopi Academy AGP	21
Grant to Huish Episcopi Academy Swimming Pool	10
Grant to Henstridge Half MUGA	9
Grant for Chard Town Council Jocelyn Park	6

### **Disposals to Housing Associations**

12. Since the last quarter there have been no further disposals of surplus/non strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the Assistant Director – Finance and Corporate Services. The total disposals/leases of this nature agreed, since the policy began, now stands at £1.573 million. Details of the land involved and the date of transfer, where completed, are shown in appendix B to this report.

### **Section 106 (S106) Deposits by Developers**

13. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held is £3,196,679. This is



purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

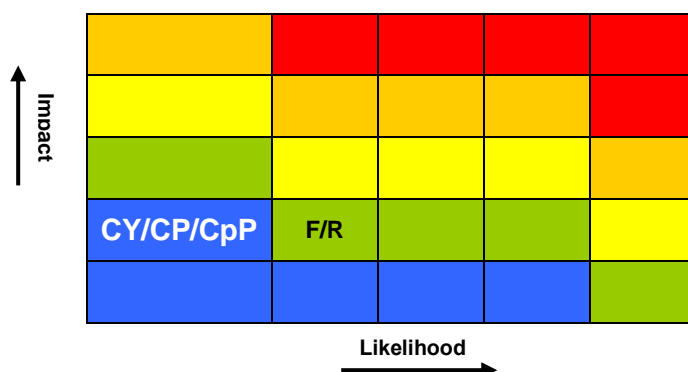
### Wessex Home Improvement Loans (WHIL)

- 14. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.
- 15. The Council has £672,989 of capital invested with WHIL. As at the end of September 2015 there was £331,841 on the loan book and £341,148 as available capital.

### Financial Implications

- 16. These are contained in the body of the report.

### 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

- 17. There are no specific implications in these proposals.

### Carbon Emissions and Climate Change Implications

- 18. There are no specific implications in these proposals.

### Equality and Diversity Implications

- 19. There are no specific implications in these proposals.

### Background Papers

Revenue Quarterly Monitoring File  
Capital Monitoring File

Revised District Executive Capital Programme 2015/16 - 2019/20

Appendix A

	Original Date of Project Approval	Previous Years Spend	In Year Monitoring				Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend	Actual Spend to 30/09/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
<b>Chief Executives - Vega Sturges / Rina Singh</b>									
<b>FINANCE &amp; CORPORATE SERVICES</b>									
Assistant Director - Donna Parham									
<b>ICT SERVICES</b>									
Service Manager - Roger Brown									
Portfolio Holder - Cllr Henry Hobhouse									
Hardware Replacement Programme 2014/15 to 2016/17	Feb 2014	32	10	0	10	0	42	R Brown	£10K committed to building resilience into Lufton disaster recovery site. £10K not required so returned to the reserve.
Microsoft Lync	Jan 2014	106	31	2	29	0	137	R Brown	Need £20K for Lync compliant contact centre which is work in progress. Remainder may be required for call recording, however this decision outstanding at present.
Upgrade to ICT Helpdesk System	Jan 2015	0	37	21	16	0	37	R Brown	Currently work in progress and final spend not ascertained. Not expecting an overspend.
<b>FINANCIAL SERVICES</b>									
Service Manager - Amanda Card									
Portfolio Holder - Cllr Peter Seib									
Crewkerne Aqua Centre Loan - Repayment	June 2005	(510)	(90)	(45)	(45)	0	(600)	A Card	Loan repayment being made within schedule. Will be fully repaid this financial year.
Upgrade CedAr Financial System	Nov 2014	83	23	12	11	0	106	A Card	Implementation in November 2015. Project will be completed this financial year.
Loan to Somerset Waste Partnership for Vehicles	October 14	0	1,629	0	1,629	(1,084)	545	A Card	Awaiting draw down of loan.
Loan to Kingsdon Parish Council	April 15	0	25	0	25	(12)	13	A Card	Loan agreed by DX but not yet approved by Full Council.
<b>Total Finance &amp; Corporate Services</b>		<b>(289)</b>	<b>1,665</b>	<b>(10)</b>	<b>1,675</b>	<b>(1,096)</b>	<b>280</b>		

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2015/16 Est Spend	Actual Spend to 30/09/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
<b>Strategic Director - (Place &amp; Performance) - Rina Singh</b>									
<b>ECONOMY</b>									
<b>Assistant Director - Martin Woods</b>									
<b>Portfolio Holder - Cllr Ric Pallister</b>									
Affordable Housing - Millfield, Chard	April 2013	0	49	0	49	49	98	C McDonald	Expectation is that Start on Site tranche will be paid during current quarter and PC tranche will not be claimed until 2nd qtr 2016/17. Therefore half of budget reprofiled to 16/17.
Affordable Housing - Rural exception, Font Villas, West Coker	November 13	72	71	71	0	0	143	C McDonald	Transfer of funding completed.
Affordable Housing - 80 South Street Bm'th Churches Hsg Ass	April 14	0	100	0	100	0	100	C McDonald	Deallocated by DX 01/10/15 so will be returned to the reserve in next report.
Affordable Housing - Bought not built Allocation	Mar 2012	99	100	0	100	101	300	C McDonald	Contingency fund, unlikely to be spent during current financial year and very probably will fall over into 2016/17 - half of allocation reprofiled to reflect that.
Affordable Housing - Mortgage Rescue Contingency Fund	September 14	0	138	0	138	139	277	C McDonald	Contingency fund, unlikely to be spent during current financial year and very probably will fall over into 2016/17 - half of allocation reprofiled to reflect that.
Affordable Housing - West Hendford, Yeovil	April 15	0	374	0	374	374	748	C McDonald	Expectation is that start on site tranche will be paid in the final quarter 2015/16 and PC tranche will not be claimed until 1st qtr 2017/18 so £372K reprofiled.
Purchase of 45-50 Lavers Oak, Martock	April 15	0	400	2	398	0	400	C McDonald	Purchase likely to complete in current quarter.
Purchase of 3 Bed Bungalow in Chard	Jul 15	0	200	0	200	0	200	C McDonald	Purchase will most likely either complete in current quarter or fall through entirely.
Ropewalk at 94 High Street West Coker		0	5	5	0	0	5	A Duckworth	Payment to Coker Rope & Sail Trust for repairs at Dawes Twine Works.
<b>Total Economy</b>		<b>171</b>	<b>1,437</b>	<b>78</b>	<b>1,359</b>	<b>663</b>	<b>2,271</b>		

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 30/09/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
<b>COMMUNITIES</b>									
Assistant Directors - Helen Rutter & Kim Close									
<b>AREA SOUTH</b>									
Service Manager - Kim Close									
Area Chairman - Cllr Peter Gubbins									
Reckleford Gyratory (Eastern Gateway)	Feb 2007	1,633	0	0	0	88	1,721	M Ainsworth	Commissioned traffic assessment for Wyndham Street/Reckleford area - awaiting results from SCC. Remaining budget still to be spent on traffic lights and associated remodelling of footways by County Council - see also comment below about unallocated funding. Budget re-profiled to 16/17.
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	34	0	34	0	100	K Close	Remaining budget to be allocated to Yeovil Vision projects. £5K has been allocated by the Yeovil Vision Board towards improvements to the signage from National Tyres by County Council.
Foundry House	April 1999	879	0	0	0	4	883	K Close	Project to be identified to spend remaining money in line with DCLG grant.
5 Additional CCTV Cameras in Yeovil	Aug 2014	0	29	4	25	0	29	S Brewer	Project will be completed by the end of this financial year.
Wyndham Park Community Facilities	Nov 2014	0	0	0	0	400	400	K Close	Negotiations ongoing with the developer and County Council. Budget reprofiled to 16/17.
Area South Committee Allocation		0	15	0	15	0	15	K Close	Updates reported to Area Committee. (This funding relates to the proposed Yeovil-Ilchester multi-user path & Westfield Academy grant).

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 30/09/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
<b>AREA NORTH</b>									
<b>Service Manager - Charlotte Jones</b>									
<b>Area Chairman - Cllr Shane Pledger</b>									
Area North Committee Allocation		3	73	17	56	79	155	C Jones	Updates reported to Area Committee.
<b>AREA EAST</b>									
<b>Service Manager - Helen Rutter</b>									
<b>Area Chairman - Cllr Nick Weeks</b>									
Market House Castle Cary	Feb 2010	161	8	8	0	0	169	P Williams	Finish programme complete. Final invoice awaiting in order for post completion to be completed. £5K transferred from Area East capital for this project as previously agreed.
Land Acquisition in Waterside Rd, Wincanton	Feb 2008	0	11	0	11	0	11	P Williams	
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	24	0	24	0	24	P Williams	
Area East Committee Allocation		7	51	18	33	0	58	H Rutter	Updates reported to Area Committee.
<b>AREA WEST</b>									
<b>Service Manager - Andrew Gillespie</b>									
<b>Area Chairman - Cllr Carol Goodall</b>									
Market Towns Visions	Feb 2006	349	23	16	7	60	432	A Gillespie	Lower than anticipated take up of the Econ Dev Programme, therefore there is a need to reprofile £60K into 2016/17.
Area West Committee Allocation		0	20	0	20	0	20	A Gillespie	Updates reported to Area Committee.
<b>Total Communities</b>		<b>3,098</b>	<b>287</b>	<b>63</b>	<b>224</b>	<b>631</b>	<b>4,016</b>		

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 30/09/15 £'000	2015/16 Remaining Balance £'000	Revised Future Est Spend £'000			
<b>Strategic Director - (Operations and Customer Focus) - Vega Sturgess</b>									
<b>ENVIRONMENT</b>									
Assistant Director - Laurence Willis									
<b>ENVIRONMENTAL HEALTH</b>									
Service Manager - Alasdair Bell									
Portfolio Holder - Cllr Carol Goodall									
Disabled Facilities Grants (Expenditure)	Feb 2013	3,335	(100)	(342)	242	100	3,335	A Bell	Spend on target against re-profiled budget. £100K reprofiled to future years.
Empty Property Grants	Feb 2015	1,057	33	17	16	127	1,217	A Bell	Anticipate will spend remaining budget. £127K reprofiled to future years.
Home Repairs Assistance	Feb 2015	1,220	24	9	15	95	1,339	A Bell	Anticipate will spend remaining budget. £95K reprofiled to future years.
HMO Grants	Feb 2015	510	13	2	11	50	573	A Bell	Anticipate will spend remaining budget.
Loan Scheme for Somerset	Feb 2013	385	0	0	0	50	435	A Bell	Still no loan payment expected for this year.
Upgrade link of Civica, Indigo, ESG System	June 2015	0	33	9	24	0	33	V Dawson	Project is half way through with the installations complete and the configurations under way. We are on schedule to complete the project within the agreed timescales.
<b>ENGINEERING AND PROPERTY SERVICES</b>									
Service Manager - Garry Green									
Portfolio Holder - Cllr Henry Hobhouse									
Car Park Enhancements	Feb 2014	23	74	56	18	57	154	G Green	Works programmed for 15/16 - £13K bought forward to cover these.
New Car Parks	Feb 2008	368	100	0	100	342	810	G Green	Awaiting decision on progressing Millers site, Crewkerne and purchase of Doctor's surgery Somerton.
Capital Works to Councils Portfolio	Feb 2012	2,043	6	0	6	0	2,049	G Green	Schemes identified and programmed for 15/16.
Capital Works to Councils Portfolio	Feb 2013	46	82	5	77	0	128	G Green	Some slippage due to review of property portfolio. Some funding linked to the new bid going forward for 2016/17.
Capital Works to Councils Portfolio	Feb 2014	122	171	61	110	100	393	G Green	

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
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		£'000	£'000	£'000	£'000	£'000	£'000		
Capital Works to Councils Portfolio	Feb 2015	0	35	0	35	35	70	G Green	
Sharing Brympton Way Offices with SCC	Nov 2013	205	3	0	3	0	208	G Green	Project completed, awaiting final retention to be paid out this financial year.
Adaptions for lease of floor at Churchfields	Sept 2014	0	39	32	7	1	40	G Green	Project completed, awaiting final retention to be paid out this financial year.
Gas Control System - Birchfield	Feb 2013	11	112	62	50	492	615	G Green	Nominal delay due to other workload & weather.
Yeovil Crematorium		528	42	6	36	0	570	G Green	Awaiting a number of invoices for works that have been carried out.
<b>STREETSCENE</b>									
Service Manager - Chris Cooper									
Portfolio Holder - Cllr Jo Roundell Greene									
Replacement Sweepers	Feb 2015	0	70	85	(15)	0	70	C Cooper	Sweepers have been purchased, with sale of old ones imminent to cover budget of new ones.
<b>Total Environment</b>		<b>9,853</b>	<b>737</b>	<b>2</b>	<b>735</b>	<b>1,449</b>	<b>12,039</b>		
<b>HEALTH &amp; WELL-BEING</b>									
Assistant Director - Steve Joel									
<b>ARTS AND ENTERTAINMENT</b>									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Octagon Theatre - PA System	June 15	0	44	44	0	0	44	A Burgan	Project completed, with PA fully operational.
Octagon Theatre - Upgrade to Toilets (Gents & Backstage)	June 15	0	63	38	25	0	63	A Burgan	Works on schedule to be completed on time and within budget.

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	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend £'000	Actual Spend to 30/09/15 £'000	2015/16 Remaining Balance £'000					
<b>COMMUNITY HEALTH AND LEISURE</b>										
Service Manager - Linda Pincombe										
Portfolio Holder - Cllr Sylvia Seal										
Community Play Schemes	Feb 2007	443	43	16	27	0	486	R Parr	Packers Way complete apart from minor snagging. Final invoices to be processed. Lavers Oak, Martock still anticipated to be completed this financial year.	
Multi Use Games Area	Feb 2008	310	0	0	0	70	380	R Parr	Profiled for next financial year. Potential project in the pipeline.	
Grants for Parishes with Play Area	Feb 2008	440	29	10	19	0	469	R Parr	Henhayes completed, awaiting grant to be claimed. Works to Ilton largely completed with official opening held. Henhayes still profiled for 2016/17 - project group submitted Viridor funding request in September.	
Grant to Barton St David VH & Playing Fields	S106	0	0	(9)	9	0	0	R Parr	Scheme completed, awaiting final claim form for remaining grant funding to be paid over.	
Grant to Summerhouse View Play Area	Feb 2014	8	0	0	0	0	8	R Parr	Scheme completed & total of approx £17K paid over.	
Grant to Kingston View Play Area	Feb 2015	0	10	0	10	0	10	R Parr	Work in progress, anticipated at this stage to be completed before the end of the financial year.	
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	0	0	0	0	10	10	R Parr	Profiled for next financial year.	
Floodlighting of MUGA & Skate Park at Milford Adventure Park	Qtr 3 14/15	0	0	0	0	0	0	R Parr	Virement requested in main report to move funding to Birchfield Park Bike Park youth facility project to enable project delivery.	
Grant for Skate Park at Horton	Qtr 3 14/15	0	5	0	5	0	5	R Parr	Obtaining update of project status.	
Birchfield Park Bike Park	S106	0	15	0	15	0	15	R Parr	Project completed and now in use. Final payments to be made in Qtr 2.	
Grant to Abbas & Templecombe PC for Play Equipment	S106	0	0	(2)	2	0	0	R Parr	All completed apart from one small final bill to be paid out.	



	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
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		£'000	£'000	£'000	£'000	£'000	£'000		
Wyndham Park Play Area Equipment	S106	0	0	(37)	37	0	0	R Parr	1st & 2nd phase complete. 3rd & final phase to be completed this financial year.
Synthetic Grass Pitch	Feb 2007	801	16	11	5	0	817	L Pincombe	The remaining £5k will be spent on remedial work to the drainage around the AGPAs reported last quarter. Work is underway.
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	7	0	7	0	38	L Pincombe	This funding was originally allocated towards both the replacement of pitch and putt fencing (completed some years ago) and for the future replacement of the pitch and putt carpet. With careful maintenance, the carpet has lasted far longer than originally envisaged and while now showing signs of wear, will probably not need replacement until the end of 2015/16 or at some point during 2016/17.
Grant to Henhayes Sports & Community Centre	Feb 2010	252	0	0	0	14	266	L Pincombe	Options for the delivery of a new playing pitch are still being explored by Crewkerne Town Council but recent staff changes at the Town Council have delayed this process and the delivery of other projects has taken priority for the timebeing. £14K reprofiled to 2016/17.
Grant to Huish Episcopi Academy AGP	Mar 2015	0	0	68	(68)	0	0	L Pincombe	Facility completed and open to the public. The remaining banked Section 106 funding received for this project will be paid in October 2015.
Grant to Huish Episcopi Academy Swimming Pool	Jul 15	0	0	(10)	10	0	0	L Pincombe	Project in progress.
Grant to Westfield AGP	Feb 2014	35	21	0	21	0	56	L Pincombe	Project finished within agreed timescale. Final claim submitted, although some Award conditions still to be signed off.
Scoreboard Langport & Huish Cricket Club	Oct 2011	0	0	0	0	0	0	L Pincombe	Remaining grant of £1K paid over. Shown as nil as funded by S106.

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Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	L Pincombe	The pavilion has already been completed within agreed timescales. The Parish Council still have some paperwork to complete in order to fulfil all grant criteria to make a final claim of £5k.
Grant to Ilminster Football Club	Feb 2015	0	50	2	48	0	50	L Pincombe	Work on the new pavilion is underway. Completion expected in 2016. S106 funding also to be paid over.
Grant to Chard Tennis Club	Feb 2015	0	0	0	0	0	0	L Pincombe	The Club are waiting for final specification for their lighting scheme following consultancy advice from Sport England. The scheme is expected to be delivered later this year.
Grant to Henstridge Half MUGA	S106	0	0	0	0	0	0	L Pincombe	S106 funding of £9K paid over as project completed.
Grant for Chard Town Council Jocelyn Park	S106	0	0	(6)	6	0	0	L Pincombe	Temporary changing provision in place but funding not yet drawn down by Chard Town Council.
Yeovil Country Park Ranger Base	Feb 2010	110	15	7	8	0	125	K Menday	Our position is the same as in the last quarter; we only have the remaining 2.5% retention fee to pay to the build contractors after the years snagging period, this stands at £8K so falls on budget. We anticipate the invoice arriving in November 2015 as the building was handed over at the very end of October 2014.
Dual Use Sport Centre Grants	Feb 2005	213	47	0	47	0	260	S Joel	Payments delayed - will review at third quarter as to whether the funding needs reprofiling to 2016/17
Sports Zone- Inc	Feb 2008	0	(50)	0	(50)	0	(50)	S Joel	Construction of S106 related dwellings has commenced. Trigger point not reached for payment.
Goldenstones 10 year plan/repayment	Mar 2011	10	(10)	0	(10)	0	0	S Joel	Repayment on target for 2015/16

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		Previous Years Spend	2015/16 Est Spend	Actual Spend to 30/09/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000		
Wincanton Community Sports Centre 10 year plan	Sept 2012	108	19	0	19	51	178	S Joel	On target for later this year.
<b>Total Health &amp; Well-being</b>		<b>2,761</b>	<b>324</b>	<b>132</b>	<b>192</b>	<b>145</b>	<b>3,230</b>		
<b>Total Capital Programme</b>		<b>15,594</b>	<b>4,450</b>	<b>265</b>	<b>4,185</b>	<b>1,792</b>	<b>21,836</b>		

	Original Date of Project Approval	Previous Years Spend	In Year Monitoring				Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2015/16 Est Spend	Actual Spend to 30/09/15	2015/16 Remaining Balance	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000			

**Reserve Schemes Awaiting new Appraisal but Approved in Principle**

Old Town Station Reserve	0	0	0	321
Market Towns Vision	0	0	0	300
ICT Reserve	77	0	77	200
Affordable Housing - Unallocated	1,000	0	1,000	1,142
Affordable Housing - rural exception schemes	355	0	355	0
Investment in Market Housing	0	0	0	0
Feasibility Fund - Unallocated	58	0	58	100
Contingency for Plant Failure	0	0	0	130
Home Farm, Somerton	0	0	0	298
Lufton 2000 - All Phases	0	0	0	(1,016)
Gypsy & Traveller Acquisition Fund	50	0	50	0
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	0	0	0
Infrastructure & Park Homes Contingency	54	0	54	0
	<b>1,594</b>	<b>0</b>	<b>1,594</b>	<b>1,475</b>

**Area Reserve Schemes Awaiting Allocation But Approved in Principle**

North	0	0	0	170
South	0	0	0	166
East	34	0	34	31
West	6	0	6	133
<b>Total</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>500</b>
Capital Programme	4,450	265	4,185	1,792
Contingent Liabilities and Reserve Schemes	1,634	0	1,634	1,775
<b>Total Programme to be Financed</b>	<b>6,084</b>	<b>265</b>	<b>5,819</b>	<b>3,567</b>

## Land Transfers

## Appendix B

### Agreed Transfers of land to Housing Associations at nil cost:

	Date of transfer	Perceived value of land £
Bund to the rear of Devonia, Furnham Road, Chard, TA20 1BE	11.3.2005	150,000
Land at New Close, Haselbury Plucknett, Crewkerne, TA18 7QY	18.07.2006	100,000
Land fronting 2-16 Furzehill, Chard, TA20 1AN	31.05.2007	12,000
Land at Wheathill Way, Milborne Port, Sherborne, DT9 5EZ	10.10.2006	20,000
Land at Bracey Road, Martock, TA12 6HE	20.01.2006	144,000
Land at Marl Close/Springfield Road, Yeovil, BA21 3NE	30.09.2005	80,000
Land adj 2 & 3 Horseshoe Cottages, Newtown, Coat Rd, Martock, TA12 6EX	20.12.2006	85,000
Land at Thomas Cross, Yeovil, BA21 4HF	18.08.2008	400,000
Birchfield Pavilion, Lyde Road, Yeovil, BA21 5QR	12.08.2008	55,000
Land at Woodhayes, High Street, Henstridge, Templecombe, BA8 0RF	10.10.2008	16,000
Land at Landseer, Blackacre Hill, North Cheriton, Templecombe, BA8 0AS	15.03.2007	10,000
Land at Lowther Road, Yeovil, BA21 5PE	15.04.2008	190,000
Land at Monmouth Road, Yeovil, BA21 5PB	16.11.2007	40,000
Drainage easement Devonia redevelopment, Furnham Rd, Chard, TA20 1BE	20.12.2007	15,000
Land at St Georges Avenue, Yeovil, BA21 4QX	24.06.2011	18,000
Greenhill Road, Yeovil	25.01.2012	1
Ruddock Close, West Coker, BA00 9BX	27.06.2012	40,000
Montague Way, Chard	01.10.2012	10,000
Minchingtons Close, Norton Sub Hamdon	13.08.2013	7,500
Northbrook Road, Yeovil	08.10.2013	1
Larkspur Crescent, Yeovil	10.12.2013	70,000
Parsons Close, Long Sutton	01.05.2013	2,000
Font villas, West Coker	27.11.2013	100,000
Land at Blackdown View, Ilminster	to be completed	8,000
		<b><u>1,572,502</u></b>

### Projects agreed before 2010

The table below highlights the schemes agreed before 2010, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
New Car Parks	Feb 2008	818	442	Funding is set aside for Crewkerne, Ilminster, Bruton and Somerton as per the latest car parking strategy.  Awaiting decision on progressing Millers site, Crewkerne and purchase of Doctor's Surgery, Somerton.	The Council would not be able to meet its requirements under the car parking strategy.
Dual Use Sports Grants	Feb 2005	260	47	£40,000 is allocated for the Holyrood project, and an in-principle offer has been made to the Academy. Project was expected to commence in April 2015 subject to the outcome of an application to the English Hockey Board.	The loss of the £40,000 grant allocated in principle to the Holyrood Academy in 2014/15 would prevent the AGP surface from being replaced, putting the facility at risk of being closed unless alternative funding can be found by the Academy.  The reputational damage would be extremely detrimental to the future dual use provision at this site. This provision is a vital component of the sport and leisure strategy and the network of facilities for residents.
Reckleford Gyrotory	Feb 2007	1,721	88	Remaining budget will be allocated to remaining works in 2016/17.	Commissioned traffic assessment for Wyndham Street/Reckleford area - awaiting results from SCC. Remaining budget still to be spent on traffic lights and associated remodelling of footways by County Council - see also comment below about unallocated funding. Budget re-profiled to 16/17.
Local Delivery Vehicle (Yeovil Vision)	Feb 2009	100	34	Original budget changed as some transferred direct to individual projects. Remaining budget to be allocated to Yeovil Vision projects.	

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Market Towns Vision	Feb 2006	438	67	<p>Delivery is dependent on local capacity to champion schemes and public sector capacity to engage with delivery issues – e.g Coach Parking – both of which can be limited at times.</p> <p>Lower than anticipated take up of the Econ Dev Programme, therefore there is a need to re-profile £60K into 2016/17. £7K remains profiled for spend in 2015/16.</p>	<p>MTIG was modelled on the concept of a local brokering table. Specific Capital Investment Programmes emerge through opportunity and negotiation. The total amount made available through MTIG is more like the capital programme managed in each of the Areas and will contain unallocated balances. It is not one scheme and does not have an end date as such and so has not been delayed in any formal sense.</p> <p>The budget remains central to the continuation of this collaborative work. If the capital funds were withdrawn, the raison d'être for the MTIG would disappear. The rate of spending is mostly determined by the capacity of SSDC, town councils and local regeneration groups to organise and deliver sound schemes together. This is limited by a variety of local and district wide circumstances. Measures to increase that capacity are possible but would require either increased revenue spend or a further review and re focussing of Area Development Work in North, West and East to invest more in the specific development of MTIG.</p>
Multi Use Games Area's	Feb 2008	370	70	<p>Funding originally allocated to Ilminster &amp; Castle Cary are likely to be re-profiled to other areas where funding can be utilised. Discussions are currently taking place with Bruton.</p>	<p>The Council would be unable to provide financial support MUGA projects it has promoted. The reputational damage would be high in both communities.</p> <p>No grant offer has been made to reallocate the £70,000 at present. However, removal of the funding would prevent the Council from being able to support two more schemes.</p>

<b>Project</b>	<b>Date Funding Agreed</b>	<b>Original Budget £'000</b>	<b>Remaining Budget £'000</b>	<b>Reason for Delay (Update from Officer)</b>	<b>Risks of not retaining funding (Update from Officer)</b>
Community Play Schemes	Feb 2007	539	42	Remaining funding allocated to Lavers Oak, Martock and Packers Way, Misterton, both of which works are underway and are expected to be completed this financial year.	The Council would be unable to maintain and replace the play areas it owns and manages to the required standards. Children would be put at risk. The reputational damage would be high.
Grants for Parishes with play	Feb 2008	718	70	Remaining funds allocated to Ilton, Henhayes and Rickhayes. Ilton and Henhayes are completed and should be fully paid over soon. Rickhayes are actively fundraising for scheme, which is profiled for 16/17.	The Council would be unable to financial support parish play area projects it has promoted and where local expectations have been raised. Non-payment of contracts would place Parish Councils in breach of contract. Children may be put at risk. The reputational damage would be high.
Land Acquisition & Enhancement at Waterside Road	Feb 2008	35	35	No spend. Negotiations have moved forward and an offer has been made to the land owner which is still under consideration.	These works and our ability to exercise the option to acquire a car parking area would not happen if the capital allocation is withdrawn. The consequence would be long term decline of this amenity area and increased risk from the unmaintained area. Portfolio view is that we negotiate with the owner on a value of the car park area and proceed with this asap.
Foundry House	Apr 99 *	883	4	* Subsequent reports to DX since this date.	New project to be identified to spend remaining money in line with DCLG grant.



# Agenda Item 11

## **Update report on Yeovil Crematorium**

*Executive Portfolio Holder:* Cllr Peter Gubbins, Yeovil Crematorium,  
Cllr Henry Hobhouse, Property & Climate Change  
*Strategic Director:* Vega Sturgess, Strategic Director (Operations & Customer Focus)  
*Assistant Director:* Laurence Willis, Assistant Director (Environment)  
*Lead Officer:* Alasdair Bell, Environmental Health Manager  
*Contact Details:* Alasdair.bell@southsomerset.gov.uk or 01935 4620560

### **Purpose of the Report**

To inform Members of developments at Yeovil Crematorium since SSDC assumed management of the site earlier this year.

### **Forward Plan**

This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2015.

### **Public Interest**

Yeovil Crematorium is a key facility for the residents of South Somerset and its successful management and operation is essential to the Council.

### **Recommendation**

That the District Executive note the report.

### **Background**

Yeovil Crematorium is jointly owned by SSDC and Yeovil Without Parish Council as tenants in common with SSDC owning 89% and YWPC the remaining 11%. The Yeovil Crematorium and Cemetery committee oversee the arrangements for the operation of Yeovil Crematorium and Cemetery. This committee was set up under provisions of the 1933 Local Government Act and acts as an independent body. All crematorium staff are employed by SSDC and since February have been managed by SSDC's Environmental Health Manager. Prior to that, the Crematorium was managed by Yeovil Town Council. In addition Peter Gubbins has become Portfolio Holder for the Crematorium and is taking an active interest in future developments at the site. Since taking over, the Environmental Health Manager has been undertaking a review of all operational, managerial and financial arrangements at the Crematorium. A considerable number of issues have come to light that need attention. An extensive programme of improvement work has been drawn up and whilst initial progress is good there is still much to do. The following matters are currently either under consideration, in progress or have been recently completed

### **Report**

#### **Consultation**

A consultation exercise has recently been carried out with all the funeral directors and other service users to determine how the service we provide can be improved. The results are currently being analysed.

### **The Crematorium buildings/equipment**

- Cleaning arrangements. New in-depth daily cleaning has been introduced to improve the cleaning of all public areas including the toilets.
- Redecoration. It is planned to redecorate all areas accessed by the public, including the toilets, the Reception Area, the Chapel of Remembrance and the pall bearer's room.
- All the chairs and carpets in the Reception Area are to be renewed and a range of other maintenance repairs and improvements are to be carried out.
- A review of the overall operation and use of the crematorium buildings will be undertaken in due course to include the potential investment in new cremator equipment.

### **Grounds maintenance**

- During recent periods of heavy demand for services, the regular staff have found it difficult to maintain the grounds to the standard required. Extra teams of gardeners were brought in from the Council's Lufton Depot to help out with the grounds maintenance.
- Many of the beds near the reception area have been thinned and tidied up. Plans are being drawn up to redesign flower beds near the crematorium so as to improve their appearance and reduce maintenance costs.
- Discussion is taking place with Chris Cooper, the manager at the Lufton Depot about providing an on-going grounds maintenance service to the Crematorium and budgetary provision has been made for this. It is intended to draw up a 5 year grounds management plan to cover all tree and flower planting.
- Plans are in hand to refurbish the pond in the Cloisters area. The garden pond to the rear of the Cloisters area is also to be overhauled and improved with new shrub planting as appropriate.

### **IT/Website**

- Work is in hand to link the crematorium's computer system to the main SSDC operational system. This will improve the operational ability of the system and well as back up and resilience.
- It has been decided to install the Wesley audio/camera system. This system allows staff to download any music to be played at services for the benefit of clients. It also allows services to be filmed for immediate transmission across the world if need be.
- The website is also currently being redesigned to allow easier access by the public.
- It is intended to undertake a review of all the IT support systems in due course.

### **Staffing and Administration**

The management arrangements for all operational and administrative staff at the crematorium are being harmonised with the rest of the council. A round of Staff Development Reviews are taking place, job descriptions are being updated and posts re-evaluated as required. All health and safety risks and compliments recorded etc are being added to the central data bases as required.

### **The Poppy Field**

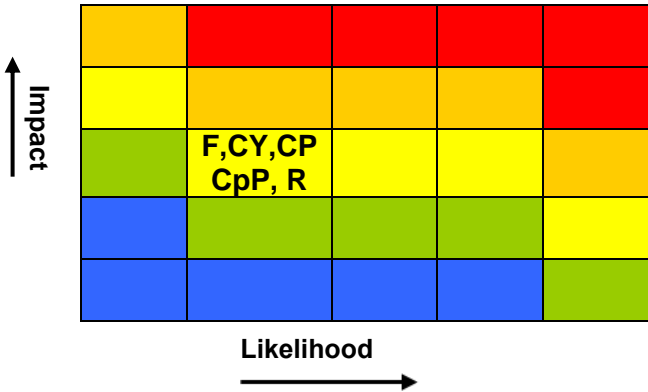
As part of the review of the grounds, the use of the Poppy Field was reviewed. This is an area of quiet reflection and contemplation for visitors to the site. There had been some suggestion that this be used as an overflow to Yeovil Cemetery but this is not considered to be appropriate. The Poppy Field will therefore retain its present use and continue to be a valued amenity for visitors to the site.

**Financial Implications**

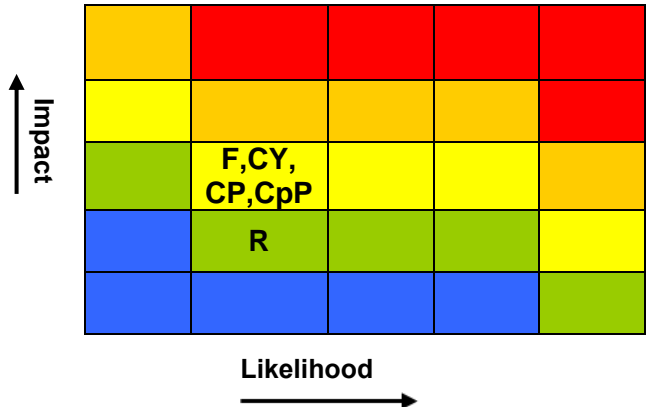
There are no direct financial implications to do with this report. Further reports concerning financial matters will be submitted as and when appropriate.

**Risk Matrix**

**Risk Profile before officer recommendations**



**Risk Profile after officer recommendations**



**Key**

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

## **Council Plan Implications**

Link to Council Plan 2012 – 2015 –This work is aimed at providing well managed, cost effective services valued by our residents.

## **Carbon Emissions and Climate Change Implications**

There are no adverse carbon or climate change implications to this report.

## **Equality and Diversity Implications**

There are no adverse Equality policy or diversity implications to this report.

## **Privacy Impact Assessment**

There are no adverse personal data implications to this report.

## **Background Papers**

See agendas and minutes to meetings of the Yeovil Crematorium and Cemetery Committee.

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- Streetscene Services worked with a variety of Carnival Clubs to make sure that the towns of Ilminster, Crewkerne, Wincanton and Castle Cary were cleaned after the annual carnival events.
- News of a potential insurance scam in South Somerset, where the caller claimed to be from South Somerset District Council, was top of October's news page views online. The article had 288 page views since going live on Friday 23 October, with the news of the AugustaWestland complex loan agreement being viewed 269 times since it was published on Tuesday 13 October (results collated between 1 October – 26 October 2015 using Google Analytics).
- SSSDC will be taking part in #OurDay on 18 November 2015. #OurDay is a yearly tweetathon for local government to show what it does in a typical day. Last year, our tweets potentially reached an audience of 113,000 people which showcased an average working day.
- Yeovil Innovation has developed an international feel with tenants links to many countries. Soon, two companies will be hosting engineers from India and Australia undertaking specific training. Already there are Dutch, Italian, Norwegian and American owned business located at the centre. To have recently hosted a delegation of Chinese visitors was an extension of the international importance the Innovation Centre is able to provide.

Latest headlines:

- Women and girls in communities across South Somerset will receive a helping hand to get more active thanks to a successful lottery funding bid of £163,294 by the Community Health & Leisure team. The successful bid was the result of a partnership and funding from Somerset Activity and Sports Partnership (SASP), South Somerset District Council and Yarlinton Housing Group with additional support from specific national governing bodies of sport. View the press release at <http://goo.gl/fRpuRX>.
- Littering cost a South Somerset resident £250 and a criminal record after she was spotted throwing rubbish over a gate and into a field at Hollowell Hill, Martock. The resident was confronted by a public-spirited passer-by who reported the incident to SSSDC who have now prosecuted the offender. Read more at <http://goo.gl/dR7Hpi>.
- A fold-out brochure complete with map, beautiful photographs and information about the landscape and communities of the Somerset Levels, has been updated and reissued by South Somerset District Council. The aim is to attract new visitors to discover the countryside and wildlife, heritage and traditional crafts of the area. Find out more and where you can pick up your nearest copy at <http://goo.gl/kOqLw0>.

# 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](mailto:ian.clarke@southsomerset.gov.uk) or (01935) 462184

### **1. Purpose of the Report**

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

### **2. Public Interest**

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

### **3. Recommendations**

3.1 The District Executive is asked to:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

### **4. Executive Forward Plan**

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

### **5. Consultation Database**

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

### **6. Background Papers**

6.1 None.

## SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2015	Investment in Market Housing	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Colin McDonald, Corporate Strategic Housing Manager	District Executive
December 2015 December 2015	Report of Licensing Fees Task and Finish Group	Portfolio Holder for Area South	Strategic Director (Operations & Customer Focus)	Nigel Marston, Licensing Manager	District Executive South Somerset District Council
December 2015 December 2015	Adoption of the Revised County Wide Tenancy Strategy	Portfolio Holder for Strategy and Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	District Executive South Somerset District Council
December 2015 February 2016	Proposed Capital Schemes for 2016/17	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive South Somerset District Council
December 2015	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Charlotte Jones / Andrew Gillespie Performance Managers	District Executive
December 2015	Update on the Citizens Advice Bureau	Portfolio Holder Leisure & Culture	Assistant Directors (Communities)	Kim Close, Assistant Director (Communities)	District Executive

<b>Date of Decision</b>	<b>Decision</b>	<b>Portfolio</b>	<b>Service Director</b>	<b>Contact</b>	<b>Committee(s)</b>
December 2015	Loan to Castle Cary Town Council	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
January 2016	Update on Medium Term Financial Plan and Capital Programme	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
January 2016	Community Right to Bid Quarterly Update Report	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
February 2016	South Somerset District Council - Future Management Options	Portfolio Holder for Strategy and Policy	Interim Chief Executives	Vega Sturgess / Rina Singh Interim Chief Executives	District Executive
February 2016					South Somerset District Council
February 2016	Budget for 2016/17 and Capital Programme	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
February 2016					South Somerset District Council
February 2016	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder for Finance and Legal Services	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)
March 2016	Districtwide Grants - approval of funding for SSVCA and SSCAB	Portfolio Holder for Strategy and Policy	Assistant Directors (Communities)	Assistant Directors (Communities)	District Executive
March 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Charlotte Jones / Andrew Gillespie Performance Managers	District Executive
April 2016	Community Right to Bid Quarterly Update Report	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
April 2016	South Somerset Together Annual Update	Portfolio Holder for Strategy and Policy	Assistant Directors (Communities)	Chereen Scott, South Somerset Together Co-ordinator	District Executive

**APPENDIX B - Current Consultations – November 2015**

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p><b>The decapitalisation rates for the 2017 business rates revaluation</b></p> <p>A technical discussion paper on the rates to be adopted in England for properties assessed on the contractor’s basis of valuation.</p> <p>The next revaluation for business rates takes effect from 1 April 2017. Rateable values will be updated by the Valuation Office Agency using market rental values at 1 April 2015. But for some properties where rents do not exist they will use the “contractor’s basis” of valuation.</p> <p>This technical discussion paper seeks views on setting the decapitalisation rates to be adopted when properties are valued using the contractor’s basis of valuation for the 2017 revaluation in England.</p> <p><a href="https://www.gov.uk/government/consultations/the-decapitalisation-rates-for-the-2017-business-rates-revaluation">https://www.gov.uk/government/consultations/the-decapitalisation-rates-for-the-2017-business-rates-revaluation</a></p>	Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Portfolio Holder in consultation with officers	Ian Potter / Donna Parham	9 <sup>th</sup> November 2015
<p><b>Improving efficiency of council tax collection</b></p> <p>This consultation is seeking views on proposals to facilitate improvements in the collection and enforcement process in business rates and council tax.</p> <p><a href="https://www.gov.uk/government/consultations/improving-efficiency-of-council-tax-collection">https://www.gov.uk/government/consultations/improving-efficiency-of-council-tax-collection</a></p>	Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Portfolio Holder in consultation with officers	Ian Potter / Donna Parham	18 <sup>th</sup> November 2015

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p><b>Community Right to Bid</b></p> <p>The Government is currently undertaking a review of the Right to Bid legislation and as part of this, they have set up an on-line survey:  <a href="https://www.surveymonkey.com/r/CRTBmoratoria">https://www.surveymonkey.com/r/CRTBmoratoria</a></p>	Strategic Planning (Place Making)	Assistant Director (Communities)	Portfolio Holder in consultation with officers	Helen Rutter	Not specified on survey

# 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, 3<sup>rd</sup> December 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.

Document is Restricted