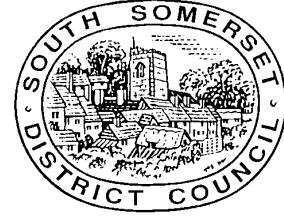


**South Somerset District Council**

*Notice of Meeting*



# Area East Committee

*Making a difference where it counts*

**Wednesday 14th June 2017**

**9.00 am**

**Council Offices, Churchfield,  
Wincanton BA9 9AG**

(Disabled access and a hearing loop are available at this meeting venue)



The following members are requested to attend this meeting:

Mike Beech  
Hayward Burt  
Tony Capozzoli  
Nick Colbert

Sarah Dyke  
Anna Groskop  
Henry Hobhouse  
Mike Lewis

David Norris  
William Wallace  
Nick Weeks  
Colin Winder

No planning applications will be considered at the meeting.

For further information on the items to be discussed, please contact the Democratic Services Officer on 01935 462038 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Monday 5<sup>th</sup> June 2017.

**Ian Clarke, Director (Support Services)**

**This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the mod.gov app**



## **Information for the Public**

The council has a well-established area committee system and through four area committees seeks to strengthen links between the Council and its local communities, allowing planning and other local issues to be decided at a local level (planning recommendations outside council policy are referred to the district wide Regulation Committee).

Decisions made by area committees, which include financial or policy implications are generally classed as executive decisions. Where these financial or policy decisions have a significant impact on council budgets or the local community, agendas will record these decisions as “key decisions”. The council’s Executive Forward Plan can be viewed online for details of executive/key decisions which are scheduled to be taken in the coming months. Non-executive decisions taken by area committees include planning, and other quasi-judicial decisions.

At area committee meetings members of the public are able to:

- attend and make verbal or written representations, except where, for example, personal or confidential matters are being discussed;
- at the area committee chairman’s discretion, members of the public are permitted to speak for up to up to three minutes on agenda items; and
- see agenda reports

Meetings of the Area East Committee are held monthly, usually at 9.00am, on the second Wednesday of the month in the Council Offices, Churchfield, Wincanton (unless specified otherwise).

Agendas and minutes of meetings are published on the council’s website  
[www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions](http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions)

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for ‘mod.gov’ in the app store for your device, install, and select ‘South Somerset’ from the list of publishers, then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

## **Public participation at committees**

### **Public question time**

The period allowed for participation in this session shall not exceed 15 minutes except with the consent of the Chairman of the Committee. Each individual speaker shall be restricted to a total of three minutes.

### **Planning applications**

Consideration of planning applications at this meeting will commence no earlier than the time stated at the front of the agenda and on the planning applications schedule. The public and representatives of parish/town councils will be invited to speak on the individual planning applications at the time they are considered.

Comments should be confined to additional information or issues, which have not been fully covered in the officer’s report. Members of the public are asked to submit any additional documents to the planning officer at least 72 hours in advance and not to present them to the Committee on the day of the meeting. This will give the planning officer the opportunity to respond appropriately. Information from the public should not be tabled at the meeting. It should

also be noted that, in the interests of fairness, the use of presentational aids (e.g. PowerPoint) by the applicant/agent or those making representations will not be permitted. However, the applicant/agent or those making representations are able to ask the planning officer to include photographs/images within the officer's presentation subject to them being received by the officer at least 72 hours prior to the meeting. No more than 5 photographs/images either supporting or against the application to be submitted. The planning officer will also need to be satisfied that the photographs are appropriate in terms of planning grounds.

At the committee chairman's discretion, members of the public are permitted to speak for up to three minutes each and where there are a number of persons wishing to speak they should be encouraged to choose one spokesperson to speak either for the applicant or on behalf of any supporters or objectors to the application. The total period allowed for such participation on each application shall not normally exceed 15 minutes.

The order of speaking on planning items will be:

- Town or Parish Council Spokesperson
- Objectors
- Supporters
- Applicant and/or Agent
- District Council Ward Member

If a member of the public wishes to speak they must inform the committee administrator before the meeting begins of their name and whether they have supporting comments or objections and who they are representing. This must be done by completing one of the public participation slips available at the meeting.

In exceptional circumstances, the Chairman of the Committee shall have discretion to vary the procedure set out to ensure fairness to all sides.

## **Recording and photography at council meetings**

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

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# **Area East Committee**

## **Wednesday 14 June 2017**

### **Agenda**

#### ***Preliminary Items***

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

To approve as a correct record the minutes of the previous meeting held on Wednesday 10<sup>th</sup> May 2017.

#### **2. Apologies for absence**

#### **3. Declarations of Interest**

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

#### **Planning Applications Referred to the Regulation Committee**

The following members of this Committee are also members of the Council's Regulation Committee:

Councillors Sarah Dyke, Tony Capozzoli, Nick Weeks and Colin Winder.

Where planning applications are referred by this Committee to the Regulation Committee for determination, Members of the Regulation Committee can participate and vote on these items at the Area Committee and at Regulation Committee. In these cases the Council's decision-making process is not complete until the application is determined by the Regulation Committee. Members of the Regulation Committee retain an open mind and will not finalise their position until the Regulation Committee. They will also consider the matter at Regulation Committee as Members of that Committee and not as representatives of the Area Committee.

#### **4. Date of Next Meeting**

Members are asked to note that the next scheduled meeting of the committee will be at the Council Offices, Churchfield, Wincanton on Wednesday 12<sup>th</sup> July at 9.00 am.

#### **5. Public Question Time**

#### **6. Chairman Announcements**

## **7. Reports from Members**

### *Items for Discussion*

- 8. Retail Support Initiative Grant Application - Wincanton and Wincanton 'Top Up'**  
(Pages 6 - 8)
- 9. Highways Update Report - Area East** (Pages 9 - 11)
- 10. Licensing Service - Update Report** (Pages 12 - 16)
- 11. Community Capital Grant Requests** (Pages 17 - 26)
- 12. Area East Committee Working Groups and Outside Organisations - Appointment of Members 2017/18** (Pages 27 - 29)
- 13. Development Control Scheme of Delegation - Nomination of Substitutes for Area East Chairman and Vice Chairman - 2017/18** (Page 30)
- 14. Area East Committee Forward Plan** (Pages 31 - 32)
- 15. Planning Appeals (For Information Only)** (Page 33)

**Please note that the decisions taken by Area Committees may be called in for scrutiny by the Council's Scrutiny Committee prior to implementation.**

**This does not apply to decisions taken on planning applications.**

# Agenda Item 8

## **Retail Support Initiative Grant Application - Wincanton and Wincanton 'Top Up' (Executive Decision)**

*Director:* Ian Clarke, Support Services  
*Assistant Director:* Helen Rutter, Communities  
*Service Manager:* Tim Cook, Area Development Team Lead (East)  
*Lead Officer:* Terena Isaacs – Community Support Assistant  
Pam Williams – Neighbourhood Development Officer  
*Contact Details:* [terena.isaacs@southsomerset.gov.uk](mailto:terena.isaacs@southsomerset.gov.uk) or (01935-462248)  
[pam.williams@southsomerset.gov.uk](mailto:pam.williams@southsomerset.gov.uk) (or 01963-435020)

### **Purpose of the Report**

For Members to consider the Retail Support Initiative (RSI) grant request detailed below

### **Public Interest**

Supporting and helping to improve the retail offer in the towns and villages across Area East.

### **Recommendation:**

To consider an award of up to £2500 as a 38% contribution to 15 High Street, Wincanton, towards shop front improvements and signage, including the additional top up to assist as this is one of the empty properties which meet the criteria of the 'top up' scheme.

- £1,500 from the Community Development budget revenue element ring-fenced for the RSI
- £1000 from the Community Development budget, Wincanton top-up, revenue element ring-fenced for the RSI

All awards to be subject to the following standard conditions:

- (a) The grant award may be used by SSDC for promotional/publicity purposes
- (b) Grants are paid for approved works/purchases on production of receipted invoices
- (c) Awards are subject to an interim report (within 9 months) and final report being submitted
- (d) Applicants will normally be expected to draw down the grant within 6 months of the offer
- (e) That appropriate consents are obtained
- (f) Works requiring listed building/planning consents or building regulations will be required to be signed off by the appropriate officer prior to the release of funds
- (g) If, within 3 years of a grant award, the business ceases to trade, the District Council reserves the right to reclaim the grant on the following basis: year one –100%; year 2 – 75%, year 3 – 45%
- (h) An additional condition has been included for this application. That if, within 5 years the unit ceases to be a business premises the full grant will be reclaimed.

### **Background**

This application is being considered under the scheme's operating criteria agreed in June 2016, a copy of which is attached at Appendix 1. The scheme's operating criteria will be reviewed at July Committee.

### **Current Application**

This is the first application to be considered for this property on the High Street, Wincanton. As it is an application for Wincanton an additional 'top up' is available to assist improvements to empty units in Wincanton. On this occasion the additional amount has been requested. The application meets the criteria of both the basic RSI and the Wincanton 'top-up'.

The amount requested is £2500.

### Grant details

15 High Street, Wincanton

This building has been empty since January 2016, When HSBC closed its branch. It is now going to be given a new lease of life, with a complete overhaul of the front of the building. The aim is to enhance the property and its surroundings. This will give AJ Electricals new premises on the High Street and help the town to prosper.

- Total Project Cost – £6500
- Amount requested – £2500

Other funding – the remaining funding for this project will come from the businesses' own fund.

Assessment score is 55 out of a max of 100

This figure exceeds the minimum level score (50) required for grant assistance to be considered

Observations - Prominent unit in Wincanton High Street in need of redecoration to improve exterior and to give the property a new identity. This unit has been vacant since January 2016. The recommended grant award of £2500 includes £1000 from the Wincanton 'top up'.

### Financial Implications

If Members choose to award this grant, the unallocated budget for Retail Support Initiative will be as follows:

	Revenue element	Capital	Wincanton 'top-up'
Unallocated budget 2017/18 as at April 2016*	£8025	£1212	£9000

### Corporate Priority Implications

The awarding of grants meets the following corporate aims:

To increase economic vitality and prosperity

### Carbon Emissions & Adapting to Climate Change Implications

This project does not cause any changes to carbon emissions.

### Equality and Diversity Implications

**Background Papers:** None

### Operating criteria

Percentage contributions cannot exceed 50% of costs and no retrospective applications are eligible (i.e. in respect of works which have already been commissioned/started).

Applications over £1000 will be considered by Area East Committee on a monthly basis since the Community Regeneration Sub Committee quarterly meetings ceased. Amounts up to £1000 may be considered at any time as a delegated grant in consultation with the Chairman and Ward Member(s).

### Grant levels:

Maximum 50% of project costs as follows:

### Eligible costs:

Shop-front improvements, if they enhance the High Street . Business rates assistance – a contribution to the amount payable for new businesses (which do not compete with another business) in their first two years of trading. Exceptional projects which add to the viability of towns/villages

### Process

Applications for Grants are accessed and recommendations made on the basis of a fully completed application form and two 'like for like' quotes. Self-help/DIY schemes may complete the application form and supply a project budget with supporting information.

All grant recipients must accept that the grant may be used for publicity purposes by the District Council. Payment of the grant is done retrospectively, for a completed programme of works on the basis of receipted invoices. Exceptionally officers, in consultation with the Chairman, may release partial payments where there is clear justification for doing so.

The District Council will continue to claw back grants from businesses which cease trading on the following basis: 100% in year one, 75% in year two, 45% in year three.

The existing assessment and current scoring mechanism favours businesses:

- employing more than 2 people
- in prominent places
- key rural stores/Post Offices
- retailers

### The award is subject to the following standard conditions:

- The grant award may be used by SSSC for promotional/publicity purposes;
- Grants are paid for approved works/purchases on production of receipted invoices;
- Awards are subject to a summary of the benefit of the scheme being supplied;
- Applicants will normally be expected to draw down the grant within six months of the offer and if not will have to inform us of the reason(s) for the delay. If there is a valid reason, officers can provide a 6 month extension, but beyond this the grant would either be withdrawn or referred Area East Committee to be re-affirmed;
- That appropriate consents are obtained - works requiring listed building/planning consents or building regulation consent will be required to be signed off by the appropriate officer prior to the release of funds.



# Agenda Item 9

## Highways Update Report - Area East

Lead Officer      John Nicholson Assistant Highway Service Manager  
Contact Details    County Roads - countyroads-southsom@somerset.gov.uk

### Purpose of the Report

Being the first report for the 2017/18 financial year, I aim to give a brief report of the highway works carried out last financial year in Area South and our proposed works programme for 2017/2018.

### Recommendation

That Area East Committee notes the content of this report.

### Schemes completed in 2016/17 (Area East)

Bratton Seymour	A371 Cary/Wincanton Road	Principle Resurfacing
Ilchester	Market Place/Church Street	Resurfacing
Wincanton	Dancing Lane	Resurfacing
Marston Magna	Rimpton Road (adj Easton Farm)	Resurfacing
Charlton Horethorne	Stowell Hill	Resurfacing
Sparkford	Green Close	Footways
Ansford	Ancastle Avenue/ Terrace	Footways
Bruton	A359 Cuckoo Hill	Drainage
North Cadbury	A359 Foxcombe Farm/ Galhampton Hill	Drainage
Castle Cary	Coopers Ash Lane, Cockhill	Drainage
Bruton	Wyke Road, Wyke Champflower	Drainage
Cucklington	Long Hill	Drainage
Milborne Port	East Street	Drainage
Ansford	A371, Ansford Hill	Earthworks

### Surface Dressing proposed for 2017/18

Surface Dressing is the practice of applying a bitumen tack coat to the existing road surface and then rolling in stone chippings. Whilst this practice is not the most PR friendly, it is highly effective in preserving the integrity of the road surface. This year we are Surface Dressing 49 sites across South Somerset, 12 of which are substantial lengths of A and B roads.

The Surface Dressing within South Somerset is due to start during June. The 9 sites listed are in Area East.

Galhampton	A359 Cary Road	Cadbury Farm Park to Grove Cross
Kingweston	B3153 Kingweston Road	B3151 to Christians Cross
Lovington	B3153 Castle Cary Road	Boundary to Shuttle lights
Marston Magna	B3148 Sherborne Road	Railway bridge to County Boundary
Mudford	A359 Marston Magna Road	Hinton Cross to brick bridge
Mudford	A359 Mudford Hill	Lyde Road to River bridge
Penselwood	Newpark Rd / Bleak Street	County Boundary to Coombe Street
Wincanton	B3153 Kingweston Road / Snap Hill	Bayford to Leigh Common

Yeovilton	Podimore Road	Podimore Roundabout to A303 Slip Road
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## Schemes proposed for 2017/2018

This year's structural maintenance budget is slightly lower than last year. The below table identifies significant schemes planned to be implemented in South Somerset and schemes proposed in Area East are highlighted;

Chard	A358 Furnham Road	Principal Resurfacing
Bruton	A359 Quaperlake Street	Principal Resurfacing
Yeovil	A30 Sherborne Road	Principal Resurfacing
Martock	B3165 North St to Pinnacle	Resurfacing
Somerton	Behind Berry	Resurfacing
Ilchester	B3151 Somerton Rd / Bondip Hill	Resurfacing
Wincanton	B3081 Old Hill	Resurfacing
Yeovil	Forest Hill	Resurfacing
Cudworth	Cudworth Street / Knights Lane	Resurfacing
West Crewkerne	Higher Farm Lane, Woolminstone	Resurfacing
West Crewkerne	Dunsham Lane	Resurfacing
Langport	Newton Rd / Somerton Rd	Footways
Broadway / Horton	St Peters Close	Footways
Martock	Stapleton Close	Footways
South Petherton	West End View / Court	Footways
Crewkerne	Southmead Crescent	Footways
Yeovil	Nether-ton Road	Footways
Yeovil	Sherborne Road	Footways
Yeovil	The Avenue / Crofton Rd	Footways
Yeovil	Gt Western Terrace	Footways
Tatworth	Station Road	Drainage
Fivehead	A378 Mile Hill	Drainage
North Cheriton	B3145 Cheriton Hill	Drainage
Ansford	Maggs Lane	Drainage
Barton St David	Main Street	Drainage
Corton Denham	Corton Denham Road / Ridge Lane	Drainage
Wincanton	B3081 Old Hill	Drainage
Alford	B3153 Cary Rd / Station Rd	Drainage
Chaffcombe	Kingston Well Lane	Drainage
Cudworth	Cudworth Street	Drainage
Yeovil	Sherborne Road	Drainage
Barwick	Two Tower Lane / Newton Rd	Earthworks
Penselwood	Combe Street – slip stabilisation	Earthworks
Bruton	Strutters Hill – embankment netting	Earthworks
Milborne Port	A30 (Crackmore) – embankment netting	Earthworks

## Grass Cutting

Grass cutting is a difficult task to carry out to the satisfaction of all. The highway network exceeds 3500km in length; therefore the size of the task is significant. Verge cutting of main A and B roads started on the 8th May. This will be followed by the C and D roads as below table and then a further cut of A and B roads.

Road Classification	Dates
A and B roads (including visibility splays)	8 <sup>th</sup> May - Started
C and unclassified roads	Start is usually 4 weeks later than A and B roads
A and B roads (including visibility splays)	Mid to late August dependant on rate of growth
Environmentally protected sites	Usually at the end of the growing season

### Term Maintenance Contract

Contract for the maintenance of Highways for Somerset County Council has been awarded to Skanska. This is for a period of 7 years from 1<sup>st</sup> April 2017. Contract can be extended a further 3 years subject to key performance indicators being achieved.

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# Agenda Item 10

## **Licensing Service – Update Report**

*Director: Martin Woods, Director Service Delivery*  
*Assistant Director: Laurence Willis, Assistant Director Environment*  
*Service Manager: Nigel Marston, Licensing Manager*  
*Lead Officer: Nigel Marston, Licensing Manager*  
*Contact Details: nigel.marston@southsomerset.gov.uk or (01935) 462150*

### **Purpose of the Report**

The report provides an annual update on the activities of the Licensing Service under the Licensing Act 2003, Gambling Act 2005 and Taxi Legislation together with other general licensing matters for the financial year 2016/17

### **Public Interest**

The report gives an overview of the work of the Licensing department of the Council. The report shows the various types of licenses, permissions and consents that are issued by the Council.

### **Recommendation**

That the Committee note the report. Future reports will be provided on an annual basis.

### **Report Detail**

#### **Licensing Act 2003**

Within the Licensing Authority's district there are currently 698 licensed premises. 670 of those hold Premises Licences while the remaining 28 benefit from Club Premises Certificates. In addition the authority is responsible for the issue and continued administration of 2,207 personal licences.

The Licensing Team also deal with approximately 550 Temporary Event Notices per year. 182 of these licensed premises are within Area East.

#### **Inspections**

Licensed premise inspections are carried out using a risk based approach. The higher the premise scores the more frequently it will be inspected. There are no premises in Area East that are currently considered to be high risk. The majority of premises are graded as medium to low risk, this will generally mean that they will be inspected every 2 to 3 years. There are currently 55 premises scheduled for inspection in Area East during this current financial year. 65 premises were inspected in the previous financial year.

In order to further develop working relationships with premises in Area East, there is now a dedicated licensing officer for the area. That officer is Nigel Marston. It is very much hoped that by having a dedicated officer for the area, businesses will find it easier to discuss any issues, concerns or questions they might have in relation to licensable activities.

#### **Enforcement**

The pro-active educational partnership approach to enforcement with the aim of compliance through consent continues to be successful. Formal action against licensed premises following inspection visits has not been necessary.

#### **Hearings**

In the last financial year there were 12 applications for licences that were the subject of objections and were therefore scheduled to be heard by a licensing sub-committee. Hearings were only required in 7 cases as licensing officers were able to negotiate with the applicants and objectors to agree conditions that were suitable to both parties. Of the 7 hearings that took place, two were refused in their entirety and the remaining 5 were permitted with conditions. Only 1 of these hearings was in relation to a premise situated in Area East.

The Council has not received any applications to review any licenses this year.

In addition there are no outstanding appeals to the Magistrates' Court against the decisions of this Council's licensing sub committees.

Licensing Officers continue to offer advice and guidance to applicants and liaise regularly with partner agencies to ensure the best possible service is provided by the Licensing Authority.

### **Gambling Act 2005**

Within the Licensing Authority's area there are now 25 premises licensed under the Gambling Act. Two of these premises are situated in Area East. There are also 220 Small Society Lotteries registered across the district.

### **Premises Inspections**

The Licensing Authority is required to inspect premises licensed under the Gambling Act in accordance with the advice given by the Gambling Commission. I can report that all premises licensed under the Gambling Act were inspected this year.

### **Enforcement**

Currently the Authority's role remains one of education and assistance. To date no formal enforcement action has been required and it is anticipated that as with the Licensing Act close working with partner agencies will prove most beneficial.

### **Hearings**

Since the last update report there has been no requirement for any hearing relating to applications made under the Gambling Act. As is the case with the Licensing Act 2003 if there are no representations made against an application and in all other respects the application is properly made then there is no requirement for a hearing.

### **Taxis**

Within the Licensing Authority's district there is currently a fleet of 285 licensed Vehicles, the split between the various vehicle types is shown below:

	April 2016	WAV %	2015 DfT return <sup>1</sup>	WAV %	2013 DfT return	WAV %
Total Fleet HCV's & PHV's (WAV's in brackets)	285 (29)	10.1	326 (13)	3.98	246 (12)	4.8
HCV's (WAV's in brackets)	175 (20)	11.4	234 (13)	5.5	181 (11)	6.07
PHV's (WAV's in brackets)	110 (9)	8.1	92 (0)	0.0	65 (1)	1.5

<sup>1</sup>

DfT = Department for Transport

There are currently 351 licensed drivers and 45 licensed private hire operators across the district.

### **Enforcement**

The Licensing Team has continued the education based enforcement and monitoring approach to the Hackney Carriage and Private Hire drivers and vehicles we have used with the Licensing Act. Again close liaison is maintained with partner agencies and the taxi trade to ensure that the principles of consistency, transparency and proportionality are maintained.

The Licensing Service's taxi enforcement operations are continuing with the police and other partner agencies, although due to police resources we are unable to undertake as many of these operations as we would like. Two large-scale stops were organised in the last year along with several smaller scale operations. Further dates are currently being arranged.

The Enforcement Officer continues to carry out regular weekly day time checks and late night checks on taxis. These checks are carried out across the district.

Sixty three taxi/private hire related complaints were received in the past six months, which resulted in the issuing of seven stop/prohibition notices, three for vehicle damage, two for tyres at or below minimum tread level and two for failure to provide proof of insurance.

The Enforcement Officer has issued penalty points on thirty occasions for more minor issues in line with the Taxi Licensing Policy & Guidance:-

- Eight for failing to notify licensing of driving endorsements.
- Ten for failing to declare endorsements on application for renewal of drivers badge.
- Three for leaving vehicle unattended on a taxi rank.
- Three for failing to display rear plate correctly.
- Two for failing to notify licensing of change of address.
- Two for failing to display a roof sign on a Hackney Carriage Vehicle
- One for failing to notify Licensing of an accident involving a Hackney Carriage Vehicle.
- One for not having badges whilst working.

### **Hearings**

There has been one hearing relating to Hackney Carriage and Private Hire licensing during 2016/17. As a result of the hearing the applicant was refused the renewal of his hackney carriage drivers badge.

The applicant appealed the decision to the Magistrates Court and the case was heard before District Judge Taylor on the 4<sup>th</sup> October. The judge dismissed the applicants appeal and awarded cost of £4321.12 to be paid by the appellant. The judge praised the Council's preparation and evidence during his judgement. He was also complimentary of the Council's Taxi Licensing Policy.

### **Street Trading Consents**

A total of 150 Street Trading Consents have been issued, these are 7 permanent consents and 143 casual consents. Two of the permanent consents are located in Area East.

### **Animal Welfare**

The table below shows the number of licences issued in the year.

	Area North	Area East	Area South	Area West	Total
Animal Boarding	20	11	9	16	56
Pet Shops	2	1	0	0	3
Dangerous Wild Animals	0	1	1	0	2
Dog Breeding Establishments	1	0	0	1	2
Riding Establishments	2	2	1	1	6

All animal welfare establishments' are subject to annual inspection. 100% of these premises were inspected during 2016/17

### **Scrap Metal Dealers**

The licensing enforcement officer carried out bi-monthly compliance inspections on all scrap metal collectors and three monthly inspections for scrap metal site licence holders to ensure they are compliant with the requirements of the Scrap Metal dealers Act.

Due to police restructuring the assistance of a dedicated Police Officer to accompany and assist the Enforcement Officer on these inspections is no longer available.

SSDC currently licence seventeen sites and thirteen collectors. Four sites are located within Area East and 1 registered collector resides within the area.

### **Road Closures**

SSDC issued 46 road closures in the last year. These are issued to allow events, processions, carnivals etc.. to take place safely. Of the total issued 11 were in Area East.

### **Legal Implications**

There are no legal implications contained within the report.

### **Financial Implications**

The Licensing Section generated an annual income of £341,718 in 2016/17, against a budgeted income of £340,010. Expenditure was £252,905 against a budgeted expenditure of £253,130.

### **Corporate Priority Implications**

Increase economic vitality and prosperity – The Licensing service contribute to this priority by ensuring businesses are not overburdened by inspections, and that all inspections are targeted based on a risk assessment protocol.

Ensure safe, sustainable and cohesive communities – The licensing service are at the forefront of balancing the needs of the night time economy with the needs of local residents and ensuring the safety of the public.

Deliver well managed, cost effective services valued by customers – The Licensing Service provide valuable help and guidance on all licensing matters, which is valued by customers. The service also generates a substantial income, which enables it to be virtually self-funding. It is not possible for the

service to be fully self-funding as several licences and permits do not require a fee to be paid or the statutory fee set by Government does not adequately cover the cost of the particular licensing regime.

### **Carbon Emissions & Adapting to Climate Change Implications (NI188)**

*None*

### **Equality and Diversity Implications**

*None*

**Background Papers:** *None*

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# Agenda Item 11

## **Community Capital Grant Request (Executive Decision)**

*Assistant Director: Helen Rutter, Communities*  
*Service Manager: Tim Cook, Area Development Team Lead (East)*  
*Lead Officers: Tim Cook/James Divall, Neighbourhood Development Officers*  
*Contact Details: tim.cook@southsomerset.gov.uk or (01963) 435088*  
*james.divall@southsomerset.gov.uk (01935) 462261*

### **Purpose of the Report**

For members to consider requests for capital grants from Ilchester Parish Council, Milborne Port Parish Council and Trustees of Wincanton War Memorial Hall.

### **Public Interest**

Awarding grants is a key way that SSDC supports and helps to deliver community projects sponsored by parishes and voluntary community organisations in the towns and villages across Area East.

### **Background**

Community Capital Grant applications are considered twice a year in June and December. The next opportunity to consider applications will be at the Area East Committee meeting in December 2017.

Requests from community organisations for non-capital works are restricted to small grants with the upper limit of £1,000. A minimum amount of £100 has also been agreed. Capital projects requiring grants of between £500 and £1,000 can be dealt with at any time and are subject to Ward Member agreement.

Appendices A and B show the standard grants conditions used by SSDC and the policies under which all applications are assessed.

### **Recommendations**

- 1) Members agree to extend the allocation to Galhampton Village Hall and the Castle Cary & Ansford Fairfield project for a further 6 months.
- 2) Members agree to transfer £25,000 from the Capital Reserve to the Community Grants budget for allocation in 2017/18.
- 3) Members agree a contribution of up to £2221 (44% of the total project costs) from the Community Capital budget to Ilchester Parish Council towards the installation of new play equipment.
- 4) Members agree a contribution of up to £2845 (50% of the total project costs) from the Community Capital Budget to Milborne Port Parish Council towards the installation of a stair lift at the Market House, subject to the standard conditions set out in appendix A
- 5) Members consider a grant contribution of £2000 (5% of costs) from the Community Capital Budget and a loan of up to £5000 to Wincanton Memorial Hall Trustees towards the new heating and air conditioning system, subject to the standard conditions set out in appendix; and on condition that Wincanton Town Council is approached to increase the local grant contribution to match that of SSDC.

## Extension of grant period for previous awards

SDDC policy is to award grants on the basis that the money is spent within 6 months.

Members will recall that an award of £12,500 was made in June 2012 towards a new hall for Galhampton. This allocation was last reconfirmed for a further 6 months at the meeting in December 2017. The group has raised all of the funding required and are just waiting for builders to begin work on site.

Members agreed to an award of £7920 towards the Fairfield project in Castle Cary at the meeting in June 2016. Work has commenced on the first phase of work but the group is still waiting on the outcome of a bid to Veolia. This should be known by the AEC meeting.

## 2017/18 Community Capital Budget

There is currently £47,136 unallocated in the Area East Capital Reserve. This includes the annual top up of £25,000 which was agreed by District Executive in April. It is recommended that £25,000 is transferred from the Reserve to the Community Capital Grants budget for allocation in 2017/18.

We have received applications for contributions totalling £19,566 for the June grants round. The recommended level support totals £7066.

We have received an application from Milborne Port Parish Council for improvements to the car park at the Recreation Ground. The project requires further work and the NDO will continue to support the Parish Council and Village Hall Committee and will bring the grant application forward in the next few months.

## Ilchester Parish Council – Purchase and Installation of new Play equipment

Ilchester Parish Council has applied for a grant towards two items of play and recreation equipment in Ilchester.

### Parish Precept information

Parish	<b>Ilchester</b>
Parish population	2153
No. of Households	1103
Precept 17/18	£24000
Band D Charge 17/18	£34.51

### The Project

Ilchester Parish Council would like to install two new items of play and recreation equipment within the parish. The first, a basket cradle swing at Mead Play Area and the second an outdoor table tennis facility at Ilchester sports ground.

Both items have come at the request of the local community and have been supported by Ilchester Parish Council. The basket swing is a standard accessible item of play usable by a variety of age groups and abilities. Although the product meets EN1176 requirements further investigations are needed to determine if it is 'kite marked' (a quality standard that SDDC require to meet our grant conditions). This may have a financial implication as the parish may need to purchase a more expensive product to meet this requirement.

The second item is a mixed outdoor table tennis facility like the many you would find in recreation grounds on the contingent. It is unique and will bring a different healthy lifestyles activity to the Ilchester Recreation Grounds. It has been highlighted from local residents as something they would like to see installed although there are concerns of how well used it will be especially with South Somerset weather and wind conditions. That said, the Parish Council have supported the application and would like to promote the new resource within the wider community.

The project has been assessed against the agreed criteria and the following scores apply.

Category	Maximum score	Score
A Eligibility	Y/N	Y
B Equalities Impact	7	3
C Need for Project	5	2
D Capacity of Organisation	15	13
E Financial need	7	5
F Innovation	3	2
<b>Total</b>	<b>37</b>	<b>25</b>

Projects scoring above 22 points are eligible for SSDC support under the current policies. The application scores quite well in terms of need but the overall score is low due to the limited sources of funding and the fact that it is mainly focused on repair.

Funding Sources	% Funding of Total Scheme Cost	Amount of Funding	Status
Parish Council	57%	£3000	Secured
SSDC (Area East)	43%	£2221	Application
<b>Total Scheme Cost</b>	<b>100%</b>	<b>£5221</b>	

### Milborne Port Parish Council – Access Improvements to Market House

Milborne Port Parish Council has applied for a grant towards a new accessible stair lift for the town hall.

#### Parish Precept information

Parish	<b>Milborne Port</b>
Parish population	2802
No. of Households	1428
Precept 17/18	£69500
Band D Charge 17/18	£61.30

#### The Project

Milborne Port Parish Council holds a number of events, talks, activities, meeting, including their Parish Council meetings on the first floor of the Town Hall it what is known as the Council Chambers. Although the Parish Council has invested funds into the Council chambers such as a hearing loop, Wi-Fi, new seating & tables and music system as a result of a recent access statement (by Access for All) it still has limited provision for residents with mobility concerns in accessing the Council Chambers.

The Parish Council would like to establish a new chair lift as part of the on-going works to meet the evolving needs and demands of the local community. This project would help the building and parish meetings to be more accessible to a great number of people as well as meeting DDA (Disability Discrimination Act) compliance.

The project has been assessed against the agreed criteria and the following scores apply.

Category	Maximum score	Score
A Eligibility	Y/N	Y
B Equalities Impact	7	7
C Need for Project	5	4
D Capacity of Organisation	15	12
E Financial need	7	4
F Innovation	3	3
<b>Total</b>	<b>37</b>	<b>30</b>

Projects scoring above 22 points are eligible for SSDC support under the current policies. The application scores quite well in terms of need but the overall score is low due to the limited sources of funding and the fact that it is mainly focused on repair.

Funding Sources	% Funding of Total Cost	Amount of Funding	Status
Parish Council	50%	£2845	Secured
SSDC (Area East)	50%	£2845	Application
<b>Total Scheme Cost</b>	<b>100%</b>	<b>£5690</b>	

### Wincanton Memorial Hall – New Heating and ventilation system

The Trustees of Wincanton War Memorial Hall has applied for a grant towards the installation of a new heating and air conditioning system.

#### Parish Precept information

Parish	Wincanton
Parish population	5272
No. of Households	2946
Precept 17/18	£263,400
Band D Charge 17/18	£125.88

#### The Project

The project is to replace the existing air conditioning unit and ageing heating system. The air conditioning unit which is integrated with the heating system has been condemned. The age of the system means that it is no longer possible to source parts for repair and the whole system needs to be replaced. The chiller used as part of the cooling system operates using R22 refrigerant gas which is no longer produced and is illegal to use.

The Memorial Hall is extremely well used with over 25 regular user groups and many more on-off events. Regular uses include Amateur dramatic groups, Archery (Adults and Juniors), Tea dances, Yoga, Tennis academy. Short Mat Bowls, Young Farmers, Bingo, Coffee Mornings and a range of talks.

The hall is also a popular venue for parties and one-off events.

The project has been assessed against the agreed criteria and the following scores apply.

Category	Maximum score	Score
A Eligibility	Y/N	
B Equalities Impact	7	3
C Need for Project	5	3
D Capacity of Organisation	15	13
E Financial need	7	3
F Innovation	3	1
<b>Total</b>	<b>37</b>	<b>23</b>

Projects scoring above 22 points are eligible for SSDC support under the current policies.

The scoring of this particular project has been affected by the very small contribution made by Wincanton Town Council. The organisation applied for support from the local precept and received £200 which is less than 1% of the total cost. The high level of support from users helps to offset this in the assessment but it **only just meets the criteria**.

Funding Sources	% Funding of Total Cost	Amount of Funding	Status
Wincanton Town Council	1%	£200	Secured
Own funds	15%	£6247	Secured
SSDC (Area East)	5%	£2000	Applied for
SSDC (Area East) Loan	13%	£5000	Applied for
Viridor	49%	£20000	Secured
Other	17%	£7000	Applied for
<b>Total Scheme Cost</b>	<b>100%</b>	<b>£40447</b>	

The group has successfully applied to Viridor and has been awarded £20,000. This is dependent on a 3<sup>rd</sup> party payment of £2000 and this forms part of the application to SSDC. This grant will be lost if the project does not start by the end of June.

The group has requested a contribution of £12,000. The Memorial Hall Trust has benefitted from a significant legacy and as a result, has not needed support previously. There is no longer a large reserve although a further sum is anticipated in the near future. Officers feel that it would be appropriate to offer a loan as part of the Area contribution.

SSDC loans policy states the following:-

f. For small loans of £5,000 or less the approval procedure may be delegated to the area portfolio holders, in consultation with the Area Development Managers. The interest rate will be the relevant PWLB rate and the loans should be guaranteed by the Town or Parish Council, or similar trustees.

Loans for more than £5000 (up to £150,000) are agreed by District Executive but due to the need to confirm match funding to secure the Viridor grant, a loan of £5000 is recommended. The terms of the loan are to be agreed but it is likely to be a short term arrangement to enable the project to go ahead before receipt of legacy money. The PWLB interest rate was 1.07% at the time of writing the report.

### **Financial Implications**

If members agree recommendations 1 & 2 above, there is currently £25000 remaining in the Community Capital Budget. If members agree the recommendations 3, 4 and 5 as set out at the beginning of the report, there will be £17934 in the Community Capital budget for allocation in December.

### **Corporate Priority Implications**

All projects help to support communities so that they identify their needs and develop local solutions and, help people to live well by enabling quality cultural leisure, play, sport & healthy lifestyle facilities and activities. (Focus Four: Health and Communities)

### **Carbon Emissions & Adapting to Climate Change Implications**

Providing local access to a range of activities and services reducing the need to travel which therefore reduces carbon emissions.

### **Equality and Diversity Implications**

All projects help enhance accessibility for all. In each of the projects the Neighbourhood development officers have advised the community groups to obtain an access audit for the venue, providing them with expert advice on how to make their community facility more accessible and user friendly.

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## Appendix A – Standard grant conditions

1	The funding has been awarded based on the information provided on the application form for your application number.
2	The enclosed Evaluation Form will need to be completed in full and returned to the appropriate Area/Central office when you return your signed acceptance of the funding offer.
3	All other funding sources are secured.
4	SSDC are given prior notice of the date when work is to commence.
5	SSDC is acknowledged on any publicity and on any permanent acknowledgement of assistance towards the project.
6	The applicant will work, in conjunction with SSDC Officers, to monitor the success of the scheme and the benefits to the community, resulting from SSDC's contribution to the project.
7	<p>All grants offered by SSDC will be based on a set of conditions. Conditions include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Monitoring arrangements.</li> <li>• Publicity options.</li> <li>• Before and after photos.</li> <li>• Return signed acceptance slip.</li> <li>• Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless Service Level Agreement).</li> <li>• Any changes to the project should be notified to SSDC.</li> <li>• Share good practice with other organisations if successful in securing external funding.</li> <li>• All other funding sources are secured.</li> <li>• Conditions of grant should be presented in Committee report.</li> </ul>
8	<p>For buildings, facilities and equipment:</p> <ul style="list-style-type: none"> <li>• Capital grants are on a one-off basis.</li> <li>• Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise) if appropriate.</li> <li>• Subject to planning permission if necessary.</li> <li>• Shared use of buildings/equipment, where appropriate.</li> <li>• Proper signage to buildings/facilities.</li> <li>• The applicant must ensure that its play area is inspected and maintained in accordance with EN1176 or a successive standard.</li> <li>• For Village Halls, an access audit must be carried out and all projects should be improving access for people with disabilities.</li> </ul>

## Appendix B

### SSDC Community Grants Policies

1	Corporate Priorities	Grants criteria and priorities will be linked to the Council's Aims & Key Targets in the Corporate Plan. These are published in the application pack and incorporated into the assessment and scoring system. Specific criteria linked to specialist work areas (eg. Sports, Arts, and Leisure and Play Provision) are published on separate sheet in grants pack.
2	Area Priorities	Area Committees set their own priorities for the year and publicise these to applicants. Area grants should reflect local priorities within the broad district-wide framework.
3	Area or District-wide?	An organisation should be considered for a District-wide grant if: 40% or more of the organisation's activity is benefiting people in 2 or more SSDC areas It is unique in the district and no equivalents exist in the areas. It may have a local base but plans to develop quickly across the district. District-wide organisations receiving core funding should apply to the areas separately for local project work. Where new local projects involving district-wide organisations crop up through the year they should be supported by the area committee on a one-off or pilot basis (say 1-3 yrs). If this project then becomes part of core activities, this should be built into a Service Level Agreement.
4	Repeat Funding & Service Level Agreements (SLA's)	<ul style="list-style-type: none"> <li>• Grant funding is for one year only;</li> <li>• A second grant application for the same project will not be considered within 3 years of the first award;</li> <li>• All organisations requesting repeat funding should have a Service Level Agreement with SSDC;</li> <li>• SLAs will be based on:             <ol style="list-style-type: none"> <li>a) an agreed set of measurable targets against which performance will be monitored;</li> <li>b) monitoring of the continued health of the individual organisation;</li> <li>c) value for money being demonstrated;</li> </ol> </li> </ul> <p>will be:</p> <ol style="list-style-type: none"> <li>d) for 1 year if SSDC wishes to support the organisation's core running costs on an ongoing basis, but will consider funding annually or</li> <li>e) for 3 years if an organisation is:             <ol style="list-style-type: none"> <li>(i) assessed to be a key or substantial partner making a significant contribution to corporate and strategic priorities and/or</li> <li>(ii) is delivering services on a long-term basis as delegated by the council.</li> </ol> </li> <li>f) 3 year SLAs will be reviewed in the 3<sup>rd</sup> year of operation;</li> </ol> <p>at least one year's notice will be given if future funding levels are to change.</p>
5	Funding/costs	Up to 50% of the total project costs is available (up to 75% for safety surfacing in play areas). Up to £12,500 is available for Area grants. Project costs will be monitored to ensure that the SSDC contribution does not exceed 50% of the total project costs. Grants will be awarded subject to other funding being secured
6	VAT	SSDC may be able to recover VAT on major schemes costing over £100,000. Gifts in kind may be used to avoid VAT, where appropriate.
7	Publicity	SSDC should be acknowledged on publicity material. A simple menu of 'publicity opportunities' is sent out with all grant offer letters.
8	Monitoring	Monitoring arrangements will be a condition of grant and will be included in



		offer letters. Monitoring will be proportionate to the size of grant and organisation Monitoring information will be fed back to the relevant Committee.
9	Non-financial support	Other forms of Council assistance will be listed in applications and committee reports. A menu of non-financial SSDC support is sent to all applicants.
10	Delegation	Requests for £750 or under are delegated to officers following consultation with Area Chair, Portfolio Holder or Ward Member as appropriate and reported to relevant committee for information only.
11	Retrospective support	Retrospective support is not eligible for funding.
12	Planning Permission	Outline planning permission/building regulation approval should be obtained before grant goes to committee. Awards will only be offered subject to planning permission (and other relevant permissions) being given (where relevant).
13	Parish/Town Council Funding	SSDC will only fund projects where a contribution is being made by the Town or Parish Council, unless there are very exceptional circumstances. This contribution should be proportionate to the size of the Parish. Applicants should approach Town/Parish Council for funding before coming to SSDC. The greater contribution received from Town/Parish Council and the less requested from SSDC the application will achieve a higher score. Parishes need to make better use of their precept to support local organisations.
14	Maintenance	Routine maintenance and replacement of equipment is not eligible.
15	Reserves	SSDC will only fund projects where a maximum of 1 year's running costs is held in free reserves. If a group has dedicated reserves for a particular project, these should be ring-fenced.
16	Leases	Capital grants can be awarded to leased facilities on the following grades: <£5k grant = minimum 10 yr lease. >£5k grant = minimum 15 year lease. Proof of ownership or evidence of an appropriate lease is required at the application stage.
17	Buildings, Facilities & Equipment	3 estimates should be submitted with buildings, facilities and equipment applications where possible. Access to buildings and sharing use of equipment should be demonstrated, where appropriate, and will be a condition of grant. Play area refurbishments will only be eligible for grant aid if the contractor is selected from the SSDC approved list. Rent/income from facilities should reflect market rates. Capital grants are on a one-off basis. Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise) if appropriate Proper signage to buildings/facilities will be a condition of grant. Capital projects will need to have incorporated disabled access and an access audit will be required where relevant. Requests for capital funding of over £12,500 are beyond the remit of the Community Grants programme. A Capital Appraisal will be required and referred to the relevant Committee for approval separately.
18	Rent	Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. They should all know the full rent payable. They should apply for a grant in the normal way and include rental costs in their

		<p>budget.</p> <p>SSDC support should reflect the value placed on the work of the organisation not the cost of the accommodation.</p>
19	Rate Relief	<p>All organisations eligible to 100% Rate Relief apply directly to Business Rates. Charitable Arts and Sports organisations who are entitled to 80% Rate Relief can apply to Area Committees for a grant to meet the 20% shortfall. Assessments are made using an adopted set of criteria.</p>
20	Offer letters/grant conditions	<p>All grants offered by SSDC will be based on a set of conditions, which will be presented in Committee reports, to include the following:</p> <ul style="list-style-type: none"> <li>Projects must start within 6 months of the grant being offered or as otherwise specified in the offer letter</li> <li>A project update will be provided every 3 months</li> <li>Other monitoring arrangements as specified</li> <li>Publicity options (eg photos)</li> <li>Return signed acceptance slip</li> <li>Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless SLA)</li> <li>Any changes to the project should be notified to SSDC</li> <li>Share good practice with other organisations</li> <li>All other funding sources are secured</li> <li>Grants only payable upon receipt of invoices or receipts which provide evidence of the costs of project/purchase</li> <li>Evidence of relevant permissions being obtained (eg. planning permission)</li> </ul>
21	Loans	<p>SSDC will help applicant's access loans from other sources where possible, and consider loans only when alternative forms of borrowing are not available or at a prohibitive cost. All loans will incur interest</p> <p>Village Halls can borrow up to £5,000 through the District-wide Village Hall Loans Scheme</p> <p>Loans of up to £5,000 can be approved by Area Committees</p> <p>Loans exceeding £5,000 will require a full appraisal &amp; business plan</p> <p>Loans are offered at the appropriate Public Works Loan Board rate for the period of the loan</p> <p>The maximum repayment period will be 10 years and repaid in instalments in accordance with the agreed payment reschedule</p> <p>The maximum amount of a loan shall be £150,000. Any requests above this are beyond the remit of the Community Grants programme and will be considered separately by Full Council.</p> <p>Other loans may be available from other suitable sources</p>

# Agenda Item 12

## **Area East Committee Working Groups and Outside Organisations – Appointment of Members 2017/18 (Executive Decision)**

*Assistant Director:* Ian Clarke, Director – Support Services  
*Service Manager:* Angela Cox, Democratic Services Manager  
*Lead Officer:* Kelly Wheeler, Democratic Services Officer  
*Contact Details:* Kelly.wheeler@southsomerset.gov.uk or 01935 462038

### **Purpose of the Report**

As the Council has entered a new municipal year, the Committee is asked to review its appointments to outside organisations and working groups within Area East, having regard to the policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies, which was adopted by District Executive on 1<sup>st</sup> May 2014.

### **Recommendations**

The Committee is asked to:

1. Review and appoint members to serve on the groups and panels for the municipal year 2017/18
2. Review and appoint members to the outside organisations as set out in the report.

### **Area East Panels and Working Groups**

The following table shows the internal working groups, and their memberships, appointed by this Committee for the municipal year 2016/2017. The Committee is asked to review and agree the memberships of each of the groups for 2017/18.

<b>Working Group</b>	<b>Number of Councillors to be appointed and frequency of meetings</b>	<b>Representation 2016/2017</b>
None		

### **Outside Organisations**

Members are now asked to review and appoint members to the outside organisations for 2017/18, having regard to the adopted policy

<b>Organisation</b>	<b>Number of Councillors to be appointed and frequency of meetings</b>	<b>Representation 2016/2017</b>
Dimmer Liaison Group	1 - twice a year	Nick Weeks
Henstridge Consultative Committee	2 - twice a year. In addition to this, the Chairman of Area East Committee will be required to chair all Consultative Committee meetings for 12 months upon completion of s106 for Henstridge Airfield (Relating to planning application 15/04069/FUL)	William Wallace 1 Vacancy

<b>Organisation</b>	<b>Number of Councillors to be appointed and frequency of meetings</b>	<b>Representation 2016/2017</b>
Heart of Wessex Local Action Group	1 – executive meets bi-monthly	Mike Lewis

### **Financial Implications**

None for the Area East Committee as a direct result of this report.

### **Council Plan Implications**

There are several of the Council's Corporate Focuses which encourage partnership working with local groups, including:-

- Work in partnership to deliver investment and development that local people value with particular emphasis on Yeovil and Chard;
- Work with partners to contribute to tackling youth unemployment;
- Work with partners to combat fuel poverty;
- Ensure, with partners, that we respond effectively to community safety concerns raised by local people and that the strategic priorities for policing and crime reduction in South Somerset reflect local needs;
- Work with and lobby partners to help communities to develop transport schemes and local solutions to reduce rural isolation and inequalities to meet existing needs of those communities.

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

None

### **Equality and Diversity Implications**

Full consideration to equalities was given in producing the Policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies.

### **Background Papers**

Minute 16, Area East Committee, 12 June 2013

Minute 10, Area East Committee, June 2014

Minute 184, District Executive, 1 May 2014

SSDC Policy on the Roles and Responsibilities of Councillors appointed to Outside Bodies.

Minute 40, Area East Committee, 14<sup>th</sup> July 2016

Area East Outside Bodies Information

Name of Organisation	Contact Name	Contact Details	Number of Council Nominees	Period of Appointment	Aims & Objectives	Legal Status	Status of Councillor	Frequency of Meetings	Venue of Meetings
Viridor Waste Somerset Ltd - Dimmer Liaison Group	Jon Pring	Walpole Waste Disposal Site Pawlett Bridgwater TA6 4TF 01278 685182		1 Year	To discuss issues with local people and representatives of the local authorities		Member	Twice a year but more frequently if necessary	
Henstridge Airfield Consultative Committee	Tim Johnson – Director of AEF	info@aef.org.uk	2	3 years	To act as a means of consultation in relation to Henstridge Aerodrome.	No legal status	Member	When necessary	
Heart of Wessex Local Action Group	Sarah Dyke - Programme Manager	07826 907361 <a href="http://www.heartofwessex.co.uk">www.heartofwessex.co.uk</a>	1	5 years	To further sustainable rural development within the Heart of Wessex LAG Programme area through rural economic development	No legal status	Voting member	Bi monthly	Usually at Churchfield

# Agenda Item 13

## **Development Control Scheme of Delegation – Nomination of Substitutes for Area East Chairman and Vice Chairman – 2017/18 (Executive Decision)**

*Head of Service:* Martin Woods, Director – Service Delivery  
*Lead Officer:* As above  
*Contact Details:* martin.woods@southsomerset.gov.uk or (01935) 462071

### **Purpose of the Report**

For Members to nominate two members to act as substitutes for the Chairman and Vice Chairman in their absence.

### **Recommendation**

That, in line with the Development Control Revised Scheme of Delegation, two members be nominated to act as substitutes for the Chairman and Vice Chairman to make decisions in the Chairman's and Vice Chairman's absence on whether an application should be considered by the Area Committee as requested by the Ward Member(s).

### **Background**

At the July 2005 Full Council it was resolved that:

“the revised scheme of delegation for Development Control be approved subject to the amended wording of Criteria 1 as shown in bold:

“An application shall be referred to Committee if a Ward Member makes a specific request for the application to be considered by the Area Committee and the request is agreed by the Area Chairman **or, in their absence**, the Vice Chairman. (This request must be in writing and deal with the planning issues to ensure that the audit trail for making that decision is clear and unambiguous). In the absence of the **Chairman and Vice Chairman** there should be nominated substitutes to ensure that 2 other members would be available to make decisions. All assessments and decisions to be in writing.”

For the 2016/17 municipal year the substitutes were Councillors Colin Winder and Mike Beech.

### **Financial Implications**

None as a direct result of this report.

### **Background Papers**

Minute 36, Council meeting of 21<sup>st</sup> July 2005

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# Agenda Item 14

## **Area East Forward Plan**

*Assistant Directors: Helen Rutter, Communities*  
*Service Manager: Tim Cook, Area Development Lead (East)*  
*Lead Officer: Kelly Wheeler, Democratic Services Officer*  
*Contact Details: Kelly.wheeler@southsomerset.gov.uk or 01935 462038*

## **Purpose of the Report**

This report informs Members of the agreed Area East Forward Plan.

## **Recommendation**

Members are asked to:-

- (1) Comment upon and note the proposed Area East Forward Plan as attached;
- (2) Identify priorities for further reports to be added to the Area East Forward Plan, developed by the SSDC lead officers.

## **Area East Committee Forward Plan**

The forward plan sets out items and issues to be discussed over the coming few months. It is reviewed and updated each month, and included within the Area Committee agenda, where members of the Area Committee may endorse or request amendments.

Members of the public, councillors, service managers, and partners may also request an item be placed within the forward plan for a future meeting, by contacting the agenda co-ordinator.

Items marked *in italics* are not yet confirmed, due to the attendance of additional representatives.

To make the best use of the Area Committee, the focus for topics should be on issues where local involvement and influence may be beneficial, and where local priorities and issues raised by the community are linked to SSDC corporate aims and objectives.

Further details on these items, or to suggest / request an agenda item for the Area East Committee, please contact the Agenda Co-ordinator; Kelly Wheeler.

**Background Papers:** *None*

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## Appendix A

### Area East Committee Forward Plan

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Background and Purpose</b>	<b>Lead Officer</b>
<b>12 July 17</b>	Retail Support Initiative	Annual update report	Pam Williams
<b>12 July 17</b>	Community Offices	Annual report on trends, visitors etc	Lisa Davis
<b>12 July 17</b>	Transport Support for Community and Public Transport	Transport Support for Community and public transport and SSCAT Bus	Nigel Collins
<b>12 July 17</b>	Business Rates	Rates and rateable values of business premises	Sharon Jones
<b>9 August 17</b>	Heart of Wessex	Summary of the work undertaken by the Heart of Wessex Rail Partnership and to approve funding for 2017/18	Helen Rutter
<b>9 August 17</b>	<i>LEP Update Report</i>	<i>Update report</i>	<i>Pam Williams</i>
<b>9 August 17</b>	<i>Local Information Centre Review</i>	<i>Update/review</i>	<i>James Divall</i>
<b>9 August 17</b>	<i>A303 upgrade</i>	<i>To consider the proposed scheme</i>	<i>Tim Cook</i>
<b>13 September 17</b>	<i>Wincanton Sports Ground</i>	<i>To update members on the progress of the centre</i>	<i>Tim Cook</i>
<b>13 September 17</b>	<i>CIL – Rules of engagement</i>	<i>CIL update and Summary. Update on local accounts.</i>	<i>Tim Cook/Neil Waddleton</i>
<b>13 September 17</b>	<i>CIL Update</i>	<i>To update members on CIL</i>	<i>Tim Cook/Neil Waddleton</i>



# Agenda Item 15

## **Planning Appeals**

*Director:* Martin Woods (Service Delivery)  
*Service Manager:* David Norris, Development Manager  
*Lead Officer:* David Norris, Development Manager  
*Contact Details:* david.norris@southsomerset.gov.uk or 01935 462382

## **Purpose of the Report**

To inform members of the appeals that have been lodged, decided upon or withdrawn.

## **Recommendation**

That the report be noted.

## **Background**

The Area Chairmen have asked that a monthly report relating to the number of appeals received, decided upon or withdrawn be submitted to the Committee.

## **Report Detail**

### **Appeals Received**

None

### **Appeals Allowed**

None

### **Appeals Dismissed**

None

***Background Papers:*** None

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