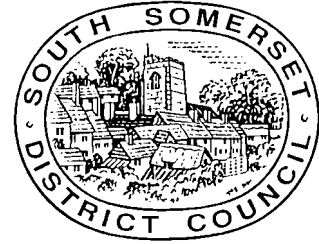


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 6th April 2017

9.30 am

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



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

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

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please contact the Democratic Services Manager on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 29 March 2017.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app



District Executive Membership

Ric Pallister
Clare Aparicio Paul
Carol Goodall
Peter Gubbins
Henry Hobhouse
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks

Information for the Public

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

Members of the Public are able to:-

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

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

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

The Council's Constitution is also on the web site and available for inspection in Council offices. The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. Each individual speaker shall be restricted to a total of three minutes. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Committee at that meeting.

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

District Executive

Thursday 6 April 2017

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 2nd March 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.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. Approval of Local Development Scheme (2017 - 2020) (Pages 4 - 20)

7. Proposal to Establish a Commercial Income Generation Fund (Pages 21 - 23)

8. Business Rates Relief - Spring Budget 2017 Measures (Pages 24 - 27)

9. Capital Programme 2017/18 to 2021/22 (Pages 28 - 38)

10. Implementing Charges for Pre-Application Development Control Advice (Pages 39 - 44)

11. Community Right to Bid Half Year Report - October 2016 to March 2017 (Pages 45 - 52)

12. District Executive Forward Plan (Pages 53 - 58)

13. Date of Next Meeting (Page 59)

Agenda Item 6

Approval of Local Development Scheme (2017 – 2020)

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making)
Strategic Director: Martin Woods, Director: Service Delivery
Lead Officer: Jo Wilkins, Senior Policy Planner
Contact Details: jo.wilkins@southsomerset.gov.uk or (01935) 462588

Purpose of the Report

1. To consider and endorse the revised Local Development Scheme (LDS) for the period 2017 to 2020. The LDS sets out the documents that will be produced to inform the preparation of the early review of the South Somerset Local Plan (2006 – 2028) and a timetable for that review.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 6 April 2017.

Public Interest

3. An LDS is a requirement under planning legislation and ensures that the public, business and other interested parties are aware of the programme of work that will be undertaken by the Council relating to planning policy and the preparation of a Local Plan. The LDS provides the organisational structure which guides the allocation and prioritisation of work which will be undertaken by the Council. The latest version, covering the period 2017 to 2020, will govern the work required to produce the early review of the South Somerset Local Plan (2006 – 2028).

Recommendations:

4. That District Executive:
 - a. Endorse the Local Development Scheme (2017 – 2020) and resolve that it is effective as of 6th April 2017 (**See Appendix A**).
 - b. Delegate responsibility to the Director: Service Delivery in consultation with the Portfolio Holder for Strategic Planning to make any final minor text amendments which may be necessary to enable the Local Development Scheme (2017 – 2020) to be published.

Background

5. South Somerset District Council's first LDS was adopted in September 2007 and set the approach for the period 2007 – 2010. It was updated in January 2013 to cover the period 2013 – 2016 and updated again in August 2015 to cover the period 2015 -2018.
6. In March 2015, the Council adopted the South Somerset Local Plan (2006 – 2028), which alters the perspective on what future evidence, strategies and documents should be produced to shape the future of South Somerset.
7. In adopting the local plan, the Council was aware of its commitment to carry out an "early review" of the local plan (ERLP) within three years of the date of adoption (i.e. by March 2018). The early review is a requirement set out by the Inspector who examined the plan, and is a clear conclusion

in his Inspector's Report. The reason for an early review is to clarify housing and employment provision in Wincanton¹.

8. The previous intention, once the Local Plan was adopted, was to progress to a series of related 'Development Plan Documents' and 'Supplementary Planning Documents'. However, through the LDS 2015-2018 the Council agreed to take the opportunity to make a transition into the 'all-in-one' local plan, and deliver an early review at the same time. The benefits of this approach are:
 - The ability to incorporate the most up to date evidence;
 - A more efficient use of time and resources; and
 - To have an up to date local plan for the whole district. The recently published housing white paper stresses the importance of having up to date local plans and states the intention to set out in regulations the requirement for them to be updated at least once every five years.²
9. Whilst the 2015-2018 LDS set out a work programme to complete all aspects of the early review by March 2018 it has become clear that whilst progress has been significant the March 2018 deadline will not be met. Reasons for this include:
 - Team resources being focussed on the examination and adoption of CIL, input into planning appeals and other strategic projects;
 - Working with partners such as the other Somerset Authorities to produce the Strategic Market Housing Market Assessment has meant the process has taken longer but has been more cost effective; and
 - Production of the Housing and Employment Land Availability Assessment has taken more time than expected due to the need to re-design the database and ensure all relevant data has been entered. This means that the document is more user friendly and transparent.
10. The LDS acts as a service planning and project management tool. It sets out a three-year timeframe for the work which will be carried out by the Spatial Policy Team. Fundamentally, the LDS sets out a schedule for how evidence will be gathered in order to shape the content of the ERLP and a timetable for the production of the ERLP itself.
11. The revised LDS identifies where evidence base work has been completed, where it is on-going, yet to commence and where it may no longer be required (Table 4.1). An indicative timetable for the production of the ERLP is also included. This is more detailed than the previous LDS as it includes anticipated dates for presentation to LDS Board, District Executive Committee and Full Council (Table 4.2).
12. Overall, it is expected that the ERLP will begin its process through public consultation in autumn 2017, with Submission to the Secretary of State identified for March 2020, Examination in June 2020, and the estimated date for Adoption is December 2020.

Financial Implications

13. If District Executive endorses the LDS, it will set a clear future work programme for the service. The proposed workload represents a major undertaking and has been tailored to maximise the use of existing resources and finances whilst ensuring that the service can deliver to time and budget.

¹ See Paragraph 100 of the Inspector's Report, dated 8th January 2015:

http://www.southsomerset.gov.uk/media/700388/south_somerset_lp_final_report.pdf

² Fixing our broken housing market, DCLG, February 2017

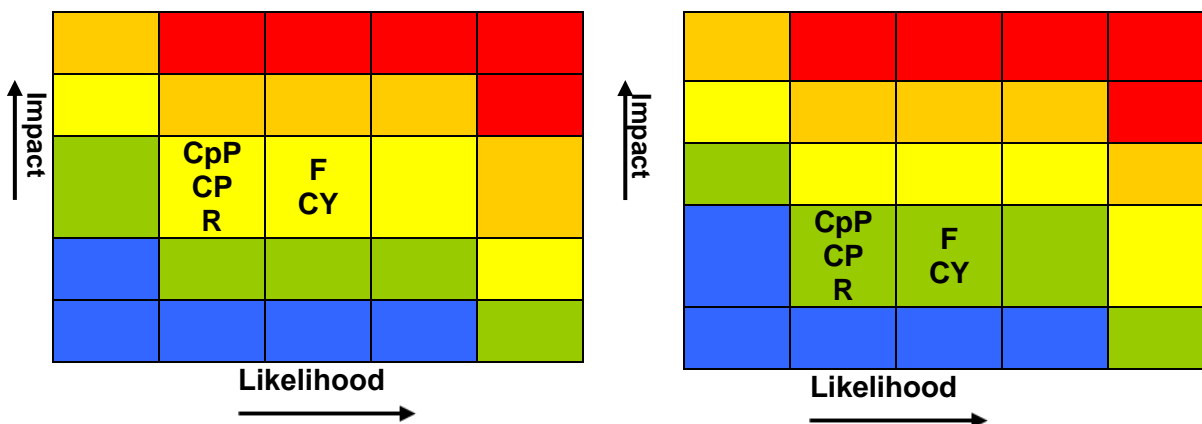
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

14. On this basis, any additional work which is outside of the LDS programme will not automatically be undertaken by the service. Any requests for additional work which would divert from the original programme would need to be fully formulated and submitted to the LDS Board (or other appropriate committee within the Council, e.g. District Executive) to allow the request to be considered and appraised. Importantly, any additional work will need to be self-financing and deliver the additional resources required to complete the additional work without compromising the original schedule. Formal sign-off from the LDS Board or appropriate committee will be required before any additional work can progress.
15. The LDS includes a monitoring and review process, which will track the progress in achieving the milestones set out. In carrying out performance reviews an appreciation of whether the team has sufficient resources will be included.

Risk Matrix

16. The matrix below sets out the risks associated with District Executive recommending that the LDS is approved.
17. The LDS includes a monitoring and review process, which will track the progress in achieving the milestones set out. In carrying out performance reviews an appreciation of the risks to the service and the Council will be carried out.

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

18. Delivering the ERLP is a high priority for the Council by virtue of the recommendation in the Inspector’s Report and the acceptance of the task within the Council’s adopted local plan.

19. Ensuring policies and the local plan remain up-to-date and aligned to the specific challenges and opportunities in the district will help the Council to realise economic vitality and prosperity, improve the health and well-being of citizens, create safe, sustainable and cohesive communities and promote a balanced natural and built environment.

Carbon Emissions and Climate Change Implications

20. None.

Equality and Diversity Implications

21. The LDS will be publicised in accordance with the Council's Statement of Community Involvement and normal procedures. Evidence base reports are made available on the Council's web site.
22. The ERLP will be prepared in accordance with the legislative and statutory requirements of an Equality Analysis, Habitats Regulations Assessment and Sustainability Appraisal.

Privacy Impact Assessment

23. No personal data handling is involved.

Background Papers

24. Appendix A – South Somerset Local Development Scheme (2017 – 2020)
-

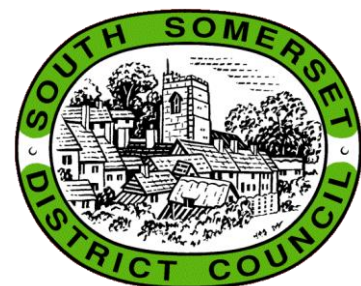
SOUTH SOMERSET DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

(2017 – 2020)



April 2017



1. Introduction

- 1.1. A Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS must specify (among other matters) the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publically and kept up-to-date.
- 1.2. This version of the LDS covers the period 2017 – 2020 and sets out a programme and resourcing plan for various documents to be prepared and finalised. It also identifies inter-dependencies, risks and contingencies associated with their delivery.
- 1.3. In accordance with the requirements of the Localism Act 2011, the LDS is available to the public. Progress against the LDS and the authority's compliance with the timetables set out will be monitored and reported at least annually (and earlier if and where appropriate) alongside the overall Authority's Monitoring Report (AMR).

2. Context and Background

- 2.1. South Somerset District Council's (hereon 'the Council') first LDS was adopted in September 2007 and set the approach for the period 2007 – 2010. It was updated in January 2013 to cover the period 2013 – 2016 and updated again in August 2015 to cover the period 2015 - 2018.
- 2.2. In March 2015, the Council adopted the South Somerset Local Plan (2006 – 2028)¹, which alters the perspective on what future evidence, strategies and documents should be produced to shape the future of South Somerset.
- 2.3. The previous intention, once the Local Plan was adopted, was to progress to a series of related 'Development Plan Documents' and 'Supplementary Planning Documents'. However, three issues altered the Council's thinking on the way forward, these were:
 - the preferred approach set out in the National Planning Policy Framework (NPPF) is to have the various component parts needed for a development plan to be captured within one document;
 - the Council was advised to undertake an 'early review' of the local plan to clarify specific issues relating to housing and employment provision in Wincanton. The early review was to be completed within three years of the date of adoption of the local plan, i.e. by March 2018; and
 - the Council's commitment to adopting a Community Infrastructure Levy²
- 2.4. Reflecting on these changes in circumstance, the Council agreed to take the opportunity to make a transition into the 'all-in-one' local plan, *and* deliver an early review at the same time. Taking this decision dictates priorities, timescales, and resource allocation; and therefore drives the programme of work set out in this LDS.

¹ South Somerset Local Plan (2006 – 2028) was adopted at a meeting of Full Council on the 5th March 2015.

² The South Somerset Community Infrastructure Levy was approved at a meeting of Full Council on 17th November 2016

3. Delivering An Early Review of the South Somerset Local Plan (2006 – 2028)

Overview

- 3.1. The South Somerset Local Plan (2006 – 2028) was adopted in March 2015. The Inspector, in accepting that the Local Plan was ‘sound’, set out that the Council should undertake an early review of the policies relating to housing and employment provision in Wincanton. This early review is to be completed within three years of the date of adoption, which would be no later than **March 2018**.
- 3.2. The Council previously stated that it will produce a Site Allocations Development Plan Document (DPD) to provide the additional detail on proposals for ‘Sustainable Urban Extensions’ in Yeovil and ‘Directions of Growth’ in Market Towns.
- 3.3. It was agreed however that it would be more efficient to produce the additional site-specific detail on growth locations in parallel with the work to carry out an early review of housing and employment provision in Wincanton. Both would involve formal processes, such as:
 - the preparation and scrutiny of technical evidence;
 - undertaking statutory public consultation;
 - complying with the legislative requirements of Sustainability Appraisal, Habitats Regulation Assessment, and Equalities Analysis; and
 - Independent Examination to ratify the policies and plans.
- 3.4. To do each document in sequence would duplicate effort and result in a less than optimal allocation of resources. It would also pose the risk that whilst doing the work separately, other parts of the Council’s evidence-base would become out-of-date and no longer relevant to the challenges in South Somerset. This could mean any policy approaches prepared are vulnerable to challenge and potentially found unsound during Independent Examination.
- 3.5. Therefore, the approach advocated in the previous and in this LDS is to ‘slot-in’ the site-specific work into the early review of the local plan.
- 3.6. Whilst the 2015-2018 LDS set out a work programme to complete all aspects of the early review by March 2018 it has become clear that whilst progress has been significant the March 2018 deadline will not be met. Reasons for this include:
 - Team resources being focussed on the adoption of CIL, input into planning appeals and other strategic projects.
 - Working with partners such as the other Somerset Authorities to produce the Strategic Market Housing Market Assessment has meant the process has taken longer.
 - Production of the Housing and Employment Land Availability Assessment has taken more time than expected due to the need to re-design the database and ensure all relevant data has been entered.

Updating the Evidence Base

- 3.7. The starting point for carrying out the early review of the local plan is to generate a robust and up-to-date evidence-base. This has constituted the majority of the work carried out in the last year or so. A number of the required evidence-based documents are inter-linked, whilst some will be required to be prepared in sequence.
- 3.8. To inform the early review of the local plan, the following documents have been prepared or will be required to be prepared / updated:
- Infrastructure Delivery Plan;
 - Community Infrastructure Levy (incorporating viability appraisals);
 - Strategic Housing Market Assessment (including consideration of objectively assessed housing need and functional economic market area);
 - Strategic Housing and Economic Land Availability Assessment;
 - Employment Land Review;
 - Settlement Profile Analysis;
 - South Somerset Transport Strategy;
 - Retail and Town Centre Needs Assessment;
 - Landscape Strategy; and
 - Heritage Strategy.
- 3.9. At the same time, there are a number of other workstreams which require on-going and regular assessments, or technical analysis. This includes:
- Preparing and updating the Council's Five-year Housing Land Supply position;
 - Producing the Authority's Monitoring Report; and
 - Providing responses to Development Management issues, cases; including writing statements of case and providing evidence at planning appeal inquiries.
- 3.10. All together this represents a significant body of work, and will be a major undertaking in terms of the time, staff inputs, financial resources, Elected Member engagement, community engagement, and liaison with other stakeholders/organisations/agencies. Inherently, there are some evidence-base documents that should be treated as a higher priority than others. This dictates the timing of their delivery and the resources allocated to them.

Finalising the Early Review of the South Somerset Local Plan (2006 – 2028)

- 3.11. As well as producing the additional evidence to inform the early review of the South Somerset Local Plan (2006 – 2028), the Council is required to carry out community engagement, public consultation, discussions with other stakeholders, as well as carry out a Sustainability Appraisal, Habitats Regulation Assessment and Equality Analysis to meet the statutory requirements for preparing a local plan.
- 3.12. As and when consultation stages occur these will be carried out in accordance with the regulations and standards set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Council's own good practice set out in the Statement of Community Involvement³.

³ https://www.southsomerset.gov.uk/media/806406/statement_of_community_involvement_final_adopted_dec_2015_.pdf

4. Timescales for Delivery

- 4.1. Having considered the desired outcome for an early review of the local plan, Table 4.1 below provides the sequence and timing for preparing the necessary evidence base documents together with an audit of progress so far against the time table set out in the 2015-2018 LDS. Where appropriate a revised completion date is included. Additional evidence base has been identified as 7a and 17.
- 4.2. As noted above, the necessary work, including formal public consultation on the early review of the local plan was due to be completed by March 2018. Table 4.1 demonstrates significant progress has been made towards completing the local plan evidence base. Whilst timescales have slipped, it is important that the Council maintains momentum and has an up to date Local Plan. The National Planning Practice Guidance expects all local plans to be reviewed in whole or in part at least every five years.

Table 4.1: Timetable for delivery of evidence base documents

Evidence Base Document	Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020
1. Statement of Community Involvement	May 2015	September 2015	In-house	Completed Adopted December 2015	NA
2. Infrastructure Delivery Plan	January 2015	October 2015	In-house	Completed January 2016 ⁴	Consideration of need to update IDP based upon progress toward preferred options stage consultation on Early Review of Local Plan.
3. Confirmation of Housing Market Area and Functional Economic Area	March 2015	September 2015	Externally	Completed September 2015 ⁵	NA
4. Community Infrastructure Levy	March 2015	April 2016	In-house / Externally	Adopted November 2016	The Charging Schedule and Regulation 123 list have been approved. The Development Manager will be taking responsibility for setting out governance arrangements. 2018
5. Settlement Profiles & Assessment	July 2015	July 2016	In-house	Ongoing	These documents will be used to highlight place specific issues arising from the

⁴ <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/early-review-of-local-plan-2006-2028/evidence-base/>

⁵ https://www.southsomerset.gov.uk/media/797657/2015_09_29_somerset_hma_and_fema_final_report.pdf

Evidence Base Document	Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020	
					evidence base and will be drawn together as part of the overall process as it progresses. They will be a product of the evidence base. June 2017	
6.	Full Strategic Housing Market Assessment (SHMA)	September 2015	March 2016	In-house / Externally	Completed October 2016 ⁶	NA
7.	Housing and Employment Land Availability & Detailed Sites Assessment (including Gypsy, Traveller and Showpeople sites) (HELAA)	October 2015	June 2016	In-house / Externally	Completed February 2017	Consideration of the need to update the HELAA based upon progress toward preferred options stage consultation on Early Review of Local Plan.
7a.	Employment Land Review	NA	NA	In-house / Externally	On-going	Assessment work to complete the ELR process has already begun through the Employment Land Monitoring Report 2017 and the HELAA. Additional supporting economic analysis has been commissioned. April 2017
8.	Landscape Assessment & Strategy	October 2015	October 2016	In-house	Not required	The existing Peripheral Landscape Assessments are considered to be fit for purpose.
9.	Historic Environment Strategy	October 2015	October 2016	In-house	Completed January 2017	NA
10.	South Somerset Transport Strategy	January 2016	August 2016	In-house / Externally	Not required	The need for this project has been superseded by existing transport assessments and work that has been carried out as part of the Yeovil Town Centre Refresh project.
11.	Strategic	March 2016	October	In-house /	On-going	It has been agreed to

⁶ https://www.southsomerset.gov.uk/media/862544/somerset_final_shma_oct2016_revised.pdf

Evidence Base Document		Start Date LDS 2015-2018	Completion Date LDS 2015-2018	Produced	Progress	Comments / Revised Completion Date 2017-2020
	Flood Risk Assessment		2016	Externally		jointly commission an update with Taunton Deane Borough Council. Spring 2017
12.	Retail and Town Centre Needs Assessment	March 2016	October 2016	In-house / Externally	On-going	Nathaniel Litchfield & Partners have been commissioned to undertake the assessment including Town Centre Boundaries and Primary/Secondary Shopping Frontages April 2017
13.	Annual Monitoring Report		Every Six Months	In-house	Completed September 2016	April 2017
14.	Five-year Housing Land Supply		Annually	In-house	July 2016	June 2017
15.	Processing and Liaising with Neighbourhood Plans		On-going	In-house	On-going	South Somerset District Council currently has six designated neighbourhood areas. The Spatial Policy Team provides on-going technical advice and carries out Sustainable Environmental Assessment and Habitats Regulation Assessment Screening. As plans reach the later stages of preparation more input will be required. On-going
16.	Development Management Responses / Preparing Proofs of Evidence / Attending Appeals		On-going (Reviewed every six months)	In-house	On-going	On-going
17.	Local Plan Viability Assessment		NA	In-house / Externally	Not started	A plan wide viability assessment is required as part of the local plan evidence base. Work would commence as preferred options begin to emerge. 2018

N.B. Dates do not include time required for Council sign-off processes, or additional time required to secure approval from District Executive and/or Full Council.

- 4.3. Based upon the production of the above evidence it is expected that the formal stages of producing the early review of the local plan will commence from early-mid 2017. A revised indicative timetable is set out below in Table 4.2. Sustainability Appraisal is an on-going element of the Local Plan process and it is anticipated that external input will be required in order to fulfil the requirements of this process. Habitats Regulation Assessment and Equalities Analysis will also need to be undertaken. The timetable is subject to change depending upon a number of factors, namely: the outcome of the evidence gathering work, external influences such as changes in Government policy and Brexit as well as the Council's Transformation process and level of staff resources.
- 4.4. Given the number of uncertainties which may arise over a three-year period, the monitoring and review processes established by the Council, including the Authority's Monitoring Report will be used to track progress over the defined LDS period. Where there is a need to vary the timetable due to circumstance, this will be reported to District Executive committee and a resolution to alter the LDS timetable will be sought. This is confirmed in section 8.

Table 4.2: Indicative timetable for formal stages of delivering the early review of the local plan

Local Plan-making stage and indicative date in LDS 2015-2018		Indicative Date LDS Board	Committee Process / public consultation	Examination Date
Public Consultation with Range of Interested Parties, including Communities on Scope and Issues (Regulation 18) Previous indicative date: March 2016	Sustainability Appraisal, Habitats Regulation Assessment and Equalities Analysis: on-going	LDS Board to agree document for consultation June 2017 – NB: consultation on issues and options cannot commence until the Sustainability Appraisal Scoping report has been completed.	District Executive Committee to agree document for consultation - July 2017 Public consultation September /October 2017	N/A
Public Consultation on Preferred Approach (Regulation 18) Previous indicative date: October 2016		LDS Board to agree document for consultation September 2018	District Executive Committee to agree document for consultation October 2018 Public consultation November / December 2018	N/A
Statutory Consultation on 'Proposed Submission' / 'Publication' version of the revised Local Plan (Regulation 19) Previous indicative date: June 2017		LDS Board to agree document for consultation June 2019	District Executive Committee and Full Council to agree final submission version of local plan July 2019 Public consultation on Submission Plan August /September 2019	N/A

Local Plan-making stage and indicative date in LDS 2015-2018	Indicative Date LDS Board	Committee Process / public consultation	Examination Date
Submission to Secretary of State (Regulation 22) Previous indicative date: June 2017	March 2020	N/A	N/A
Estimated Examination Previous indicative date: September 2017	N/A	N/A	June 2020
Estimated Date for Adoption Previous indicative date: March 2018	November 2020	District Executive and Full Council December 2020	N/A

5. Approach to Considering Other Work / Evidence Base Documents

Overview

- 5.1. As well as those core priorities outlined in Table 4.1, it is recognised that there are a number of subsidiary work streams which have been previously explored. The prioritisation of these issues may change over time depending upon whether they become more or less important to the critical path of achieving the early review of the local plan. However, at present, the following documents are not included in the programme of work within this LDS:
- Green Infrastructure Strategy;
 - Education Strategy; and
 - Yeovil Town Centre Strategy & Masterplan – the Yeovil Town Centres refresh has been commissioned and is being undertaken by consultants JLL.
- 5.2. As set out in Section 6, if any of these documents are requested, or determined to be necessary to ensure the robust preparation of the review of the local plan, there will likely be a requirement for additional resources beyond those currently identified.

Impact of Planning Appeals and Inquiries

- 5.3. The Spatial Policy team is mindful of the time and resource implications linked to preparing for planning appeals and presenting at appeal inquiries. As the development industry regains confidence and submits more planning applications, it is likely that more appeal situations will arise.
- 5.4. Whilst this work is identified in Table 4.1, the Council will record and monitor the impact of fulfilling this obligation every six months. If it is shown that it is having a detrimental impact on the overall objective of delivering the early review of the local plan, then a request for additional funding and/or resources will be made to the Council.

Impact of Neighbourhood Planning

- 5.5. The Council has committed to providing light touch support to those organisations/bodies that are progressing neighbourhood plans. This has an implication on resources within the service and currently support provided is not matched by the financial contributions received from central Government. Should a significant number of additional groups look to progress neighbourhood plans a separate and additional resourcing plan will be required. If this occurs, a resourcing proposal will be submitted to District Executive for review.
- 5.6. At a more general level, after neighbourhood plans are examined and come into effect, they become part of the statutory development plan for the area that they cover. They can be developed before, after or in parallel with a Local Plan, but the law requires that they must be in general conformity with the strategic policies in the adopted Local Plan for the area. Neighbourhood plans are not tested against the policies in an emerging Local Plan although the reasoning and evidence informing the Local Plan process may be relevant to the consideration of the basic conditions against which a neighbourhood plan is tested.
- 5.7. In progressing the early review of the local plan, the Council will work positively and constructively with any qualifying body to, where appropriate, share evidence and resolve any potentially conflicting issues. Should any neighbourhood plans be made prior to the adoption of the revised local plan, the Council will take it into account its strategy and policies, and avoid duplicating policies that are in the neighbourhood plan.

6. Resources

Overview

- 6.1. As a result of the Council's 'lean review' process carried out in 2014 and other cuts, the Spatial Policy service currently has 7 posts, which equates to 6.5 full-time equivalent members of staff:
 - 1 x FT Principal Spatial Planner (post vacant⁷)
 - 1 x FT Senior Policy Planner
 - 2 x Policy Planners (1.8 FT equivalent)
 - 1x FT Technical Policy Planner
 - 1 x FT Transport Strategy Officer
 - 1 x PT Climate Change Officer (0.7 FT equivalent)
- 6.2. From an operational perspective this represents the minimum requirements to deliver on the forecast workload set out in Table 4.1 and Table 4.2.
- 6.3. Tables 4.1 and 4.2 set out a challenging programme of work which has been progressed. However there is still work to be done and the level of input required to take the early review of the Local Plan through the relevant statutory stages cannot be underestimated. As such, it will not be possible to cater to additional project work over and above that set out unless further resources are made available. During the lifetime of the LDS, should requests be received for technical support outside of that defined in Tables 4.1 and 4.2, it will trigger requests for additional funding and/or resources.

⁷ The post has been advertised and it is anticipated that a replacement will be appointed by June 2017

Use of External Resources

- 6.4. To achieve the desired outcomes from delivering the project work outlined in this LDS is recognised that external support, most obviously through use of private-sector consultants, will be required throughout the LDS period. The exact budgetary requirements and financial implications will be finalised during the procurement of each piece of project work which is commissioned. However, the existing budgetary ceiling against which decisions will be made is linked to the existing Spatial Policy and Local Plan budgets and reserves.
- 6.5. During the course of delivering the work set out in the LDS that the Council will continue to collaborate with other/neighbouring local authorities to deliver required outputs. This may take the form of jointly procuring consultancy support, or it may be joint-working through officers to maximise the opportunities brought about by the requirements of the 'Duty to Co-operate'. The Council has long-standing relationships with neighbouring local authorities and has successfully procured commissions to improve the evidence-base, most recently for example on the jointly commissioned update on the extent of the Housing and Economic Market Areas and Strategic Housing Market Assessment.
- 6.6. The Council is increasingly in the position where services, data, analysis and advice which would ordinarily be forthcoming from Somerset County Council (SCC) are no longer available. This is as a result of budget and staff reductions at SCC. Where there is a requirement for professional advice and analysis to inform our position on matters of transport, education, and health, it is now the case that SSDC will have to resource and finance these technical inputs. The role of SCC has reverted to a more strategic advice giving function, with assistance providing on shaping the briefs for technical work but with little or no direct involvement.
- 6.7. The implication of this change in service delivery by SCC is a significantly increased financial burden on SSDC and the Spatial Policy service. Over the course of the LDS period this is expected to amount to between £50,000 and £100,000 of costs incurred by SSDC to help fill the gap in technical input.

Future Resources

- 6.8. During the timeframe established by the LDS it will be worth exploring what, if any, resource for producing evidence and technical reports could be available from the Heart of the South West Local Enterprise Partnership (LEP). At present, this appears limited, but subject to further devolved funding and an enhanced role for the LEP on matters such as spatial planning and housing, this may be a possibility.

7. Risks

- 7.1. At a project-level each individual workstream will come with specific risks that need to be scoped out and contingency arrangements established to effectively managing those risks. This will be done at the initiation of each project and documented alongside the proposed scope of works.
- 7.2. At the programme-level it is possible to identify a number of strategic risks, which require consideration and effective mitigation measures to ensure successful delivery. The current foreseen risks are set out in Table 7.1 below.

Table 7.1: Risk Assessment

Risk	Likelihood	Effect	Proposed Mitigation
1. Reduced level of involvement and technical inputs provided by SCC	High	High	Maximise use of SSDC / Spatial Policy budgets and resources to procure (where necessary) alternative specialist advice to aid project delivery.
2. Lack of political support and sign-off for proposed LDS.	Medium	High	Regular engagement with Portfolio Holder and Local Development Scheme Board to inform and update on progress of project work; as well as interim and final outputs.
3. Change in Government policy over LDS period changes what is required in a Local Plan.	Medium	Medium	On-going review of Government policy. If necessary paper tabled to Local Development Scheme Board to identify any changes required to LDS.
4. Failure to procure external consultancy support to deliver specific project-work.	Low	High	Utilise existing consultancy frameworks to secure appropriate consultants. Explore opportunities for joint commissioning with other local authorities where appropriate to share risk.
5. Lack of skills, experience, and capability amongst existing staff	Medium	Medium	<p>Team is currently under resourced. The Principal Spatial Planner is left at the end of January 2017; the post has been advertised and the appointment process will need to be undertaken. It is unlikely that the post will be filled until June 2017.</p> <p>A FT Policy Planner has been appointed on an 18 month secondment to fill the gap left by an internal promotion to the Senior Policy Planner role. This means that the rate of progress will reduce in the short term.</p> <p>Once the advertised post has been filled any staff turnover / losses will be managed by Principal Spatial Planner and Associate Director for Economy to ensure consistency of resource.</p>

Risk	Likelihood	Effect	Proposed Mitigation	
6.	Project-level milestones, timescales and outputs not met.	Low	Medium	Regular project-specific meetings and reviews to manage individual project milestones and outputs. Should two consecutive milestones be missed an 'update' report should be table to Local Development Scheme Boards explaining impact and identifying resolution.
7.	Political make-up of the Council changes in May 2019 and members require a change of strategy.	Medium	High	The Local Development Scheme Board is comprised of members cutting cross the political spectrum. The Board's role in overseeing the process should help to ensure support for the strategy going forward.
8.	The Transformation Process	High	Medium	The Council's Transformation process may have an impact on progress by diverting staff time towards the job application process. The efficient management of this stage will help to mitigate against the impacts.

N.B. 'Likelihood' is categorised into: Low / Medium / High. 'Effect' is categorised in terms of impact on delivery into: Low / Medium / High

8. Monitoring and Review

- 8.1. The LDS schedules work, resources and financial commitments for a period of three years. Progress towards meeting the programme of work will be reviewed through the annual Authority Monitoring Report. In the meantime the Local Development Scheme Board will continue to take and overview of the process.
- 8.2. Any revisions to the LDS will be presented to District Executive Committee for their endorsement.

Agenda Item 7

Proposal to Establish a Commercial Income Generation Fund

*Executive Portfolio Holders: Ric Pallister, Strategy and Policy
Henry Hobhouse, Property Climate Change & Income Generation*

Chief Executive Officer: Alex Parmley

Director: Clare Pestell, Commercial Services and Income Generation

Lead Officer: Clare Pestell, Commercial Services and Income Generation

Contact Details: clare.pestell@southsomerset.gov.uk or 01935 462520

Purpose of the Report

1. The purpose of this report is to ringfence a capital sum to purchase property, land, and renewables as part of agreeing the revised capital programme for 2017/18 to 2021/22.

Forward Plan

2. This report appeared on the District Executive Forward Plan for April 2017.

Public Interest

3. This report requests that £15 million is ring fenced within the capital programme to purchase property, land and renewables to generate income.

Recommendations

4. That District Executive request full Council approve the following recommendations:-
 - a) To approve the ringfencing of £10,000,000 within the Capital Programme for a Property Investment and Development Project Fund;
 - b) To approve the ringfencing of £5,000,000 within the Capital Programme for a Renewables Project Fund;
 - c) To note that the findings of The Strategic Commercial Land and Property Project will be reported to District Executive for approval no later than July 2017.

Background

5. A request was made to District Executive in January 2017 for funding for a Commercial Land and Property Project. Approving and allocating capital spend has been delayed pending the approval of the Council Plan Action Plan for 2017/18. Capital Projects for approval have now been included in this agenda along with the new plan. As part of the Council's financial planning a sum is being requested now for commercial income generation as part of the new capital programme.

Report

6. South Somerset District Council is ambitious for its communities but needs to save cost and generate additional income over the next four years, if it is to be financially sustainable and be able to continue to meet community needs. To this end, an Income Generation Programme has been established to support the Council in becoming financially sustainable.

7. A number of local authorities have been successful in generating significant net additional income through the implementation of strategic and commercial approaches to land and property including renewables, acquisition of commercial property and housing and the direct development of land by the council.
8. Such approaches have been underpinned by a robust strategy and the necessary implementation arrangements, such as officers with the right knowledge and skills together with appropriate governance arrangements, to ensure an agile, commercial approach that manages risk and provides the accountability required for public funding.
9. South Somerset District Council approved its' Land and Property Asset Management Strategy in 2014 and this is due to be refreshed and updated in 2017. The Strategic Commercial Land and Property Project findings due by the end of June 2017 will feed into and inform the above wider Asset Management Strategy review when undertaken during 2017.
10. The request to ringfence funds at this stage is to ensure that the capital programme reflects this approach and that the funds are available once the criteria for spend is approved.

Financial Implications

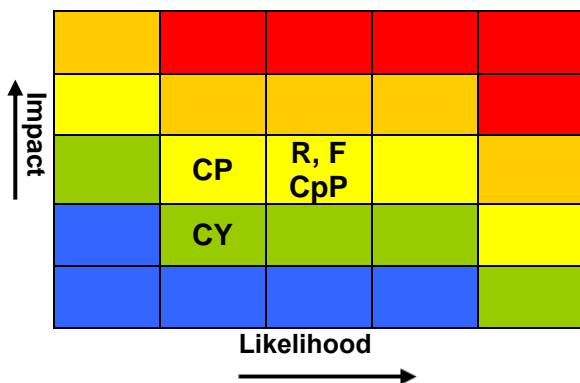
11. The request for £15,000,000 to be "earmarked" at this stage enables the overall capital programme to be set and financed in the most efficient way possible.
12. It is expected that acquisitions will generate an income well in excess of the costs of borrowing.
13. Any emerging projects can be approved through current governance until new procedures have been agreed. This would be through a "spend to save" capital bid via District Executive and possibly full Council or through an urgent decision by the Chief Executive if necessary.

Risk Matrix

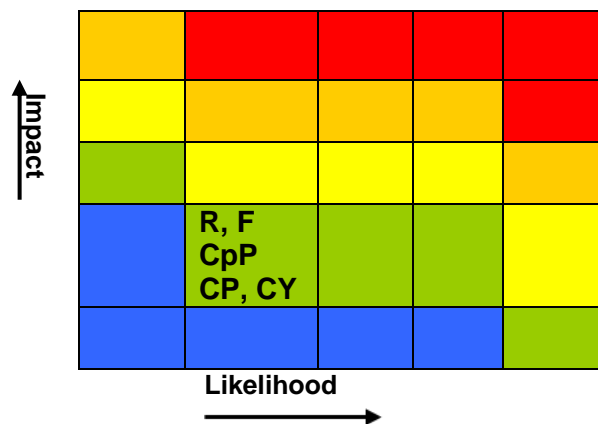
14. The risk matrix shows risk relating to the Corporate Plan headings.
 - a) The first risk matrix identifies the risks associated with not approving the recommendations of the report.
 - b) The second risk matrix identifies the risks associated with taking the decision set out in the report as per the recommendation(s). Should there be any proposal to amend the recommendation(s) by members or officers at the meeting then the impact on the matrix and the risks identified must be considered prior to the vote on the recommendation(s) taking place.
 - c) If District Executive does not approve the recommendations then our long term exposure to financial and reputational risk will increase, whilst our ability to deliver against the corporate plan objectives diminish. The risks generally increase accordingly.

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

- Income Generation
- Regeneration
- Corporate Land and Property Management
- SSDC Housing Development - To work with partners to enable the provision of housing that meets the future and existing needs of residents and employers
- High Quality Cost Effective Services
- Economy – to promote a strong economy with thriving urban and rural businesses

Carbon Emissions and Climate Change Implications

There are no current implications associated with this report.

Equality and Diversity Implications

There are no implications immediately associated with this report.

Privacy Impact Assessment

None associated with this report

Background Papers

- Strategic Commercial Land and Property Project January 2017
- Medium Term Financial Strategy February 2017

Agenda Item 8

Business Rates Relief – Spring Budget 2017 Measures

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Ian Clarke, Director – Support Services
Service Manager: Ian Potter, Revenues and Benefits Manager
Lead Officers: Ian Potter, Revenues and Benefits Manager, Revenues and Benefits
Sharon Jones, Revenues Team Leader, Revenues and Benefits
Contact Details: ian.potter@southsomerset.gov.uk or 01935 462690
sharon.jones@southsomerset.gov.uk or 01935 462256

Purpose of the Report

1. To request that the District Executive approve the use of the Council's local discount powers to introduce a Supporting Small Businesses Relief Scheme and a new Business Rate Relief Scheme for pubs.

Forward Plan

2. This report did not appear on the District Executive Forward Plan as it was not known in advance that the rate relief measures announced in the Budget would require the use of the Council's local discount powers.

Public Interest

3. A Business Rates Revaluation normally takes place every five years resulting in a new Rating List being introduced. This was extended to seven years this time around with the new rating list coming in to effect from 1 April 2017. Rateable values are adjusted for the new rating list. A Transitional Relief Scheme introduced with the new rating list phases in the increases and decreases in rateable values. The Transitional Relief scheme does not provide support in respect of changes in Business Rate Reliefs. Therefore, those ratepayers who are losing some or all of their Small Business or Rural Rate Relief may be facing very large percentage increases in bills from 1 April 2017. A new support scheme for these ratepayers along with support for pubs and businesses facing the largest increases was announced in the Chancellor's Spring Budget.

Recommendations

4. The District Executive is requested to:
 - a) approve the use of the Council's local discount powers to introduce the Supporting Small Businesses Relief Scheme from 1 April 2017;
 - b) approve the use of the Council's local discount powers to introduce the Business Rate Relief Scheme for Pubs from 1 April 2017;
 - c) Note that Government has also announced a Discretionary Relief Scheme and package of funding which it is currently consulting on the design of. Introduction of the scheme will require member approval and a further report will follow in due course.

Background

5. A Business Rates Revaluation normally takes place every five years. A revaluation was originally due to take effect from 1 April 2015 but Government delayed it by two years. Therefore the new rating List comes in to effect on 1 April 2017.

6. Each rating list has a Transitional Relief Scheme which is designed to phase in both the increases and decreases in the amount of business rates payable following revaluation. This phasing can last for between one and five years depending on the level of increase or decrease in rateable values.
7. However, Transitional Relief does not provide support in respect of changes in Business rate Reliefs. Despite the increase in the threshold for eligibility to Small Business Rate Relief some ratepayers will no longer be eligible to receive it due to an increase in their rateable value. This situation may also apply to current recipients of Rural Rate Relief.
8. The Chancellor announced in the Spring Budget a number of measures to provide support to these ratepayers, along with support for pubs and businesses facing the largest increases.

The new measures

Supporting Small Businesses Relief

9. The Supporting Small Businesses Relief is designed to help ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their Small Business or Rural Rate Relief and, as a result, are facing large increases in their bills.
10. The Supporting Small Businesses Relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:
 - a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers currently paying nothing or very small amounts are brought into paying something, or
 - the matching cap on increases for small properties in the transitional relief scheme [The cap being 5% for 2017/18, 7.5% for 2018/19, 10% for 2019/20, 15% for 2020/21 and 15% for 2021/22]
11. The Department for Communities and Local Government (DCLG) has provided initial guidance about the operation and delivery of this measure. However it deals with simple cases in 2017/18 only but DCLG says this approach will enable local authorities to start the process of identifying ratepayers who will benefit from the measure.
12. Further formal guidance on the operation of the scheme including more complex cases and future financial years will follow. DCLG has not indicated a timeframe for this.
13. Our initial estimate is that 59 businesses will benefit from this measure.

Business Rate Relief Scheme for Pubs

14. The Government is introducing a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1000 discount on their 2017/18 bill. This is a one year relief scheme. DCLG plans to publish a consultation on the operation of the relief scheme for pubs shortly.
15. We do not yet know what the eligibility rules will be beyond the rateable value limit of £100,000. Our initial estimate is that approximately 100 pubs will benefit from this measure.

Discretionary Relief Scheme

17. Government has announced the establishment of a £300m discretionary fund over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the 2017 revaluation.
18. The intention is that every billing authority in England will be provided with a share of the £300m to support their local businesses. Billing authorities will be expected to use their share of the funding to develop their own discretionary relief schemes to deliver targeted support to the most hard-pressed ratepayers. The £300m will cover the four years from 2017/18:
 - £175m in 2017/18
 - £85m in 2018/19
 - £35m in 2019/20
 - £5m in 2020/21
19. DCLG published a consultation on the design of the discretionary relief on 9 March, seeking views on the allocation of the fund, arrangements for compensation for local authorities, and the operation of local schemes.
20. This can be accessed at www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme
21. SSDC's proposed share of the £300m is as follows:
 - 2017/18 - £526k
 - 2018/19 - £255k
 - 2019/20 - £105k
 - 2020/21 - £15k
22. A further report will be brought before members on this measure once the outcome of the consultation is published.

Cost of new reliefs

23. As local authorities will be fully compensated for the granting of these reliefs Government expects them to use their local discount powers to introduce the package of measures.

Steps already being taken

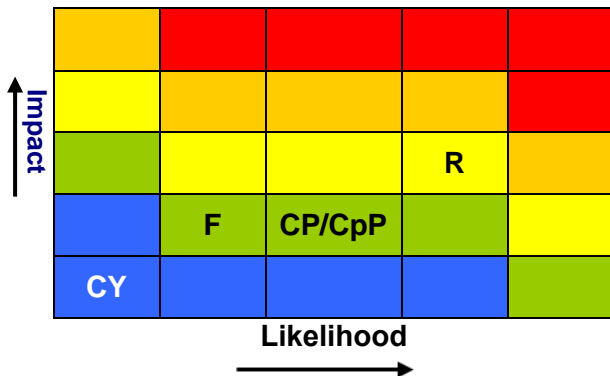
24. Government expects billing authorities to have in place clear and swift arrangements for communicating with ratepayers both on the confirmed and likely terms of the proposed new schemes for relief, as well as on the anticipated timescale for billing or re-billing, where applicable.
25. The 2017/18 bills have already been sent to ratepayers which sets out the charge for the year and instalments they should pay. In view of the Government expectation to act quickly we are contacting ratepayers we believe will be eligible for the Supporting Small Businesses Relief to advise them:
 - That the reliefs have been announced and that they may be eligible to receive one
 - That elected members have to approve the introduction of the reliefs before any awards could be made (and the date when the report is going before members)
 - What they should pay in the meantime
26. We will keep these ratepayers informed of developments.

Financial Implications

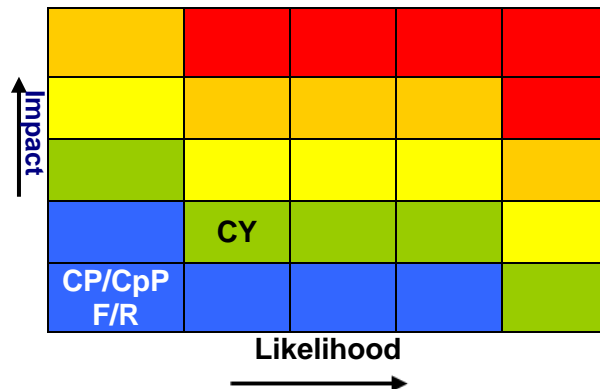
27. Where the Council uses its local discount powers to introduce the Supporting Small Businesses Relief and Business Rate Relief Scheme for Pubs Scheme the cost will be reimbursed in full by Government.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

28. Supports the “Economy” Priority - To promote a strong economy with thriving urban and rural businesses.

Carbon Emissions and Climate Change Implications

29. None associated with this report

Equality and Diversity Implications - None associated with this report

Privacy Impact Assessment - None associated with this report

Background Papers

30. Business Rates Information Letter (BRIL) 2/2017 which can be accessed at www.gov.uk/government/collections/business-rates-information-letters

31. Consultation on the new Discretionary Relief Scheme www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme

Agenda Item 9

Capital Programme 2017/18 to 2021/22

Executive Portfolio Holder: Councillor Peter Seib, Finance and Legal Services
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officer: Nicola Hix, Corporate Accountant
Contact Details: donna.parham@southsomerset.gov.uk (01935 462225)

Purpose of Report

1. To seek approval for the Capital Programme for 2017/18 to 2021/22 that will be recommended to Full Council.

Forward Plan

2. This report did not appear on the District Executive Forward Plan for April 2017.

Public Interest

3. This report was delayed until the Council Plan had been updated. It asks members to approve capital schemes for funding in 2017/18.

Recommendations

4. That the District Executive recommends to Council the following:
 - (a) approval of the revised Capital Programme as shown in Appendix A;
 - (b) approval of the new schemes to be included in the Capital Programme as shown in Appendix B;
 - (c) note the scoring of new capital schemes outlined in Appendix C;
 - (d) note the proposed funding of the Capital Programme as shown in paragraph 12;
 - (e) note the detailed Capital Investment appraisal forms for new schemes, as shown at Appendix D;

Background

5. Full Council approved the revenue budget for 2017/18 in February 2017. Capital bids were not approved at that time as work had not been completed on the annual action plan of the Council Plan. That work has now been completed and included elsewhere in this agenda. The delay was necessary to ensure that all new bids met the Council's priorities.

The Council Plan

6. The authority approved the Council Plan in March 2016. It was agreed that an annual update would be made to ensure that the budget and the capital programme were affordable. The update for 2017/18 is outlined elsewhere in this agenda.

Capital Strategy

7. This Capital Strategy outlines how SSDC will utilise its capital resources to deliver the Council Plan and key strategies. SSDC held £35 million in capital receipts at the end of the 2015/16 financial year. However, once commitments are taken into account the authority has approximately £17.6 million unallocated to spend on new schemes as of February 17. A review of possible bids for the next five years has shown a need of approximately £21.2 million.
8. The authority has a considerable requirement for capital resources through its Transformation, Regeneration, and Income Generation Boards. Some of these require considerable revenue costs to set up as well as capital. It is therefore important that SSDC is able to take up the offer of “Flexible Capital Receipts” to ensure that its ambitions can be delivered. Therefore the strategy will be as follows:-
 - Each project will be reviewed initially on a commercial basis so that schemes will be considered on the basis that both capital and interest at PWLB rates is repaid;
 - SSDC will utilise its own internal cash wherever possible to maximise its treasury management efficiency and minimise costs in the short to medium term. The Council will retain the budget to finance the capital project as outlined in paragraph 18 to minimise the financial risks of rising interest rates. The Treasury Management Strategy currently allows borrowing of up to £12 million;
 - SSDC will utilise the ability to 2019/20 to use new receipts from property, plant, and equipment for revenue expenditure as outlined in the Efficiency Strategy approved in September 2016;
 - The Minimum Revenue Provision (MRP) Statement and Prudential Indicators that apply to capital spend are attached at Appendix E for members to note;
 - The level of capital receipts will be monitored to ensure that non-commercial (essential and those with community and social value) can continue to be funded from available resources;
9. District Executive has delegated authority to approve the use of up to 5% of capital receipts in any one year (approx. £900k). Approvals beyond this sum must be agreed through full Council.

Capital Programme 2017/18 to 2021/22

10. Members are requested to approve capital bids totalling £816K. These are split into £671K for 2017/18 and £145K for 2018/19. Full details of the revised Capital Programme are shown in Appendix A; new schemes are shown in bold type, with previously approved schemes in ordinary type. A summary of recommended schemes is included at Appendix B and the scoring of all bids at Appendix C. Attached at Appendix D are the Capital Investment Appraisal forms for all new schemes.
11. A capital sum of £15.0 million has been earmarked to fund for investment in land, property, and renewables assuming members approve the report to do so. As per the Capital Strategy it will remain unfunded within the table below to ensure that the most efficient and effective use of the Council’s cash reserves are made in the short to medium term. However, in assessing each bid PWLB rates will be used and budgeted for to ensure long term affordability is maintained.

Funding the Capital Programme for 2017/18- 2019/20

12. The table below shows how the 2017/18 Capital Programme will be financed:-

	2017/18 £'000	2018/19 £'000
Gross Capital Programme Spend	7,524	1,029
Gross Reserve Scheme Spend	5,588	1,200
Total Capital Programme to be Financed	13,112	2,229
Financed by:-		
Capital Grants, Contributions & Loan Repayments as detailed on Programme	730	312
Grants & Other Contributions in Reserves	1,836	0
Useable Capital Receipts	10,546	1,917
Total Financing	13,112	2,229
Capital Financing to Remain Unsupported in the short to Medium Term		
Earmarked Land, Property, and Renewables Funds	15,000	

13. If members agree the current capital programme it leaves £17.6 million of capital receipts to invest in other projects.

Impact of the Capital Programme on Prudential Indicators

14. The impact of the new capital schemes approved within the capital programme on the average Band D household is as follows:

Prudential Indicator 12	2017/18 £	2018/19 £
Increase in Council Tax Band D	9.62	2.41

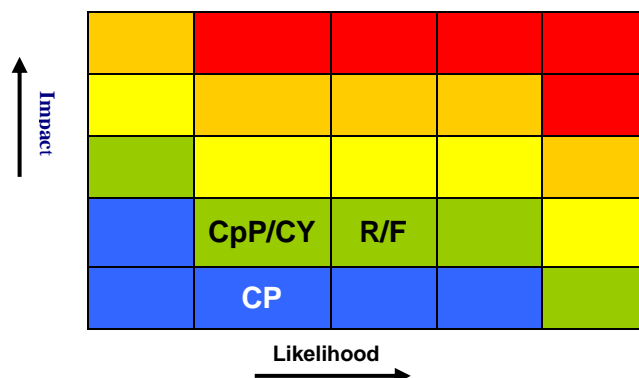
Council Plan Implications

15. The budget is aligned to the current Council Plan.

Carbon Emissions & Climate Change Implications

16. The budget is aligned to the Carbon Reduction Strategy and new capital projects to deliver the strategy will be included in the Capital programme once approved.

Risk Matrix



Key

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

Appendices:-

- Appendix A - Revised Capital Programme
- Appendix B - New Bids with Interest
- Appendix C - Capital Bid Scoring
- Appendix D - Capital Investment Appraisals for New Schemes

Background Papers:

District Executive MTFS Report Sept 2016 & Jan 2017

	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	2020/21 Est Spend £'000	Project Officer	Project Sponsor
Chief Executive - Alex Parmley							
STRATEGIC MANAGEMENT							
Transformation		1,000	315			A Gillespie / C Jones	A Parmley
Total Strategic Management	0	1,000	315	0	0		
FINANCE & CORPORATE SERVICES							
Assistant Director - Donna Parham							
FINANCIAL SERVICES							
Service Manager - Amanda Card							
Portfolio Holder - Cllr Peter Seib							
Capital Salaries	50					C Hood	D Parham
Loan to Somerset Waste Partnership for Vehicles	1,567					D Parham	D Parham
Repayment of Loan from Somerset Waste Partnership	-141	-241	-241	-241	-241	D Parham	D Parham
Loan to Hinton St. George & Locality Rural Comm Services - Repayment	-8	-9	-9	-9	-9	D Parham	D Parham
ICT SERVICES							
Service Manager - Roger Brown							
Portfolio Holder - Cllr Henry Hobhouse							
ICT Infrastructure		171				D Chubb	R Brown
Total Finance & Corporate Services	1,468	-79	-250	-250	-250		
ECONOMY							
Assistant Director - Martin Woods							
STRATEGIC HOUSING							
Service Manager : Colin McDonald							
Portfolio Holder - Cllr Ric Pallister							
Affordable Housing - Millfield, Chard	98					C McDonald	M Woods
Affordable Housing - Rural exception, Misterton (Yarlington)		199	198			C McDonald	M Woods
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)		120				C McDonald	M Woods
Affordable Housing - Westfield Academy 3 Bed Bung (Yarlington)	315					C McDonald	M Woods
Affordable Housing - Queensway, Yeovil (Stonewater)	162					C McDonald	M Woods
Affordable Housing - Bought not built Allocation		201				C McDonald	M Woods
Affordable Housing - Mortgage Rescue Contingency Fund		277				C McDonald	M Woods
Affordable Housing - West Hendford, Yeovil	1	374				C McDonald	M Woods
Affordable Housing - North Street, Crewkerne		1,040				C McDonald	M Woods
Affordable Housing - Jarman Way (Knightstone)		80				C McDonald	M Woods
Purchase of 45-50 Lavers Oak, Martock	16	26				C McDonald	M Woods
Purchase of 2 x 5 Bed House for Leasing	487					C McDonald	M Woods
Purchase of 1 x 3 Bed Bungalow, Chard (Magna)	37					C McDonald	M Woods
TRANSPORT							
Service Manager : Paul Wheatley							
Portfolio Holder - Cllr Henry Hobhouse							
Grant for Lyde Road Pedestrian & Cycle Way		630				N Collins	M Woods
Grant for Lyde Road Pedestrian & Cycle Way - Inc		-380				N Collins	M Woods
ECONOMIC DEVELOPMENT							
Service Manager : David Julian							
Portfolio Holder - Cllr Jo Roundell-Greene							
Yeovil Innovation Centre Phase II	200	1,525				D Julian	M Woods
Yeovil Innovation Centre Phase II - Income	-433					D Julian	M Woods
Yeovil Innovation Centre Car Park Facilities	120					D Julian	M Woods
Total Economy	1,003	4,092	198	0	0		

	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	2020/21 Est Spend £'000	Project Officer	Project Sponsor
COMMUNITIES							
Assistant Directors - Helen Rutter							
AREA SOUTH							
Service Manager - Natalie Ross							
Area Chairman - Cllr Peter Gubbins							
Reckleford Gyrotory (Eastern Gateway)	88					N Fortt	H Rutter
Local Delivery Vehicle (linked to Yeovil Vision)		34				N Fortt	H Rutter
Foundry House		4				N Fortt	H Rutter
5 Additional CCTV Cameras in Yeovil	11					S Brewer	G Green
Wyndham Park Community Facilities		400				N Fortt	H Rutter
Yeovil to Ilchester Multi User Pathway - Feasibility		2				N Fortt	H Rutter
Westfield Academy-New Bus Parking Bay		13				N Fortt	H Rutter
AREA NORTH							
Service Manager - Sara Kelly							
Area Chairman - Cllr Clare Aparicio Paul							
Grant to Curry Rivel VH - Hearing Loop & Toilets	10					S Kelly	H Rutter
Grant to Curry Rivel VH - Hearing Loop & Toilets	-10					S Kelly	H Rutter
Cocklemoor Bridge	28					S Kelly	H Rutter
Support of Economic Vitality in Area North (Signage for marketing programme)	9					S Kelly	H Rutter
Community Grants							
High Ham Recreation Ground - Youth Park	1					S Kelly	H Rutter
New Accessible Footpaths at Seavington Playing Field	2					S Kelly	H Rutter
Village Hall Grant Kingsbury Episcopi Church Rooms	4					S Kelly	H Rutter
Grant to Tintinhull Village Hall	40					S Kelly	H Rutter
New purpose built Community Centre in Kingsbury Episcopi	40					S Kelly	H Rutter
Montacute Village Hall Accessibility Project	2					S Kelly	H Rutter
Chilthorne Domer Recreational Trust Pavilion Alterations	10					S Kelly	H Rutter
Long Load Village Hall Mgt Committee	5					S Kelly	H Rutter
Equipment at Edgar Hall, Somerton	3					S Kelly	H Rutter
AREA EAST							
Service Manager - Tim Cook							
Area Chairman - Cllr Nick Weeks							
Land Acquisition in Waterside Rd, Wincanton		11				P Williams	T Cook
Enhancements to Waterside Rd, Wincanton		24				P Williams	T Cook
Forton Community Association	13					Z Harris	H Rutter
Chaffcombe Village Hall	1					Z Harris	H Rutter
Merriott Village Hall	11					Z Harris	H Rutter
Grant to Ashill Parish Council - Outdoor gym	5					Z Harris	H Rutter
Chard Business Hub Project	64					Dylan Martlew	Z Harris
Crewkerne Rugby/Football Club - floodlighting	10					Z Harris/Jake Hannis	H Rutter
Crewkerne Town Council - Skate Park	13					Z Harris	H Rutter
Henhayes Centre - Extension	13					Z Harris	H Rutter
Hinton St George - St George Hall and Playing Fields	12					Z Harris	H Rutter
Horsington PC-Pond Improvements	5					T Cook	H Rutter
South Barrow PCC-Provision of Meeting Place	10					T Cook	H Rutter
Sutton Montis-Village hall refurbishment	7					T Cook	H Rutter
Castle Cary-Purchase of Moat Garden	6					T Cook	H Rutter
Carymoor Environment Centre-Going underground project	5					T Cook	H Rutter
Henstridge-Village hall furniture	2					T Cook	H Rutter
AREA WEST							
Service Manager - Andrew Gillespie							
Area Chairman - Cllr Carol Goodall							
Market Towns Visions	64					H Rutter	H Rutter
Grant to Ilminster Sports Club	5					Z Harris	H Rutter
Grant to Ilminster Sports Club - S106 Inc	-5					Z Harris	H Rutter
Grant to Merriott Village Hall	10					Z Harris	H Rutter
Grant to Merriott Village Hall - S106 Inc	-10					Z Harris	H Rutter
Forton Community Association	13					Z Harris	H Rutter
Chaffcombe Village Hall	1					Z Harris	H Rutter
Merriott Village Hall	11					Z Harris	H Rutter
Grant to Ashill Parish Council - Outdoor gym	5					Z Harris	H Rutter
Chard Business Hub Project	64					Dylan Martlew	Z Harris
Crewkerne Rugby/Football Club - floodlighting	10					Z Harris/Jake Hannis	H Rutter
Crewkerne Town Council - Skate Park	13					Z Harris	H Rutter
Henhayes Centre - Extension	13					Z Harris	H Rutter
Hinton St George - St George Hall and Playing Fields	12					Z Harris	H Rutter
Total Communities	625	488	0	0	0		

	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	2020/21 Est Spend £'000	Project Officer	Project Sponsor
ENVIRONMENT							
Assistant Director - Laurence Willis							
ENVIRONMENTAL HEALTH							
Service Manager - Alasdair Bell							
Portfolio Holder - Cllr Ric Pallister							
Disabled Facilities Grants (Expenditure)	746	100				A Bell	L Willis
Disabled Facilities Grants - Inc	-984					A Bell	L Willis
Empty Property Grants	123					A Bell	L Willis
Empty Property Grants		50				A Bell	L Willis
Home Repairs Assistance	60	18				A Bell	L Willis
Home Repairs Assistance		25				A Bell	L Willis
HMO Grants	46	13				A Bell	L Willis
HMO Grants		25				A Bell	L Willis
Remediation of Whatley Gasworks	70					V Dawson	A Bell
Remediation of Whatley Gasworks - Inc	-70					V Dawson	A Bell
ENGINEERING AND PROPERTY SERVICES							
Service Manager - Garry Green							
Portfolio Holder - Cllr Henry Hobhouse							
Car Park Enhancements	37					G Green	L Willis
Car Park Enhancements		50				I Case	G Green
Intelligent Enforcement Car Park Adaptions	20					G Green	L Willis
New Car Parks	100	290	52			G Green	L Willis
Capital Works to Councils Portfolio	21					G Green	L Willis
Capital Works to Councils Portfolio	51					G Green	L Willis
Capital Works to Councils Portfolio	195	166				G Green	L Willis
Gas Control System - Birchfield	25	150	319			G Green	L Willis
Transfer of Castle Cary Market House	45					G Green	L Willis
Tolbury Mill Roof	18					G Green	L Willis
Tolbury Mill Roof - Income	-18					G Green	L Willis
Bus Shelters in South Somerset	40					G Green	L Willis
Yeovil Crematorium	66	25				G Green	L Willis
Yeovil Crematorium - Inc	-7	-2				G Green	L Willis
STREETSCENE							
Service Manager - Chris Cooper							
Portfolio Holder - Cllr Jo Roundell Greene							
Access all Areas Footpaths on Open Spaces	127					S Fox	C Cooper
Purchase of a Road Sweeper			145			C Cooper	L Willis
Total Environment	711	910	516	0	0		
HEALTH & WELL-BEING							
Assistant Director - Steve Joel							
ARTS AND ENTERTAINMENT							
Service Manager - Adam Burgan							
Portfolio Holder - Cllr Sylvia Seal							
Octagon Theatre - Upgrade to Toilets (Gents & Backstage)	4					A Burgan	S Joel
Octagon Theatre Stage Dimmer Lighting		64				A Burgan	S Joel
Octagon Theatre Lighting & Hearing	64					A Burgan	S Joel
Octagon Theatre Lighting & Hearing - S106	-64					A Burgan	S Joel
Westland Leisure Complex	1,878					S Joel	S Joel
Westland Leisure Complex - Loan Repayment	-62	-62	-62	-62	-62	S Joel	S Joel
Westlands Sports & Pavilion	1,219					S Joel	S Joel
Westland Leisure Complex - S106 Income	-990					S Joel	S Joel
Westland Leisure Complex - Unbanked S106 Income	-136					S Joel	S Joel
COMMUNITY HEALTH AND LEISURE							
Service Manager - Linda Pincombe							
Portfolio Holder - Cllr Sylvia Seal							
Community Play Schemes (Lavers Oak)	3					R Parr	L Pincombe
Multi Use Games Area		70				R Parr	L Pincombe
Grants for Parishes with Play Area	56					R Parr	L Pincombe
Grants for Parishes with Play Area - SCC Playbuilder Inc	-40					R Parr	L Pincombe
Grant to Kingston View Play Area	24					R Parr	L Pincombe

	2016/17 Est Spend £'000	2017/18 Est Spend £'000	2018/19 Est Spend £'000	2019/20 Est Spend £'000	2020/21 Est Spend £'000	Project Officer	Project Sponsor
Grant to Kingston View Play Area	-13					R Parr	L Pincombe
Grant for Stoke Sub Hamdon Recreational Ground		10				R Parr	L Pincombe
Grant for Skate Park at Horton		5				R Parr	L Pincombe
Wyndham Park Play Area Equipment	37					R Parr	L Pincombe
Wyndham Park Play Area Equipment - S106	-34					R Parr	L Pincombe
Eastfields, Cuckhoo Hill Play Area Equipment	55					R Parr	L Pincombe
Eastfields, Cuckhoo Hill Play Area Equipment - S106	-55					R Parr	L Pincombe
Jarman Way, Chard - Play Area Equipment		36				R Parr	L Pincombe
Jarman Way, Chard - Play Area Equipment - S106		-36				R Parr	L Pincombe
Grass Royal Play Area		10				R Parr	L Pincombe
Cavalier Way Play Area	5					R Parr	L Pincombe
Cavalier Way Play Area - Income	-5					R Parr	L Pincombe
Grant to Winterhay Lane Play Area Equipment	7					R Parr	L Pincombe
Grant to Winterhay Lane Play Area Equipment - Inc	-7					R Parr	L Pincombe
Monksdale Play Area - Equipment	15					R Parr	L Pincombe
Monksdale Play Area - Equipment	-15					R Parr	L Pincombe
Grant to Castle Street Playing Fields, Keinton Mandeville	7					R Parr	L Pincombe
Grant to Castle Street Playing Fields, Keinton Mandeville - Inc	-7					R Parr	L Pincombe
Minchington Play Area Equipment	9					R Parr	L Pincombe
Minchington Play Area Equipment - S106	-9					R Parr	L Pincombe
Synthetic Grass Pitch		5				L Pincombe	S Joel
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)			7			L Pincombe	S Joel
Grant to Henhayes Sports & Community Centre		14				L Pincombe	S Joel
Grant to Huish Episcopi Academy AGP	24					L Pincombe	S Joel
Grant to Huish Episcopi Academy AGP - Inc S106	-24					L Pincombe	S Joel
Grant to Westfield AGP	21					L Pincombe	S Joel
Grant to Milborne Port Rec Changing Rooms	5					L Pincombe	S Joel
Grant to Milborne Port Rec Changing Rooms - Inc S106	-5					L Pincombe	S Joel
Grant to Ilminster Football Club	141					L Pincombe	S Joel
Grant to Ilminster Football Club - Inc	-91					L Pincombe	S Joel
Grant to Ilminster Football Club Cricket Square	15					L Pincombe	S Joel
Grant to Ilminster Football Club - Inc	-15					L Pincombe	S Joel
Upgrade Joanna France Building		27				L Pincombe	S Joel
Grant for Chard Town Council Jocelyn Park	6					L Pincombe	S Joel
Grant for Chard Town Council Jocelyn Park - Income	-6					L Pincombe	S Joel
Grant to Donald Pither Memorial Ground, Castle Cary	16					L Pincombe	S Joel
Grant to Donald Pither Memorial Ground, Castle Cary - Inc	-16					L Pincombe	S Joel
Grant to Babcary Playing Field Committee	1					L Pincombe	S Joel
Grant to Babcary Playing Field Committee - Inc	-1					L Pincombe	S Joel
Grant to Henstridge PC - Pitches Improvements	20					L Pincombe	S Joel
Grant to Henstridge PC - Pitches Improvements - Inc	-20					L Pincombe	S Joel
Grant to Merriott PC - Play & Pitch Improvements	28					L Pincombe	S Joel
Grant to Merriott PC - Play & Pitch Improvements	-28					L Pincombe	S Joel
Ham Hill Road Improvements	21					K Menday	S Joel
Ham Hill Road Improvements - Income	-1					K Menday	S Joel
Dual Use Sport Centre Grants	50					S Joel	S Joel
Dual Use Sport Centre Grants - Inc	-10					S Joel	S Joel
Wincanton Community Sports Centre 10 year plan	35	35				S Joel	S Joel
Goldenstones 10 Year Plan	45					S Joel	S Joel
Huish Episcopi Swimming Pool	180	205				S Joel	S Joel
Huish Episcopi Swimming Pool - Inc S106	-153					S Joel	S Joel
Total Health & Well-being	2,184	383	-55	-62	-62		
Total Net Capital Programme	5,991	6,794	724	-312	-312		

	2016/17	2017/18	2018/19	2019/20	2020/21	Project Officer	Project Sponsor
	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000	Est Spend £'000		

Reserve Schemes Awaiting new Appraisal but Approved in Principle

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Old Town Station Reserve	0	321			
Market Towns Vision	0	300			
ICT Reserve	77	29			
Affordable Housing - Unallocated	0	933			
Affordable Housing - Rural Contingency Fund	0	500			
Investment in Market Housing	0	682	1,200		
Transformation	0	1,185			
Contingency for Plant Failure	0	199			
Home Farm, Somerton	0	298			
Home Farm, Somerton - Inc	0	-200			
Lufton 2000 - All Phases	0	390			
Lufton 2000 - All Phases - Inc	0	-1,406			
Sports Zone- Inc	0	-50			
Gypsy & Traveller Acquisition Fund	0	133			
Gypsy & Traveller Acquisition Fund - Inc	0	-83			
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	60			
Infrastructure & Park Homes, Ilton - Grant for MUGA - Inc	0	-60			
Infrastructure & Park Homes Contingency	0	91			
Infrastructure & Park Homes Contingency - Inc	0	-37			
	77	3,285	1,200	0	0

Area Reserve Schemes Awaiting Allocation But Approved in Principle

	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	
North						
Local Priority Projects - enhancing facilities and services	22	155	0	0		S Kelly
Top Up Area Capital		25				S Kelly
South						
Unallocated programme	0	176	0	0		N Fortt
Play area refurbishment - District allocation	0	15	0	0		N Fortt
Top Up Area Capital		25				N Fortt
East						
Unallocated Capital Reserve	15	6	0	0		H Rutter
Parish Infrastructure Fund	0	8	0	0		H Rutter
Community & Leisure Grants	0	0	0	0		H Rutter
Top Up Area Capital		25				
West						
Ilminster Community Office	0	0	0	0		A Gillespie
Area West Markets Improvement Group (Nov 2010 committee)	6	0	0	0		A Gillespie
Unallocated Programme	0	32	0	0		A Gillespie
Top Up Area Capital		25				A Gillespie
Total	42	467	0	0	0	

Capital Programme	5,991	6,794	724	-312	-312
Contingent Liabilities and Reserve Schemes	119	3,752	1,200	0	0
Total Programme to be Financed	6,110	10,546	1,924	-312	-312

Summary of Recommended Schemes (with Interest)

APPENDIX B

Bid No.	Scheme Name	2017/18 £'000	2018/19 £'000	2019/20 £'000	Total £'000
SSDC Assets					
2017-05	ICT Infrastructure Replacement	171			171
2017-06	Car Park Enhancements	50			50
2017-07	Purchase of a Road Sweeper		145		145
		221	145	0	366
Other Schemes					
2017-03	Lyde Road Pedestrian & Cycle Way	250			250
2017-04	Private Sector Housing Grants	100			100
		350	0	0	350
Non-Scoring					
	Top up to Area Capital	100			100
Total of All New Capital Bids		671	145	0	816

Lost interest at 1.6% 2016/17	Lost interest at 1.6% 2017/18	Lost interest at 1.6% 2018/19	Total Cumulative Revenue Cost
£	£	£	£
2,736			2,736
800			800
	2,320		2,320
3,536	2,320	0	5,856
4,000			4,000
1,600			1,600
5,600	0	0	5,600
1,600	0	0	0
10,736	2,320	0	11,456

NPV (rate 7.72%) 5%	Council Plan specific 50%	Statutory 5%	Carbon Plan 10%	Partnership funding/ leverage 20%	Does the Public Want it? 5%	Can anyone else do it? 5%
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Project No.	Project	Lead Officer	SSDC FUNDING	Secured External/ Partner Funding	Total Capital Cost	NPV		Does the scheme fit into one of the Councils Objectives?	Does the scheme help to meet any of the specific corporate priority projects for 17/18?		Is it a statutory obligation?	Is the scheme set out in the Carbon Management Plan?		Partnership Funding		Result of positive Public Consultation		Can the project be delivered by the anyone else?		Total Score
						50 points if positive 0 if negative	Max of 50		Y/N If no cannot proceed	Y/N		Focus	Max of 250	50 if Yes	Y/N	Max of 100	Y/N	Max of 200	Y/N	

SSDC Assets

2017-05	ICT Infrastructure Replacement	David Chubb	171,000	0	171,000	(158,745)	0	Y	N	N/A	0	0	N	0	N	0	N	0	N	50	50
2017-06	Enhancement and Refurbishment of Car Parks	Ian Case	150,000	0	150,000	(139,250)	0	Y	N	N/A	0	0	N	0	N	0	N	0	N	50	50
2017-07	Road Sweeper Replacement	Chris Cooper	145,000	0	145,000	(134,608)	0	Y	N	N/A	0	0	Y	50	N	0	N	0	N	50	100
Subtotal of essential schemes			466,000	0	466,000																

Other Schemes

2017-02	Access for all footpaths within various open spaces	Stephen Fox	150,000	0	150,000	(139,250)	0	Y	N	N/A	0	0	N	0	N	0	N	0	N	50	50
2017-03	Lyde Road Pedestrian and Cycle Way	Nigel Collins	250,000	380,000	630,000	(232,083)	0	Y	Y	2. Complete the Yeovil Refresh and progress proposals for regeneration	125	0	N	0	Y	200	Y	50	Y	0	375
2017-04	Private Sector Housing Grants	Alasdair Bell	200,000	0	200,000	(185,667)	0	Y	Y	10. Work with partners to support those most in need of housing	125	0	N	0	N	0	N	0	Y	0	125
Subtotal of other schemes			600,000	380,000	980,000																

Non-Scoring schemes

	Top Up to Area Capital	ADMs	100,000	0	100,000																
Subtotal of non-scoring schemes			100,000	0	100,000																

TOTAL OF ALL NEW CAPITAL BIDS			1,166,000	380,000	1,546,000																
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Agenda Item 10

Implementing Charges for Pre-Application Development Control Advice

Executive Portfolio Holder: Cllr Angie Singleton
Director: Martin Woods, Service Delivery
Service Manager: David Norris, Development Manager
Lead Officer: David Norris, Development Manager
Contact Details: David.norris@southsomerset.gov.uk

Purpose of the Report

1. To ensure that we continue to operate an efficient planning service and are able to sustain our current high quality level of service it is recommended that the council introduce charges for providing some forms of pre-application advice.

Recommendations

2. That District Executive approves the introduction of a charging regime for pre-application advice in accordance with the attached schedule.

Background

3. The levying of a charge for providing pre-application advice is well established across the country. The rationale for this is that the cost of providing the service is recovered directly and is not added as a general cost to every household via the council tax. South Somerset is one of the few authorities in the south-west not to have introduced charging. It is estimated that over 75% of local authorities already charge for advice and all of our neighbouring authorities (Taunton, Dorset, Sedgemoor, East Devon, Mendip and Wiltshire) having been operating a similar system for some time.
4. In 2016 the district council responded in writing to more than 1500 requests for advice last year. Many of these enquiries resulted in a meeting and sometimes a site meeting and all received an informed and substantive response from an officer.

The Charges

5. The level of charges proposed is based upon several factors.
6. Firstly, a qualitative assessment of the actual cost of processing a variety of pre-application enquiries was carried out. This identified the time invested by the various members of staff that are involved.
7. Secondly, there has been an investigation into the charges being levied by other authorities around the country. It is clear from this research that some local authorities have decided to set their fees quite high as a means of achieving maximum income, particularly in relation to the large residential proposals.
8. The proposed charges at South Somerset are at the lower end of the scale and reflect the cost of providing the service rather than seeking to achieve a profit. The residents of South Somerset also benefit in the round from early engagement through a thorough pre- app service, and it is important not to deter approaches with too high charges.

Consultation

9. It is considered that the free service that South Somerset currently provides is equal to if not better than that that provided by adjoining authorities that are already charging for the service. This view is based upon opinions expressed by agents, architects and developers at the quarterly meeting of the 'Users Forum'. At these meetings, regular customers have indicated that they accept that a charge will be levied but made it clear that the level of service should be maintained and possibly even improve to reflect the cost. A formal consultation on the proposed charges did not produce any responses.
10. The introduction of charges for pre-application advice was presented to the Income Generation Board several months ago and received full support.
11. The Charging Schedule was also approved by the Local Development Scheme Board in February.

Potential Impacts

12. Users of the service have consistently praised the quality and speed of response of our pre-application service. This is invaluable for customers when deciding whether to submit an application or put in an offer on a site.
13. It is also important that enquirers can have confidence in the advice that they have been given and this expectation is likely to increase when the advice has been paid for. Whilst it is recognised that a planning application is subject to a consultative process and that ultimately decisions are made by elected members it is necessary for officers to stand by their advice should an application be submitted. This will be contingent upon the application reflecting what was considered at pre-application stage and no further information or unforeseen circumstances become apparent.
14. There is potential for a reduction in customers using the pre-application service and this may lead to poorer quality applications. It is possible that this may increase the number of re-submitted applications, taking advantage of the 'free-go' within 12 months of decision. It is also possible that there may be an increase in the number of appeals lodged. However, discussions with other local authorities that have introduced a charging regime have shown that there was no noticeable increase in these areas.

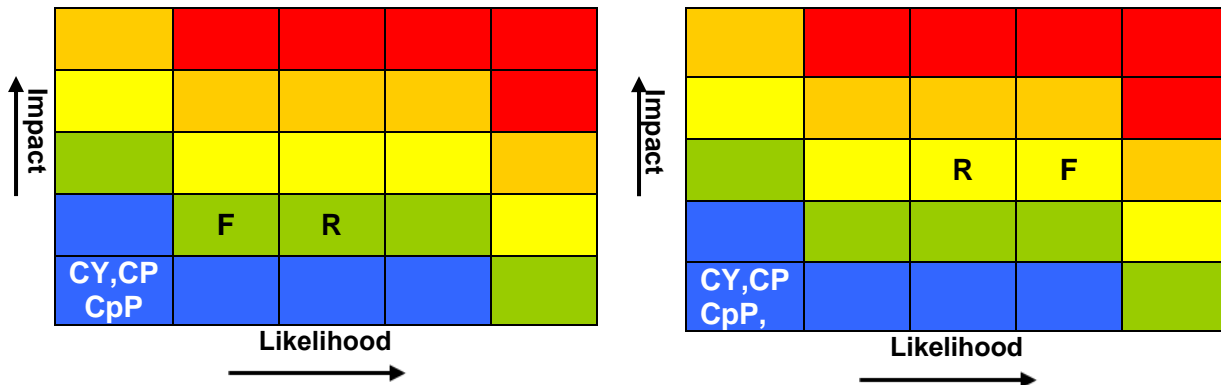
Financial Implications

15. On the basis of the number and type of pre-application enquiries that were submitted last year together with an estimated reduction of a third to reflect the imposition of a charge it is anticipated that an income of more than £20k is likely to be achieved in the first year.
16. It is important that the introduction of a charge does not result in significant additional handling costs. It is considered that the requirement for 'upfront' payment using current systems will ensure that this change can be accommodated within the existing process. This will mean that there will be no additional resource requirements and that all payments received will be net additional income.

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

17. South Somerset will be a confident, resilient and flexible organization, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.

Carbon Emissions and Climate Change Implications

18. The introduction of pre-application charges will have no impact.

Equality and Diversity Implications

19. An EQIA screening review has been carried out and this has demonstrated that introduction of pre-application charges will not have an impact upon any particular group within society. There is also the potential for an exemption from the charge if there is an appropriate justification

Background Papers

20. Report to Local Development Scheme Board February 2017
21. Attached schedule and guidance



Pre –Application Planning Advice Notes and Fee Schedule April 2017

WHY SEEK PRE-APPLICATION ADVICE?

We are able to provide you with advice and information if you are considering a development proposal and welcome and encourage discussions before you submit an application.

It can be very helpful for you to seek our advice about your planning proposals before submitting your actual application. This can help to overcome potential difficulties and make sure your application addresses all the important planning considerations. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.

You may also find it helpful to obtain advice from an independent planning specialist when drawing up your scheme. People who regularly prepare planning applications have the experience and expertise that can help make sure your scheme has the best chance of being granted permission. Spending time and effort in preparing your scheme is more likely to result in a good quality and acceptable development and also help us process your application quickly. We will tell you what plans and supporting information we will require with any planning application.

As a result of the time and resources involved in giving pre-application advice, we have introduced pre-application charges based on the type of proposal. This means that the service does not fall as a general cost to the council tax payer. Please see the charges in our document on the website Application Fees from 01 April 2017.

HOW THE SCHEME WORKS

Requests for pre application advice, need to be in writing/email and be accompanied by the appropriate fee. Meetings will be attended by an appropriate professional officer from the Council. These will be either in the Council offices or, if considered more appropriate, on site. You will need to provide us with information about the site and details about your scheme. This will normally include:

- a) a site location plan;
- b) a description and summary of your proposals, and preferably sketch plans;
- c) if possible, photographs of the site
- d) contact details

The more information you can provide, the more complete the advice from us can be. If a meeting is required, we will arrange the date as soon as possible after receipt. Clearly the more information and detail you can provide about your proposed

development, the more comprehensive and constructive our advice will be. Where necessary that advice will include changes required to make a scheme acceptable.

The charge/advice will apply equally to situations where the development has been fully or partially completed and the application will be retrospective.

OUR ADVICE

Our advice will set out the issues which would be raised by the development proposed and outline what would be needed to make it supportable, or in the event that it cannot be made acceptable, what the grounds of refusal would be. Advice will be given on what information would need to accompany a planning application and other costs such as Community Infrastructure Levy and Section 106 requirements.

Payment can be made by cheque (made payable to South Somerset District Council) submitted with the request. Alternatively if you wish to pay by credit or debit card, please include a contact phone number or email address.

Our advice will be provided based on the available information but will not be any guarantee that any subsequent planning application will result in a particular decision and will not be binding on the Council in any way. It is possible that the officer opinion may change during the formal application process as a result of views of consultees and other interested parties. The officer will contact you if this is the case. Furthermore, the final decision may be made by the Planning Committee, rather than by officers, and it is possible that the Committee may reach a different view.

Whether or not you decide to seek and accept pre-application advice does not affect your right to submit a planning application or appeal against a refusal of permission. Please note that if you choose not to make use of the pre-application advice service, or choose to ignore any advice given, we cannot guarantee to negotiate amendments to a scheme following submission of an application.

Fee Schedule for Pre-Application Planning Advice Services

	Category	Definition	Service	Cost (inc vat)
1	Small Minor	1 – 3 dwellings or creation of up to 100 sqm of floorspace	(Meetings can be arranged where necessary at a cost of £100 per meeting)	£240
2	Large Minor	4 – 9 dwellings or creation of 100 –999 sqm of floorspace	One meeting* with planning officer and specialists as necessary and correspondence within 28 days of payment	£405
3	Change of Use	Change of use of land or building (not residential)	One meeting* with planning officer and specialists as necessary and correspondence within 28 days of payment	£100
4	Major	10 – 49 dwellings, creation of up to 1000 – 4999 sq m of floorspace, or for sites of between 0.5ha and 4.99ha	Correspondence and up to 2 meetings* with planning officers and specialists as necessary with initial meeting being arranged within 21 days of payment.	£940
5	Large Major	50+ dwellings or 5000+ sqm of floorspace, or for sites 5.0ha and over	Correspondence and up to 4 meetings* with planning officers and specialists as necessary with initial meeting being arranged within 21 days of payment	£1900
6	Householder	House extensions, garages, fences, sheds etc.	Correspondence within 28 days of payment. (Meetings can be arranged where necessary at a cost of £100 per meeting)	£50

*Any additional meetings attended by a planning officer can be arranged at a charge of £100.00 per meeting for minor development proposals (Cat. 1, 2, 3 and 6) and £200.00 for majors (Cat. 4 and 5).

Please Note: Where there is a combined application then the higher fee will be payable.

If you are unsure of the category of development that your proposal falls into please contact the Development Management Service.

Exemptions from Payment

No charge is made for pre-application advice that relates to advertisement proposals, proposals which require only Listed Building Consent, community uses which are non-profit making and proposals made by Town or Parish Councils.

April 2017

Agenda Item 11

Community Right to Bid Half Year Report – October 2016 to March 2017

Executive Portfolio Holder: Angie Singleton, Strategic Planning (Place Making), Area Development
Director: Rina Singh, Deputy Chief Executive
Assistant Director: Helen Rutter, Communities
Service Manager: Helen Rutter, Communities
Lead Officer: David Crisfield, Third Sector and Equalities Co-ordinator
Contact Details: helen.rutter@southsomerset.gov.uk (01963) 435012
david.crisfield@southsomerset.gov.uk (01935) 462240

Purpose of the Report

1. To inform members of the current status of the register of Assets of Community Value in South Somerset using the Community Right to Bid, for the second half of the 2016/17 financial year (October 2016 to March 2017).

Forward Plan

2. This is a standing six monthly report to the District Executive.

Public Interest

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

Recommendation

4. That Members comment on and note the report.

Background

5. In November 2012, District Executive agreed a process for considering nominations from communities to place assets onto the SSDC Register of Assets of Community Value. This was based on clear criteria set out in the Localism Act. When nominations are received, SSDC has 8 weeks to consider them and respond to the applicant.
6. The assessment of nominations in the past has been delegated to the relevant Area Development Manager (ADM) in conjunction with the Ward Member(s) and Area Chair. However, the Area Team Leads now perform this function in place of the ADM's. Previously a quarterly report was presented to District Executive for information. At its meeting in October 2016, District Executive resolved to reduce the level of reporting to two 6 monthly reports. Decisions about any SSDC-owned properties will be brought to District Executive for decision.
7. Since the regulations came into force, SSDC has approved and placed a total of 42 assets on the Register of Assets of Community Value. Seven assets have subsequently been removed. The register is therefore currently made up of 35 'live' nominations.

8. A copy of the current register is attached at Appendix A.

Nominated Assets

9. Four further assets were added to the Register during the period covered by this report:

- Charlton Adam Post Office and Stores
- Fox and Hounds Inn, Charlton Adam
- The Reading Room, Charlton Mackrell
- The Bell, Winsham

Unsuccessful Nominations

10. There were two unsuccessful nominations during this period that were added to the register of unsuccessful nominations. These were:

- Winsham Post Office and Shop
- Tolbury Orchard, Bruton

Assets Removed from the Register

11. Assets must be removed from the register as soon as practicable:

- a) After a relevant disposal (other than an exempt disposal)
- b) When an appeal against a listing has been successful
- c) When the Council forms the opinion that the land or buildings are no longer of community value; or
- d) No later than 5 years from the date of entry on the list.

12. During the period covered by this report 3 assets have been removed from the register. These are:-

- Cocklemoor (recreational land in Langport) - Purchased by Langport Town Council
- Montacute Working Men's Club – Purchased for development
- The Smithy, Charlton Musgrove – Pub sold for a purpose other than a going concern.

Exempt Disposal

13. During the period covered by this report two assets, Long Sutton Stores and The Portman Arms, have been subject to what is known as an exempt disposal where they have been sold but due to being sold as a 'going concern' remain on the register.

Asset pending removal from the register

14. During the period covered by this report one asset has been subject to a successful bid by the community.

15. Stoke sub Hamdon Parish Council have been successful in their negotiations with the Methodist Church of England and have secured the purchase of the village Methodist Church.

16. The Parish Council successfully won the argument with the church's trustees that they could sell the now redundant chapel at under market value, as a sale to the community for use as a youth centre falls within what is called a "model trust 20 exception". Once the sale is complete the asset will be removed from the register.

17. This is the first successful acquisition of an asset by the community in South Somerset since the introduction of the legislation.

The Picture to Date

18. Of the 35 assets currently on the register in South Somerset:

- a) 15 are village pubs/social clubs
- b) 4 former school properties and/or playing fields
- c) 3 churches/church halls
- d) 3 Post Offices/Stores
- e) The remaining 10 comprise a mix of recreational land, an ex-Youth Centre, Football Stadium and miscellaneous community facilities.

19. Of the 35 listed assets 28 were nominated by parish or town councils.

20. As of 6th April 2015 the legislation was amended so that pubs nominated to be included on the Local Authority's list will require planning permission to be demolished or converted to any other use. In effect existing permitted development rights will be removed for pubs listed as ACVs for as long as the pub is on the Local Authority's list.

21. The new regulations can be summarised as follows:

- All pubs listed as ACVs (including those already listed) will require planning permission prior to any change of use or demolition. This protection applies from the date of nomination and applies for the duration of the period the asset is listed (usually 5 years).
- If the building is nominated, whether at the date of nomination or on a later date, the Local Authority must notify the developer as soon as is reasonably practicable after it is aware of the nomination and on notification development is not permitted for the specified period.
- The Local Authority has 56 days to confirm whether the pub is listed or nominated. This means that the owner cannot change use or demolish a pub lawfully within the prescribed 56 day period.

22. The one Compensation Claim we received from the Diocese of Bath and Wells in respect of Barrington Primary school remains unresolved. Following a comprehensive appraisal by the Assistant Director (Communities), Assistant Director (Finance and Corporate Services) and Legal Services Manager, clarification of some apparent anomalies in the claim was sought from the agents acting on behalf of the Diocese. This request was made in November 2016 to which there has so far been no response. No compensation has therefore been paid out.

23. There has been no further feedback from the DCLG in relation to their survey which we contributed to in December 2015.

Financial Implications

24. There are none at this point in time. From 2014/15 onwards any costs must be absorbed into the Revenue Support Grant.

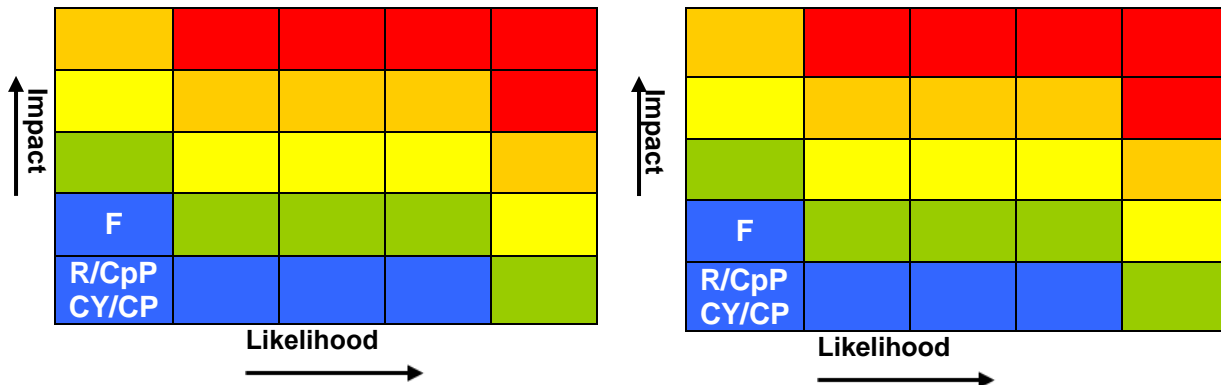
25. Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. Our Compensation Scheme was approved by members in January 2016. Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government.

26. Subject to the outcome of the outstanding compensation claim, the Council may be required to make a compensation payment in respect of Barrington school.

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

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

Carbon Emissions and Climate Change Implications

28. None in relation to this report

Equality and Diversity Implications

29. None in relation to this report

Privacy Impact Assessment

30. None in relation to this report

Background Papers

- Localism Act 2011
- District Executive Agenda and Minutes November 2012;
- Assets of Community Value (England) Regulations 2012 Statutory Instruments 2012 n.2421; District Executive Agenda and Minutes Aug 2013; Dec 2013; Sept 2014; Dec 2014; Mar 2015; Jul 2015; Oct 2015; Jan 2016; Apr 2016; Jul 2016; Oct 2016.
- Nomination Forms received.



South Somerset District Council
Asset of Community Value Register

APPENDIX A

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster Somerset, TA19 0JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/14	N/A		N/A		10/05/2018		Sold as a going concern. 'Exempt Disposal' and remains on the register
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton Somerset, TA11 6TF	01/08/2013	Not used	Community Allotments	01/08/2013						01/08/2018		
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George Somerset, TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013						21/08/2018		
ACV8	Combe St Nicholas Parish Council	Combe Wood Recreation Field Combe Wood Lane Combe St Nicholas Somerset, TA20 3NJ	05/04/2014	Community Recreational Area	Community Recreational Area	05/04/2014						05/04/2019		
ACV9	Queen Camel Community Land Trust	Mildmay Arms High Street Queen Camel Yeovil Somerset, BA22 7NJ	28/05/2014	Public House	Public House	28/05/2014	18/06/15	n/a		n/a		28/05/2019		
ACV10	Castle Cary Town Council	Castle Cary Constitutional Club Station Road Castle Cary Somerset, BA7 7BY	13/06/2014	Constitutional Club	Private Club/Function House	13/06/2014	12/09/16	23/10/06	0	n/a		13/06/2019	12/04/2018	New owners have placed asset on the market for residential development. 6 week moratorium triggered. No expression of interest received. Protected against further moratorium for 18 months (12/4/18)
ACV11	Ash Parish Council	The Bell Public House 3 Main Street Ash Somerset, TA12 6NS	11/07/2014	Public House	Public House with other community facilities	11/07/2014						11/07/2019		
ACV13	Ilminster Town Council	Land known as the Hammerhead Access to Brittons Field & Wharf Lane Recreation Grounds Canal Way Ilminster Somerset, TA19 0EB	16/07/2014	Access to recreation area	Access to recreation area	16/07/2014						16/07/2019		
ACV14	Save our Kings Head.org	The Kings Head Church Street Merriott Somerset, TA16 5PR	06/08/2014	Public House	Public House in community ownership	06/08/2014	19/08/14	29/09/14	0	18/02/15		06/08/2019	18/02/2016	Pub sold as a going concern (May 16) therefore an Exempt Disposal and remains on register

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV15	Hinton St George Parish Council	Parking Area Green Street/Hinton Close Hinton St George Somerset, TA17 8SQ	28/11/2014	Car park	Car park	28/11/2014						28/11/2019		
ACV16	Hinton St George Parish Council	Lord Poulett Arms High Street Hinton St George Somerset, TA17 8SE	28/11/2014	Public House	To be determined but ideally a public house	28/11/2014						28/11/2019		
ACV17	Hinton St George Parish Council	School House & Playing Fields West Street Hinton St George Somerset, TA17 8SA	28/11/2014	School & Playing Field	To be determined but ideally a school & playing field	28/11/2014						28/11/2019		
ACV18	Streetspace South Somerset	Chard Young People's Centre Essex Close Chard Somerset, TA20 1RH	28/01/2015	Youth & Community Club	Youth Club	28/01/2015						28/01/2020		
ACV19	North Cadbury & Yarlington Parish Council	The Catash Inn High Street North Cadbury Yeovil Somerset, BA22 7DH	04/02/2015	Public House and Bed & Breakfast	Public House	04/02/2015						04/02/2020		
ACV20	East Chinnock Parish Council	The Portman Arms High Street East Chinnock Yeovil Somerset BA22 9DP	26/02/2015	Public House	Public House	26/02/2015	02/03/15	12/04/15	1	01/09/15	1	26/02/2020	01/11/2016	Community bid deemed unacceptable by owner. Pub subsequently sold and operating as a going concern therefore 'exempt disposal'. Property protected for 18 months. Protected period expires 01/11/2016
ACV22	Gainsborough Community Interest Group	The Gainsborough Arms 74 Gainsborough Milborne Port Dorset DT9 5BB	27/03/2015	Public House	Public House	27/03/2015						27/03/2020		
ACV24	Barrington Parish Council	Barrington Primary School Water Street Barrington Ilminster Somerset TA19 0JR	09/09/2015	School	Education & social opportunities	09/09/2015	05/11/15	17/12/15	1	04/05/16		09/09/2020		Asset sold subject to contract. Subject to a compensation claim. 18 month prtected period expires 04/05/17
ACV25	Barrington Parish Council	Barrington Primary School Playing Field Water Street Barrington Ilminster Somerset TA19 0JR	09/09/2015	School playing field	Community play space	09/09/2015						09/09/2020		
ACV26	Stoke sub Hamdon Parish Council	Methodist Church West Street Stoke sub Hamdon Somerset TA14 6QG	03/12/2015	Community meeting facility	Community meeting facility	03/12/2015	07/01/16	18/02/16	1	06/07/16	1	03/12/2020		The Parish Council has successfully negotiated the purchase of the Methodist Church - sale proceeding.

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV27	Yeovil Without Parish Council	All Saints Church Yeovil Marsh Yeovil Somerset, BA21 3QG	05/12/2015	Place of worship	Community use	05/12/2015						05/12/2020		
ACV28	Yeovil Without Parish Council	Johnson Sports & Social Club Coronation Avenue Yeovil Somerset, BA21 3DX	04/12/2015	Social club & sporting facilities	Social club & sporting facilities	04/12/2015						04/12/2020		
ACV29	Yeovil Without Parish Council	Yeovil Marsh Church Hall Yeovil Marsh Yeovil Somerset, BA21 3QG	04/12/2015	Village hall	Village hall	04/12/2015						04/12/2020		
ACV30	Yeovil Without Parish Council	Great Lyde Inn 1 Cavalier Way Yeovil Somerset, BA21 5UA	04/12/2015	Public house	Public house	04/12/2015						04/12/2020		
AVC31	The Hardington Mandeville Community Group	Mandeville Arms High Street Hardington Mandeville Yeovil, Somerset BA22 9PQ	17/02/2016	Community pub	Public house	17/02/2016						17/02/2021		
AVC32	Long Sutton Parish Council	Long Sutton Stores The Green Long Sutton Somerset, TA10 9HT	30/03/16	Village stores	Village stores	30/03/16						30/03/2021		Village Stores sold as a going concern therefore an 'Exempt Disposal' and remain on register.
AVC33	Yeovil Town Supporters Society Ltd	Huish Park Stadium Lufton Way Yeovil Somerset, BA22 8YF	21/04/2016	Playing association football	Playing association football and other leisure activities	21/04/2016						21/04/2021		
AVC 34	Yeovil Town Supporters Society Ltd	Huish Park surrounding land Lufton Way Yeovil Somerset, BA22 8YF	21/04/2016	Football pitches, car parks, community space	Leisure	21/04/2016						21/04/2021		
ACV35	Martock Parish Council	The Post Office East Street Martock Somerset, TA12 6JQ	26/07/2016	Post Office	Post Office	26/07/2016						26/07/2021		
ACV36	Martock Parish Council	The George Inn & associated car park Church Street Martock Somerset, TA12 6JL	29/07/2016	Community hub & spiritual centre	Community hub	29/07/2016						29/07/2021		
ACV37	Queen Camel Parish Council	Countess Gytha Primary School High Street Queen Camel Yeovil Somerset, BA22 7NH	18/08/2016	Fomerly a primary school but now closed	Community meeting facility	18/08/2016	15/08/2016	26/09/2016	1	17/02/17	0	18/08/2021	15/02/2018	
ACV38	Martock Parish Council	The Gospel Hall Church Street Martock Somerset, TA12 6JL	03/08/2016	Meeting place	Meeting place	03/08/2016	03/08/21					03/08/2021		

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by District Council	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (6 months after date of notification to sell is received)	Number of written intentions to bid received	Date to be removed from register (auto-fill ie. 5 years after listing)	Property protected from nomination/moratorium triggers (18 months from notification of intention to sell)	Comments
ACV39	The Charltons Parish Council	Charlton Adam Post Office & Stores Broad Street Charlton Adam Somerset, TA11 7AY	22/11/2016	Post Office & Stores	General Store	21/11/2016						22/11/2021		
ACV40	The Charltons Parish Council	Fox & Hounds Inn Broadway Road Charlton Adam Somerset, TA11 7AU	22/11/2016	Public House & function room	Public House	22/11/2016						22/11/2021		
ACV41	The Charltons Parish Council	The Reading Room Hillway Charlton Mackrell Somerset, TA11 6AN	22/11/2016	Community facility with café	Community facility	22/11/2016						22/11/2021		
ACV42	Winsham Parish Council	The Bell, 11 Church Street, Winsham	08/02/2017	Public House	Public House with community shop and café area							08/02/2022		

Agenda Item 12

District Executive Forward Plan

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

1. Purpose of the Report

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

2. Public Interest

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

3. Recommendations

3.1 The District Executive is asked to:-

- 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 – April 2017

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
April 2017	Update on Transformation Project	Portfolio Holder for Strategy and Policy	Chief Executive	Tracy Winsor, Strategic Lead Transformation	District Executive Council
April 2017	SSDC Council Plan	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive Council
May 2017	Capital & Revenue Budget monitoring reports for quarter 4 - Outturn Reports	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
May 2017	Loan for Winsham Community Pub, Shop & Post Office	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
May 2017	Prevention Charter for Somerset (from the Director of Public Health, SCC)	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Angela Cox, Democratic Services Manager	District Executive
May 2017	Intensification of use of Easement from 26 St James Street, South Petherton onto Prigg Lane Car Park (Confidential)	Portfolio Holder for Property & Climate Change	Assistant Director (Finance and Corporate Services)	Diane Layzell, Senior Land and Property Officer	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
June 2017	Update Report on Westland Leisure Complex	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health & Well-Being)	District Executive
June 2017	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Deputy Chief Executive	Anna-Maria Lenz, Performance Officer	District Executive
June 2017	Proposed redevelopment of Yeovil Crematorium (Confidential)	Portfolio Holder for Area South	Assistant Director (Environment)	Alasdair Bell, Environmental Health Manager	District Executive
July 2017	Adoption of the new Commercial Land and Property Strategy	Portfolio Holder for Property & Climate Change	Chief Executive	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
Sept 2017	CIL Governance - Policy to decide how funds are allocated	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Martin Woods, Director (Service Delivery)	District Executive
Sept 2017	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
Sept 2017	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Deputy Chief Executive	Anna-Maria Lenz, Performance Officer	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
Nov 2017	Council Tax and Housing Benefit fraud report	Portfolio Holder for Finance and Legal Services	Director Support Services	Ian Potter, Revenues and Benefits Manager	District Executive

APPENDIX B - Current Consultations – April 2017

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Local authority environmental regulation fees and charges 2017</p> <p>We want to know what you think about proposed amendments to the environmental permitting fees and charges schemes, including a general increase of 4.5%. Do you think the increase is justified to cover regulatory costs? We particularly want to hear from Local Authority Environmental Health regulators, from operators of regulated facilities and their trade associations.</p> <p>https://www.gov.uk/government/consultations/local-authority-environmental-regulation-fees-and-charges-2017</p>	<p>Area West Chair / Environmental Health</p>	<p>Assistant Director (Environment)</p>	<p>Officers in consultation with Portfolio Holder</p>	<p>Alasdair Bell</p>	<p>13th April 2017</p>
<p>Building our Industrial Strategy</p> <p>We want to build an industrial strategy that addresses long-term challenges to the UK economy. Our aim is to improve living standards and economic growth by increasing productivity and driving growth across the whole country. This green paper sets out our approach and some early actions we have committed to take. It is not intended to be the last word, but instead to start a consultation</p> <p>https://www.gov.uk/government/consultations/building-our-industrial-strategy</p>	<p>Property & Climate Change / Environment & Economic Development</p>	<p>Assistant Director (Environment) / Director (Service Delivery)</p>	<p>Officers in consultation with Portfolio Holders</p>	<p>Keith Wheaton-Green / David Julian</p>	<p>17th April 2017</p>

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Planning and affordable housing for Build to Rent</p> <p>Consultation on changes to planning policy to encourage authorities to plan for Build to Rent schemes, with Affordable Private Rent to substitute for other types of affordable housing.</p> <p>https://www.gov.uk/government/consultations/planning-and-affordable-housing-for-build-to-rent</p>	Strategy and Policy	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Colin McDonald	1 st May 2017
<p>Fixing our broken housing market: consultation</p> <p>Consultation on changes to planning policy and legislation in relation to planning for housing, sustainable development and the environment.</p> <p>https://www.gov.uk/government/consultations/fixing-our-broken-housing-market-consultation</p>	Strategy and Policy	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Colin McDonald	2 nd May 2017
<p>100% business rates retention: further consultation on the design of the reformed system</p> <p>Further consultation on the government's commitment to allow local government to retain 100% of the business rates they raise locally.</p> <p>https://www.gov.uk/government/consultations/100-business-rates-retention-further-consultation-on-the-design-of-the-reformed-system</p>	Finance and Legal Services	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Ian Potter	3 rd May 2017

Agenda Item 13

Date of Next Meeting

Members are asked to note that a **special meeting of the District Executive** will take place on **Tuesday, 18th April 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at **1.00 p.m.**

The next scheduled meeting of the District Executive will take place on **Thursday, 11th May 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m. (one week later than usual due to the County Elections)