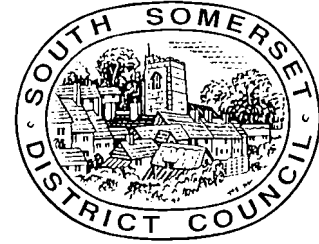


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 5th July 2018

10.30 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 Specialist on 01935 462148 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 27 June 2018.

Alex Parmley, *Chief Executive Officer*

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



District Executive Membership

Ric Pallister
Peter Gubbins
Henry Hobhouse
Val Keitch
Graham Middleton
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 5 July 2018

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 7th June 2018.

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. Dualling of the A303 from Sparkford to Ilchester (Pages 5 - 17)

7. Affordable Housing Development Programme (Pages 18 - 35)

8. Private Sector Housing Enforcement Policy and associated charges (Pages 36 - 71)

9. Adoption of the South Somerset Playing Pitch Strategy 2017 - 2028 (Pages 72 - 184)

10. Capital Budget Outturn Report for 2017/18 (Pages 185 - 197)

11. Revenue Budget Outturn Report for 2017/18 (Pages 198 - 224)

12. SSDC Annual Performance Report 2017-18 (Pages 225 - 231)

13. SSDC Transformation Programme - Progress Report (Pages 232 - 240)

14. District Executive Forward Plan (Pages 241 - 245)

15. **Date of Next Meeting** (Page 246)
16. **Exclusion of Press and Public** (Page 247)
17. **Purchase of Land at Ham Hill Country Park (Confidential)** (Pages 248 - 264)
18. **Notification of an Urgent Executive Decision: Battery Project - Establishing a Special Purpose Vehicle (Confidential)** (Pages 265 - 268)

Agenda Item 6

Dualling of the A303 from Sparkford to Ilchester

Executive Portfolio Holder: Angie Singleton, Strategic Planning
Ward Member(s): Mike Lewis, Tony Capozzoli
Director: Netta Meadows, Strategy and Support Services
Service Manager: Jan Gamon, Lead Specialist – Strategic Planning, Strategy and Commissioning
Lead Officer: Jo Manley, Policy Planner
Contact Details: jo.manley@southsomerset.gov.uk or 01935 462442

Purpose of the Report

1. To update District Executive on the A303 Sparkford to Ilchester Dualling Scheme and set out how the Council will engage in the Development Consent Order (DCO) process. District Executive is asked to agree a Statement of Support in Principle for the scheme to be submitted to Highways England. District Executive is also asked to set aside a budget to resource the Council's involvement in this project and to agree to the principle of the Council entering into a Planning Performance Agreement with Highways England to recoup some of the Council's costs. Finally a scheme of delegation to enable officers to respond in a timely manner to requests from Highways England and the Examining Authority during the examination is set out in Appendix 2 for District Executive's approval.

Forward Plan

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

Public Interest

3. The report will outline the process by which Highways England are seeking to obtain planning permission for the dualling of the A303 between Sparkford and Ilchester. It will explain the role of South Somerset District Council in that planning application process and set out the key issues of relevance for SSDC.

Recommendations

4. That the District Executive note this report and its contents, review and approve:
 - a. The Statement of in Principle Support for the scheme to be submitted to Highways England (Appendix 1).
 - b. The principle of the Council entering into a Planning Performance Agreement with Highways England, the detail of which to be delegated to Lead Specialist – Strategy and Commissioning.
 - c. That £100,000 is allocated from estimated revenue underspends in 2018/19, under-written by general balances, to resource the Council's involvement in this project.
 - d. The Scheme of Delegation for the Council's input into the Development Consent Order process (Appendix 2).

Background

5. The Planning Act 2008 establishes the process for dealing with proposals for nationally significant infrastructure projects or NSIPs. Under the Act, applicants are required to obtain a Development Consent Order (DCO) from the Secretary of State. The DCO is normally made as a statutory instrument – a form of secondary legislation. It not only provides planning consent for the project

but may also incorporate other consents and include authorisation for the compulsory acquisition of land.

6. Local authorities have an important role in the process and they are encouraged to discuss and work through the issues raised by NSIP planning applications within their area with the prospective applicants, and to engage with the applicant in the preparation of submissions to assist the Examining Authority (the Planning Inspectorate - PINs) in the examination of the scheme.
7. The A303 Sparkford to Ilchester Dualling Scheme is a NSIP. The proposal is to provide a continuous dual carriageway along the general alignment of the A303 from Podimore roundabout to Sparkford bypass, which is approximately a three mile stretch. The objectives of the proposal are to reduce congestion and journey times as well as pollution and provide safer local access for pedestrians and cyclists. Originally there were 13 design options considered, these were narrowed down and two were consulted upon. The Preferred Route Announcement was made on 24th October 2017 and there is no further opportunity to influence this once the application is submitted.
8. Highways England intends to submit the DCO application to the Planning Inspectorate on the 27th July 2018. The high level timetable is as follows:
 - Examination - 13th December 2018 for a period of up to 6 months
 - Decision - end of 2019
 - Road construction to commence by March 2020
 - Road open - 2022/2023The applicant has noted that we will enter purdah for a period of six weeks prior to elections in South Somerset
9. For information, the scheme has its own webpage on the Planning Inspectorate website where you can register for updates and where documents are uploaded to view when they become available :
<https://infrastructure.planninginspectorate.gov.uk/projects/south-west/a303-sparkford-to-ilchester-dualling/?ipcsection=overview>

Highways England Statutory Consultation

10. The statutory consultation period was 26th January to 9 March 2018. The purpose of the consultation was to seek feedback on the design of the upgrade, including location, purpose and layout of junctions, provision for non-motorised users and environmental impact and mitigation. Highways England received 241 responses to the consultation.
11. The District Council submitted written representations in March 2018, during the statutory consultation period. In this response the Council's strong support for the scheme was expressed as was the principle of the preferred route and its design. Localised impacts were identified, where further work was required. The key issues were:
 - a. Local impact on the village of West Camel. Projected increase in vehicles traveling through the village as a result of the proposed design of the scheme and its potential to increase rat running;
 - b. Less direct access to Fleet Air Arm Museum and RNAS Yeovilton and its implications;
 - c. Impact of the design of Hazelgrove Junction upon the viability of local businesses;
 - d. Substantial and adverse impact upon Hazelgrove historic park and garden;
 - e. Local concern over noise levels for residents along the route;

- f. Local desire for Highways England to revisit the retention of the “old” A303 as a local route between Podimore and Hazelgrove roundabouts; and
 - g. Ensuring that appropriate mitigation is provided for the scheme.
12. Technical working groups have been set up by Highways England, where these matters have been and continue to be explored in further detail to inform the final submission. Relevant officers from the council have been attending the technical working groups.
13. Highways England has been meeting with parish councils along the route of the scheme to update them and discuss their particular concerns. They recently met with West Camel Parish Council, the Ward Member and MP. West Camel Parish Council is concerned that their existing rat running issue will be exacerbated by the scheme. Highways England state that their modelling does not show significant adverse effects, but as a gesture of goodwill have offered the parish highways mitigation outside of the DCO process. Somerset County Council is still looking to understand the level of impact of the scheme. The parish council are still considering the offer.

Role of South Somerset District Council and Key Milestones in DCO

14. Whilst the local authority is under no statutory obligation to be involved in the DCO process, there is a high expectation from PINs that as the host authority, we will be actively involved. We are expected to produce the following reports/responses/undertake the following actions in the time leading up to the submission of the application, during the Examination of the draft DCO, and post decision:
- Negotiating draft DCO with applicant
 - Agree a Planning Performance Agreement (PPA)
 - Inputting into Case for the Scheme
 - Inputting into National Policy Statement (NPS) accordance table
 - Producing an Adequacy of Consultation representation
 - Agreeing Statement(s) of Common Ground (SoCG)
 - Responding to a Rule 6 letter
 - Producing a Local Impact Report
 - Producing Relevant Representations
 - Producing Written Representations
 - Representing LPA at Examination hearings and responding to Inspector’s requests for information
 - Agreeing Planning Conditions/Section 106 Agreements
 - Discharging Conditions
15. Officers have been working jointly with Somerset County Council. To date we have agreed in principle to produce joint reports including the PPA, Statement of in Principle Support for Scheme, Adequacy of Consultation representation, Statement of Common Ground and Local Impact Report. Whilst the Local Impact Report and Statement of Common Ground will be shared, we will own discrete sections, whereas the other documents are jointly agreed in their entirety.
16. The anticipated deadline for these pieces of work is set out in the table below:

Document/Action	Summary of the Document/Action	Deadline
Negotiating draft DCO with applicant	Negotiating technical elements of the application.	Ongoing
Planning Performance Agreement	Agreement with the applicant (Highways England) to agree timescales, actions and resourcing for the DCO application.	20 th July 2018
Input into NPS Accordance Table	Assessing the DCO against the policies set out in the National Policy Statement for National Networks.	4 th July 2018
Adequacy of Consultation response	Assessing the applicant's consultation against the regulations for consultation as set out in the 2008 Act.	10 th August 2018 (tbc)
Statement(s) of Common Ground	Covering a broad range of topics and issues the SoCG provides PINs with clarity on the matters that are agreed, not agreed, and subject to further consideration.	Final Deadline – will be set by Examining Authority (PINs) likely to be early on in Examination process Jan/Feb 2019
Statement of In Principle Support for the Scheme (offered in advance of Statement of Common Ground)	Produced in advance of SoCG, demonstrates to PINs both council's support in principle for the scheme.	6 th July 2018
Respond to rule 6 letter (invitation to preliminary meeting) and Examination timetable	A formal agreement to the Examination timetable.	3 rd December 2018
Examination		13 th December 2018 to May 2019
Local Impact Report	Key document in Examination, setting out the local impacts of the scheme. Set out as positive, negative and neutral impacts, no political opinions are offered in this document.	Final Deadline – will be set by Examining Authority (PINs) likely to be early on in Examination process Jan/Feb 2019
Relevant representations	A summary of the aspects of the application that the Council agrees and/or disagrees with and our reasons why. NB. You must submit this to submit a Written Representation.	Before start of Examination, deadline set by PINs
Written Representations	This is a more detailed written account of what SSDC agrees and/ or disagrees with in the application , together with any evidence or documents to support this. It is an opportunity	Final Deadline – will be set by Examining Authority (PINs) likely to be early on in Examination process Jan/Feb 2019

	to expand on the issues set out in the Relevant Representation . Can include political angle not able to be included in the LIR.	
Agree Planning Conditions/Section 106 Agreements		Throughout Examination – deadline for final signing set by PINs
Discharge conditions		Post decision – December 2019
Non-material and material change applications	Applications to make changes to the scheme following the approval and can trigger a new DCO process if the nature of change is so significant.	Post decision – December 2019

17. In addition to the production of reports and representations, officers of the Council will be required to attend and participate in the Examination of the DCO, respond to written questions and requests for further information, comment on other interested parties' representations and submissions, all within short timescales.
18. During the Examination, the Statement of Common Ground will continue to be drafted and planning obligations and conditions will need to be agreed. Post decision, these will need to be discharged and monitored.
19. In order to enable timely responses by the Council from Highways England and the Examining Authority during the examination, it is recommended that District Executive approve the scheme of delegation set out in Appendix 2. This allows the Lead Specialist – Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation to approve documents on behalf of the Council.

Joint Statement of in Principle Support for the Scheme

20. Highways England has been actively encouraged by PINS to produce a Statement of Common Ground (SoCG) with ourselves and Somerset County Council. This is to clarify to the Examining Authority where progress is being made towards matters which have been agreed, not agreed and are under discussion. Officers have not however had the opportunity to see the DCO application or its associated documentation yet and therefore feel that until they have had sufficient time to consider this material, the signing of a SoCG is premature.
21. A Joint Statement of in Principle Support for the scheme from ourselves and Somerset County Council has therefore been produced in advance of the SoGC which expresses our support for the scheme and sets out our commitment to working with Highways England to produce a SoCG. It is recommended that District Executive agree to this statement being submitted to Highways England in advance of a Statement of Common Ground.

Resourcing the Project and Planning Performance Agreement

22. In recognition of the large and complex nature of this project, Highways England is seeking to enter into a Planning Performance Agreement with SSDC and SCC. The intention of the agreement is ensure that capacity is created and available within the Council to properly input into

27. None

Equality and Diversity Implications

28. None

Privacy Impact Assessment

29. No Impact

Background Papers

30. Appendix 1 – Statement of Support in Principle for the scheme

31. Appendix 2 - Scheme of Delegation

A303 Sparkford to Ilchester Dualling Scheme

**Statement of in Principle Support for the Scheme from
South Somerset District Council and Somerset County
Council**

1 INTRODUCTION

1.1 Purpose of this document

- 1.1.1 This Statement of In Principle Support for the scheme has been produced in advance of a Statement of Common Ground ("SoCG") in respect of the proposed A303 Sparkford to Ilchester Dualling Scheme ("the Application") made by Highways England Company Limited ("Highways England") to the Secretary of State for Transport ("Secretary of State") for a Development Consent Order under section 37 of the Planning Act 2008.
- 1.1.2 This statement has been produced to confirm to the Examining Authority that both South Somerset District Council and Somerset County Council support the principle of the scheme and have an agreement with Highways England to work towards producing a SoCG and in any event by the deadline that will be set by the Examining Authority.

1.2 Parties to this Statement of In Principle Support for the Scheme

- 1.2.1 This statement has been prepared by (1) Highways England as the Applicant and (2) South Somerset District Council and (3) Somerset County Council.
- 1.2.2 Highways England became the Government-owned Strategic Highways Company on 1 April 2015. It is the highway authority in England for the strategic road network and has the necessary powers and duties to operate, manage, maintain and enhance the network. Regulatory powers remain with the Secretary of State. The legislation establishing Highways England made provision for all legal rights and obligations of the Highways Agency, including in respect of the Application, to be conferred upon or assumed by Highways England.
- 1.2.3 South Somerset District Council and Somerset County Council are the host authorities with responsibility for planning and highways.
- 1.2.4 This statement has been produced in advance of the SoCG to demonstrate that all parties are working together but recognise that there is a need for South Somerset District Council and Somerset County Council to consider the material contained within the Development Consent Order application before they can commit to a SoCG to identify matters agreed, not agreed and matters under discussion.

2 STATEMENT OF IN PRINCIPLE SUPPORT

- 2.1 The Councils strongly support the need for the single carriageway section of the A303 between Sparkford and Ilchester to be upgraded to dual carriageway as part of an end-end whole route improvement of the A303/A358 between the M3 and the M5 at Taunton. If designed appropriately, the upgrading will improve connectivity and access to the South West Region, improve the resilience of the strategic road network and help to promote economic growth in the region.
- 2.2 This statement has been produced in advance of the SoCG to demonstrate that all parties are working together towards achieving a SoCG. Both South Somerset District Council and Somerset County Council are unable to enter into a SoCG until they have had sufficient time to consider the material contained within the DCO application.
- 2.3 All parties agree to work towards agreeing a SoCG which will need to be provided by the deadline that will be set by the Examining Authority.
- 2.4 All parties agree that until South Somerset District Council and Somerset County Council are able to consider the material contained within the DCO application, they are not in a position to identify specific “Matters Agreed”, “Matters Not Agreed” and “Matters Under Discussion” at this stage.

**3 AGREEMENT OF STATEMENT OF IN PRINCIPLE SUPPORT FOR THE
A303 SPARKFORD TO ILCHESTER DUALLING SCHEME**

Signed on behalf of Highways England

Name	
Role	
Date	
Signature	

Signed on behalf of South Somerset District Council

Name	
Role	
Date	
Signature	

Signed on behalf of Somerset County Council

Name	
Role	
Date	
Signature	

Appendix 2 - Scheme of Delegation

Document/Resource	Delegated Action	Post delegated to undertake action
Negotiating draft DCO with applicant	Negotiate technical elements of the application such as inputting into Case for the Scheme and NPS Accordance Table	Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation
Planning Performance Agreement	Negotiate joint PPA with Somerset County Council and Highways England	District Executive to support principle with detail delegated to Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation.
Legal Resourcing	Obtain advice from external legal specialist when reasonably necessary	Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation
Statement of Support In Principle for the Scheme (in advance of Statement of Common Ground)	Negotiate joint Statement with Somerset County Council and Highways England	District Executive to support principle with detail delegated to Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation.
Input into NPS Accordance Table	Respond to HE interpretation of compliance of scheme with National Policy Statement for National Networks	Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation
Adequacy of Consultation response	Respond to request for comments on Adequacy of Consultation by the Planning Inspectorate. Factual document.	Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation.
Statement(s) of Common Ground	Negotiate content of and submission of joint Statement(s) of Common Ground with Somerset County Council and Highways England.	District Executive to support principle with detail delegated to Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation.
Respond to rule 6 letter (invitation to preliminary meeting) and Examination timetable	Formally agree to Examination timetable.	Lead Specialist - Strategy and Commissioning in consultation with Portfolio Holder for Strategic Planning (Place Making) and Portfolio Holder for Property & Climate Change and Income Generation

Document/Resource	Delegated Action	Post delegated to undertake action
Examination	Represent SSDC at Examination	Relevant Council Officers.
Local Impact Report - Key document in Examination, setting out the factual impacts of the scheme		District Executive
Relevant Representations - A summary of the aspects of the application SSDC agrees and/or disagree with and our reasons why. NB. You must submit this to submit a Written Representation		District Executive
Written Representations - This is a more detailed written account of what SSDC agrees and/ or disagrees with in the application , together with any evidence or documents to support this. It is an opportunity to expand on the issues set out in the Relevant Representation . Can include political angle not able to be included in the LIR		District Executive
Agree Planning Conditions/Section 106 Agreements	Agree Planning Conditions/Section 106 Agreements	Lead Specialist – Planning
Discharge conditions	Discharge conditions	Lead Specialist – Planning

Agenda Item 7

Affordable Housing Development Programme

Executive Portfolio Holder: Councillor Ric Pallister, Strategy and Policy
Director: Martin Woods, Service Delivery
Service Manager: Colin McDonald, Corporate Strategic Housing Manager
Lead Officer: Colin McDonald, Corporate Strategic Housing Manager
Contact Details: colin.mcdonald@southsomerset.gov.uk or (01935) 462331

1. Purpose of the Report

The purpose of this report is to update the Executive on the final position of the Affordable Housing Development Programme for 2017/18, the current position for 2018/19 and future prospects.

2. Recommendations

The Executive are asked to:-

- (a) NOTE the affordable housing development programme outcomes to date
- (b) AGREE to withdraw the award of £ 396,661 grant to Yarlinton for the proposed scheme at Misterton in the event that suitable planning permission is not in place before 5th July 2019

3. Public Interest

- 3.1. This report covers the provision of affordable housing over the past year and anticipates the likely delivery of more affordable homes being constructed during the current financial year. It will be of interest to members of the public concerned about the provision of social housing for those in need in their local area and of particular interest to any member of the public who is seeking to be rehoused themselves or has a friend or relative registered for housing with the Council and its Housing Association partners.
- 3.2. "Affordable" housing in this report broadly refers to homes that meet the formal definition that appears in national planning policy guidance (the 'National Planning Policy Framework'). In plain English terms it means housing made available to people who cannot otherwise afford housing (owner occupied/mortgage or rented) available on the open market. Typically this includes rented housing (where the rent is below the prevailing market rate for a private sector rented property of similar size and quality) and shared ownership (where the household purchases a share of the property that they can afford and pays rent, also at a below market rate, on the remainder). The Housing & Planning Act 2016 formally defines the new Starter Homes as also being a form of 'affordable housing'.
- 3.3. This report covers the level of public subsidy secured (which is necessary in order to keep rents at below market rates) and sets out where affordable housing has been completed. It does not cover the letting of the rented housing or the sale of the shared ownership homes; in short, it is concerned with the commissioning and delivery stages only.

4. Background

- 4.1. The overall programme has traditionally been achieved through mixed funding (Housing Grant [administered by Homes England – formerly the Homes and Communities Agency - HCA], Local Authority Land, Local Authority Capital, Housing Association reserves and S106 planning obligations) and the careful balancing of several factors. This includes the level of need in an area; the potential for other opportunities in the same settlement; the overall geographical spread; the spread of capacity and risk among our preferred Housing Association partners and the subsidy cost per unit.
- 4.2. A previous report was considered by the District Executive on 7th July 2017 which considered the final outturn for 2016/17 and gave some longer term perspective including some commentary on previous ‘voluntary disposals’ by various Housing association partners.
- 4.3. In recent years a significant element of the affordable housing delivery programme has been produced through planning obligations within larger sites being brought forward by private sector developers. However the delivery of these is tied to wider economics, not least the developers view of prevailing market conditions and the speed at which they estimate completed properties will sell at acceptable prices. Typically the required affordable housing is agreed at the outset of larger sites, but delivered as the site progresses over a number of years.
- 4.4. Under both HG3 and HG4, the Local Plan seeks 35% to be provided as affordable housing (subject to viability). The 35% derives from the previous Strategic Housing Market Assessment (SHMA) which was undertaken by Fordham Research in 2009, commissioned in conjunction with the other districts in Somerset and covering both the Taunton and South Somerset Sub-Regional Housing Market Areas. A new needs assessment was delivered in October 2016 by Justin Gardiner Consulting, commissioned in conjunction with three other districts. These assessments take into account the ‘backlog’ of need (as expressed on the housing register) and the demographic projection of newly arising need over the remainder of the plan period.
- 4.5. Many aspects of the Housing and Planning Act 2016 are now in force. However it included different sets of regulations which further detail will be written into in due course, none of which have yet appeared. The Act introduced the Governments proposal of ‘Starter Homes’ as an alternative form of provision to ‘traditional’ Affordable Housing. A starter home is a new dwelling which is only available for purchase by qualifying first-time buyers and which is made available at a price which is at least 20% less than the market value subject to a cap. A first time buyer must be aged at least 23 and under 40. The price cap is £ 250,000 outside London.
- 4.6. We have operated a system of preferred Housing Associations partners for over twenty years, choosing our main partners on a range of criteria (not just concentrating on the efficiency and effectiveness of their development function but also taking into account their record of housing management, such as their ability to robustly respond to substantiated incidents of antisocial behaviour).

5. New Main Partner Housing Association

- 5.1. Following discussions at the annual review meeting, BCHA chose to withdraw from being a main partner, formally confirming this in September 2017. BCHA remain an accredited Housing Association partner and we will continue to work with them on specialist projects, such as the acquisition of move-on properties, and other opportunities (for example where a private sector developer feels unable to work with

one of the Main Partners on the affordable housing obligated under their s106 Agreement)

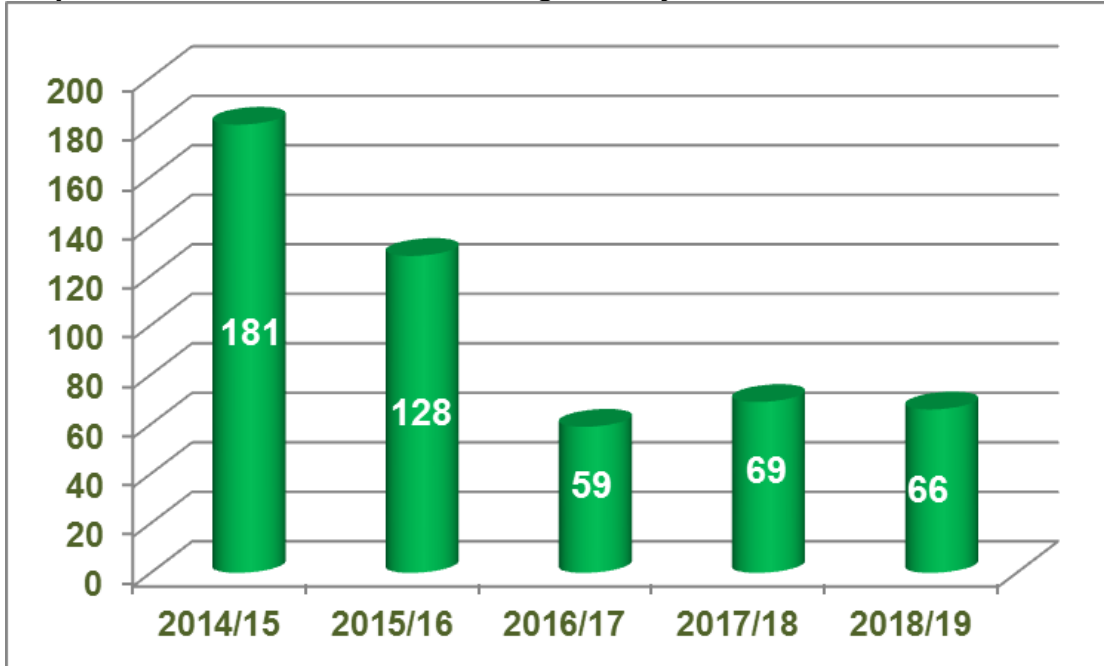
- 5.2. Given the length of time since the joint assessments undertaken in conjunction with Mendip it was not reasonable to simply 'promote' another association that had already gone through the 'second stage' assessment. Instead all existing accredited Housing Association partners were contacted and invited to express an interest in being considered for Main Partner status.
- 5.3. Initially this elicited three potential applicants who were then invited to an interview to be held on Wednesday 17th January. However one Housing Association withdrew, leaving two to attend the interviews, which were held at the Westlands complex in Yeovil. The interview panel was chaired by Councillor Ric Pallister, as relevant portfolio holder, and had two relevant officers – Colin McDonald, the Corporate Strategic Housing Manager and Nina Richards, the enabling officer from Mendip. With the exception of Councillor Linda Oliver, the portfolio holder from Mendip, this was the same interview panel that had conducted the assessments three years earlier.
- 5.4. Both Associations performed well and impressed the panel overall, the results were consistent and the preferred partner Association was unanimous. The panel agreed that had there been two vacancies for main partner status then both Associations would have been successful. The unsuccessful Association has been given informal feedback, albeit mainly in the form of praise for the areas where they impressed the panel, and remains able to work on some specific schemes as an accredited partner. Of course they will also have the opportunity to re-apply when we review the entire partnership again at the end of the current period
- 5.5. The Portfolio Holder confirmed the appointment of Magna Housing Association through a portfolio holder report in January 2018. Magna were a preferred partner in the past but had withdrawn from their development programme – choosing instead to 'hibernate' whilst concentrating on providing good landlord services to their existing tenants, They have recently reversed this decision and recruited a new development team but will be restarting their development activities 'from scratch' so it will be a couple of years before we can expect to see delivery outcomes on a scale comparable to our other partner Housing Associations.

6. The Affordable Housing Programme: A five-year profile

The graphs below show the overall shape of the programme over the past four financial years (in order to give some longer term context) and the projected outturn for the current financial year. Further detail on the first three years covered by these graphs can be found in the previous reports to District Executive (1st October 2015, 1st September 2016 & 6th July 2017) and is not repeated here. This report considers the outturn for the last complete financial year, 2017/18 and future schemes which now have grant funding confirmed (either from HCA or from this Council), most of which shall be on site during the current financial year.

6.1. Overall Delivery

Graph One: Overall Affordable Housing Delivery

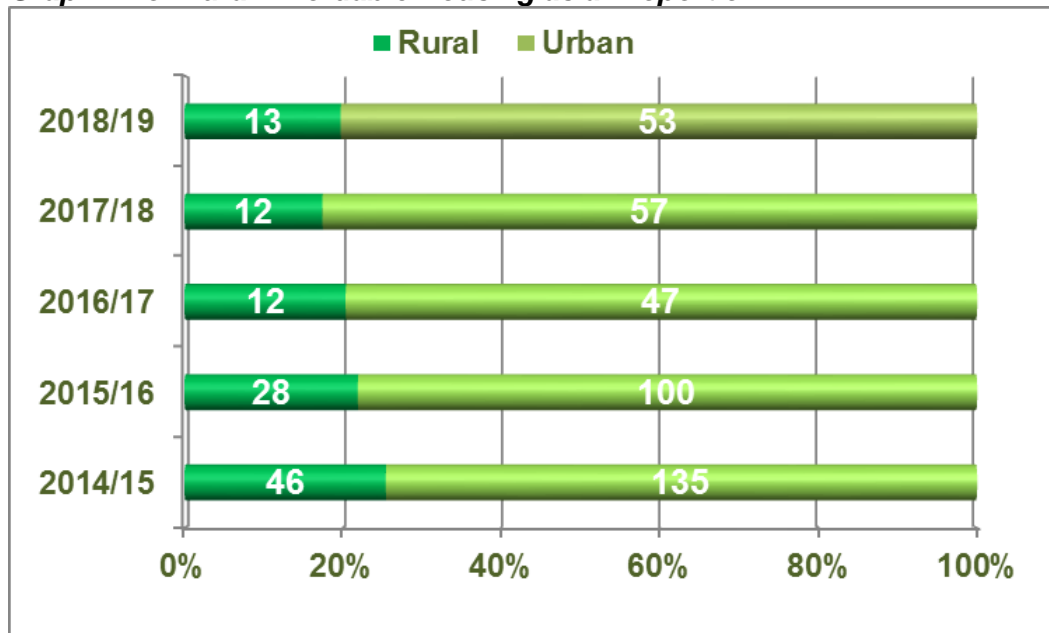


Graph one (above) shows the overall size of the affordable housing programme over the past four years and the expected size for the current year. The longer term trend has been downwards with the average for the four year period above falling to 109, whereas the average for 2011-15 (the last complete HCA four year funding period) was 206.

6.2. Rural Delivery

Graph two demonstrates that we have previously consistently delivered at least 20% of all new affordable homes in settlements of under 3,000 population. Last year this fell to around 17½%; the projection for the current financial year is just over 19½%.

Graph Two: Rural Affordable Housing as a Proportion



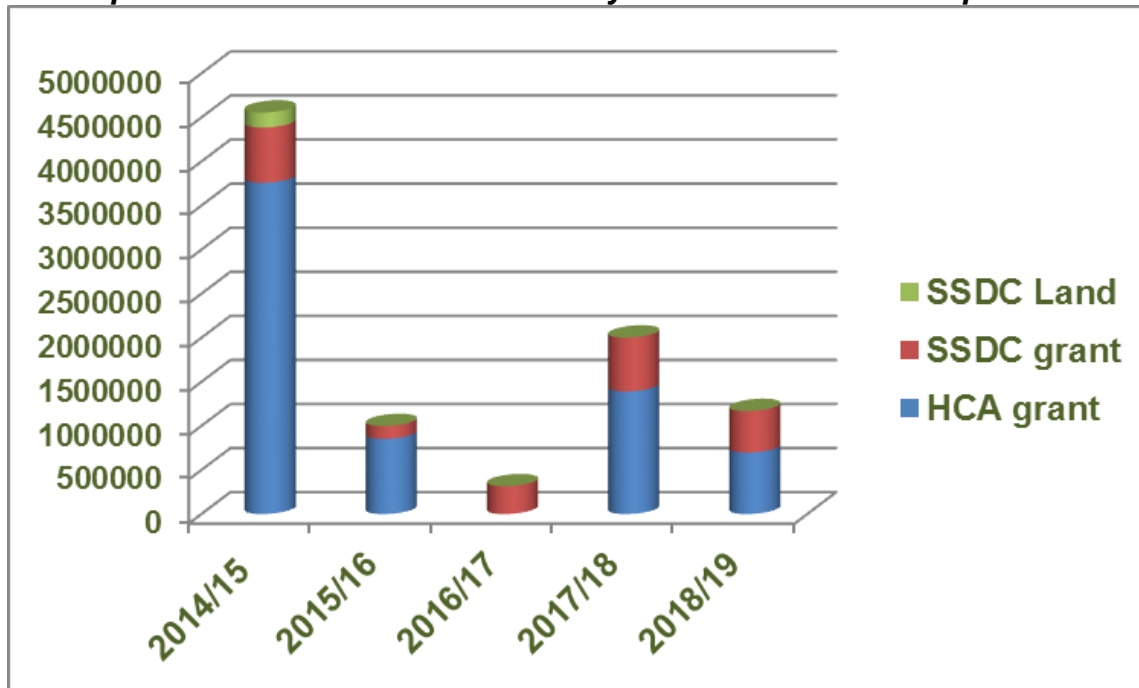
6.3. Public subsidy

- Graph three shows the level of public subsidy associated with schemes completing in each financial year. It should be noted that subsidy is paid at various stages and in most cases some proportion of the subsidy will have been paid over in the financial year/s prior to the year of completion, as the development has progressed. Historically, capital subsidy from the Homes and Communities Agency has been the dominant feature.
- Over the past four years the total value of public subsidy has been as follows:

Homes & Communities Agency	£ 6,001,195 (76%*)
District Council (Capital Grant)	£ 1,699,200 (22%*)
District Council (Land Value)	£ 170,000 (2%*)
Total public subsidy	£ 7,870,395

**Rounded to nearest whole number.*

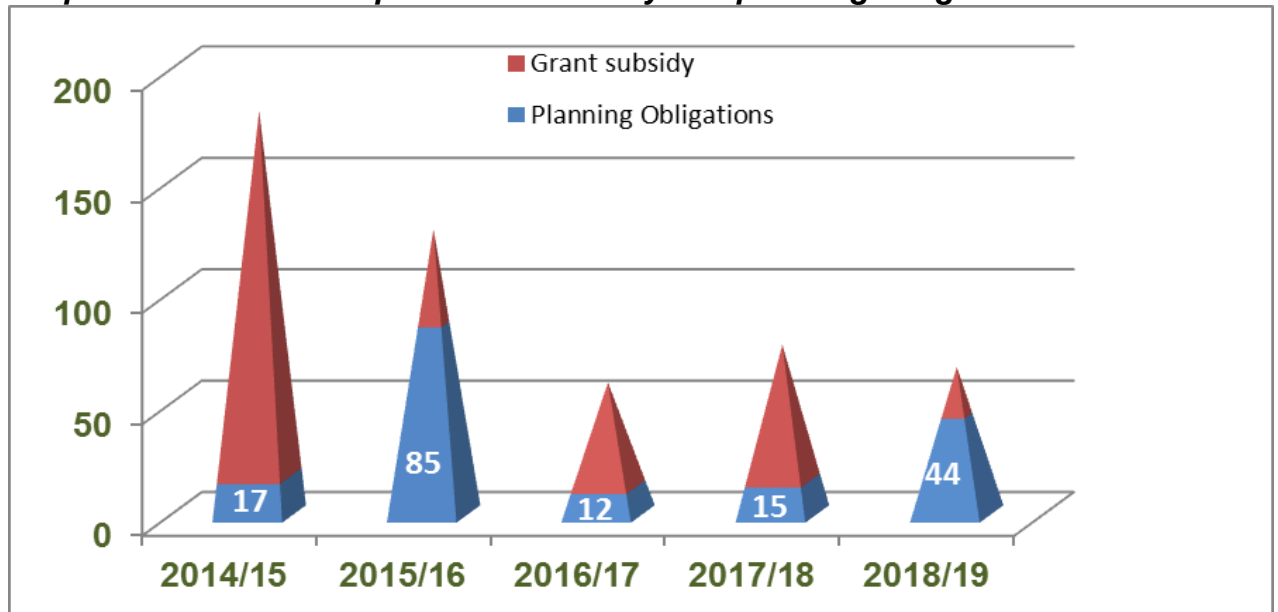
Graph Three: Level of Public Subsidy Associated With Completed Schemes



- Most unusually 2016/17 included no completed schemes subsidised through the HCA, although as previously mentioned grant will have been paid over during the build stages for schemes due to complete in the current financial year.
- Graph three does not include the recycled funds used by Housing Associations arising from 'staircasing' in shared ownership (where the leasee purchases a further tranche of the equity) or the outright disposal of a rented property.
- No SSDC land has been 'gifted', representing a subsidy, since 2014/15.
- Because of our 'underwriting' approach it is possible that some funds currently attributed to SSDC for the current and future financial years may be fully or partially substituted by central funding via Homes England.

- Graph four below demonstrates the relationship between that part of the programme sustained by the subsidies shown above and the delivery of affordable housing through planning obligation alone. The apparent peak in 2015/16 is due largely to the completion of the first 59 obligated dwellings on the Lufton key site in Yeovil, acquired by Yarlinton.

Graph Four: Relationship between subsidy and planning obligations

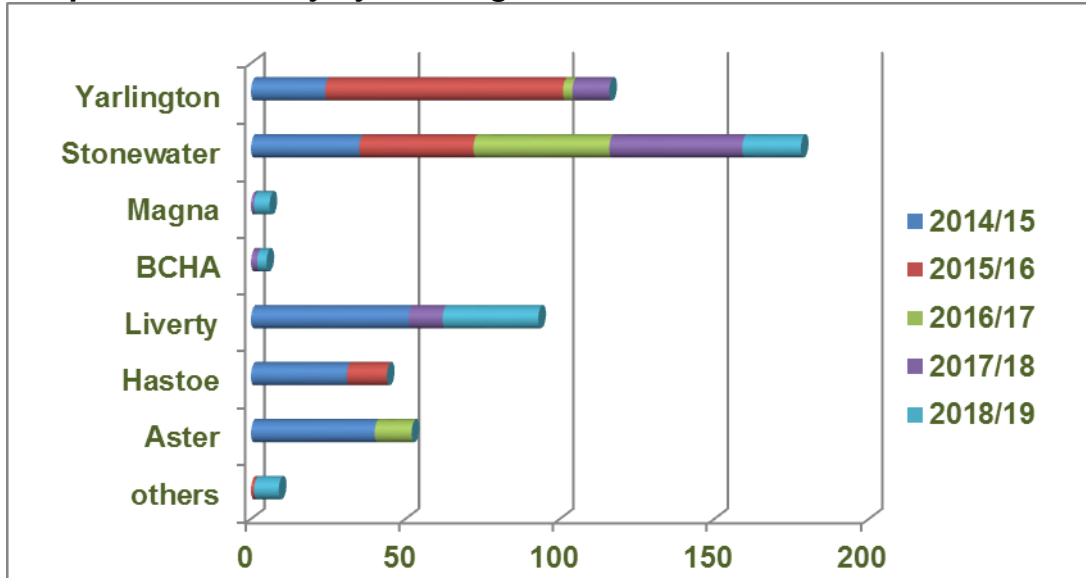


6.4. Delivery by Association

- Graph five shows the delivery over the five year period (including the projected delivery for the current financial year) broken down by Housing Association.
- Magna were appointed as a main partner earlier this year and have just restarted their development programme activities having spent several years in self-imposed 'hibernation'. The six properties attributable to Magna consist of one 'bought not built' and five provided under planning obligation which were already on site prior to their appointment as a main partner.
- The figures attributed to Livery include the homes produced by both Knightstone and DCH up to 2017/18 (prior to their merger to form Livery). Of the 62 properties delivered by Livery to date, 4 were attributable to DCH and the remaining 58 were delivered by Knightstone.
- It should be noted that this graph does not include a very small number of affordable dwellings delivered directly by private sector developers or the one previously acquired by the Council.
- The graph confirms that Stonewater have overtaken Yarlinton as the biggest provider of new homes in the district over both the past four year period and the entire five year period covered by this report. If this report only covered the past two years and the projection for the current financial year then Livery would also have overtaken Yarlinton as a deliverer of new social housing. Yarlinton, of course, remain the biggest provider of existing homes, and thus vacancies arising, with about 84% of all social housing in the district.

- On this graph the 'other' bar includes a small number of properties due to be acquired by an independent CLT with no Housing Association intermediary and a number of discounted market homes delivered directly by a private sector developer.

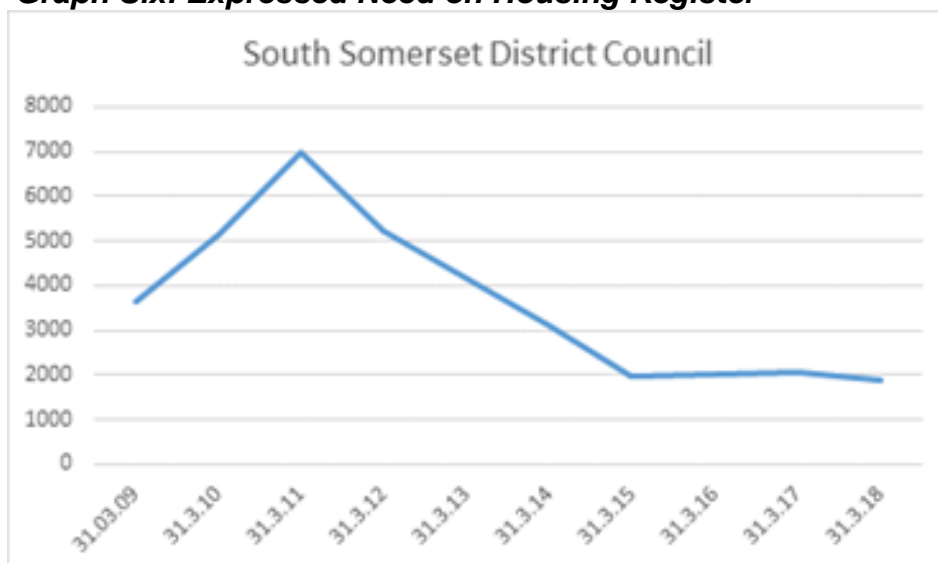
Graph Five: Delivery by Housing Association



6.5. Housing Register

- Since the creation of a single county wide system in December 2008 the number of applicants expressing a need through the register has initially increased and then steadily fallen. The fall in applications can be attributed to better maintenance of the register (removing redundant applications) and, in part, the policy changes previously introduced which restricted applicants to those who have a local connection with the County. However for just over four years those on the register assigned to South Somerset District Council has remained pretty steady at around 2,000, close to the level we had prior to creating the county-wide system.

Graph Six: Expressed Need on Housing Register

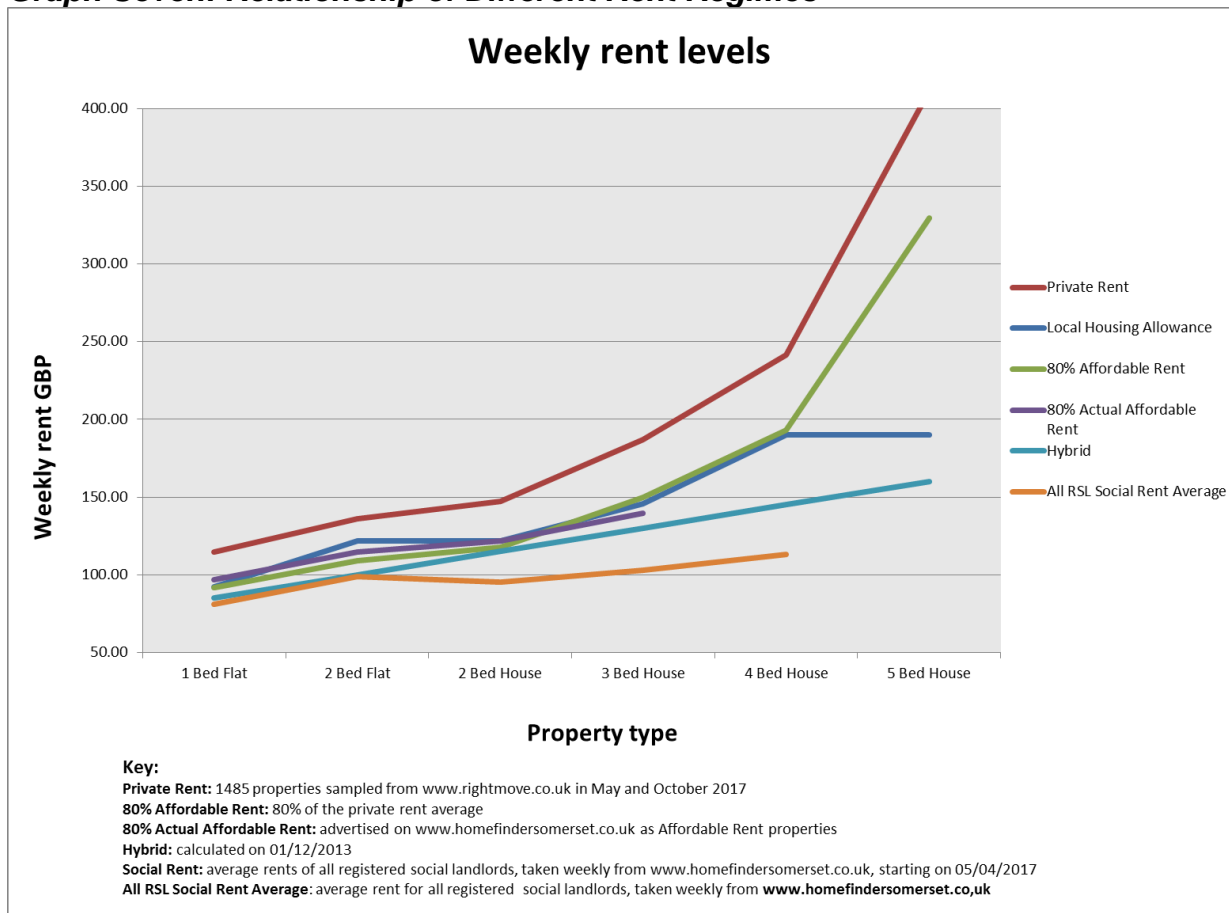


This suggests that we have reached an equilibrium where the supply of new housing (together with the casual vacancies arising from within the existing stock) is just about keeping pace with the newly arising expressed need.

6.6. Outcome rents

- The graph below is a very rough guide to the relationship between the different rent regimes. It is important to note that the figures are all district wide averages which masks the variation, particularly in market and affordable rents, between locations. There is no local housing allowance (Housing Benefit limit) for a five bedroom property – hence the red line flattens once it reaches four bedrooms. Generally all forms of rent tend to ‘kink’ at the higher end – i.e. the additional rent charged per extra bedroom increases at a greater rate – except for the hybrid rent (which was deliberately modelled as a straight line).

Graph Seven: Relationship of Different Rent Regimes



- The green line shows modelled average affordable rents at 80% of the average prevailing private sector values. The purple line shows actual average affordable rents, i.e. on real properties, and tends to be slightly higher than the green line, probably because on average the Housing Association properties are newer and of better quality than the ‘average’ available on the private rented sector.
- Since July 2015 both social rents and affordable rents have been decreasing by 1% per annum. Overall this reduction in income led to a significant reduction in

the borrowing power of the Housing Association sector and subsequently additional viability issues on sites subject to planning obligations.

7. 2017/18 outturn

- 7.1. During 2017/18 a total of 69 new affordable homes were completed, of which 15 were produced without direct public subsidy but through obligations imposed on developers under section 106 of the Town and Country Planning Act 1990. The full details are shown at Appendix A.
- 7.2. Six different Housing Associations delivered nine schemes in six different settlements, although two of these Housing Associations have since merged.
- 7.3. In the report provided to the District Executive on 1st July 2017, it was anticipated that there would be 81 new affordable homes delivered during 2017/18. This actual outturn varies due to slippage on two schemes:
- The Stonewater site at the former Dikes Nurseries (behind the Co-op) at Stoke Sub Hamdon consisting of fourteen dwellings
 - Bournemouth Churches acquisition of existing properties ('bought not built') for 'move-on' where two purchases were completed during 2017/18 but the remaining three will fall into the current year.

Conversely five homes for rent were completed at the Northfields Farm site in Somerton and handed over to Liverty in March when these were originally expected to complete this financial year.

- 7.4. The two most significant schemes were both developed by Stonewater in Yeovil - the final nineteen properties of the scheme at West Hendford and the new flats on the former swimming pool site, now known as Ben Jacobs Court. The first phase of the West Hendford scheme was completed in the previous financial year (2016/17) but as the subsidy has not been disaggregated into different delivery phases the full subsidy is shown on Appendix A and should not be taken as the cost of just nineteen dwellings.
- 7.5. Together with the four other properties acquired – two by Liverty and two by Bournemouth Churches – this totals 47 dwellings in Yeovil, or about 68% of the programme as delivered.
- 7.6. Despite the slippage of their scheme at Stoke Sub Hamdon, Stonewater completed more affordable dwellings last year than all of the other Housing Associations combined.
- 7.7. There were a total of five individual acquisitions or 'bought not built' were existing properties were purchased from the market, so this did not add to the overall housing stock but did marginally change the tenure mix.
- Prior to their merger with DCH to form Liverty, Knightstone accessed health service funding to acquire a number of bungalows across the County for specialist LD provision, including relatively high physical needs. Two such properties were acquired in Yeovil in April 2017 with a total of £630,588 funding coming from NHS England.
 - There was also a single acquisition completed by Magna in April 2017 to assist a family with special circumstances; Magna claimed £ 34,700 in grant, allowing £2,300 to be returned to the general reserve, as previously reported.
 - BCHA have been funded roughly two thirds from central sources (Homes England) and roughly one third from the Council to acquire five two-bedroomed

properties in Yeovil to provide move-on accommodation. The first two purchases were completed last year.

- 7.8. Yarlington completed two rural schemes – both of six dwellings. One was a site they owned and developed independently at South Cadbury. The other was the planning obligation element of a larger site developed by Higdon at Broadway.
- 7.9. There were nine other affordable dwellings delivered by planning obligation without recourse to grant (making a total of fifteen) and these were all handed over to Livery, albeit on two different sites one that was being developed by DCH (Martock) and the other being the first batch of houses handed over to Knightstone by Bovis on their larger scheme at Northfield Farm, Somerton. Knightstone & DCH have since merged to form Livery.

8. Current Year (2018/19) Programme

- 8.1. During 2018/19 we expect a total of 66 new affordable homes to be delivered; the full details are shown at Appendix B. The figure is subject to some fluctuation as sites progress, for example delays due to adverse weather, but it is also possible that other dwellings will come forward.
- 8.2. Currently we expect four Associations and two other organisations to deliver five schemes in five different settlements and a fifth Association to acquire three existing dwellings in a sixth settlement, Yeovil. In a marked contrast to the previous year just 5% of the programme is expected to be delivered in Yeovil with the majority (67%) this time in Area North.
- 8.3. For the first time in three years the majority of these homes will be delivered through planning obligations rather than through grant subsidy – exactly two thirds (44). The majority of these (31, just under half [47%] the entire expected programme) are the next few batches of properties due to be delivered to Livery on the Bovis site at Northfield Farm, with the final ten obligated dwellings due to be delivered in 2019/20. Of course at this stage it is difficult to accurately predict whether the final ten might be brought forward, boosting next years projected delivery, or whether some of this years remaining 24 (the 7 that slipped from last year having already been delivered) might slip into next year.
- 8.4. The other thirteen obligated dwellings are split between two sites – one being developed at Curry Rivel by Summerfield and the other being developed at Seavington St Michael, but only five will be handed over to a Housing Association (Magna at Curry Rivel). Of the remaining eight five are being delivered directly by Summerfield as a discounted market product and the other three are being gifted to the Seavington CLT without the need for an intermediary Housing Association.
- 8.5. The Stonewater scheme in Wincanton, where they have taken on a site which previously had planning permission to provide private sector homes, is grant funded by Homes England to produce 'Rent to Buy' properties whereby tenants initially pay a sub-market rent with the option to purchase at a later date in a similar but not identical way to the Rentplus model.
- 8.6. The other Stonewater scheme is the long awaited construction of modular dwellings at the rear of the former Working Men's Club in Chard. Difficulties with the site conditions have, ironically, delayed the start of this site but it remains the case that we shall be able to monitor the effectiveness of the expected shortened construction phase.

8.7. The actual outcome for this financial year could be augmented with some additional individual properties such as mortgage rescues or further Bought not Built properties.

9. Next Year (2019/20) Programme

9.1. During 2019/20 we currently expect a further 57 new affordable homes with good prospects that this may be augmented by other, currently pipeline, schemes. The current projection is shown as appendix C.

9.2. We expect the majority, almost three quarters, of the current projected programme to be delivered by Liverty – nine dwellings on the land we have sold to them at Dolling Close/Jarman Way, Chard and the remaining thirty two being obligated dwellings achieved without recourse to grant on three different sites, including the last ten dwellings expected at Northfield Farm, Somerton.

9.3. We expect the first seven new dwellings for over four years to be delivered in Crewkerne. The portfolio holder has recently confirmed £350,000 in our grant funding for Magna to produce seven dwellings on the former St Peters Church site in South Street, Crewkerne. There are three important caveats to this funding

- That Magna obtain appropriate reserved matters planning permission (the site currently has outline planning permission);
- That this includes one larger property of at least four bedrooms;
- That Magna seek funding from Homes England to subsidise the scheme

Magna consider that Homes England are likely to subsidise the scheme but they estimate that central funding will stretch no further than £280,000 which would release all but £70,000 of council funding.

9.4. The Yarlinton scheme at Misterton was originally allocated funds by the District Executive in October 2015 for the first phase of 17 dwellings – 11 for social rent and 6 for shared ownership – in anticipation that suitable planning permission will be obtained and a bid will be made to Homes England for grant funding towards a larger site overall.. It should be noted that should Homes England be willing to fund the entire site then the rented properties will, in all probability, have to be realigned under the affordable rent regime. It has been placed on this appendix as most likely to complete in 2019/20 but that is by no means certain

9.5. At the Area West Committee which considered an annual update on the affordable housing programme on 18th April 2018 Councillor Sue Osborne asked why no time limit had been set for Yarlinton to take up this funding. Council funding has never traditionally had a time limit set, indeed the ‘underwriting’ approach is intended to give Housing Associations the space, time and confidence to bring a scheme forward and, once ‘shovel-ready’ make an appropriate bid for central funding without artificial deadlines causing any corners to be cut at crucial stages. However, on this occasion, we are fast approaching three years between funding being agreed by the District executive and the relevant planning application being submitted, tying the funds up for that long being an opportunity cost in terms of other schemes that could have been underwritten instead. It is therefore recommended that the District Executive determine to withdraw the award of grant if suitable planning permission is not in place within the next twelve months.

9.6. Finally the fourteen dwellings previously referred to at the former Dikes Nursery in Stoke sub Hamdon are now expected to be delivered in April 2019 following recommencement of the site by Stonewater. However it remains possible that progress on the site will go well and the scheme could possibly be completed this financial year after all.

10. Pipeline schemes

- 10.1. There are always a number of other schemes ‘bubbling under’ which the strategic housing team regard as ‘pipeline’ and rarely report directly on. At the time of drafting this report there is a potential further 329 dwellings on sites being considered by our four main developing Housing Association partners – Liverty, Magna, Stonewater and Yarlington.
- 10.2. In addition it is possible, but by no means certain, that during the current and next financial years we may see the next ‘peak’ in delivery of affordable housing through planning obligations on one or more of the larger sites. In particular it is expected that Persimmon will progress development on the Lufton key site in Yeovil to the point where provision of more affordable housing is triggered within the terms of the existing s106 Agreement. There is also the possibility of the delivery of the first tranche of affordable housing within the Brimsmore key site in Yeovil.
- 10.3. The Stonewater scheme at North Street Crewkerne was allocated £ 1,040,000 by the District Executive in September 2016, on the assumption suitable planning permission would be sought and that substitute funding would release this underwriting. Planning permission was refused by the Area West Committee but Stonewater have won their appeal against this decision. The scheme no longer appears in any of the appendices as the most recent estimate of completion based on the planning permission won at appeal is now April 2020 (which takes completion into a different financial year) hence it is currently being seen as ‘pipeline’. However Stonewater are still working on alternative options for this scheme and may yet be able submit a revised planning application which better addresses the concerns raised when the current permission was originally dismissed by the Area West Committee.
- 10.4. More recently the Portfolio Holder allocated a total of £995,000 to Stonewater to enable the development of a 34 dwelling site in South Petherton subject to appropriate planning permission. This includes an understanding that Stonewater will work with the South Petherton CLT in seeking alternative funding for a portion of the site to meet very local needs, with the potential for funds from the Community Led Housing pot now administered by Homes England potentially favouring social rents in such locations. At the time of drafting this report the scheme remains ‘pipeline’ as we have no defined timescales, but it is likely to start to deliver new homes within the next eighteen months and may well augment the 2019/20 programme.
- 10.5. Homes England have allocated £ 951,700 to Stonewater for the delivery of a mixed tenure scheme in Merriott on a site which had the benefit of outline planning permission. At the time of drafting this report the scheme remains ‘pipeline’ as, again, we have no defined timescales, but it is likely to start to deliver new homes within the next two years and so could possibly augment the 2019/20 programme.

11. Voluntary Disposals by Yarlington

- 11.1. In the last such report to the District Executive a full list of the 54 voluntary disposals made by Yarlington up until that time was provided. The Portfolio Holder requested that further disposals were regularly reported.
- 11.2. Since the last such report, Yarlington have proposed a further eight voluntary disposals. The first seven of these were during the last financial year (bringing the total for that year to 8) and the last one was first reported to us in June 2018. Six of these properties are in rural locations, with one each in Ilminster and Crewkerne

1 Hicknoll Cottages, Compton Pauncefoot	informed 7 th July 2017
8 Pilgrims Way, Lovington	informed 7 th July 2017
5 Dunsham Lane, Wayford	informed 24 th July 2017
1 Vale View, Cucklington	informed 6 th Sept 2017
54 High Street, Ilminster	informed 25 th Oct 2017
10 Kingstone Cross, Dowlish Wake	informed 25 th Oct 2017
2 Southview, Cucklington	informed 25 th Oct 2017
3 Cowen Close, Crewkerne	informed 20 th June 2018

12. Financial Implications

The table below is a summary of the movements in the reserve since the last report:

Affordable Housing Reserve	£1,000 (rounded)
Balance b/f (per DX report July 17)	506
Allocation to Mendip YMCA: Christopher House (Portfolio Holder October 2017)	(15)
Allocation to Stonewater: South Petherton (Portfolio Holder October 2017)	(995)
New capital bid approved (District Executive March 2018)	1,500
Allocation to Magna: Crewkerne (Portfolio Holder June 2018)	(350)
Total Remaining Balance of Reserve	646

12.1 Of the above there is a reserve set aside for Yeovil only (arising from monies returned by Spectrum) of £71,500

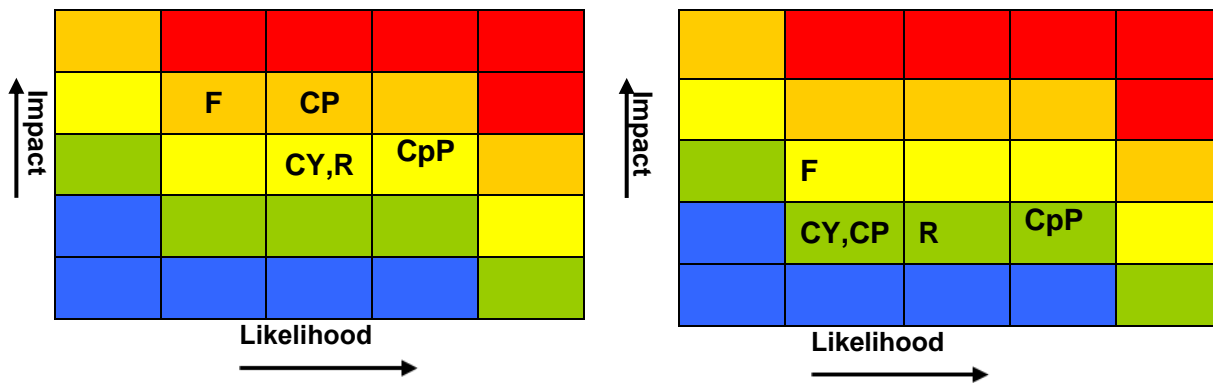
12.2 In addition there is a rural contingency fund of £ 500,000

12.3 The general contingency funding has traditionally been held back to meet operational requirements, such as “Bought not Builts” for larger families; mortgage rescue and disabled adaptations specifically designed for clients where opportunities do not exist in the current stock.

17. Risk Matrices

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

18. Carbon Emissions and Climate Change Implications

Previously all affordable housing in receipt of public subsidy, whether through the Home England or from the Council, had to achieve the minimum code three rating within the Code for Sustainable Homes. Homes England has dropped this requirement and work has been undertaken to understand the precise differences between code three and current building regulations (which have improved). Whilst the Council may be able to seek slightly higher standards than those achieved through building regulations where it is the sole funder of schemes, this is rarely the case as usually there is some central grant sought at some stage.

19. Equality and Diversity Implications

All affordable housing let by Housing Association partners in South Somerset is allocated through Homefinder Somerset, the county-wide Choice Based Lettings system. Homefinder Somerset has been adopted by all five local housing authorities in the County and is fully compliant with the relevant legislation, chiefly the Housing Act 1996, which sets out the prescribed groups to whom 'reasonable preference' must be shown.

20. Implications for Corporate Priorities

The Affordable Housing development programme clearly provides a major plank under "Homes" and in particular meets the stated aim:

"To work with partners to enable the provision of housing that meets the future and existing needs of residents and employers."

21. Privacy Impact Assessment

This report does not directly impact on any data held of a personal nature.

22. Background Papers:

Affordable Housing Development Programme
District Executive – 6th July 2017

Affordable Housing Development Programme: Christopher
House, Yeovil
Portfolio Holder decision October 2017

Affordable Housing Development Programme: West End
Close, South Petherton
Portfolio Holder decision October 2017

Review of the Affordable Housing Development Partnership
Portfolio Holder decision January 2018

Affordable Housing Development Programme: South Street,
Crewkerne
Portfolio Holder decision June 2018

Appendix A: Combined HE & SSDC Programme Completions 2017/18

	Housing Association	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes	Total Grant	Level of grant from SSDC	Level of grant from HE	Planning Obligation	completion
Yeovil	Stonewater	West Hendford	0	2	17	19	19	£1,125,345	£375,000	£750,345		Jun-17
	BCHA	Move-on acquisitions (bought not built)	0	2	0	2	2	£112,000	£37,000	£75,000		Feb-18
	Liverty (Knightstone)	Bungalows (NHS funded)	0	0	2	2	2	£0	£0	£0		Oct -17
	Stonewater	Queensway	0	24	0	24	24	£619,607	£162,000	£457,607		Aug-17
Somerton	Liverty (Knightstone)	Northfield Farm	5	0	0	5	5	£0	£0	£0	✓	Mar-18
Martock	Liverty (DCH)	Water Street, Martock	0	0	4	4	4	£0	£0	£0	✓	Oct-17
Chard	Magna	Individual acquisition	1	0	0	1	1	£37,000	£37,000	£0		25 th April 2017
Rural (pop. below 3,000)	Yarlington	Tanyards, Broadway	4	0	2	6	6	£0	£0	£0	✓	Nov-17
	Yarlington	South Cadbury	0	4	2	6	6	£108,000	£0	£108,000		Jul-17
Totals			10	32	27	69	69	£2,001,952	£611,000	£1,390,952	15	

Appendix B: Combined HE & SSDC Programme Projected 2018/19

	Housing Association	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes	Total Grant	Level of grant from SSDC	Level of grant from HE	Planning Obligation	anticipated completion
Yeovil	BCHA	Move-on acquisitions (bought not built)	0	3	0	3	3	£168,000	£55,500	£112,500		
Chard	Stonewater	R/o Chard Workings Men's Club	0	4	0	4	4	£216,000	£216,000	£0		Nov-18
Somerton	Liverty	Northfield Farm	17	0	14	31	31	£0	£0	£0	✓	
Wincanton	Stonewater	Balsalm Park	0	0	15	15	15	£315,875		£315,875		Mar-19
Page 34	Rural	Magna	5	0	0	5	5	£0	£0	£0	✓	Jul-18
		Summerfield*	0	0	5	5	5	£0	£0	£0	✓	Jun-18
		Seavington CLT*	0	3	0	3	3	£0	£0	£0	✓	
		Totals	22	10	34	66	66	£699,875.00	£271,500.00	£428,375.00	44	

Appendix C: Combined HE & SSDC Programme Projected 2019/20

	Housing Association	Scheme Name	Social Rent	Affordable Rent	Shared Ownership/ Intermediate	Net Gain New Homes	Total Homes	Total Grant	Level of grant from SSDC	Level of grant from HE	Planning Obligation	anticipated completion
Crewkerne	Magna	St Peters Church	0	7	0	7	7	£350,000	£70,000	£280,000		Dec-19
Chard	Liverty	Dolling Close (Jarman Way) Plot 5	0	9	0	9	9	£468,334	£200,000	£268,334		Jun-19
Somerton	Liverty	Northfield Farm	10	0	0	10	10				✓	Sep-19
Rural	Stonewater	Dikes Nursery, Stoke-sub-Hamdon	0	10	4	14	14	£290,000	£0	£290,000	□	Apr-19
	Yarlington	Misterton	11	0	6	17	17	£396,661	£396,661	£0		
	Liverty	Norton Sub Hamdon	5	0	2	7	7				✓	Mar-20
	Liverty	Keinton Mandeville	10	0	5	15	15				✓	Mar-20
		Totals	21	26	10	57	57	£1,504,995	£666,661	£838,334	32	

Agenda Item 8

Private Sector Housing Enforcement Policy and associated charges

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Director: Martin Woods, Service Delivery Director
Lead Officer: Vicki Dawson, Lead Specialist Environmental Health
Contact Details: Vicki.dawson@southsomerset.gov.uk or 01935 462546

Purpose of the Report

1. For members to consider and adopt the attached Private Sector Housing Enforcement Policy and agree associated charges for enforcement and civil penalties in the appendices to the report.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5th July 2018.

Public Interest

3. The purpose of this report is to outline the Council's approach to enforcement in the private housing sector and to agree charges for associated civil penalties and enforcement activity.

Recommendation

4. That the District Executive agrees and adopts the attached Private Sector Housing Enforcement Policy in Appendix 1 and agrees the charges in the following Appendices;

Appendix 1.1 Charging Policy for Private Sector Housing Enforcement Services

Appendix 1.2 Civil Penalties Policy for Private Sector Housing Related Offences

Appendix 1.3 Statement of Principles for determining a penalty charge for offences under the Smoke and Carbon Monoxide Alarm Regulations 2015 and related legislation

Background

5. The Council's Private Sector Housing (PSH) officers seek to maintain and improve housing conditions in the private sector. Legislation concerning the private sector is aimed mainly at private sector housing and private landlords although in certain situations social landlords are included. The condition of housing in this sector has moved up the political agenda both locally and nationally in recent months with concerns about overcrowding, disrepair, beds in sheds, rogue landlords and lack of adequate means of escape in case of fire in certain premises
6. The PSH officers initial approach when dealing with the private sector is to provide informal advice and assistance to ensure standards are met and maintained. We have many excellent landlords in our district and work with them in partnership with our other services to provide good quality rented accommodation. The National Landlords Association (NLA) works hard to assist local landlords meet new legal requirements to improve the standard of rented accommodation. Grants and loans are available to assist improve substandard property in certain situations. In most cases this informal approach works but where it fails or it is necessary to meet agreed enforcement objectives, PSH officers will take the enforcement action required.

7. Enforcement action may be required to ensure compliance with regulatory requirements including the licensing of houses in multiple occupation (HMOs), bringing empty properties back into use, enforcement of the housing health and safety rating system (HHSRS), dealing with overcrowding, public health matters, and anti-social behaviour associated with privately rented accommodation.
8. Earlier in the year the Council introduced an amended Article 4 Direction in Yeovil to control the development and spread of HMOs. Having said this however the Council recognises the need for good quality HMOs in anticipation of the introduction of the Homelessness Reduction Act. It is therefore not proposed to increase HMO license fees at this time as has been done in many other areas, so as to not place undue burdens on our local HMO landlords.

Report Detail

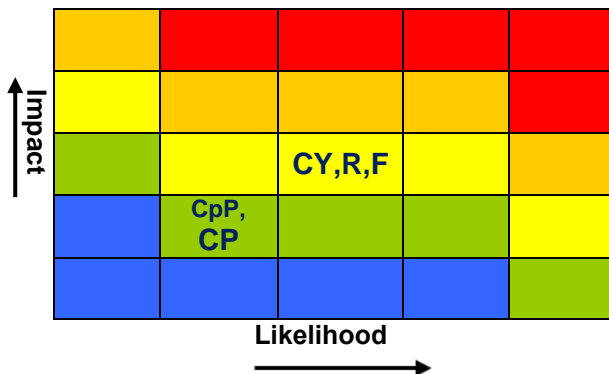
9. The Housing & Planning Act 2016 and associated legislation has recently introduced a range of new measures to improve the regulation of the private rented sector including the ability of the Council to introduce new charges and penalties. With these recent changes it is now an opportune moment to adopt a revised, updated policy on Private Sector Housing Enforcement reflecting the latest developments including the introduction of new charges and penalties. This new policy and the associated charges and penalties need to be agreed by the District Executive as being appropriate for use in South Somerset.
10. This new policy is designed to provide an effective and fair approach to regulatory enforcement in order to improve regulatory outcomes to protect tenants without imposing unnecessary burdens on landlords. This policy is in accordance with the Council's Enforcement Policy for Regulatory Services and takes into account the Council's approach to better enforcement as a result of the Government's Better Regulation agenda. This policy clearly sets out the Council's approach to enforcement so that everyone who owns or lets private property will know what to expect from the Council. The new charging regime helps the Council cover the cost of it's enforcement action where action is necessary.
11. A consultation exercise has taken place over a six week period prior to this report. Around 200 landlords that we had contact details for were sent an email, along with the consultation being placed on our public website. The consultation was seeking views on the content of the Enforcement Policy along with specific questions about the reasonableness of the proposed charges. Only 9 responses were received, 8 of which were from people owning or managing residential property in South Somerset. Generally there was support for the policy with comments about ensuring poor landlords were tackled. 8 of the 9 responses supported the Council in full cost recovery of enforcement action. 5 of the 9 responses felt the licence charge for HMOs should be increased to allow full cost recovery but the other 4 did not. 7 of the 9 responses agreed with the Civil penalty charges or expressed no opinion and agreed with the 25% discount for early payment.

Financial Implications

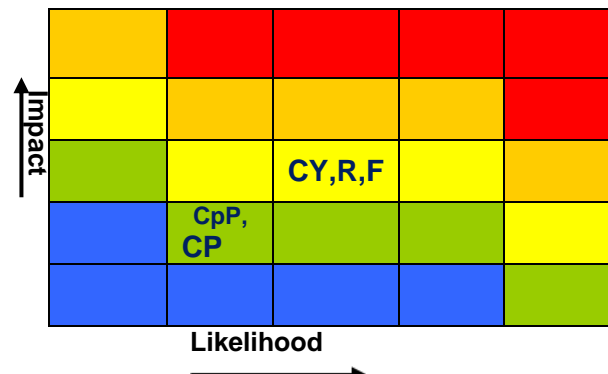
12. Charging for enforcement and the use of Civil Penalties will help the Council recover some the cost incurred with enforcement action although it is hard to gauge at this stage how much it will be. Any income received during 18/19 would provide an underspend as there is no current income budget at this stage. Any initial reasonable estimates will be added to the MTFP in due course once we have some experience of income trend.

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

13. This new policy will contribute towards the following council aim;

- To provide healthy and sustainable housing for all our residents

Carbon Emissions and Climate Change Implications

14. Any works undertaken to improve the insulation and energy efficiency of private sector housing will have apposite effect on carbon emissions.

Equality and Diversity Implications

15. A full equality assessment report has been undertaken on this policy and charges and there are no adverse implications.

Privacy Impact Assessment

16. There are no privacy implications to this report

Background Papers

Private Sector Housing Strategy 2015-19

Empty Homes Strategy

HMO Policy 2015-19

Somerset Strategic Housing Framework 2018-2022-consultation document

Article 4 Direction of Houses in Multiple Occupation-Report to Area South Committee 3/1/18

SSDC Regulatory Services Enforcement Policy 2016-2020

Appendix 1

Private Sector Housing Enforcement Policy



Date 24/03/18

Version V5

Appendix 1 Private Sector Housing Enforcement Policy

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Introduction

This Policy sets out how South Somerset District Council (the Council) intends to secure effective compliance with the Housing Act 2004 and other relevant legislation while minimising the burden to the Council, individuals, organisations and businesses.

It sets out what owners, landlords, their agents and tenants of residential properties can expect from the Council's officers when regulating standards.

This policy deals with housing enforcement in all residential dwellings including privately rented, socially rented, owner occupied properties and Houses in Multiple Occupation (HMOs).

Information on other aspects of our work with private sector housing can be found in our Private Sector Housing Strategy 2017-20 on our website. In addition the Council's general policy towards all housing tenures and all issues to do with housing across the County can be found in the Somerset Strategic Housing Framework 2018-2022.

Most of this work will be carried out by Environmental Health officers who specialise in private sector housing and will be referred to here as PSH (Private Sector Housing) officers.

1. Our approach

We will work with our professional colleagues and other service providers to ensure the full range of powers available to the Council are used in the most efficient way. We will also target our resources to ensure the most serious cases are tackled as a priority.

We will provide information in plain English and accessible formats where possible, and publicise the availability of our services. We will be open about our priorities, policies and procedures and we will ensure that officers explain the options available to property owners, landlords and tenants, and their reasoning for pursuing any given course of action.

Enforcement options referred to in this policy include the formal requirement to take action or carry out remedial work and penalties for offences under housing law (and associated legislation). Typically enforcement options could be:

- The service of notices/orders;
- A simple caution;
- A financial penalty;
- Prosecution in the Magistrate's Court; and
- Works in default with recovery of costs.

1.1 Principles of good enforcement

The Council is committed to the principles of good enforcement as set out in the Legislative and Regulatory Reform Act 2006 and when carrying out our regulatory activities we will do so in a way that is transparent, accountable, proportionate, consistent and targeted only at cases where action is needed.

Transparency: We will be open in our approach, explain our decisions and publish our policies and strategies.

Accountability: We will be accountable for the efficiency and effectiveness of our service and the decisions we make. We will be clear when we can help and when we cannot in line with the legislation available to us and where possible signpost customers to other agencies who may be able to assist them.

Proportionality: We will ensure that enforcement action is proportionate to the risk and any sanction applied is appropriate. In most cases, unless immediate action is necessary, for example to ensure the health and safety of tenants or occupiers, we will seek to achieve compliance through informal means and offer the opportunity to discuss the case before formal action is taken. If a landlord has a history of non-compliance, is not fully cooperative or the risk is serious, we may go straight to formal action.

Targeting: We will prioritise and direct our regulatory effort where it is needed most in line with local priorities and needs. As resources allow, PSH officers will prioritise the reduction and removal of significant health and safety hazards and assisting vulnerable people.

Fairness and consistency: We will treat all service users fairly and ensure that our enforcement practices are consistent. We will adopt a similar approach in similar circumstances to achieve similar outcomes. We will also have regard to national guidance, Codes of Practice and best practice to inform our decision making. We will provide details on how to appeal against decisions and be open and fair in this approach.

1.2 The Regulators' Code

The Legislative and Regulatory Reform Act 2006 requires that we have regard to the Regulators Code and we are committed to ensuring our enforcement activities comply with this Code. This includes the following;

Supporting economic progress: We aim to carry out our activities in a way that supports landlords and businesses to enable them comply with their legal responsibilities whilst being able to grow their business. We will always balance this with public protection at the forefront of our minds.

Engaging with service users: We are committed to engaging with our service users and provide a number of mechanisms to facilitate this including the Landlords Forum in conjunction with our partners. We will support local landlord and tenant

groups and provide the opportunity for dialogue, engagement and updating on existing, emerging and new local and national issues within the sector.

2. Identifying the need for action

Part of the role of the Council's Housing Standards team is to carry out a planned HMO inspection programme as well as responding to complaints about poor housing conditions. If unsatisfactory conditions are found enforcement action may be taken and will be proportionate to the seriousness of the offence. Where we have discretion, we will consider whether other measures could lead to effective resolution. We will apply the enforcement policy in each and every case and make a decision about whether to proceed to formal enforcement action having considered the individual circumstances of the case. In making our decision we will consider relevant factors such as the harm caused or, potential for harm to be caused to individuals, the public and the environment.

3. Co-ordinated working

Often a single housing matter can trigger enforcement responsibility for several services and agencies such as for example, Devon and Somerset Fire Rescue Service, Yeovil One, Avon and Somerset Police, Immigration service, Somerset Social Services and SSDC's Environmental Protection Team. It is quite likely that the Housing Options Team could also be involved to assist with rehousing options. We will therefore take a comprehensive approach to enforcement wherever possible by:

- Co-ordinating action between all Council services and other agencies;
- Ensuring the most effective action is taken and led by the most appropriate agency;
- Sharing information with other agencies.

4. Powers of entry

Entry to a property is usually required to enable authorised PSH officers to carry out their statutory functions. PSH officers will normally make an appointment to visit in the first instance and will give at least 24 hours notice of their intention to enter properties to inspect them to both the occupants and owners. PSH officers will carry written authorisation to carry out inspections.

Powers of entry will allow an officer, at any reasonable time, to enter a property to carry out an inspection and gather evidence, take someone with them, take appropriate equipment or materials and take any measurements, photographs, recordings and samples as necessary. In some cases, powers of entry will be used to carry out works.

PSH Officers will exercise their statutory powers to gain entry without giving prior notice to investigate suspected non-compliance with housing related law or to carry

out a statutory duty where it is necessary to do so. Reasons for the use of these powers may include:

- To protect the health and safety of any person or to protect the environment without avoidable delay;
- To prevent the obstruction of officers where this is anticipated;
- To determine if a property is an unlicensed HMO or has breached management regulations;
- Joint working with other agencies such as the police, immigration enforcement or fire service.

Obstructing an authorised officer from entering a premises in accordance with their powers is an offence and could result in prosecution.

5. Requiring information

PSH officers have the power to require:

- documents to be provided under s235 of the Housing Act 2004 to enable them to carry out their powers and duties;
- electrical and gas safety certificates to be provided in relation to Houses in Multiple Occupation under s234 of the Housing Act 2004;
- any person with an interest in a property to provide details about its ownership or occupation under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

PSH officers will routinely use these powers and it is an offence not to produce the required information as requested. Where information is not provided formal action will be considered such as a simple caution, financial penalty or prosecution.

The Council also has the power to:

- obtain and use Housing Benefit and Council Tax information under Section 237 of the Housing Act 2004; and
- request and use tenancy deposit information under Section 212A of the Housing Act 2004.

This information will be used to assist the Council in carryout its functions under Part 1-4 of the Housing Act 2004.

6. Failure to comply

Non-compliance with housing law referred to in this policy is a criminal offence. Typical offences include:

- direct breaches of regulations such as the HMO management regulations and the smoke and carbon monoxide alarm regulations;
- a breach of a legal Notice or Order without reasonable excuse. For example, a Housing Act 2004 Improvement Notice or Environmental Protection Act 1990 Statutory Nuisance Notice;

- failure to licence an HMO under Part 2 of the Housing Act 2004;
- failure to comply with the conditions of a licence issued under Part 2 or 3 of the Housing Act 2004;

Several different enforcement options are available to the Council dependent upon the circumstances of the offence. The most suitable option will be decided on a case by case basis in line with this policy.

6.1 Enforcement options for non-compliance

Where there has been a breach of the law, the options available to the Council include offering a simple caution or issuing a financial penalty or prosecution. Before a decision is taken on which option to take if any, the alleged offence will be reviewed in line with The Code for Crown Prosecutors - The Full Code Test which contains two stages: (i) the evidential stage followed by (ii) the public interest stage.

6.1.1 Simple Caution

A Simple Caution is an alternative to prosecution. It may typically be used where it is appropriate to the offence and likely to be effective in preventing further non-compliance with the law. A simple caution may be appropriate for minor offences or where there is a practical expression of regret by the offender. However, a caution will only be given where the offender admits the offence, understands the significance of the caution and gives their informed consent to the caution. A simple caution will be recorded and be used to inform future decisions on prosecution and may be cited in any subsequent court proceedings.

6.1.2 Civil Penalties

The Housing and Planning Act 2016 introduced the option of a financial (Civil) penalty for some Housing Act Offences as an alternative to prosecution. (see Appendix 1.2)

6.1.3 Prosecution in the Magistrates or Crown Court

Offences will be considered for prosecution in accordance with the legal, evidential and public interest tests within The Code for Crown Prosecutors.

Prosecution of the offender will be considered in similar circumstances to financial penalties under the Housing Act 2004 above, and are likely to be appropriate for repeat offenders or where the seriousness of the offence is such that it is necessary to draw attention to the need for compliance with the law.

6.1.4 Other financial penalties

The Council may also apply a financial penalty for other relevant offences. These include:

- Failure to comply with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015;
- Failure to comply with the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014;

In these cases the Council has to show on the balance of probabilities that an offence has been committed. (see Appendix 1.3)

6.2 Legal Interventions

There are a range of legal interventions available to the Council to enable them to ensure that enforcement is effective.

6.2.1 Works in default

The Council will consider carrying out works in default or remedial action where the legislation allows. It will typically be appropriate for:

- Emergency Remedial action under the Housing Act 2004
- Where actions have been required by a Notice under any legislation and have not been completed within the agreed timescale, or, reasonable progress has not been made towards their completion.

In these cases, The Council may organise and carry out the work itself or appoint an agent to complete the work on its behalf and recover the cost of works plus all additional costs including agency and administration fees. These costs will be charged to the property owner but can also be placed as a land charge on the property for payment when the property is sold or if money is raised against it.

The Council may also consider prosecution or a financial penalty in addition to carrying out works in default. Following the carrying out of works in default the Council may pursue enforced sale of a property where the legislation allows to recover it's costs.

6.2.2 Interim and Final Management Orders

These powers will only be used as a last resort where other attempts to ensure the health safety or welfare of occupiers has failed. Interim Management Orders (IMOs) can be made where there is no realistic prospect of a licence being granted. In making an IMO the management and rental income from a property is taken away from the current landlord for up to a year. The money is used to carry out necessary works to reduce any significant hazards in the property, to maintain the property and to pay any relevant management expenses. Following an IMO the Council can apply for a Final Management Order (FMO) to be approved that can last for up to five years. The Council may allocate a private company to manage the property.

In exceptional circumstances and where the health, safety and welfare of occupiers needs to be protected, the council may apply to the First-tier Tribunal (Property Chamber) for authority to make an IMO for privately rented accommodation that is not covered by a current licensing scheme.

6.2.3 Banning Orders and Database of rogue landlords and agents

The Housing & Planning Act 2016 introduced a range of measures to crack down on rogue landlords that have been introduced over recent months including:

- Civil penalties of up to £30,000 as an alternative to prosecution for certain specified offences
- Extension of rent repayment orders to cover illegal eviction, breach of a banning order and certain other specified offences
- A database of rogue landlords and property agents convicted of certain offences
- Banning orders for the most serious and prolific offenders

The Council will use these provisions as appropriate to tackle rogue landlords and will share information as permitted with other partners to ensure targeted action. The Home Office has already indicated that it will allow the Council access to its rogue landlords database to assess information on Civil Penalties awarded for offences under Right to Rent legislation.

6.2.4 Rent Repayment Orders (RRO)

A RRO can require a landlord to repay up to 12 months' rent. The offences for which an application for an RRO can be made are:

- Using violence to secure entry contrary to section 6(1) of the Criminal Law Act 1977
- Unlawful eviction or harassment of occupiers contrary to sections 1(2), 1(3) or 1(3A) of the Protection from Eviction Act 1977
- Failure to comply with an Improvement Notice issued under the Housing Act 2004.
- Failure to comply with a Prohibition Order issued under the Housing Act 2004.
- Operating a licensable House in Multiple Occupation (HMO) under the Housing Act 2004 without a licence
- Breaching a Banning Order issued under the Housing and Planning Act 2016

Although a landlord does not have to be convicted of an offence, the First-tier Tribunal will need to be satisfied beyond reasonable doubt that the landlord has committed the offence.

When considering whether to apply to the First-tier Tribunal for a RRO, the following factors will be taken into account:

- The conduct of the landlord;
- The financial circumstances of the landlord;
- Whether the landlord has been convicted of one of the offences stated above;

- Whether the tenant is in receipt of Local Housing Allowance;
- Any other factors relevant to the case.

The Council will consider assisting tenants in applying for a RRO. A decision on how and if to provide support will be made on a case by case basis in accordance with the above factors.

6.2.5 Cost Recovery

Proceeds of Crime Act 2002

Where appropriate to the case, the Council, will consider taking proceedings under the Proceeds of Crime Act 2002 following a successful prosecution.

Unpaid invoices

Where a charge remains unpaid following the issue of an invoice or financial penalty, The Council may seek to recover the money owed in the relevant Court, including the County Court.

7. Legislation

The PSH officers enforce a number of different pieces of legislation associated with residential dwellings. When taking action using regulatory powers, the officer will consider which course of action is the most appropriate to deal with the circumstances of the case.

7.1 Housing Act 2004

The Housing Act 2004 is the main piece of legislation enforced by PSH officers and it includes the following matters;

7.1.1 Housing Health and Safety Rating System (HHSRS)

Part 1 of The Housing Act 2004 is concerned with assessing housing conditions and reducing health and safety hazards using the HHSRS. The HHSRS covers 29 potential hazards in the home. It is a risk assessment approach which looks firstly at the likelihood of someone becoming ill or injured and secondly, how badly harmed a person could be as a result. It is always considered based on the people most vulnerable to the hazard.

The HHSRS applies to all residential premises regardless of tenure and the Council has a duty to inspect premises where there is a suspected hazard.

The Council is under a duty to take enforcement action in relation to the most dangerous health and safety hazards referred to as Category 1 Hazards (those which have a hazard rating within bands A, B or C). When a Category 1 hazard is identified, the Council will decide which of the available enforcement options is most appropriate to use.

The Council has the power to deal with less dangerous Category 2 Hazards (bands D to J). The Council may take enforcement action in relation to Category 2 hazards where it makes the judgement that it would be appropriate to the particular circumstances of the case.

The options for formal action to remedy a hazard under Part 1 of the Housing Act 2004 are:

- Improvement Notice (including Suspended Notice);
- Prohibition Order (including Suspended Order);
- Emergency Remedial Action;
- Emergency Prohibition Order;
- Hazard Awareness Notice;
- Demolition Order and slum clearance declaration.

There is a right of appeal to the First-tier Tribunal against formal Notices or Orders. Details on how to appeal will always be included when formal Notices or Orders are served.

7.1.2 Houses in Multiple Occupation (HMOs)

There are a suite of HMO regulations under the Housing Act 2004, including management regulations. The management regulations can be applied to all HMOs and place specific requirements on property managers in relation to management and safety of HMOs. Enforcement action for non-compliance with HMO regulations, in particular the HMO Management regulations will be considered in each case in accordance with this policy. For further details on the standards required in HMOs see our HMO Strategy on the website

7.1.3 Licensing of Houses in Multiple Occupation (HMOs)

Part 2 of the Housing Act 2004 requires certain HMOs to have a licence to operate.

Following the introduction of new legislation, from October 2018 the scope of mandatory HMO licensing has been extended along with other changes.

National mandatory licensing currently only applies to HMOs that have 3 or more storeys and occupied by 5 or more people. It is being extended to cover one/two storey HMOs which are occupied by 5 or more people. This could affect a lot of property locally.

Councils will also be able to set minimum bedroom size standards and also introduce limits on how many people can live in each bedroom of a licensed HMO. Councils will be able to use national minimum standards or apply even tougher requirements in order to address specific local needs.

This move will help ensure tenants have the space they need and deserve as well as reduce health and safety risks they face by sharing cooking and washing facilities with too many people.

The new standards will apply to all landlords seeking new licenses. Landlords of existing properties will be given up to 18 months to make necessary changes when re-applying for a license when it expires.

In a move to stop rubbish piling up outside some shared rented homes, often presenting health risks and blighting neighbourhoods, landlords will also be required to provide adequate waste storage facilities in line with their local authority's rules. If they fail to do so they could face a fine.

The Council also has the power to designate additional licensing areas for up to five years and require certain HMOs in a specified area to apply for a licence in order to operate legally. A charge is made for licensing HMOs (see Appendix 1.2).

7.2 Other legislation

Other legislation enforced by PSH officers in accordance with this policy includes:

- Housing and Planning Act 2016
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, enacted under the Energy Act 2013
- The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014, enacted under the Enterprise and Regulatory Reform Act 2013
- Environmental Protection Act 1990
- Housing Act 1985
- Public Health Act 1936 and 1961
- Prevention of Damage by Pests Act 1949
- Building Act 1984
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1985
- Local Government and Housing Act 1989
- Anti-Social Behaviour, Crime and Policing Act 2014
- Caravan Sites and Control of Development Act 1960
- Mobile Homes Act 2013

8. Owner occupiers

Enforcement action on owner occupiers and long leaseholders will be based on the health and safety risk to the occupants or other affected persons. The Council will generally not take action where a more appropriate contractual remedy exists.

Where a HHSRS inspection identifies a significant hazard, the Council anticipates that a Hazard Awareness Notice may be the most appropriate course of action.

However, all Housing Act 2004 Part 1 enforcement options (see section 7) are available to the Council and will be considered.

Enforcement options requiring action to be taken such as an Improvement Notice or Prohibition Order will be considered in cases involving:

- Vulnerable people who are not capable of making informed decisions about their own welfare or who require the intervention of the Council to ensure their welfare is best protected;
- Hazards that might reasonably affect other people e.g. other occupants, visitors, neighbours;
- Serious risk of life-threatening harm e.g. electrical hazards.

Where the condition of one property is affecting the occupant of another property or the general public, such as a health and safety hazard or statutory nuisance, appropriate enforcement action will be considered regardless of property tenure. We will always consider the most appropriate option dependent on the circumstances of the case and will make the owner aware of any suitable financial assistance available from the Council.

9. Landlords and managing agents

We will work with landlords and managing and letting agents to help them comply with their legal obligations, advise them of the legislation that applies and how to comply with it.

Where we are aware of other requirements outside of our remit or best practice in the sector, we will advise landlords where to seek further assistance. If there are serious hazards identified in a rented property we will undertake enforcement action requiring relevant defects to be repaired or improvements made. If a landlord proposes reasonable alternative works or solutions, we will consider these along with the required outcome.

We will consider each case on its own merits and only take enforcement action when it is considered appropriate. If enforcement action is taken we will explain why such action was necessary. Where we need to take enforcement action we will usually charge for this action as the legislation allows. Where a landlord has shown a history of non-compliance, is not fully cooperative or the risk is serious, we may go straight to formal action.

In making a decision to prosecute or issue a financial penalty, we will have regard to the seriousness of the offence, the benefit of the sanction and whether some other action would be appropriate. Where we prosecute we will look to recover all of our costs.

10. Tenants

If tenants are unhappy about their housing conditions, they are expected to give their landlord the opportunity to resolve any problems before the Council become involved.

Unless there are exceptional circumstances, the PSH Team will generally not visit a property at the request of a tenant unless the tenant has first been in contact with their landlord or agent to try and resolve the matter. This does not preclude the Council from making unannounced visits to properties where it feels it appropriate to do so.

Example of exceptional circumstances include, but not exclusively:

- an imminent risk to health and safety;
- a history of harassment/threatened eviction/poor management practice;
- where the tenant could not reasonably be expected to contact their landlord/managing agent due to the special circumstances of the case e.g. vulnerability.

Where the matter appears to present an imminent risk and the Council become involved to try and quickly resolve the matter, it is still expected that tenants will make every effort to contact their landlord. Where landlords are taking action in a reasonable time frame then the Council will not seek to interfere with this process.

Tenants need to allow reasonable access to their landlord, managing agent or contractor to arrange or carry out works; keep prearranged appointments or give sufficient notice of cancellation; be courteous and non-threatening to our officers; provide information in a timely manner when requested; keep officers informed of any contact they have had with their landlord (agent or builder etc.) which may affect the action the Council take. The Council will consider withdrawing its service if the above conditions are not followed.

11. Empty homes

The Empty Homes Strategy sets out how the Council will work to bring empty properties back into use, including the use of enforcement action. This Strategy is available on our website.

PSH officers will work with owners of empty homes to help them bring them back into use and encourage access to financial assistance where it is available.

The Council will consider the full range of enforcement options including Compulsory Purchase Orders, Empty Dwelling Management Orders (EDMOs) and enforced sale where an owner does not co-operate and the empty property has not been brought back into use within a reasonable period.

Where an empty property presents a serious or imminent risk to health and safety or is causing a statutory nuisance, appropriate enforcement action will be considered depending on the circumstances of each case.

12. Mobile homes

PSH officer's main involvement with mobile home (including caravan and park home) sites is the duty to licence applicable sites (holiday, touring and residential), under the Caravan Sites and Control of Development Act 1960. Licences are issued with conditions which concern maintaining adequate health and safety on sites.

The Caravan Sites and Control of Development Act 1960 makes it an offence to operate certain types of caravan site without a licence. Complaints of unlicensed sites will be investigated in conjunction with the Council's Planning Department.

Breaches of licence conditions will be investigated in line with current enforcement objectives and priorities. Appropriate enforcement action may be taken in relation to any breaches of the licence conditions, based on the risk of the breach in relation to occupiers' health, safety or welfare. The Mobile Homes Act 2013 introduced the power to serve a compliance notice to ensure that conditions on relevant protected sites are complied with.

The Mobile Homes Act 2013 also introduced the power to require a fee to accompany licensing applications for certain sites, as well as an annual fee for those protected sites that are already licensed. (see Appendix 1.1 Charging Policy for Private Sector Housing Enforcement Services for further details).

13. Charging for services

The Council has the power under the Housing Act 2004 to recover costs for certain action such as serving notices or carrying out the licensing function. The charges to be made are listed in Appendix 1.1; Charging Policy for Private Sector Housing Enforcement Services.

Where charges for enforcement action are levied they will be registered as a local land charge. This means that when the property is sold the debt has to be repaid including any interest accrued on the initial charge.

We will pursue all debts owed as a result of enforcement charges or charges for carrying out works (as well as any other charges) and may consider enforcing the sale of the property to recover costs.

Appendices

Appendix 1.1: Charging Policy for Private Sector Housing Enforcement Services

Appendix 1.2: Civil Penalty policy for Private Sector Housing Related Offences

Appendix 1.3 Statement of Principles for determining a penalty charge under the Smoke & Carbon Monoxide Alarm regulations 2015 and related legislation.

Appendix1.1

Charging Policy for Private Sector Housing Enforcement Services

1. Introduction

The Private Sector Housing Team is responsible for enforcing, undertaking and administering a range of functions, all referred to here as services, to maintain and improve housing conditions in the private sector. Fees will be charged for the administration and provision of such services in accordance with legislative provisions. Such fees will be subject to the charging policy set out in this document.

Where made, charges will be reasonable and seek to recover the costs incurred in providing a particular service or function. All charges are set out below in Table 1: Charges for Private Sector Housing Services.

When administering a charge the following principles will apply:

- It is reasonable for the local authority to charge for such services
- The charging policy is clear and transparent
- The charges are fair
- The consequences of failing to pay the charge are clear

Actions which are subject to the charging policy are:

- The service of enforcement notices under the Housing Act 2004 and associated legislation
- Discretionary property inspections/consultations including immigration visits.
- The licensing of houses in multiple occupation(HMOs)
- The licensing of mobile home sites
- Organising work in default, emergency remedial action or other activity associated with the enforcement of the legislation above.
- Prosecution for non- compliance with legal notices.

2. Enforcement notices under the Housing Act 2004

The Council's Private Sector Housing Enforcement Policy encourages an informal approach to resolve problems and in those situations no fee is payable. Where this fails and formal enforcement becomes necessary a charge will be made.

Enforcement notices and actions which are subject to a charge are:

- Improvement Notices
- Suspended Improvement Notices
- Prohibition Orders
- Suspended Prohibition Orders
- Emergency Prohibition Orders
- Works in default
- Emergency remedial Action
- Other activity associated with the above legislation

The Council will charge a property owner (landlord), or appropriate person (agent), a set fee for issuing notices and orders. Any demand for payment will be made in

writing at the time of service of the relevant notice. The decision to serve a notice will be taken in accordance with The Private Sector Housing Enforcement Policy.

3. Works in default/emergency remedial action

Where a landlord or his agent has failed to comply with an Improvement Notice and it is necessary to complete works in default, or where emergency remedial action is required, the Council may charge a landlord, or appropriate person, a fee to complete the works in addition to the actual cost of the works.

The fee will recover administration costs, including officer time and any associated costs, in carrying out the work and will be calculated at an hourly rate. The owner will be notified of the intention to undertake works on their behalf and that there will be a charge for the service.

4. Circumstances where we may not charge

Hazard awareness notices are advisory in nature and are not subject to a charge.

Suspended Improvement Notices and Suspended Prohibition Orders are not subject to a charge under the following circumstances:

- The property is currently occupied by an owner;
- The landlord is willing to undertake works but the occupant does not want the works to be undertaken, or
- A crowding and space hazard exists and the Council does not wish to make the current household homeless – but wishes to limit future occupation.

Where it is necessary to serve an Improvement Notice or Prohibition Order (including suspended notices/orders) on an Owner Occupier, the EH Lead Specialist will decide, based on the circumstances of the individual case if it is appropriate to apply the charge.

5. Discretionary services

Immigration Clearance Surveys and non-statutory advice (visits/consultations) are offered by the Council, the latter only as resources allow, and will be charged at an hourly rate based on staff and administration costs. For Immigration inspections, payment will usually be required on inspection and an assessment letter will not usually be issued until after payment has been received

6. Licensing of Houses in Multiple Occupation

The Council will charge a standard fee to licence Houses in Multiple Occupation (HMOs). Properties must be licensed if they meet the mandatory HMO licensing criteria or come under any additional or selective licensing designation. The fee charged will seek to recover the cost to the council of providing the service.

The Council has the right to charge additional fees where additional work is required to ensure the property is correctly licenced. This may include but not exclusively, officer and administration time in chasing late applications, associated documents and having to conduct additional property visits.

Recently the Government announced that from October 1st 2018 new mandatory licensing requirements were to be introduced for HMOs. These included steps to;

- Remove the storey rule so all houses with 5 or more people from 2 or more households are in scope
- Extend mandatory licensing to flats above and below business premises (regardless of storeys)
- Set a minimum size of 6.52sq-m for all rooms in licensed HMOs in line with existing overcrowding standard (Housing Act 1985)

We are still analysing what impact this will have on the HMO property market locally and on our own workload going forward but for the time being we are keeping our fees unchanged at £400 for a five year HMO license of up to five rooms with an additional charge of £30 for each additional room.

Licensing of Mobile Homes

Fees will be charged for activities associated with the licensing of mobile homes. Separate guidance will be issued in due course covering this matter following consultation with stakeholders.

7. Prosecution costs

The Council will always seek to recover costs when taking prosecutions for non-compliance with legislation.

8. Invoices and debt recovery

Details on how to pay costs will be provided when payment is requested and/or can be found on the SSDC website.

Where works are carried out following the service of a notice, a local land charge will be made against the property and will be discharged once full payment is made. These expenses carry interest from the date of service of notice until full payment is made. Failure to pay the charge can result in an annual interest charge until full payment is made.

9. Review of charges

Charges are subject to change and will be reviewed on a periodic basis. The EH Lead Specialist will retain discretion to waive charges in exceptional circumstances where it is in the best interest of the case.

Table1: Charges for Private Sector Housing Services

Service	Chargeable service	Existing Charge	New Charge
Housing Act 2004: Enforcement notices, orders and actions	<ul style="list-style-type: none"> • Improvement Notice • Suspended Improvement Notice • Prohibition Order • Suspended Prohibition Order • Emergency Prohibition Order 	No fixed charge, £150-£300 per notice	£ 395 per notice.
As above	<ul style="list-style-type: none"> • Works in default • Emergency remedial Action 	No fixed charge £150-£300 per action	£41.00 per hour
Discretionary property visits and inspections	<ul style="list-style-type: none"> • Immigration Clearance Survey • Non-statutory property inspections and advice/consultations 	£90 £42.75 for letters/advice	£145 Cost based on hours worked
Licensing rented properties	<ul style="list-style-type: none"> • Charge for standard HMO with up to five letting rooms. Extra £30.0 per room for each extra room. 	£400 for up to 5 rooms with £30 for each extra room	No change. £400 for up to 5 rooms with £30 for each extra room
Hourly rate	<ul style="list-style-type: none"> • For all other chargeable services by Private Sector Housing officers. 	No fixed charge	£41.00 per hour

Appendix 1.2

Civil Penalty Policy for Private Sector Housing Related Offences

Introduction

This policy for determining the level of Financial Penalties under the Housing and Planning Act 2016 follows the DCLG Guidance '[Civil Penalties under the Housing and Planning Act 2016 - Guidance for Local Housing Authorities](#)' published in April 2017. When reading this policy the term 'financial penalty' and 'civil penalty' should be read as one and the same thing.

This policy sets out the framework within which decisions will normally be made with regard to issuing financial penalties for certain specified offences under the Housing Act 2004 as referred to in the South Somerset District Council, Private Sector Housing Enforcement Policy. The legal basis for the power to impose a financial penalty is section 126 and Schedule 9 of the Housing and Planning Act 2016.

The same criminal standard of proof is required for a financial penalty as for prosecution. This means that before taking formal action, a local housing authority should satisfy itself that if the case were to be prosecuted in the magistrates' court, there would be a realistic prospect of conviction.

The maximum penalty is £30,000 but the amount is determined by the local authority in each case having regard to the above statutory guidance. It is expected that the maximum amount is reserved for the very worst offenders. The actual amount levied in any particular case should reflect the severity of the offence, as well as taking account of the landlord's previous record of offending.

An offence which results in a high risk of harm will increase the severity of the offence. Likewise an offence which is the result of a failure to act following a formal requirement to do so, such as failure to comply with an improvement notice, will increase the severity of the offence. A higher level of culpability or responsibility of the offender for the offence will also increase the severity of the offence.

The aim of this policy is that the level of financial penalty reflects the severity of the offence with a greater severity resulting in a higher penalty. Aggravating factors, mitigating factors and the value of the assets of the offender are also taken into account to determine the value of the financial penalty.

An appeal against the issue of a Civil Penalty notice is heard by the First-tier Tribunal.

Statutory Guidance

The Government Guidance referred to previously states that local housing authorities should consider the following factors to help ensure that the financial penalty is set at an appropriate level:

- a) **Severity of the offence.** The more serious the offence, the higher the penalty should be.
- b) **Culpability and track record of the offender.** A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations.
- c) **The harm caused to the tenant.** This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when imposing a financial penalty.
- d) **Punishment of the offender.** A financial penalty should not be regarded as an easy or lesser option compared to prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrates the consequences of not complying with their responsibilities.
- e) **Deter the offender from repeating the offence.** The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.
- f) **Deter others from committing similar offences.** While the fact that someone has received a financial penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a financial penalty. An important part of deterrence is the realisation that (a) the local housing authority is proactive in levying financial penalties where the need to do so exists and (b) that the level of financial penalty will be set at a high enough level to both punish the offender and deter repeat offending.
- g) **Remove any financial benefit the offender may have obtained as a result of committing the offence.** The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence, i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

Assessment process

A judgement is made on the level of culpability and harm and used to identify a range for the financial penalty. Aggravating and mitigating factors are then applied to calculate an initial value of financial penalty. The initial value is then adjusted in the light of the offender's assets following the statutory guidance to achieve the financial penalty.

In formulating this assessment process, the principles of the 'Sentencing Council: Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences - Definitive Guidelines' have been used as a guide to help develop the culpability, harm and fine levels.

The process is divided into a number of steps and these are described in detail below.

Step 1 – Decide the level of culpability

Step 2 – Decide the level of harm/potential harm

Step 3 – Consider aggravating and mitigating factors

Step 4 – Assets check

Step 5 – Review the penalty

Step 6 – Totality principle for multiple offences

Step 7 – Reduction for early payment and admission of guilt

Step 8 - Decision to impose a charge and level of charge imposed

Each step contains definitions and guidance (below) on what elements should be considered when making a judgement. These definitions are not limiting and other relevant information may be included as appropriate.

Step 1 – decide the level of culpability

Key factors	Definition
Culpability	<p>Very high Deliberate breach of or flagrant disregard for the law</p> <p>High Offender fell far short of the appropriate standard; for example, by:</p> <ul style="list-style-type: none"> • failing to put in place measures that are recognised standards; • ignoring concerns raised by officers, tenants, employees or others • allowing breaches to subsist over a long period of time <p>Serious and/or systemic failure to address the risks</p> <p>Medium Offender fell short of the appropriate standard in a manner that falls between descriptions in ‘high’ and ‘low’ culpability categories</p> <p>Systems were in place but these were not sufficiently adhered to or implemented</p> <p>Low Offender did not fall far short of the appropriate standard; for example, because:</p> <ul style="list-style-type: none"> • significant efforts were made to meet housing legislation although they were inadequate on this occasion • there was no warning/circumstance indicating a risk to safety and breach of legislation <p>Failings were minor and occurred as an isolated incident</p>

Step 2 – Decide the level of harm/potential harm

Key factors	Definition
Harm	<p>High</p> <ul style="list-style-type: none"> • Serious adverse effect(s) on individual(s), other relevant parties and/or community • High risk of an adverse effect on individual(s) including vulnerable groups/ community <p>Medium</p> <ul style="list-style-type: none"> • Adverse effect on individual(s)/community • Risk of an adverse effect on individual(s)/community • Tenants misled regarding compliance <p>Low</p> <ul style="list-style-type: none"> • Low risk of an adverse effect on individual(s)/ community • Some actual but small adverse effect on individual(s)/community

Step 3 – Consider aggravating and mitigating factors

A further adjustment upward or downward within the stated range in Table 1 should then be considered for any mitigating or aggravating factors.

Aggravating factors	<p>Include but not limited to:</p> <ul style="list-style-type: none"> • Previous convictions, having regard to a) the nature of the offence to which the conviction relates and its relevance to the current offence; and b) the time that has elapsed since the conviction • Motivated by financial gain • Deliberate concealment of illegal nature of activity • Evidence of wider/community impact • Breach of any court order • Obstruction of officers in their duties • Poor track record of compliance with legal obligations • Refusal of free advice or training • Poor condition of the property • More than one hazard/multiple hazards (improvement notices) • Vulnerable people living at the property*
Mitigating factors	<p>Include but not limited to:</p> <ul style="list-style-type: none"> • No previous convictions or no relevant/recent convictions • Steps taken voluntarily to remedy problem • High level of co-operation with the investigation, beyond that which will always be expected • Good history of compliance / no history of non-compliance • Self-reporting, co-operation and acceptance of responsibility

The above list is not exclusive and does not limit the consideration of other relevant aggravating and mitigating factors. These factors will be considered to the extent that the authority is reasonably aware.

Having considered the culpability and harm, and taking into account aggravating and mitigating factors (steps 1-3) Table 1 provides an initial assessment of the appropriate level of Civil Penalty for each offence. Thereafter steps 4-7 are carried out to reach the final penalty level.

Table 1. Financial Penalty Levels

Harm and culpability assessment	Starting point	Aggravating and Mitigating factors Range	
		Low	High
Very high culpability			
High harm	£15,000	£6,250	£30,000
Medium harm	£6,250	£2,500	£12,500
Low harm	£2,500	£1,250	£4,500
High culpability			
High harm	£6,250	£2,500	£12,500
Medium harm	£3,000	£1,000	£5,500
Low harm	£1,000	£500	£2,250
Medium culpability			
High harm	£2,500	£750	£4,500
Medium harm	£1,000	£350	£2,000
Low harm	£350	£175	£750
Low culpability			
High harm	£400	£125	£750
Medium harm	£125	£50	£350
Low harm	£50	£25	£175

Step 4 – Assets check

Use of existing powers to, as far as possible, make an assessment of a landlord's assets and any income (not just rental income) they receive to determining an appropriate penalty. In setting a financial penalty, the Council will usually conclude that the offender is able to pay any financial penalty imposed unless the Council has obtained or the offender has supplied any financial information to the contrary. An offender will be expected to disclose to the Council such data relevant to his financial position to enable to Council to assess what an offender can reasonably afford to pay. Representation on this may be made following a notice of intention to charge.

Step 5 – Review the penalty

A check should be made as to whether the level of financial penalty reached meets, in a fair and proportionate way, the objectives of punishment, deterrence and the removal of gain derived through the commission of the offence; it should not be cheaper to offend than to take appropriate precautions.

Where appropriate, wider consideration should be given to a reduction in the penalty taking account of the impact on innocent third parties, such as (but not limited to): the offender's ability to comply with the law or make restitution to victims; employment of staff, service users, customers and the local economy.

Step 6 – Totality principle for multiple offences

When issuing financial penalties for more than one offence, it will be considered whether the total penalties are just and proportionate to the offending behaviour.

The Council will add up the penalties and consider if they are just and proportionate. If the total is not just and proportionate the Council will consider how to reach a just and proportionate financial penalty. This will be carried out in accordance with the Sentencing Council - Offences Taken into Consideration and Totality, Definitive Guideline.

Step 7 – Reduction for early admission of guilt

Once a final notice is issued, if there has been an admission of guilt and payment is received in full within 28 days then a 25% reduction may be applied. When deciding on any reduction in a financial penalty, consideration will be given to:

- The stage of the investigation or thereafter when the offender admitted guilt
- The circumstances in which they admitted guilt
- The degree of co-operation with the investigation

Step 8-Decision to impose a charge and level of charge imposed

The amount of each Civil Penalty will be agreed by the Lead Specialist for Environmental Health in conjunction with Legal Services and the imposition of the charge and the level of charge imposed will be authorised by an appropriate director.

Annex 1: Officers assessment form

Financial Penalty Assessment form							
Date:							
Officer:							
Property address:							
Offender:							
Name:							
Address (registered address):							
Date of offence:							
Background and details of the alleged offence:							
Step 1: Culpability Detailed explanation:	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="padding: 5px;">Low</td></tr> <tr><td style="padding: 5px;">Medium</td></tr> <tr><td style="padding: 5px;">High</td></tr> <tr><td style="padding: 5px;">Very high</td></tr> </table>	Low	Medium	High	Very high		
Low							
Medium							
High							
Very high							
Step 2: Level of harm (potential or actual) Detailed explanation:	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="padding: 5px;">Low</td></tr> <tr><td style="padding: 5px;">Medium</td></tr> <tr><td style="padding: 5px;">High</td></tr> </table>	Low	Medium	High			
Low							
Medium							
High							
Culpability/harm assessment: (Refer to Table 1: Financial penalty levels)							
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Min</th> <th style="padding: 5px;">Starting point</th> <th style="padding: 5px;">Max</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">£</td> <td style="text-align: center; padding: 5px;">£</td> <td style="text-align: center; padding: 5px;">£</td> </tr> </tbody> </table>		Min	Starting point	Max	£	£	£
Min	Starting point	Max					
£	£	£					
Step 3(a): Aggravating factors Explanation of all aggravating factors:							

Combination of factors considered to be: Substantial / Significant / Minor / N/A

Increase in penalty amount based on aggravating factors £_____ *Not to exceed maximum.*

Step 3(b): Mitigating factors (move down within band to reduce charge)

Explanation of mitigating factors:

Combination of factors considered to be: Substantial / Significant / Minor / N/A

Decrease in penalty amount based on mitigating factors £_____ *Not to go below minimum.*

Proposed penalty

Explanation of rationale:

Step 4: Asset Check (assume can pay the max unless evidence otherwise)

Factors to consider:

Explanation:

Step 5: Review the penalty

Does the revised penalty level align with the statutory guidance (summarised above). Full explanation if further revision required.

Step 6: Totality principle

Where it is proposed to serve more than one financial penalty notice (FPN) – consider if totality principle is just and proportionate in accordance with the ‘Offences Taken into Consideration and Totality – Definitive Guideline’. Full details to be given:

Steps 7 and 8

The initial charge is to be calculated following the steps above and then signed off by the appropriate Director. If following the next stage there is an admission of guilt then a further reduction can be made.

Signed by Director.....date.....

Serve notice of intention to charge.
Date served:
Representation received Date: Details: Further revision of charge following consideration of aggravating and mitigating factors and assets representation Explanation:
Final penalty charge amount £ _____
Step 7: Reduction for early payment and admission of guilt 25% discount if admission of guilt and paid within 28 days. Applied: Yes / No / Why:
Serve final charge notice
Date served:
Record debt

Annex 2: List of vulnerable persons

*Vulnerable people

Non exhaustive list of vulnerable people:

- Disabled persons
- People on a low income
- Persons with a drug or alcohol addiction
- Victims of domestic abuse
- People with complex health conditions
- Victims of trafficking or sexual exploitation
- Refugees
- Asylum seekers
- People at risk of harassment or eviction
- People at risk of homelessness

Appendix 1.3

Statement of Principles for determining a penalty charge under the Smoke and Carbon Monoxide Alarm Regulations 2015 and related legislation

1. Introduction

This statement sets out the principles that South Somerset District Council (the Council) will apply in exercising powers to impose a financial penalty for failing to meet certain legislative requirements for which they are the enforcing authority.

2. The Council's power to impose financial penalties.

Legislation has been introduced which has provided the Council with a power to impose and charge a financial penalty in certain prescribed circumstances.

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and The Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014, are two such enactments that are specifically referred to in this document.

3. The purpose of imposing a financial penalty

The Council's primary purpose is to protect the public, although in exercising its regulatory powers they may have a punitive effect. The primary aims of financial penalties will be to:

- change the behaviour of the landlord;
- eliminate any financial gain or benefit from non-compliance with the regulations;
- be proportionate to the nature of the breach of the regulations and the potential harm outcomes;
- aim to deter future non-compliance;
- reimburse the costs incurred by the Council in undertaking remedial work and carry out its functions.

In determining the amount of financial penalty to be charged the Council may in general have regard to the following:

- The level of cooperation provided by the landlord,
- The available evidence of a breach of the remedial notice
- any history of previous contraventions of Housing or Housing related legislation,
- the level of risk created by the non-compliance,
- the cost incurred by the Council in enforcing the relevant provision,
- any other circumstances specific to the case.
- The Council's Private Sector Housing Enforcement policy

4. The Scope of this document

Regulation 13 of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, requires the Council to prepare and publish a 'Statement of Principles' to which it will have regard in determining the amount of a penalty charge it will apply where a landlord is in breach of the duties under those Regulations.

The Council acknowledges that such a statement represents good practice and has produced this document in order to publicise the principles that will be applied with regard to these Regulations and in any other housing related legislation that permits the Council to impose a financial penalty. Included here is legislation on the Redress Scheme for Letting and Property Management Work.

5. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations) includes to the following matters;

Under Regulation 4, a relevant landlord in respect of a specified tenancy must ensure that—

- (a) during any period beginning on or after 1st October 2015 when the premises are occupied under the tenancy—
 - (i) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation;
 - (ii) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and
- (b) checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

More details on the requirements, definitions and exemptions can be found in the Regulations and in Government guidance on line.

Where the Council has reasonable grounds to believe that there are no or an insufficient number of smoke or carbon monoxide alarms in the property or; the smoke or carbon monoxide alarms were not working at the start of a tenancy or licence, then the council can serve a Remedial Notice under Regulation 5 requiring the landlord to take action to comply with the Regulations within 28 days.

If the Landlord has not complied with the Remedial Notice, the Authority must take remedial action and may require the landlord to pay a penalty charge by serving a penalty charge notice under Regulation 8.

6. Criteria for determining the amount of a financial penalty charge

The amount of the penalty charge must not exceed £5,000.

The Council will comply with the requirements of the legislation regarding the information to be contained within any penalty charge notice, including provisions for a review, and the appeal procedures. A penalty charge will be recoverable on the order of a court, as if payable under a court order.

The standard penalty charge for breach of duty under regulation 6(1) non-compliance with a Remedial notice will normally be up to £1,500 for a first failure. An offer will usually be made on a first occurrence penalty charge for it to be reduced by 50% if paid within 14 calendar days of the date of issue of the penalty charge notice.

Should a landlord repeatedly not comply with such Remedial Notices, the penalty charge will normally be up to £3,000 for a second occurrence, and normally be up to £5,000 (maximum) for any additional occurrences. There will usually be no discount offered for early payment of a penalty charge, for failure to comply with a Remedial notice on the second and additional occurrences.

7. The Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014

Where the council is 'satisfied on the balance of probabilities' that a person has failed to belong to a redress scheme as required by article 3 or 5 of the above Order, it may by notice require that person to pay a monetary penalty.

The amount of the monetary penalty must not exceed £5,000.

The Council will comply with the procedure for the imposition of a monetary penalty stipulated within the Order including provisions for the submission of representations and objections and the appeal procedures. A monetary penalty will be recoverable on the order of a court, as if payable under a court order.

The standard monetary penalty for breach of duty under article 3 or 5 will be set initially at £1500. The monetary penalty will normally be reduced by 50% if paid within 14 calendar days of the date of issue of the monetary penalty.

The EH Lead Specialist will be authorised to agree further reductions in both of the cases referred to above where there are mitigating circumstances in line with the principles laid down in section 3 of this document.

Agenda Item 9

Adoption of the South Somerset Playing Pitch Strategy 2017 - 2028

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
Director: Clare Pestell, Director, Commercial Services & Income Generation
Service Manager/Lead: Lynda Pincombe, Community Health and Leisure Manager
Contact Details: Lynda.pincombe@southsomerset.gov.uk or 01935 462614

Purpose of the Report

1. The Community Health and Leisure team plays a key role in planning for the future provision of playing pitch provision in South Somerset and in securing appropriate developer contributions towards playing pitch and changing provision. In order to do this a robust evidence base is required that is compliant with national planning policy guidance. This reports seeks members; endorsement of:
 - a. The new South Somerset Playing Pitch Strategy and associated action plan
 - b. The proposed new standards of provision for playing pitches and changing facilities

Forward Plan

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

Public Interest

3. The Council aspires to be a district that provides and supports the supply of accessible, well managed and well maintained playing pitches and changing facilities, which are fit for purpose and encourage residents to maintain and increase their participation in sport and active recreation. The Council therefore commissioned a study to review playing pitch provision in line with national planning policy guidance and has resulted in a new strategy and action plan to help plan for the future. The review involved consultation with key providers of playing pitches and also users of playing pitches and members of the public. This report seeks support from members to adopt the new strategy and its recommendations.

Recommendations

4. That the District Executive:
 - a. Formally adopts the new South Somerset Playing Pitch Strategy 2017 - 2028
 - b. Adopts the revised standards for playing pitch and changing room provision outlined within this report.

Background

5. The National Planning Policy Framework (NPPF) states:

“Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to health and well-being of communities. Planning policies should be based on up-to-date assessment of the needs for open space, sport and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local

area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required”.

6. Sport England has produced the guidance that supports local authorities to produce playing pitch needs assessments/strategies that are compliant with the NPPF.
7. A decision was taken to develop a new NPPF compliant strategy in 2015. SSDC officers undertook the initial audit of supply. The overall assessment of supply and demand was undertaken by an external consultant.
8. A steering group was established to take forward the project in line Sport England guidance comprising of representatives from England Hockey, the Rugby Football Union, the English Cricket Board, the Football Association, Sport England and SSDC officers.
9. The key benefits of adopting an NPPF compliant playing pitch strategy are as follows:
 - a. It provides a robust evidence base to inform the assessment of planning applications and proposed developments.
 - b. It provides evidence to help protect and enhance existing provision
 - c. It identifies gaps in provision and identifies priority projects thus enabling the prioritisation of any internal and external capital and revenue investment
 - d. It helps to attract investment from other sources including National Governing Bodies and Lottery Funding
 - e. It provides a clear district wide action plan.
 - f. It can also provide clear standards of provision for playing pitch and changing room provision

Report Detail

10. The new Strategy supports the Council in providing the right combination of playing pitches and changing provision to meet the current and future needs of the district's population. The final strategy and action plan can be viewed on the SSDC website.
11. There are two main stages involved in the development of the new strategy. The first stage requires the completion of needs assessments which examine supply and demand for facilities. The second stage involves bringing together supply and demand information to form a strategy and action plan.
12. The needs assessment was undertaken in consultation with clubs, national governing bodies of sport and Sport England to establish the quantity, quality, availability and accessibility of playing pitches and changing facilities across South Somerset.
13. New standards of provision for pitches were considered as part of the new strategy. The latest Sport England Guidance does not specifically require standards of provision to be set by local authorities, favouring instead that actual infrastructure requirements are clearly identified. However, officers felt that it would be beneficial to retain standards of provision in order to assist with the calculation of developer obligations where required.

Members are therefore asked to approve the new standards for playing pitches and changing/pavilion spaces summarised in Table 1 below, to ensure that appropriate S106 contributions continue to be sought.

Table 1 – Former and proposed new standards of provision

Infrastructure Type	Former standard (Sq m per person)	Proposed new standard (Sq m per person)
Playing Pitches	14	12
Changing Rooms	0.1157	0.105

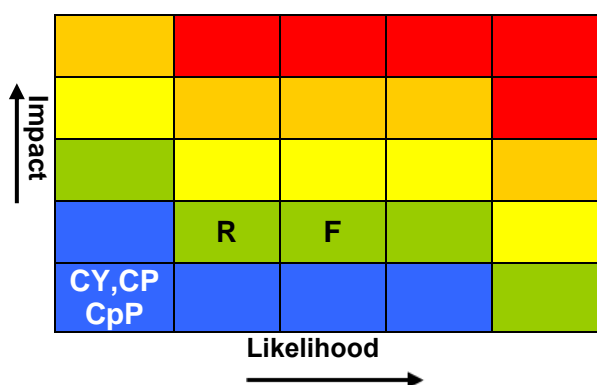
14. The new strategy was completed and signed off by the steering group in 2017. The process to complete a new strategy was lengthy as pitches for different pitch sports can only be assessed during the appropriate playing season in line with Sport England guidance.
15. A consultation exercise was concluded last autumn following the completion of the draft strategy. There were just under 50 group/individual responses and a summary of the comments and steering group responses and any amendments made to the strategy and associated documents are attached as Appendix A.
16. At the request of the Council Leader, a separate Portfolio Holder briefing was arranged (held in May 2018) prior to the strategy being brought forward to District Executive Committee so that members had an appropriate opportunity to discuss the detail of the strategy with the Portfolio Holder and lead officers. Fifteen members attended the Portfolio Holder's briefing. A summary of the priorities (by Area) within the new Strategy presented to members is attached as Appendix B.
17. There was one particular concern expressed by some members at the Portfolio Holder's briefing about the necessity to try and formally secure community use on artificial playing surfaces at school facilities within Bruton to ensure that Area East residents have adequate access to artificial playing surfaces. The Community Health and Leisure Manager agreed that the appropriate officer would report on progress to the Area East Committee in due course but the need to secure access is already detailed within the strategy action plan.

Financial Implications

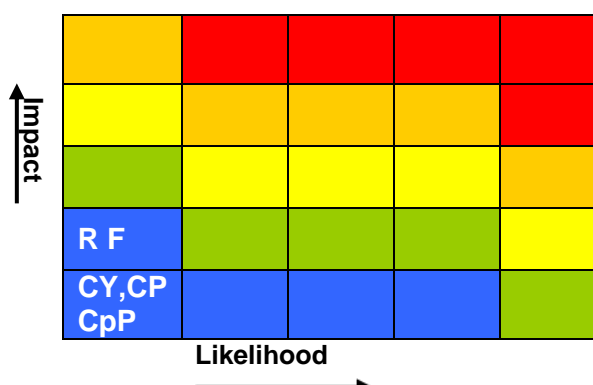
18. There are no requests for additional resources within this report. Looking ahead, any investment projects arising from the strategy/action plan would be presented separately with appropriate business cases. It is anticipated that the strategy will also be informative and underpin potential access to funding through planning obligations and external funds, as well as being used for longer term resource planning.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

19. The Playing Pitch Strategy contributes to Council Plan aim to “improve health and reduce health inequalities”. The Strategy will also help the Council “ to build healthy, self-reliant, active communities” and to:
- Target support to areas of need
 - Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities

Carbon Emissions and Climate Change Implications

20. The playing pitch strategy does not directly address carbon emissions or climate change therefore there are no implications.

Equality and Diversity Implications

21. Originally an Equality Assessment for the strategy was completed in May 2017 and updated in June 2018. The results of the assessment showed that the strategy is unlikely to have any impacts on people with protected characteristics.

Privacy Impact Assessment

22. No personal data handling is involved.

Background Papers

23. None

South Somerset Playing Pitch Strategy

STRATEGY AND ACTION PLAN

FINAL

See also separate documents:

- South Somerset PPS Strategy Appendices
- South Somerset PPS Site Overviews
- South Somerset PPS Database Appendix 1E
- South Somerset PPS Stage C Key Findings and Issues Report
- Part 1 South Somerset PPS Stage C Needs Assessment
- Part 2 South Somerset PPS Stage C Needs Assessment

April 2017

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SECTION 1 INTRODUCTION

Scope

1.1 The new South Somerset Playing Pitch Strategy looks forward until 2028 in line with the Council's adopted Local Plan. In particular the new strategy will:

- identify a priority list of deliverable projects which will help to address current deficiencies
- provide evidence to protect and enhance existing facilities and associated infrastructure including changing provision
- provide evidence to help secure internal and external funding and help prioritise internal capital and revenue investment and maximise S106 funding and enable projects to be funded through CIL
- inform the implementation of planning policy
- identify playing pitch 'standards' that will be used to inform the assessment of planning applications by SSDC officers (required by SSDC over and above the requirements of Sport England's Strategy Guidance)
- identify potential land for new provision
- support the delivery of National Governing Body strategies for playing pitch provision
- take account of the changes in participation in pitch sports and make appropriate recommendations to address these trends through facility provision.

1.2 The Strategy has been prepared in full compliance with Sport England's 'Playing Pitch Strategy Guidance: An approach to developing and delivering a playing pitch strategy' (2013) It is accompanied by:

- Appendix 1E
- Stage C: Full Needs Assessment Report
- Stage C: Key Issues and Findings Summary Paper

1.3 The development of this Strategy has been overseen by a Steering Group comprising

South Somerset District Council:	Lynda Pincombe,
South Somerset District Council	Alison Cameron
South Somerset District Council	Jake Hannis
South Somerset District Council	Jo Wilkins
South Somerset District Council	Paul Wheatley
Sport England	Gary Parsons
FA	Lee Rider

Somerset FA	Brendan Dix
Somerset Cricket Board	Andy Fairbairn
England Cricket Board	Tim Nicholls
RFU	Jon Bendle
England Hockey	Barbara Reynolds

Context

- 1.4 South Somerset covers a geographical area of 370 square miles with a population of over 161,000. It has a population density of 1.7 people per hectare, less than half the national average. The study area covers the entire South Somerset district but with a focus on key areas of growth (as identified with the Council's adopted Local Plan). The gathering of information and assessment and analysis where appropriate has been undertaken according to well established sub areas within South Somerset.
- 1.5 Yeovil is a Strategically Significant Town and the prime focus for development in Area South. Below Yeovil, there are the market towns: Chard, Crewkerne & Ilminster in Area West; Somerton, and Langport/Huish Episcopi in Area North and Wincanton and Ansford/Castle Cary in Area East. Next there are smaller Rural Centres: South Petherton, Martock and Stoke Sub Hamdon in Area North and Ilchester, Bruton and Milborne Port in Area East. All other settlements are in generic terms as 'Rural Settlements'. Chard in particular has long been identified as being deficient in playing pitch facilities and is a particular focus of this study.
- 1.6 Housing growth will be a key determinant of where additional demand for playing pitches will be focussed in the coming years. The recently adopted Local Plan sets out the allocations to cover the overall time-span of the plan (2006-2028), of which a substantial amount has already been built, or else planning permissions have been granted. Using an occupancy rate of 2.2, the estimated additional population to arise from the outstanding allocations from 2016 (9698 dwellings in total) is calculated as follows: (Area totals exclude Rural Settlements): Yeovil (Area South) – 11,803 people; Area West – 4,527 people; Area North – 1,318 people; Area East – 1,617 people; remaining Rural Settlements – 2070 people. (see Map below)¹
- 1.7 Policy HW1 sets out the Council's approach to the provision of open space, outdoor playing space and sports, cultural and community facilities in new development through the development of needs assessments and local standards, in accordance with NPPF paragraph 73. Contributions for site specific mitigations will be sought where it has been proven that new development increases local needs. The provision of open space, outdoor playing space and sports, cultural and community facilities may be required on site or form part of a contribution towards off site provision of either new or improved facilities.
- 1.8 A Community Infrastructure Levy (CIL) was adopted by the district Council in accordance with the adopted Charging Schedule for the provision of infrastructure in the area from 3rd April 2017. It is expected that in due course priority projects identified in this Strategy will be added to the '123 List'.
- 1.9 Analysis of the population profile provides a context for the interpretation of participation in pitch sports. According to ONS data, the population is currently

¹ The source of these figures is the 2016 Authority Monitoring Report

166,216; the forecasted population change between 2016 to 2028 (the end date for the Playing Pitch Strategy) is growth of some 10,799 or 6.5%. The main impact from the changing population on the pitch sports is a growth in the minis and junior age ranges, but minimal change in the 20-54 adult age ranges and a drop off in the younger element of the vets pitch sport age range.

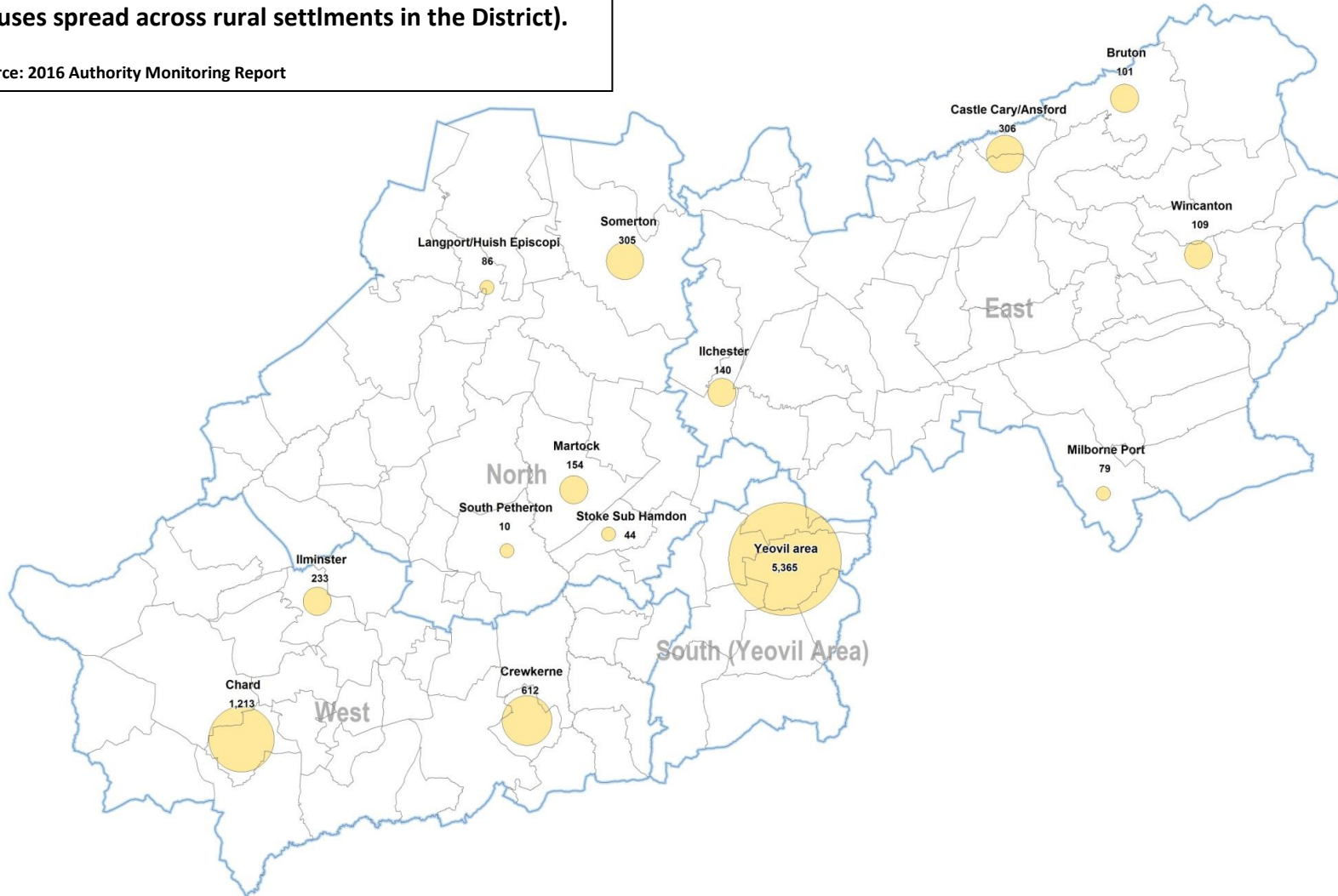
- 1.10 The data shows that since the first Active People Survey in 2005/06, carried out by Sport England, once a week sports participation in South Somerset has increased from 30.1% to 36.4% in 2015/16, but it is only in the past couple of years that overall participation rates in South Somerset have appeared above both the regional and national figures.
- 1.11 The latest 2015/16 (APS10 Q2) survey shows that for the first time since this data has been recorded, adult male sports participation rates (33.5%) in South Somerset have fallen below female (39.2%). The overall upward trend in sports participation rates in South Somerset amongst women continues, whilst those with men have suffered a sharp downturn and future rates should be monitored.
- 1.12 Sport England also presents analysis of the types of people who take part in sport in any given area, relating to market segmentation groups. The dominant market groups in South Somerset are: *Philip* (Mid-life professional, sporty males with older children); *Tim*: (Sporty male professionals, settling down with partner); *Elaine* (Empty Nest Career Ladies); *Roger & Joy* (Early Retirement Couples); *Elsie & Arnold* (Retirement Home Singles); and *Ralph & Phyllis* (Retired couples enjoying active and comfortable life styles).
- 1.13 The above 6 segments represent 52% of South Somerset's population compared to less than 43% of England's population. '*Philip*' and '*Tim*' have sports participation rates above the national average and '*Elaine*' takes part on a par with the national average. '*Roger and Joy*', '*Elsie and Arnold*' and '*Ralph*' & '*Phyllis*' are less active, to varying degrees, than the national average and the dominance of these older and retired market segments reflects the demography of South Somerset.
- 1.14 Local trends in pitch sport participation can be summarised as follows:
- Continuing growth in youth and mini football following the FA Youth Review in 2012 and introduction of new formats in the games. Participation in adult female and youth female continuing to grow at a slow rate.
 - Declining participation in adult male football with local Sunday leagues closing (reflecting national trends) and a reduction in the number of divisions in the Saturday leagues. Informal recreation play such as veterans' football, flexi leagues, walking football and small sided provision are being introduced to combat the decline and are having some success.
 - Some recent growth in junior cricket. Adult Saturday play remains fairly stable but there has been a drop off in Sunday play and midweek play is limited apart from at the larger clubs. The ECB is focusing on introducing alternative forms of the game, including Last Man Standing and T20. Whilst there is no LMS in South Somerset there is evidence that T20 may be increasing in popularity.
 - Rugby participation in South Somerset – both adult and youth - appears fairly stable. Whilst focusing on maintaining its core market of 15v15 senior teams, the RFU is actively promoting its variants of the game for younger players – touch and

tag rugby and '7s' and also looking to develop more recreational and social rugby during the summer.

- Since 2010/11, England Hockey has seen a 36% growth in the total number of club players, with a 80% increase in u18 at club level. A long term aspiration is to double the number of club members by 2028. Hockey participation in South Somerset – in both adult and juniors - is buoyant and growth is expected in both number of league teams and informal activity such as Pay and Play.

MAP: Overall housing growth 2016-2028: Key Growth locations (excludes settlements allocation of 941 houses spread across rural settlements in the District).

Source: 2016 Authority Monitoring Report



PART 1:

SUMMARY OF NEEDS ASSESSMENTS:

MEETING CURRENT AND FUTURE DEMAND

Overview: Playing Fields

This Strategy is for playing pitches and the main sports which are played on them – football, cricket, rugby and hockey. But there are other aspects to playing pitches and the land on which they lie. Many playing fields are valuable in their own right as public open space sites for informal recreation and a wealth of informal activities – kite flying, picnics, play, environmental studies, dog walking and so on. Sustaining rural pitch sites which may not be fully used for sport, but nevertheless fulfil an important function in providing local informal opportunities for sports participation and in contributing towards people’s good health and well being, is critical.

Moreover, playing fields are not just a resource for the sports of football, rugby, cricket and hockey. There are many other pitch sports which play on grass, including: American football, archery, athletics, baseball, Gaelic football, lacrosse and rugby league. With the exception of athletics, these sports are not well represented on playing fields in South Somerset, but it is important that they are available to meet future demand for these sports and to accommodate other opportunities. In particular, playing fields offer a wonderful environment for sport for people with disabilities, being free of the restrictions of indoor facilities. Playing fields often include other facilities in addition to grass and artificial grass pitches, such as bowling greens, skateparks and tennis courts and of course changing rooms, pavilions and cafes, and these elements need to be planned for in harmony with the needs of the pitch based sports.

SECTION 2 FOOTBALL

A OVERVIEW

- 2.1 The strategy has identified 141 football pitches which are available for community use in South Somerset: 78 adult, 7 junior, 18 junior 9v9 and 38 mini pitches. It has recorded 69 football clubs, fielding 283 teams: 94 adult (10 of which are Ladies teams) 116 youth (of which 7 are girls teams) and 73 mini soccer teams.
- 2.2 The assessment demonstrates that there is not enough good quality, appropriately located and accessible football pitches with secure community use in South Somerset to meet future demand for football to the end of the Strategy (i.e. 2028). The principal challenges are meeting the demand for adult football at peak times in certain settlements and for junior matches at most settlements across the district.

See also **Appendix 1: Football Assessment** for more detail.

Current demand

- 2.3 As far as accommodating current demand is concerned, if this is assessed on a sub area basis, and all sites in use are taken into account, there would nominally be enough spare capacity within each sub area to accommodate demand for adult, junior and mini play at peak times. However, teams are not willing or able to travel for their ‘home games’ to the grounds where there may be ‘spare’ slots. Therefore there are some towns where pitches are at capacity and peak time demand can only just be accommodated (for example in Chard and Crewkerne). Table 1 below presents current spare capacity and shows that, in Area West as a whole, there are 3 match equivalent slots available to meet demand for adult football at the peak time (Saturday afternoon). This means that overall there is space for a further 6 teams to play on Saturday afternoons in Area West (based on the principal of an adult men’s team playing ‘at home’ every other weekend).
- 2.4 There is generally spare capacity across the district for adult play outside of the peak time (Saturday afternoons), due for the most part to the decline of Sunday football. For junior football similarly, whilst across each sub area as a whole, demand could be met, there are certain areas where pitches are at capacity at peak times (particularly in Area West). Mini football is generally better served with most pitches having some spare capacity at peak time (Saturday mornings); one reason is that up to 4 mini games can be played in sequence.

Table 1: Extent of any current spare capacity for football matches during the peak period, expressed as match equivalents, by sub area

Sub Area	Time of Play		
	Adult football peak time	Junior football peak times	Mini football peak times
Area West	3	0.5	6.5
Area South	1.5	3	11
Area North	6.5	2	5
Area East	9	2.5	9

Future demand

- 2.5 The total number of new teams predicted to be generated through population growth, trends in participation, latent/unmet/displaced demand and aspirations in each of the four sub areas in the district is shown below. There are a number of houses to be built in ‘Rural Settlements’ but their locations have not been specifically identified and therefore cannot be included in the sub area totals. However, they will add to demand overall for provision and have been taken into account in predicting demand from trends in participation, latent/unmet/displaced demand and aspirations for new teams in each sub area.

Table 2: Number of new (additional) football teams predicted to 2028 by Sub area

Area	Men's teams	Ladies' teams	Youth male	Youth female	Minis
Area West	4.9	0.8	9.6	2.3	4.0
Area South	7.8	1.2	13.8	2.9	8.1
Area North	3.2	2.6	7.8	2.1	5
Area East	3.4	0.6	2.9	1.1	2.7
Rural Settlements	1.1	0.1	1.2	0.1	0.9
TOTAL (rounded)	20	5	35	9	21

2.6 Match equivalent sessions are estimated on basis of home/away fortnightly for adult and 11v11 youth and slightly less for 9v9 youth and minis. This is also dependent on the fixture times for the different leagues involved. However, this would suggest the need on a district wide basis for the following minimum number of additional pitches:

Table 3: Number of additional football pitches required to meet demand to 2028 in South Somerset

Type of Pitch	Number
Adult pitches	10 - 11
Youth pitches (of varying sizes: 11v11 & 9v9)	10 - 12
Mini pitches (7v7 & 5v5)	2 - 3

2.7 The following sections review the situation in each sub area. The Strategy is not only concerned with the quantity of pitches, but also the quality of the pitches and ancillary facilities (changing facilities, car parking) which influence the capacity of the site and accessibility, in terms of distance, availability and cost.

2.8 The assessment also takes into account local deficiencies such as overplayed grounds; grounds where there are quality issues which restrict capacity; clubs whose teams play at different sites and/or outside their home town and usage of school pitches with unsecured community use.

B AREA WEST

Table 4: Overview: Area West

	Adult pitches	Junior Pitches	Mini pitches
Area West	In practice, although there are existing spare slots at peak time in Area West they are not in the right location to meet future needs. Community use of school pitches needs to be secured. Future demand cannot be met in key locations without new provision.	Shortfall in provision for junior teams, only one team could be accommodated at present. Community use of school pitches needs to be secured. Future demand cannot be met in key locations without new provision.	Sufficient supply of mini pitches across the Area as a whole to meet projected increase in demand. Community use of school pitches needs to be secured.

Table 5: Addressing the shortfall: Area West

AREA WEST: Opportunity	Commentary
<i>Grounds where football pitches have existed in the past and could be reinstated and/or where there is room to put in additional pitches</i>	Happy Valley Crewkerne could accommodate a full-size football pitch or junior rugby pitch, but does not currently have changing facilities.)
<i>Securing (greater) community use of pitches on school sites</i>	Potential at Wadham School (1 x adult pitch) and Holyrood Academy (2 x 9v9 pitches). (Youth and mini teams already very dependent on pitches at Avishayes Primary School Chard & Maiden Beech Academy, Crewkerne where community use needs to be secured)
<i>Improving the quality of key pitches to increase their capacity (does not solve problem of peak time)</i>	Improving Jocelyn Park and Ilminster Recreation Ground (both standard pitch quality) would increase capacity but not address issue of peak time. Henhayes Recreation Ground, Crewkerne is already rated 'standard' and is overplayed. Chard Town FC's 'standard' ground rating can only be addressed through the provision of pitches at a new site in a sustainable location. .
<i>Encouraging teams to play matches on 3G FTPs</i>	None in Area West. Nearest 3G FTP is Axe Valley School, Axmouth (18 mins) (FA/FIFA accredited). The provision of an accredited 3G FTP in a sustainable location within Area West is required to meet current and future demand.
<i>Encouraging new teams to play on pitches where there is currently spare capacity</i>	Spare capacity (for adult male teams) at Hinton St George, Winsham Recreation Ground, Dowlish Wake and Forton Playing Fields (but not One spare slot for another junior team at Maiden Beech Academy, Crewkerne.
<i>Improvements to changing facilities</i>	Only temporary changing at Jocelyn Park in Chard. Could either provide a permanent solution and or relocate pitches and changing to a new site in Chard. Dowlish Wake changing needs to be rebuilt (destroyed by fire).

AREA WEST: Opportunity	Commentary
	Provide appropriate changing provision at Forton Playing Fields to support existing or future pitches at this site.
<i>Changes to supply through new housing development</i>	Opportunities in Chard/Tatworth and Forton, Ilminster and Crewkerne.
<i>Summary: Chard (quantity of pitches only; for other recommendations see Action Plan)</i>	<p>Minimum projected growth of 2,669 people</p> <p>Chard Town FC's pitch requires replacement; new site required to accommodate growth of club. Jocelyn Park, Chard is overplayed (replace pitches at latter as public open space?)</p> <p>Chard teams –adult & junior and mini – are having to play outside the town because of a shortage of pitches (the nearest 9v9 pitch is at Forton)</p> <p>Avishayes Youth FC teams (Chard club) are split between 3 sites.</p> <p><i>Assessment</i></p> <p><i>Total minimum requirement is an additional 4 adult, 3 junior and 2 mini pitches. (2 x 9v9 pitches at Holyrood Academy may be available)</i></p> <p><i>New pitches should be provided in a sustainable location on a multi pitch site so that a range of pitch sizes can be accommodated, with requisite changing and ancillary facilities.</i></p>
<i>Summary: Crewkerne (quantity of pitches only; for other recommendations see Action Plan)</i>	<p>Minimum projected growth of 1,364 people</p> <p>The adult football pitch at Henhayes Recreation Ground, Crewkerne is overplayed</p> <p><i>Assessment</i></p> <p><i>Additional playing pitch provision is required to meet current and future demand - Total minimum requirement is an additional 2 adult, 1 junior and 1 mini pitch. 1 x adult pitch at Wadham School may be available (although quality may be an issue due to badger/rabbit damage); There may be potential to accommodate mini teams at Maiden Beech Academy although the site is already busy.</i></p>
<i>Summary: Ilminster (quantity of pitches only; for other recommendations see Action Plan)</i>	<p>Minimum projected growth of 513 people</p> <p>No spare capacity for expansion in numbers of adult or junior teams</p> <p><i>Assessment</i></p> <p><i>Total minimum requirement is an additional 1 adult and 1 junior pitch.</i></p>

C AREA SOUTH

Table 6: Overview: Area South

	Adult pitches	Junior Pitches	Mini pitches
Area South	There is 1 spare slot (2 teams) at Yeovil Recreation Ground and 0.5 spare slot (1 team) at Barwick & Stoford Recreation Ground. Excluding population growth through new housing, the expected increase in teams could be accommodated	Excluding population growth through new housing, 6 of the 9 predicted new junior teams could be accommodated at existing sites: at Yeovil Recreation Ground, Yew Tree Park, and Turners Barn Lane. Teams generated through	There is sufficient supply of mini pitches to accommodate all expected increases (including population growth), mainly at Yeovil Recreation Ground

	Adult pitches	Junior Pitches	Mini pitches
	through existing provision in Yeovil itself including school pitches with secured community use. Some teams generated through population growth could be accommodated by existing provision, the rest at sites identified in connection with new housing developments.	population growth could be accommodated at sites identified in connection with new housing developments.	

2.9 Essentially, the projected increase in new teams from trends in participation, latent/unmet/displaced demand and club aspirations in Yeovil could be met by a combination of existing provision, enhancing quality at selected sites, securing access to school pitches which are not being used/available at present and proposed new sites in connection with proposals for new housing at Lufton, Brimsmore, Primrose Lane and Keyford key sites. If more matches are able to be played on 3G FTPs, then the demand for grass pitches will decrease. Outside Yeovil, any growth in demand can be accommodated on existing pitches but there are some quality issues with changing facilities.

Table 7: Addressing the shortfall: Area South

AREA SOUTH: Opportunity	Commentary
<i>Grounds where football pitches have existed in the past and could be reinstated and/or where there is room to put in additional pitches</i>	Turners Barn Lane: could provide two adult pitches, subject to problems with badgers being resolved, car parking addressed and new changing provided if required by type of teams playing
<i>Securing (greater) community use of pitches on school sites</i>	Bucklers Mead Academy has accommodated community use on 2 x 9v9 pitches and 4 x mini pitches in the past and has expressed willingness to do so in the future. There is a CUA in operation at Preston Academy (2 adult football pitches) but no community use recorded There is a junior 9v9 pitch at Yeovil College (no CUA), but quality requires improvement
<i>Improving the quality of key pitches to increase their capacity (does not solve problem of peak time)</i>	Improving changing facilities at Turners Barn Lane and upgrading ground (currently rated 'poor') could provide another 2 adult pitches. Long Furlong Lane East Coker rated 'poor' could accommodate more mini teams if quality improved.
<i>Encouraging teams to play matches on 3G FTPs</i>	Limited in Yeovil at present: <ul style="list-style-type: none"> • Bucklers Mead Academy 3G FTP is full size but not FA accredited (for matchplay). Resurfaced in 2016. • Westfield Academy 3G FTP is FA accredited but is not yet used for matchplay and the study has identified some confusion as to the age of teams which could be accommodated. • Yeovil Town FC 3G FTP is not available for community use.

AREA SOUTH: Opportunity	Commentary
	As teams move to play matches on 3G FTPs, the demand for grass pitches is likely to decrease.
<i>Encouraging new teams to play on pitches where there is currently spare capacity</i>	Spare capacity (for adult, junior & mini teams) at Yeovil Recreation Ground. Some limited spare capacity at grounds outside Yeovil:
<i>Improvements to changing facilities</i>	These are required at Long Furlong Lane Recreation Ground, East Coker
<i>Other Issues</i>	Yeovil Town FC proposals to rationalise/reorganise pitch provision
<i>Changes to supply through new housing development</i>	<ul style="list-style-type: none"> • Lufton Key site, Yeovil (620 dwellings). 1 x junior pitch 2500 sq m secured (equates broadly to u10); no changing provision • Brimsmore Key site, Yeovil (830 dwellings). Potential to overlay cricket pitch with 2 x junior pitches secured (equates to u10) and 1 x other junior pitch <p>Applications yet to be approved::</p> <ul style="list-style-type: none"> • Primrose Lane Key site, Yeovil (765 dwellings) generates a requirement under revised Standards of Provision for 20373sq.m. of pitches including ancillary provision (previously 23883sq.m). Current proposed mitigation is: 2 x senior and 1 x u10 pitch + changing provision. • Keyford Key site, Yeovil (800 dwellings) generates a requirement under revised Standards of Provision for 21305sq.m of pitches including ancillary provision (previously 24976sq.m). Current proposed mitigation is for 2 x senior pitches, plus overlay of cricket pitch marked out plus changing provision.
<i>Summary: Yeovil: quantity of pitches only; for other recommendations see Action Plan</i>	<p>Minimum projected growth of 11,803 people</p> <p>Overplayment of Yeovil Sports & Social Club pitches</p> <p>Teams from Yeovil playing outside the town:</p> <ul style="list-style-type: none"> • Westland Sports u16 at Sherborne • Lyde utd u15s at Odcombe Recreation Ground • AFC Huish 3 adult teams at Ilchester Sports Field <p><i>Assessment</i></p> <p><i>Total minimum requirement is an additional 4 adult, 5 junior and 2 mini pitches. Excluding pitches which could accommodate teams at Yeovil Recreation Ground, Yew Tree Park and Turners Barn Lane and at Bucklers Mead and Preston Academies, the outstanding requirement is for 1 adult pitch and 3-4 junior pitches.</i></p> <p><i>These requirements could be met through the opportunities provided in mitigation of housing development at Lufton, Brimsmore, Primrose Lane and Keyford key sites.</i></p>

D AREA NORTH

Table 8: Overview: Area North

	Adult pitches	Junior Pitches	Mini pitches
Area North	Across the sub area as a whole there is sufficient capacity to accommodate all the demand to 2028 including that from population growth through new housing without using school pitches	There is a slight shortfall in provision for junior teams, with 6 teams not able to be accommodated from existing spare slots. New youth pitches required, depending on size and age ranges, could be provided at school sites.	There is sufficient supply of mini pitches across the Area to meet projected demand.

2.10 Across Area North, many grounds have spare capacity at peak times; this analysis focuses on those settlements where the pitches and/or sites have little or no capacity to cater for increased demand in one or more age groups (which are also the towns predicting growth); namely Somerton, Martock and Langport/Huish Episcopi.

Table 9: Addressing the shortfall: Area North

AREA NORTH: Opportunity	Commentary
<i>Grounds where football pitches have existed in the past and could be reinstated and/or where there is room to put in additional pitches</i>	South Petherton (Lightgate Recreation Ground) and Long Sutton Playing Field both have room for a junior pitch each. Ash Recreation Ground and High Ham Playing Field have recorded adult football pitches in the past. Curry Rivel Recreation Ground has been marked out for 1 adult and 1 mini pitches but the field is now only used occasionally for training.
<i>Securing (greater) community use of pitches on school sites</i>	Potential at Huish Episcopi Academy for one adult and one junior pitch, but no CUA in place and no community use recorded. Pitch Inspection Visit arranged. Stanchester Academy (Stoke Sub Hamdon) has 2 adult and 2 junior pitches, but no CUA in place and no community use recorded.
<i>Improving the quality of key pitches to increase their capacity (does not solve problem of peak time)</i>	Martock, Somerton and South Petherton Recreation Grounds are all rated as 'standard', but improving the quality here will not address the peak time issue. Montacute Recreation Ground has spare peak time capacity but is 'poor' quality and has no changing facilities (which cannot be addressed due to covenants on the ground).
<i>Encouraging teams to play matches on 3G FTPs</i>	Huish Episcopi Academy is FA accredited but is undersize and can only accommodate up to u14 match play. There are limited spare slots for training, but plenty of spare capacity for weekend matchplay for up to u14s.

AREA NORTH: Opportunity	Commentary
<i>Encouraging new teams to play on pitches where there is currently spare capacity</i>	There is spare capacity for adults and juniors at several sites but clubs would prefer to play all their teams on one site. Stoke Sub Hamdon FC is negotiating to play at Norton Sub Hamdon's playing field which is not used at present.
<i>Improvements to changing facilities</i>	Changing rooms at Somerton Recreation Ground inadequate and also very poor at Langport and Huish Memorial Ground; both require upgrading. Proposed new changing rooms at Martock Recreation Ground which will add capacity to the site Lack of changing room facilities also restrict capacity at Montacute Recreation Ground (lower priority)
<i>Changes to supply through new housing development</i>	One site: 1 senior football pitch secured on land adjacent to Gassons Lane, Somerton as part of planning application for 150 dwellings. Application approved for new recreation ground (6 ha) adjacent to cricket pitch at Ilton (approved application for 47 dwellings). There is no other usable space within the parish for football provision and this land might also improve the offer for cricket.
<i>Summary: Somerton (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 671 people Little spare capacity for future growth at Somerton Recreation Ground. Proposals to remodel site and upgrade MUGA Changing facilities require upgrading and enlarging <i>Assessment</i> <i>Total minimum requirement is an additional 1 adult, 1 junior and 1 mini pitch. This could be met by the 1 senior football pitch secured on land adjacent to Gassons Lane at Somerton Recreation Ground.</i> <i>Huish Episcopi Academy 3G FTP is used for training by youth teams despite the present of a MUGA on Somerton Recreation Ground. There is no anticipated shortfall in artificial turf pitch provision in the area during the plan period.</i>
<i>Summary: Martock (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 339 people No spare capacity for growth in adult play at Martock Recreation Ground. Land secured for new changing rooms/community building adjacent to existing recreation ground as part of planning application for 35 dwellings; will add to capacity of site <i>Assessment</i> <i>Total minimum requirement: ideally additional 1 adult pitch.</i>
<i>Other Issues: Langport/Huish Episcopi (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 189 people No spare capacity for growth at peak times in adult play at Langport Recreation Ground. <i>Assessment</i> <i>The amount of new housing here is not projected to generate a whole new adult or junior team but there will be an increase in the number of players.</i>

E AREA EAST

Table 10: Overview: Area East

	Adult pitches	Junior Pitches	Mini pitches
Area East	Across the Area as a whole there is sufficient capacity to accommodate all the demand to 2028 including that from population growth through new housing without using school pitches	Across the Area as a whole, there is also just enough capacity to accommodate growth in demand to 2028.	There is sufficient supply of mini pitches across the Area to meet projected demand.

- 2.11 Across Area East, many grounds have spare capacity at peak times; this analysis focuses on those settlements where the pitches and/or sites have little or no capacity to cater for increased demand in one or more age groups (which are also the towns predicting growth); namely Castle Cary, Ilchester and Bruton. Whilst Wincanton and Milborne Port’s populations are also projected to increase there is sufficient provision here to accommodate the predicted increase in demand.

Table 11: Addressing the shortfall: Area East

AREA EAST: Opportunity	Commentary
<i>Grounds where football pitches have existed in the past and could be reinstated and/or where there is room to put in additional pitches</i>	Ash Walk Recreation Ground, Henstridge still has an adult and a junior 9v9 pitch marked out, but no recorded use. Wincanton Sports Ground accommodates 5 adult, 2 x 9v9 and 1 mini pitch, but 3 adult pitches are no longer marked out (only posts)
<i>Securing (greater) community use of pitches on school sites</i>	Ansford Academy in Castle Cary has one adult football pitch. It has apparently been used by community teams for football during the autumn term but does not accommodate regular teams as pitch is not available all season. King Arthurs Secondary School, Wincanton: has been irregular community use of football pitch in the past. Sexey’s school, Bruton – two football pitches also occasionally used for community football (overspill from Jubilee Park)
<i>Improving the quality of key pitches to increase their capacity (does not solve problem of peak time)</i>	Donald Pither Memorial Ground, Castle Cary and Ilchester Sports Field are both rated as ‘standard’ but improving quality will not address the peak time issue. Castle Street, Keinton Mandeville was not assessed; it too has no spare peak time capacity. Improving the quality of the junior pitch at Maggs Lane in Castle Cary would help meet demand in the town.
<i>Encouraging teams to play matches on 3G FTPs</i>	There is no easily accessible 3G FTP to serve this sub area (the nearest lie outside a 20 minute drive time).

AREA EAST: Opportunity	Commentary
	Aspiration to provide a new AGP at Moor Lane but not enough current and future demand identified for full size AGP.
<i>Encouraging new teams to play on pitches where there is currently spare capacity</i>	There is spare capacity across different age groups at many village grounds. However, clubs wish to play all their teams at the same, or nearby sites, and there are several well used grounds with limited spare capacity and no real alternatives for support provision (except possibly at schools) e.g. Ilchester Sports Field, Jubilee Park in Bruton, Donald Pither Memorial Ground in Castle Cary and Milborne Port Memorial Ground.
<i>Improvements to changing facilities</i>	Inadequate changing room facilities restricting growth at Jubilee Park (Bruton United FC). Improvements being discussed at Donald Pither Memorial Ground, Castle Cary. Providing changing rooms at Maggs Lane in Castle Cary would increase usage of the pitch.
<i>Changes to supply through new housing development</i>	Change of use approved at Keinton Mandeville to recreation use for land to rear of existing recreation ground.
<i>Other Issues</i>	Problems with drainage at e.g. Ilchester Sports ground and No.1 Pitch at Wincanton Sports Ground (Moor Lane) New pitch being developed at Milborne Port on land previously used as a rugby pitch and which is no longer required
<i>Summary: Castle Cary: (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 673 people in Ansford/Castle Cary The Donald Pither Memorial Ground has no spare capacity for Saturday adult play; it has 2 mini pitches which are sufficient for that age group. Problem e.g. in securing additional land for pitches in Castel Cary due to piecemeal applications. <i>Assessment</i> <i>Projected housing may generate up to 1 adult, 1 junior and 1 mini team. Improved quality and changing facilities at Maggs Lane junior pitch could assist .</i>
<i>Summary: Ilchester (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 308 people Ilchester Sports Field has little spare capacity for any growth in adult play. <i>Assessment</i> <i>Whilst the new housing is unlikely to generate whole new teams there may be an increase in activity which would be difficult to accommodate</i>
<i>Summary: Bruton (Quantity of pitches only; for other recommendations see Action Plan)</i>	Minimum projected growth of 222 people <i>Jubilee Park Bruton is almost at capacity and the changing facilities appear to be a constraint to further growth.</i> <i>Assessment</i> <i>Whilst the new housing is unlikely to generate whole new teams there may be an increase in activity which would be difficult to accommodate</i>

F ARTIFICIAL TURF PITCHES FOR FOOTBALL (3G FTPs)

- 2.12 There are 5 'full size' floodlit AGPs in South Somerset; these facilities are suitable for both football training and matchplay and are known as 3G Football Turf Pitches (FTP). Two – at Yeovil Town FC and RNAS Yeovilton – are not available for community use and can be discounted from the analysis. The remaining 3 are as follows:
- Westfield Academy, Yeovil 3G FTP is FA accredited for matchplay. The pitch has minimum dimensions for adult football and clarification is required as to whether it is appropriate for adult league matches.
 - Bucklers Mead Academy, Yeovil is full size (100m x 60m) but is not yet FA accredited for matchplay (proposals are being made to the Academy to encourage it to become FA/FIFA registered)
 - Huish Episcopi Academy FTP is undersize and can only accommodate mini and junior matches up to u14 years. It is FA accredited.
- 2.13 There is thus currently no full size 3G FTP in South Somerset which is agreed and sanctioned by all parties as being appropriate to accommodate adult matches.
- 2.14 There are also two floodlit full size sand-based AGPs in South Somerset which are currently well used for football training (see also Hockey sections below).
- 2.15 Analysis of the demand for football training has been carried out according to the methodology provided by the FA, which is based on the number of teams in the area and assumes that all existing training (either on grass or sand based AGPs) will move to a 3G Football Turf Pitch.. It has taken into account smaller size 3Gs which are used for training (such as at Wincanton Sports Ground) but does not include the FA accredited 3G FTP at Axe Valley Community School, some 18 minutes' drive from Chard.
- 2.16 This suggests that there is a shortfall equivalent to around 3 full size such pitches. Even taking the Axe Valley Community school FTP into account there is a shortfall of 1 3G FTP in Area West. No further provision is currently required within Area South. There is a less than 1 full size AGP shortfall in Area North (due to the location there of Huish Episcopi AGP). There is a requirement for approximately 0.85 FTP's s within Area East.
- 2.17 Using the FA methodology provides a baseline to which has been triangulated by the views of the clubs themselves, the analysis of demand and the views of the NGBs. For the duration of this Strategy the need has been identified for a 3G FTP to serve Area West. The challenge is to provide this facility in a sustainable location where it will not displace users from existing AGPs (both sand based and 3G) which may affect their viability.
- 2.18 All three 3G FTPs on school sites listed above have considerable spare capacity for matchplay at the weekends; there are no block bookings. If more matchplay can be attracted, this will help to lessen the pressure on grass pitches in Yeovil particularly.

SECTION 3 CRICKET

A OVERVIEW

- 3.1 The strategy has identified 41 sites which currently have a cricket pitch, or there is evidence that cricket has been played; 12 are recorded as either being disused or not having teams at present. There are 31 grass pitches and 9 non turf wickets. The study records 121 cricket teams: 59 adult, 58 youth, 3 ladies and 1 girls.
- 3.2 The assessment demonstrates that there is not enough good quality, appropriate and accessible cricket pitches with secure community use in South Somerset to meet future demand for cricket to the end of the plan period (2028).

Current demand

- 3.3 There is enough accessible community use provision to meet current demand, although due to peaking of demand on Saturdays, some clubs play their 3rd XI Saturday teams at another site. The following table summarises the situation regarding spare capacity according to the quality of the grounds by sub area. Where appropriate, the 2nd column presents the estimated number of match equivalent sessions undertaken per season with the theoretical capacity of the grounds given in brackets.

Table 12: Spare capacity at cricket grounds according to quality of ground, by sub area

Area/Rating of ground	Number of grounds and wickets and assessment of capacity	Assessment of spare capacity across Sub Area
AREA WEST		
Good rated pitches	5 grounds (78 wickets): 238 sessions undertaken (theoretical capacity 390)	Limited spare capacity throughout the week. Chard CC, Crewkerne CC (Henhayes Recreation Ground) and North Perrott CC virtually at capacity.
Standard rated pitches	5 grounds (22 wickets): 89 sessions undertaken (theoretical capacity 120)	Spare capacity at peak time and during the week. Holyrood Academy and West & Middle Chinnock Sports Club grounds virtually at capacity.
Poor rated pitches	None	
Non turf wickets	3 on school sites plus 1 public site	No spare capacity at school sites. Non turf wicket at Henhayes Recreation Ground, Crewkerne used for practice.
AREA SOUTH		
Good rated pitches	1 ground () (12 wickets): 60 sessions undertaken (theoretical capacity 60)	Westlands Leisure Complex in Yeovil (Yeovil CC): very limited spare capacity; no room for growth
Standard rated	1 ground (West Coker Recreation	West Coker Recreation Ground (Hardington & West

Area/Rating of ground	Number of grounds and wickets and assessment of capacity	Assessment of spare capacity across Sub Area
pitches	Ground)(7 wickets): 25 sessions undertaken (theoretical capacity 35)	Coker CC): Spare capacity at at peak time and during the week.
Poor rated pitches	1 ground (9 wickets): (Theoretical capacity 27)	Not used at present (Long Furlong Lane East Coker)
Non turf wickets	None	
AREA NORTH		
Good rated pitches	7 grounds (59 wickets): 227 sessions undertaken (theoretical capacity 295)	Little spare capacity at peak time although some spare during the week. Ilton CC and Long Sutton CC virtually at capacity
Standard rated pitches	1 ground: (6 wickets): 18 sessions undertaken (theoretical capacity 30)	Compton Dundon CC: Spare capacity at peak time and during the week.
Poor rated pitches	None	
Non turf wickets	1	Martock Recreation Ground: Spare capacity at peak time and during the week.
AREA EAST		
Good rated pitches	1 ground: (7 wickets): 10 sessions undertaken (theoretical capacity 35)	Kingsdon CC: Spare capacity at peak time and during the week.
Standard rated pitches	6 grounds (37 wickets): 117 sessions undertaken (theoretical capacity 185)	Spare capacity at peak times and during the week. Queen Camel CC approaching capacity; Sparkford CC over-played.
Poor rated pitches	1 ground: (1 wicket): 2 sessions undertaken (theoretical capacity 3)	Barton St David – barely used
Non turf wickets	2 sites – Ilchester Sports ground + school site	Spare capacity. Ilchester Sports Ground no longer used. Use of school wicket not known.

Future demand

3.4 The total number of new teams predicted to be generated through population growth, trends in participation, latent/unmet/displaced demand and aspirations in each of the four sub areas is shown below:

Table 13: Number of new (additional) cricket teams predicted to 2028

Reason for more teams	Men's teams	Ladies' teams	Youth teams
Population growth through new housing	6.9	0.4	7.5
Trends in participation	2	1	2
Latent/unmet/displaced demand	2		
Aspirations	3	2	12
TOTAL Number of new teams (rounded)	14	3	22

3.5 Match equivalent sessions for cricket will depend on the type of team and whether they play on Saturdays, Sundays and/or midweek and recognizing that adult and junior cricket is played on the same pitch. However, the above numbers of new teams would suggest the need for up to 3 new cricket pitches.

3.6 The Strategy concludes that there is strong demand for an additional cricket pitch in Yeovil. Pressure for the provision of additional pitches in Area North and Area West is likely to grow over the Plan Period. It is unlikely that enough demand for a new pitch will be generated in Area East.

3.7 The following tables set out options for addressing deficiencies and issues identified.

B AREA WEST

Table 14: Addressing the shortfall: Area West

AREA WEST/Opportunity	
<i>Estimated growth in numbers of teams generated by new housing</i>	1.5 Men's teams; 0.1 Women's teams; 1.6 youth teams
<i>Grounds under pressure to absorb new growth</i>	North Perrott CC , Crewkerne CC (Henhayes Recreation Ground) and Chard CC have no/very limited spare capacity. Latter two using overflow facilities at schools.
<i>Grounds where cricket pitches have existed in the past and could be reinstated and/or where there is room to put in additional pitches</i>	Grass cricket wicket no longer used at Lawrence Kellett Ground, Dowlish Wake
<i>Securing (greater) community use of pitches on school sites</i>	Community use of non-turf wickets at Holyrood Academy, Chard and Wadham School, Crewkerne needs to be secured.
<i>Improving the quality of key pitches to increase their capacity (includes moving training on to non-turf</i>	Improving the quality of the 'standard' pitch at West & Middle Chinnock would help to increase its capacity (as would the provision of more wickets).

AREA WEST/Opportunity	
<i>practice areas)</i>	
<i>Improvements to changing facilities</i>	Need to improve changing at Ilminster CC at Ilminster Recreation Ground – accessibility and quality issues at current building
<i>Through new housing development</i>	No sites identified.
<i>Forthcoming changes to supply</i>	None identified

3.8 Over the duration of the Strategy in Area West there will be a small growth in the number of teams. If teams are willing to play at sites away from the main home ground this demand can be accommodated, but otherwise pressure for a new pitch is likely to build. North Perrott CC have stated that they require a second pitch.

C AREA SOUTH

Table 15: Addressing the shortfall: Area South

AREA SOUTH/Opportunity	
<i>Estimated growth in numbers of teams generated by new housing</i>	3.8 Men’s teams; 0.2 Women’s teams; 4.2 youth teams
<i>Grounds under pressure to absorb new growth</i>	Westlands Leisure Complex (Westland Sports CC) is the only cricket pitch in Yeovil and the only one of 3 grounds in Area South rated as ‘good’. It has no spare capacity; its 3 rd team play at West and Middle Chinnock.
<i>Grounds where cricket pitches have existed in the past and and/or where there is room to put in additional pitches</i>	Cricket pitch at Brympton D’Evercey – very ad hoc community use.
<i>Securing (greater) community use of pitches on school sites</i>	There is a non-turf wicket at Westfield Academy, Yeovil, but due to its position on the ground it is not capable of community use.
<i>Improving the quality of key pitches to increase their capacity (includes moving training on to non-turf practice areas)</i>	Improving the quality of the ‘standard’ pitch at Hardington & West Coker CC’s pitch at West Coker Recreation Ground.
<i>Improvements to changing facilities</i>	These are required at West Coker Recreation Ground (Hardington & West Coker CC)
<i>Through new housing development</i>	See below
<i>Forthcoming changes to supply</i>	<ul style="list-style-type: none"> Land capable of encompassing a new cricket pitch (plus potential overlay of up to 3 junior pitches) has been secured at Brimsmore Key site, Yeovil as part of a development to the north west of Yeovil for 830 dwellings. There is an application yet to be approved at Keyford key site, Yeovil –site to the south of Yeovil. 800 dwellings generating a requirement under the revised Standard of Provision of 21305 sq m including ancillary provision (previously 24976 sq m). Current proposed mitigation is for 2 x senior pitches, plus overlay of cricket pitch marked out plus changing provision. May also be off site contribution if site does not provide

AREA SOUTH/Opportunity	
	enough space.

3.9 New housing in Yeovil is expected to generate a significant number of new teams (up to 4 adult and 4 youth teams). A new cricket pitch is required in Yeovil to meet demand from new teams generated through new housing

D AREA NORTH

Table 16: Addressing the shortfall: Area North

AREA NORTH/Opportunity	
<i>Estimated growth in numbers of teams generated by new housing</i>	0.4 men’s teams; 0.5 youth teams
<i>Grounds under pressure to absorb new growth</i>	Ilton Cricket Club has no spare capacity; capacity at Huish and Langport CC and Long Sutton CC is limited.
<i>Grounds where cricket pitches have existed in the past and and/or where there is room to put in additional pitches</i>	Fivehead Playing Field; Pitney Playing Field, Somerton Recreation Ground and Stoke sub Hamdon Playing Field.
<i>Securing (greater) community use of pitches on school sites</i>	There are non-turf wickets at Huish Episcopi Academy, Langport and Stanchester Academy (Stoke sub Hamdon), neither with any known community use.
<i>Improving the quality of key pitches to increase their capacity (includes moving training on to non-turf practice areas)</i>	6 of the 7 functioning grounds here are rated as ‘good’. There is little scope to improve quality to meet demand from growth in teams.
<i>Forthcoming changes to supply</i>	An application has been approved in Ilton, for a new recreation ground (3.84 ha) adjacent to existing cricket pitch , donated to the community as part of approved application for 47 dwellings. This may improve the offer for cricket and will also be appropriate for football use.

3.10 New housing in Area North will generate new players but probably not enough for whole teams. However, across this area, grounds are good and operating close to capacity, with no spare capacity for Saturday sides, only Sundays and midweek. Any increase in demand is likely to build support for a new pitch.

E AREA EAST

Table 17: Addressing the shortfall: Area East

AREA EAST/Opportunity	
<i>Estimated growth in numbers of teams generated by new housing</i>	0.5 men’s teams; 0.6 youth teams
<i>Grounds under pressure to absorb</i>	Sparkford CC is being overplayed. Possibly Donald Pither

AREA EAST/Opportunity	
<i>new growth</i>	Memorial Ground, Castle Cary, to accommodate adult teams.
<i>Grounds where cricket pitches have existed in the past and and/or where there is room to put in additional pitches</i>	Babcary Cricket Ground.
<i>Securing (greater) community use of pitches on school sites</i>	Non-turf wickets at King Arthur's Community School, Wincanton and Ansford Academy in Castle Cary, but not known if any community use.
<i>Improving the quality of key pitches to increase their capacity (includes moving training on to non-turf practice areas)</i>	A priority site to improve quality to enhance capacity is Sparkford CC, where there are 10 wickets. The club however runs 2 Saturday sides, so a 3 rd Saturday team would have to play elsewhere.
<i>Other Issues</i>	Ilchester CC (playing on non-turf wicket at Ilchester Sports Ground) dropped out of Mid Wessex league in 2015 & did not play in 2016. Wincanton CC withdrew from league cricket half way through 2016 but returned in 2017 playing at the Recreation Ground, Station Road, Wincanton with only one side rather than two.

3.11 New housing in Area East will generate new players but probably not enough for whole teams. Across this area there is considerable spare capacity, although most grounds are rated as 'standard'. With the notable exception of Sparkford, provision is sufficient to meet growth in demand until 2028.

SECTION 4 RUGBY

A OVERVIEW

- 4.1 The strategy has identified 12 rugby pitches and 2 training pitches on club sites and public recreation grounds. There are a further 8 rugby pitches recorded on school sites 4 of which have community use. There is a pitch which is no longer used at Milborne Port Recreation Ground. There are 7 rugby clubs – Chard, Crewkerne, Yeovil, Somerton, Martock, Castle Cary and Wincanton. Between them they field 52 teams: 12 adult, 17 youth and 23 mini teams.
- 4.2 The study has concluded that there is just enough accessible community use provision to meet current demand for rugby, but demand is very localized to each club and needs to be assessed on this basis.

Current demand

- 4.3 Taking into account the club questionnaire returns, RFU assessments and an analysis of capacity according to the assessment (based on the drainage and maintenance of each ground), the following is concluded:

Table 18: Assessment of capacity at rugby pitches by sub area

Area West	No peak time spare capacity for adults (Saturday pm) at Chard RFC's two home grounds or for the club's midi/minis at Holyrood Academy on Sunday mornings. No peak time spare capacity for Crewkerne RFC at Henhayes Recreation Ground; pitch is overplayed
Area South	Little spare capacity at peak times for Yeovil RFC
Area North	Spare capacity for additional Saturday teams at Martock Recreation Ground (Martock RFC) and Somerton Recreation Ground (Somerton RFC)
Area East	Little spare peak time capacity at King Arthur's School, Wincanton (Wincanton RFC) or at Castle Cary RFC

Future Demand

- 4.4 The following table estimates the number of rugby teams which will be created between 2016 and 2028:

Table 19: Number of new (additional) rugby teams predicted to 2028

Reason for more teams	Men's teams	Women's teams	Youth teams	Mini teams
Population growth through new housing	1.5	0.1	1.6	2.8
Trends in participation	1	1	2	2
Latent/unmet demand/displaced demand				
Aspirations		1	10	2
TOTAL (rounded)	3	2	14	7

- 4.5 Match equivalent sessions are estimated on basis of home/away fortnightly for adult teams and colts and slightly less for youth teams; several mini/midi matches can be played consecutively on Sunday mornings.
- 4.6 In all instances clubs said additional teams will be playing on existing home pitch(es), and, as the network of current pitch provision for rugby shows, new teams are generated within existing clubs and play wherever possible on their home grounds. However, the above would suggest the need for a further 3-4 rugby pitches.

B ADDRESSING THE SHORTFALL

Table 20: Options for addressing deficiencies and issues identified

Area	New pitches required	Increasing capacity	Securing access to other sites
Area West			
Crewkerne RFC	Crewkerne RFC requires an additional pitch(es) (SSDC funding received; possible 2 nd pitch & youth training area identified at Happy Valley, Crewkerne)		Community use Agreement required for rugby pitch at Wadham School, Crewkerne
Chard RFC		Provision of changing facilities and floodlighting at Crewkerne Road site for Chard RFC	Community use Agreement required for 2 x rugby pitches at Holyrood Academy, Chard
Area South			
Yeovil RFC	Requirements for pitch from new teams at Yeovil RFC to be kept under review		Investigate use of rugby pitch at Bucklers Mead Academy with CUA
Area North			
Somerton RFC		Enlarging/upgrading of	Rugby pitch at Pitney Playing Field could be

Area	New pitches required	Increasing capacity	Securing access to other sites
		changing facilities at Somerton Recreation Ground as a priority	reinstated (currently used for training)
Martock RFC		Support enlarging/upgrading of changing facilities at Martock Recreation Ground. Drainage work required on Pitch 2 at Martock Recreation Ground	
Area East			
Wincanton RFC			Community Use Agreement required for King Arthur's Community School (Wincanton RFC) Opportunity to develop rugby at Moor Lane Wincanton.
Castle Cary RFC	No action identified		

SECTION 5 HOCKEY

A OVERVIEW

Current demand

- 5.1 There are four floodlit sand based AGPs in South Somerset: Yeovil Recreation Centre (Area South, home to Yeovil and Sherborne Hockey Club), Holyrood Academy (Area West, home to Chard Hockey Club) and Bruton School for Girls (Area East, home to Bruton Hockey Club). A fourth pitch – at The King’s School, Bruton – has no community use. Wincanton Hockey Club is a social club that plays ad hoc friendly fixtures on an away games basis. It does not have access to an AGP for training or matches.
- 5.2 The Strategy has identified that there is currently sufficient provision to meet demand. However, Yeovil Recreation Centre AGP is virtually at capacity, with minimal spare capacity on Sundays for some growth in its junior teams. Holyrood Academy’s AGP has some spare capacity in the week and on Sundays is capable of accommodating some growth. Some spare capacity identified at Bruton School for Girls depending on the needs of the school.
- 5.3 The capacity issue for hockey centres around training needs just as much, if not more so, than for matches. Both Yeovil Recreation Centre and Holyrood Academy AGPs are catering for football training and five-a-side which, whilst contributing to the sustainability of the pitches, reduces the time available for hockey training. When new hockey teams are formed, it can often be harder for them to find time to train, than to find slots to play matches (especially as youth games can be played on Sundays).

Future Demand

- 5.4 The following table estimates the number of hockey teams which will be created between 2016 and 2028:

Table 21: Number of new (additional) hockey teams predicted to 2028

Reason for more teams	Men’s teams	Ladies’ Teams	Boys’ Teams	Girls’ Teams
Population growth through new housing	1.0	0.8	0.9	0.9
Trends in participation	1	1	1	1
Latent/unmet demand/displaced demand				
Aspirations	2	2	2	2
TOTAL (rounded up)	4	4	4	4
Total projected numbers of club members by 2028	862		266	

- 5.5 Using TGRs to predict future growth is not very accurate for hockey as the participation rate is low to begin with. Based on growth since 2010/11, England Hockey aspires to a doubling of club membership to 2028 which would increase the number of club members to 862 seniors and 266 juniors. These will not just be league teams but will include all informal hockey including Back to Hockey and Pay & Play activities.
- 5.6 Whether or not this increase in players and activity may require new provision (one new sand based AGP) depends heavily on whether or not it can be accommodated on the existing sand based AGPs.

B ADDRESSING THE SHORTFALL

- 5.7 Capacity to meet growth in demand for hockey at the existing sand AGPs in South Somerset is as follows:

Table 22: Assessment of spare capacity to meet demand for hockey

Club	Current pitches and assessment of capacity	Increasing capacity for training	Increasing capacity for matches	Securing access to other sites
Chard Hockey Club	Holyrood Academy – limited capacity in week; some spare capacity at weekends	Movement of football teams training from weekday evenings	Some spare capacity at weekends	
Yeovil and Sherborne Hockey Club	Yeovil Recreation Centre – very limited spare capacity in week; limited spare capacity on Sundays	Movement of football teams training from weekday evenings	Limited spare capacity on Sundays	
Bruton Hockey Club	Bruton School for Girls – some spare capacity	Spare capacity depends on use by school	Spare capacity depends on use by school	King’s School Bruton
Wincanton Hockey Club	No access to AGP; all matches played ‘away’			King’s School Bruton

- 5.8 It is training needs for hockey which is likely to be the main driver in terms of demand for additional sand based AGPs. The future requirement is closely related to what happens in terms of football and the provision of 3G FTPs, as the latter can potentially attract football teams away from sand based AGPs for weekday evening training, thus freeing up room for hockey training and other ways to play hockey such as play and play
- 5.9 At Yeovil Recreation Centre, there is spare capacity on Friday evenings and if football training was removed from the AGP on Mon-Thurs evenings, approximately 3.5 hours’

peak time would become available for hockey training. There is a small amount of spare capacity on Sunday for matches.

- 5.10 However, the two 3G FTPs in Yeovil (Westfield Academy and Bucklers Mead Academy) have no spare capacity for additional (football) use on peak time weekday evenings, other than on Fridays so it is not practicable to talk about moving football training away from Yeovil Recreation Centre to these sites.
- 5.11 Holyrood Academy currently has a little spare capacity in the week; the ratio of hockey to football use is already 2/3 to 1/3. If football training was moved off this pitch, there would be a few hours' additional time on weekday evenings to accommodate more hockey training, and there is some room at weekends to play more matches.
- 5.12 However, there is currently no alternative 3G FTP provision to serve Chard; the pitch in Axminster is already very heavily used during the week. The provision of a 3G FTP in Area West in South Somerset would potentially attract football teams away from Holyrood Academy (and possibly Yeovil Recreation Centre) thus freeing up more time for the hockey clubs to train.
- 5.13 Nevertheless, it is concluded that as participation increases, the provision of/access to an additional sand based AGP to serve hockey – especially training needs – in South Somerset will be required. There is potentially an opportunity to negotiate community access to the sand based AGP at King's School Bruton; its location is not ideal although it could serve parts of the north and east of the district. However, most demand is likely to emanate from Areas West and South and will eventually require a new pitch.

PART 2 STRATEGY THEMES, PRIORITIES AND ACTION PLANS

SECTION 6 STRATEGY THEMES AND PRIORITIES

THEMES

6.1 South Somerset's Vision for the Strategy is:

'To be a district that provides and supports the supply of accessible, well managed and well maintained playing pitches and ancillary facilities, which are fit for purpose, meet identified needs and encourage residents to maintain and increase their participation in sport and active recreation'.

6.2 Based on the Needs Assessments and identification of key issues and findings, this framework for future delivery is supported by six strategic themes. These are presented in more detail within the Action Plan by Theme section and also underpin the Site Specific Recommendations in the Action Plan

ST1 Protecting existing playing field sites and ensuring all playing field land is used effectively and sustainably, whilst recognizing the value of playing fields for public informal open space.

6.3 There is a need to protect land currently used and/or allocated and/or previously used as playing pitches in South Somerset and to provide long term security on playing pitch sites to maintain the pitch supply, to ensure that investment in new facilities and improvements can be obtained and be effective and support the development of sustainable clubs.

6.4 The strategy seeks to ensure that South Somerset contains the right amount of facilities, of the right quality and in the right place and recognises the priority need to improve the quality of existing facilities and the impact that qualitative improvements can have on capacity. Once that is achieved, there will be areas where new pitches are required, but we need to make the best use of what we have already in the first instance.

6.5 Particularly in an era of changing demand and constrained financial resources, it is imperative that all existing facilities are used as effectively as possible and are viable, before considering new sites.

6.6 Many pitches form part of playing fields which have intrinsic value as important public open space sites and fulfil an important function in providing local informal opportunities for sports participation and in contributing towards people's good health and well being. Some pitch sites are currently underutilised for formal sport; these have been highlighted within the Action Plan in order to address their long term sustainability and viability as pitch sport sites and to protect them as resources for informal recreation and other outdoor pursuits.

ST2 Ensuring that enhanced and new facilities are provided to meet existing demand and projected demand from increases in population and participation

- 6.7 Even with more effective use of existing facilities, new pitches and ancillary facilities will be required to address inadequacies in the current level of provision, meet changing participation trends and patterns and to meet demand from rising population and new development. These are set out in the Action Plans by site.
- 6.8 Across all playing pitch sites – new and existing and grass and artificial – it is critical for sustainability that: high quality standards, ancillary facilities and intensification of use such as floodlighting can be easily achieved; the management infrastructure is in place to develop maximise usage; outdoor and indoor facilities are co-located to encourage cross-participation; winter pitches are used in the summer and vice versa wherever possible, and new facilities are energy efficient, can be maintained effectively and have adequate sinking funds for replacement.

ST3 Providing a range of appropriate facilities for both competition and training which enable pitch sport participants to improve and progress

- 6.9 In order to improve and progress within, pitch sports participants require appropriate competitive, training and coaching facilities. These should reach high quality standards, be fully available for community use and be as sustainable and viable as possible.
- 6.10 Whilst sand based and, at a higher performance level, water based Artificial Grass Pitches have been used for hockey training and matches for many years (and for football training), other artificial grass surfaces are becoming more prevalent. In cricket, non-turf practice facilities and wickets are regarded as valuable facilities for training, T20 and junior cricket. The number of World Rugby AGPs is steadily increasing across the country.
- 6.11 The FA wishes to deliver more 3G Football Turf compliant Pitches (FTP) to provide training surfaces for junior and adult football, a venue for small sided football games and, increasingly, matchplay surfaces for football (the FA aspires to 50% of all mini and junior games being played on such surfaces by 2020). However, the increasing use of AGPs for football particularly, whilst enabling more matches to be played, and avoiding the cancellations due to bad weather which are a feature of many grass pitches, can also affect the sustainability of other pitch facilities such as grass playing fields and sand based AGPs (which are often used for football training) and need to be carefully planned.
- 6.12 Floodlit training areas alongside grass pitches and non-turf cricket practice facilities and nets can also help to take the pressure off matchplay facilities.

ST4 Ensuring that existing facilities are fit for purpose and of high quality in order to retain existing levels of participation, improve the playing experience and encourage growth in participation.

- 6.13 In order to maintain and increase participation rates, a high standard of facilities is required. Priority should be given to improving and enhancing existing facilities to meet high standards wherever possible. This applies particularly to the maintenance of the pitch surface itself, as often poor maintenance is the real issue in the quality of the pitch. Where pitches are located on open space sites, the dropping of litter and fouling by dogs are constant problems and serious problems.

6.14 Ancillary facilities such as changing rooms and car parking are also very important. Many changing facilities would benefit from updating or replacement to meet the needs of the modern game and use by all members of the community. Where possible and feasible, opportunities for multi-use of changing rooms and pavilions (such as workshops, small offices or playgroups) should be explored. Facilities should be developed in line with appropriate national governing body and Sport England standards relating to ancillary facilities, natural and artificial grass pitches etc

6.15 The strategy should eventually prioritise investment into sites where the highest impact will be felt and where high numbers of users will benefit. Where can the greatest gains in participation be made? In particular, addressing the needs of junior players and women and girls may be areas where investment and effort should be targeted.

ST5 Improving access and accessibility to pitch sport sites, in order to encourage greater participation by all sectors of the community

6.16 Sites should be accessibility to youth, adults, veterans, women, people with disabilities and those with health issues, as far as possible. Apart from hockey, where the gender balance is equal, the pitch sports remain overwhelmingly male. In South Somerset, out of 348 football, cricket and rugby teams, 24 (7%) are made up of girls and women. The NGBs, Sport England and SSDC are running a number of initiatives to attract more women and girls. Other factors can assist, such as better quality and more appropriately designed changing rooms and other ancillary facilities, which will also benefit junior sport generally and cater more appropriately for people with disabilities.

6.17 As well as physical access to sites, the concept of accessibility embraces affordability. Ensuring that existing and new facilities are affordable for all groups wishing to play sport is vital, as even if facilities are of high quality, they will not be well used if they are priced too highly for the local market.

6.18 21% of grass pitches in use by the community and 75% of full size floodlit artificial grass pitches (excluding MoD sites) in South Somerset are on school sites. Most secondary schools in South Somerset have community use of their pitches and make a vital contribution, particularly in Chard, Crewkerne, Yeovil and Huish Episcopi across all four pitch sports. However, not all these schools have secured Community Use Agreements and there are schools with playing pitches which could contribute more to meeting the community's needs, including a number of independent schools.

ST6 Working in partnership to enable effective and greater use of existing playing field sites and the sharing of skills, expertise, resources and facilities

6.19 The strategy seeks to bring together key partners in the delivery of playing fields and to ensure that roles and responsibilities are clearly defined and effectively aligned to maximise the value of assets to the community. This includes the voluntary, educational, public and commercial sectors.

6.20 Budgetary and financial constraints for local authorities including parish councils, mean that there is now less funding available for managing and maintaining grass pitches and to support sinking funds for the replacement of artificial grass pitches. Support for the voluntary sector in relation to the management and maintenance of facilities and membership activity is important to ensure a thriving club sector and good quality facilities. New funding streams may be available through partnerships

with health agencies and the role of the pitch sports and playing fields should be considered within Health and Wellbeing Strategies.

- 6.18 The playing pitch resource needs to be managed flexibly in order to respond to changing patterns of participation. There may be scope for local clubs, teams and leagues to work together to review and reschedule football kick-off times to avoid the Saturday afternoon peak-time capacity problem.
- 6.18 These and other examples will be considered further in the forthcoming reviews of this Strategy.

PRIORITIES

- 6.19 The following priorities for each sport have been identified through this strategy.

KEY PRIORITIES FOR FOOTBALL

The following priorities are identified and are reflected in the Action Plans:

- 1 The provision of new appropriately sized football pitches in a sustainable location to address long standing and well documented deficiencies and sub standard facilities in Chard and to meet demand generated by new housing growth.
- 2 To make more effective use of existing pitch provision to meet demand in Yeovil in particular: to review the future of Turners Barn Lane as a site for adult football pitches; to increase use of pitches at Yeovil Recreation Centre; to secure community access to grass pitches at schools in the town and to further develop use of 3G FTPs (see below)
- 3 Developing the use of 3G FTPs in Yeovil, in particular for junior and mini matchplay by clarifying the type of matches which can be played on the 3G FTP at Westfield Academy and supporting FA Accreditation for the 3G FTP at Bucklers Mead Academy
- 4 The provision of appropriately enlarged and enhanced changing facilities at Somerton Recreation Ground (Priority 1), and also: Langport Recreation Ground; Forton Playing Fields; Jubilee Park, Bruton, Martock Recreation Ground and Long Furlong Lane, East Coker.
- 5 The provision of/access to appropriately sized football pitches in a sustainable location to support football in Crewkerne, meet demand generated from new housing and to address the overplaying of Henhayes Recreation Ground
- 6 The provision of a new 3G FTP in Area West in a sustainable location to support increasing training and matchplay activity generated by new housing growth.
- 7 The provision of new appropriately sized football pitches in a sustainable location to support football, meet demand generated from new housing in Ilminster
- 8 The provision of additional single football pitches to support growth in demand, notably in Somerton

- 9 To encourage use of Huish Episcopi 3G FTP for junior and mini matchplay (up to u14)
- 10 Revisit the viability of delivering a new or larger 3G FTP in Area East over the life of the strategy period, although as of 2017 there was insufficient evidence that a new 3G FT would be required.

KEY PRIORITIES FOR CRICKET

The following priorities are identified and are reflected in the Action Plan

- 1 To provide a new cricket pitch in Yeovil
- 2 To address the overcrowding at Henhayes Recreation Ground where cricket shares the ground with rugby and football.
- 3 To secure community use of school non-turf wickets particularly at Holyrood Academy, Chard and Wadham School, Crewkerne
- 4 To secure the use of 'second grounds' for 3rd Saturday XI teams (to assist peaking of demand on Saturday afternoons)
- 5 To improve and upgrade changing/pavilion facilities at: Ilminster Recreation Ground (for Ilminster CC); West Coker Recreation Ground (Hardington & West Coker CC); Donald Pither Memorial Ground (Castle Cary CC and FC); Sparkford CC and Martock Recreation Ground (Martock CC).
- 6 To support the provision of non-turf practice facilities for cricket clubs to take pressure off grass pitches and, where appropriate, non turf wickets to encourage junior play
- 7 To improve the quality of some standard rated pitches e.g, at West & Middle Chinnock Sports Club
- 8 To keep a watching brief on grounds no longer in use for cricket e.g. Ilchester Sports Ground

KEY PRIORITIES FOR RUGBY

The following priorities are identified and are reflected in the Action Plan

- 1 The provision of changing facilities and floodlighting for Chard RFC at the club's Crewkerne Road site.
- 2 To provide an additional pitch for Crewkerne RFC to alleviate pressure on pitch at Henhayes Recreation Ground (shared with football and cricket)
- 3 Upgrading/enhancement of changing facilities at Somerton Recreation Ground (Somerton RFC) and Martock Recreation Ground (Martock RFC).
- 4 To secure community use agreements for rugby pitches used by Chard, Crewkerne and Wincanton RFCs at Holyrood Academy, Chard, Wadham School, Crewkerne and King Arthur's Community School, Wincanton respectively
- 5 To investigate the possibilities of reinstating rugby at Moor Lane, Wincanton (previously home to Wincanton RFC)
- 6 To investigate possibilities of obtaining appropriate security of tenure at Pitney Playing Fields and reinstatement of pitch (to support Somerton RFC) or increase rugby pitch provision at Somerton Recreation Ground (preferred option of Somerton RFC).
- 7 To investigate in the longer term the viability of developing a world rugby compliant hub site (including a World Rugby AGP) to serve South Somerset, particularly Area West.

KEY PRIORITIES FOR HOCKEY

The following priorities are identified and are reflected in the Action Plan

- 1 To ensure that there is sufficient capacity to absorb training requirements for hockey provision in South Somerset.
- 3 To try and secure access to sand based AGPs for hockey in Area East (at Independent schools)
- 4 To protect the stock of sand based AGPs capable of accommodating hockey and to ensure that hockey use is prioritised on these pitches.

6.20 The following is a list of priority deliverable projects identified through alignment with the strategic themes. They are not in priority order.

PRIORITY DELIVERABLE PROJECTS

- A Provision of additional football pitches in Chard to address long standing shortfalls (involves several sites and new provision)
- B Provision of floodlights and appropriate, high quality changing provision at Crewkerne Road site for Chard RFC
- C Addressing over use of Henhayes Recreation Ground, Crewkerne (currently shared by cricket, football and rugby) by securing access to additional football, rugby and cricket pitches in the town (either existing on school sites or new provision)
- D Provision of 3G FTP for training and matchplay in Area West to serve Ilminster, Crewkerne and Chard in a sustainable location where it will not displace users from existing AGPs which may affect their viability
- E Developing the use of 3G FTPs at: Westfield Academy, Yeovil; Bucklers Mead Academy, Yeovil, and Huish Episcopi Academy for matchplay, particularly for junior and mini football teams
- F To review the most effective use of existing football pitch provision to meet demand in Yeovil (involves several sites, including Turners Barn Lane and Yeovil Recreation Centre)
- G To provide a new cricket pitch in Yeovil
- H To support achieving access to another sand based AGP capable of meeting the growth in demand for hockey in Area West and Area South
- I Wincanton Sports Ground: Important site for rethinking as to how to increase usage for football and rugby. It requires investment to improve facilities and general ground conditions. Support Trust to review governance arrangements in order to improve site viability.
- J To secure community use of facilities currently used by pitch sport clubs at Wadham School, Crewkerne; Holyrood Academy Chard; Westfield Academy, Yeovil; Bucklers Mead Academy, Yeovil; King Arthur's Community School, Wincanton; Maiden Beech School, Crewkerne; Avishayes Primary School, Chard; Huish Episcopi School and Ash Primary School.
- K The provision of appropriately enlarged and enhanced changing facilities (which are capable of accommodating, wherever feasible, other uses such as workshops, playgroups and small offices, when not required for sport) at:
 - i Somerton Recreation Ground (football, rugby, cricket)
 - ii Ilminster CC, Ilminster Recreation Ground
 - iii Langport Recreation Ground (football)

- iv Jubilee Park, Bruton (football)
- v Long Furlong Lane, East Coker (football)
- vi West Coker Recreation Ground (Hardington & West Coker CC)
- vii Forton Playing Fields
- vii Martock Recreation Ground

- L To ensure appropriate formal pitch provision is secured on key sites within Yeovil.
- M Discussions with football leagues and clubs to explore alternative kick-off times for Saturday adult matchplay to cope with peaking of demand on Saturday afternoons.

SECTION 7 STANDARDS OF PROVISION

- 7.1 The calculation of standards of provision does not form part of the Sport England Playing Pitch Methodology.
- 7.2 It is suggested that an appropriate grass pitch standard is as follow:
- **Quantity:** 1.2 ha per 1000 persons.
 - **Quality:** National Governing Body and Sport England Guidance should be followed in respect of pitch construction and ancillary provision (such as pavilions). A key design factor should be in respect of overall site size: *in urban areas* a small number of large multi-pitch sites generally will have far greater utility than large numbers of small single-pitch sites, and will offer greater prospect of long-term financial sustainability. They will also offer innate flexibility to meet evolving needs.
 - **Availability:** Pitches should be provided and managed on a secured community use basis, which will offer availability to clubs and other organised groups at times of peak demand.
 - **Accessibility:** The location of pitches and venues should account for the geographical relationship between venues and projected users. In rural areas it is accepted that there will be a considerable reliance on car-borne journeys. In urban areas, safe and convenient journeys by foot, should be taken into account. A 10-minute drive time would be appropriate for local access to community sports pitches, with adjustments where appropriate relating to access to higher standard facilities.

Ancillary buildings

- 7.3 Changing rooms/pavilions will be necessary to fully exploit the sports potential of new playing fields. The quantity standard of 1.2 ha per 1000 people is likely to support a small changing room facility with a match officials' room, club room and other (x2) changing rooms, showers, toilets. The equivalent standard for ancillary buildings to support pitch space can therefore be expressed as 105 sq.m per 1000 people.
- 7.4 Expressed as provision per person the two standards would be:
- Pitch and ancillary space = 12 sq.m per person
 - Changing/pavilion space = 0.105 sq.m per person

SECTION 8

ACTION PLANS

This Section – Section 8 – sets out action plans as follows:

8A Action Plans by Site

8B Action Plans by Theme

Actions are given priorities and relevant potential delivery partners are highlighted. Progress towards delivering against the action plans and the potential for additional actions will be considered at annual meetings of the Playing Pitch Strategy Working Group as detailed in Section 9.

Indicative time frames and/or priorities are given as follows (although it is recognised that many actions will run concurrently and/or take advantage of opportunities arising):

- 1 Ongoing and very important; to be addressed in short term (within 2 years)
- 2 Important: to be addressed in medium term (3-5 years)
- 3 During the remainder of the life of the Strategy (6 – 10 years)

Priority Projects are denoted accordingly

Partners to deliver action and other acronyms used are as follows:

(3G) FTP	Football Turf Pitch	NTW	Non Turf Wicket
AGP	Artificial Grass Pitch	PC	Parish Council
ECB	England Cricket Board/Somerset Cricket Board	RFU	Rugby Football Union
EH	England Hockey	SASP	Somerset Active Sports Partnership
FA	Football Association/Somerset FA	SE	Sport England
FF	Football Foundation	SLA	Service Level Agreement
MUGA	Multi Use Games Area	SSDC	South Somerset District Council
NGBs	National Governing Bodies	TC	Town Council
Comm. Org.	Community Organisation		

Timescale

S - Short (1-2 years); M - Medium (3 - 5 years) and L - Long (5+ years) O - Ongoing

Cost

L – Low (<£50k); M – Medium (£50k-250k) and H - High (£250k+)

SECTION 8A: ACTION PLANS BY SITE

AREA WEST

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
W. Chard	Various			1 Identified deficiency in football provision in Chard	1. Provision of additional pitches to serve Chard as per assessment 2. Secure new playing pitch provision from new housing development in Chard to ensure longstanding shortfall is not increased.	1 Priority Project A	S	SSDC, FA, FF, Clubs, TC	H
W.17	JOCELYN PARK, CHARD	2 x adult football, standard	Town Council	1 Key site for football provision in Chard. 2 Principal public open space site in town, heavy casual, informal use which impacts on pitch quality. 3 Slight gradient to pitches and lack of changing facilities and parking	1. Priority site for rethinking purpose & sports served 2. Provision of changing facilities 3. Review car parking arrangements on match days	1 Priority Project A	M	SSDC, FA, FF, Clubs, TC	H
W.06	CHARD TOWN FC	Football: 1 x adult; standard	Sports Club	1. Pitch being played to the level it can sustain due to severe slope which restricts development 2. Club consistently identified as priority for new provision to enable growth and development..	1. Identify site for provision of new facilities for Chard FC incl. new ground with stadium pitch + at least one other pitch, with appropriate ancillary facilities 2. Support for Project board and negotiations with SSDC, the FA, & Holyrood Academy.	1 Priority Project A	S	Club, FA, FF SSDC,	H

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
W.08	HOLYROOD ACADEMY (CRESTA LEISURE) CHARD	Shared: AGP, football, cricket, rugby Cricket grass/6 wickets; 1 x NTF; standard 1 x rugby; standard	School/ Contractor	<ol style="list-style-type: none"> 1. Important site for Chard incorporating sand AGP and providing essential facilities for Chard CC's 3rd XI & Chard RFC juniors and minis. 2. Community use of cricket and rugby pitches is not secure 3. School says it needs significantly more provision to meet its students' needs; no further details. 	<ol style="list-style-type: none"> 1. Clarify/confirm security of tenure and CUA for football, cricket & rugby pitches 	1 Priority Project J	S	SSDC, School, NGBs	
		Full size floodlit sand based AGP		<ol style="list-style-type: none"> 1. AGP recently resurfaced. Used by Chard Hockey Club and football teams; limited spare weekday capacity 	<ol style="list-style-type: none"> 1. Protect sand based AGP for Chard Hockey Club 2. Support development of Chard Hockey Club 	2	M	SSDC, School, EH	
		Football 1 x 9v9 pitche 1 adult pitch		<ol style="list-style-type: none"> 1. No current community use but school would allow if changing provision were to be improved. 	<ol style="list-style-type: none"> 1. Explore potential for use of grass pitches with secure CUA (as above) 	1	S	SSDC, School, FA	
W.01	AVISHAYES PRIMARY SCHOOL, CHARD	Football: 2 x mini; standard	Primary School	<ol style="list-style-type: none"> 1 Well used school site 2 No spare capacity at peak time 3 Status of community use agreement not known 	<ol style="list-style-type: none"> 1. Clarify security of tenure as essential site for mini football 2. Draw up community use agreement 	1 Priority Project J	S	SSDC, FA, School	
W.02	BROADWAY & HORTON CRICKET CLUB	Cricket: grass/10 wickets; good		<ol style="list-style-type: none"> 1. No spare capacity peak time; spare capacity midweek & Sundays 2. Non-turf practice nets required 3. Club would like site in village centre 	<ol style="list-style-type: none"> 1. Installation of non turf practice nets 2. Keep watching brief on alternative site within village 	2	M	SSDC, ECB, club	L

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
W.03	CHARD CRICKET CLUB	Cricket: grass/21 wickets; good	Club	<ol style="list-style-type: none"> 1. Site being played to level it can sustain 2. 3rd Saturday XI plays at Holyrood Academy 3. Non-turf nets and sight screen required 	<ol style="list-style-type: none"> 1. Installation of non-turf cricket nets and sight screen 	2	M	SSDC, ECB, School, club, SE	L
W.05	CHARD RUGBY CLUB (MAIN SITE)	Rugby; standard	Club	<ol style="list-style-type: none"> 1. Pitch being played to the level it can sustain 2. Changing facilities not appropriate for women and girls 	<ol style="list-style-type: none"> 1. Upgrading of changing facilities for women and girls 	2	M	SSDC, RFU	M
W.04	CHARD RUGBY CLUB (CREWKERNE ROAD SITE)	Rugby; standard	Club	<ol style="list-style-type: none"> 1. Pitches being played to the level they can sustain 2. Site requires further development to realise potential and cater for all club demand 	‘Crewkerne Road development’ is No 1 facility priority for RFU in South Somerset. Two requirements: <ol style="list-style-type: none"> 1. Provision of pavilion/changing facilities 2. Provision of floodlighting 	1 Priority Project B	S	SSDC, RFU	M
W.07	COMBE ST. NICHOLAS FOOTBALL CLUB	Football: 2 x adult, 1 x jnr: standard	Club	<ol style="list-style-type: none"> 1. No spare capacity at peak time on adult pitches; minimal spare capacity at other times 2. Junior pitch is being played to the level it can sustain 3. Some evidence of poor drainage. 	<ol style="list-style-type: none"> 1. Rebuild of pavilion which together with access improvements, will increase use of the site. 2. Ensure facilities appropriate for women & girls 	3	M	SSDC, FA, FF, club	M

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
W.10	FORTON PLAYING FIELDS	Football: 2 x adult, 1 x junior 9 v 9	Forton Community Association	<ol style="list-style-type: none"> Adult pitches potentially able to accommodate some additional play, junior pitch being overplayed. Club would welcome floodlit training facilities. New clubhouse to be completed during 2017 to support current use. 	<ol style="list-style-type: none"> Explore the potential to provide additional pitches in this location to offset longstanding shortfalls of pitches in Chard 	1 Priority Project A & K.vii	S	SSDC, NGB's, TC, PC, Clubs/Community Association	M
W.13	Crewkerne - HENHAYES RECREATION GROUND	Shared: football, cricket, rugby	Town Council	<ol style="list-style-type: none"> Busy public open space site accommodating growing & buoyant football, rugby & cricket clubs 	<ol style="list-style-type: none"> Set up Crewkerne Playing Pitch Working Group to investigate potential pitch sites and secure use of school pitches 	1 Priority Project C	S	SSDC, Schools, TC, clubs, NGBs	
		1 x adult football; standard		<ol style="list-style-type: none"> No spare capacity; pitch being overplayed for football. Lack of pitch space is constraining growth 	<ol style="list-style-type: none"> Investigate potential for community use of Wadham School football pitch with secure CUA 	1 Priority Project J	S	SSDC, Schools, TC clubs, NGBs	
		1 x cricket grass/8 wickets; good + NTP/good		<ol style="list-style-type: none"> Site is operating at capacity for cricket. Theoretical over use is mitigated by 'good' quality artificial strip which is used for practice and matches 	<ol style="list-style-type: none"> The artificial wicket will require replacement in the next 5 years. 	2	M	SSDC, Schools, TC clubs, NGBs	L
		1 x rugby pitch		<ol style="list-style-type: none"> Rugby pitch being overplayed for rugby; pitch has recently been floodlit. Need for 2nd team pitch and playing/training area for youth section. 	<ol style="list-style-type: none"> Clarify/secure CUA facilities at Wadham School for rugby Support negotiations with Crewkerne TC for provision of 2nd playing area in the town – possible sites Happy Valley or adjacent to Henhayes 	1 Priority Project C & J	S	SSDC, Schools, Town Council, clubs, NGBs	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
W.14	HINTON ST GEORGE RECREATION GROUND (TOWNSEND R.GROUND)	Shared: football, cricket	Trust	<ol style="list-style-type: none"> 1. Shared village recreation ground with considerable spare capacity for both football and cricket 2. Long term aspiration for improvement in changing facilities 	<ol style="list-style-type: none"> 1. Protect provision as village playing pitch site and encourage greater use 	3	0	SSDC, FA, ECB	
		1 x adult football; standard		<ol style="list-style-type: none"> 1. Spare capacity at peak time; used by 1 youth team on Sunday afternoons 	<ol style="list-style-type: none"> 1. Attract more activity to the ground 	2	M	SSDC, FA	
		1 x grass cricket/4 wickets; standard		<ol style="list-style-type: none"> 1. Not used at weekends; one team playing midweek friendlies 	<ol style="list-style-type: none"> 1. Attract more activity to the ground 	2	M	SSDC, ECB	
W.16	ILMINSTER RECREATION GROUND	Shared: football & cricket	Town Council	<ol style="list-style-type: none"> 1. This is a well used site by Ilminster Town FC and CC. 2. Dog fouling is an issue on public open space. 	<ol style="list-style-type: none"> 1. Intensive Anti Dog Fouling Campaign; action by Dog Wardens 2. Explore potential to expand pitch provision at the site. 	1	S	SSDC, FA, FF, ECB, TC	M
		3 x adult football; standard; 1 x junior 9v9; standard; 2 x mini, standard		<ol style="list-style-type: none"> 1. Marginal spare capacity for minis but otherwise site is playing to the level it can sustain with little room for increase in teams. No peak time spare capacity 	<ol style="list-style-type: none"> 1. Consider options for moving training from pitches 2. Improve pitch drainage 3. Issue of lack of peak time spare capacity can only be improved by new pitch provision 	1	S	SSDC, FA, FF, TC	M

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		2 x grass cricket – 14 wickets * 8 wickets, good		1. Cricket: Well used site...usage of second, new pitch, is gradually increasing. Some spare capacity.	1. Upgrade changing facilities The quality of the cricket pavilion needs to be improved in the next couple of years before S106 times out. Improvements to ancillary facilities (machinery storage) are also required.	1 Priority Project K.ii	S	SSDC, ECB, TC	M
W.18	LAWRENCE KELLETT PLAYING FIELD (DOWLISH WAKE)	Shared: football & cricket	Trust	1. Pavilion destroyed by fire. Plans to replace with potentially larger building.	1. Support for rebuilding of larger pavilion if greater use of site can be encouraged and demand warrants.	2	S	SSDC, FA, Club, PC, FF	M
		1 x adult football, standard		1. Potentially able to accommodate more teams, currently hosting one football team at peak time	1. Encourage greater use	2	S	SSDC, FA,	
		Formerly cricket		1. Previously cricket on site – currently no trace; no square in evidence		2	M	SSDC, ECB, SE	
W.20	MAIDEN BEECH ACADEMY, CREWKERNE	Football : 1 x 9v9 junior & 2 x mini pitches, good	Academy	1. Large, attractive grass pitch site, in front of school, with community use by 14 youth football teams. 2. Minimal spare capacity for growth 3. Also evidence of cricket NTW but no use recorded	1. Support for this school and role played in meeting demand for junior football in Crewkerne 2. Secure CUA on pitches	1 Priority Project J	M	SSDC, FA, Clubs	
W.21	MERRIOTT RECREATION	Shared: football & cricket	Parish Council	1. Limited parking					

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
	GROUND	1 x adult football & 1 x mini football; good		<ol style="list-style-type: none"> No spare capacity on adult pitch; mini pitch appears unused so all teams playing on adult pitch Club rates pitch as poor 	<ol style="list-style-type: none"> Carry out further pitch quality assessment 	2	M	SSDC, FA	L
		1 x grass/6 wickets; standard		<ol style="list-style-type: none"> Standard' rated cricket pitch has spare capacity as used only for occasional mid week friendlies. 	<ol style="list-style-type: none"> Attract more cricket activity 	2	M	SSDC, ECB	
W.22	NORTH PERROTT CRICKET CLUB	Cricket: 1 x grass/17 wickets; good	Club	<ol style="list-style-type: none"> Busy village cricket ground, effectively being played to level site can sustain. 3rd XI play elsewhere & club would like to run more juniors. Club would like an additional pitch. 	<ol style="list-style-type: none"> Demand growing to support additional cricket pitch in Area West 	2	M	SSDC, ECB, club	M
W.23	PERROTT HILL SCHOOL	Shared: range of grass pitches & small sand AGP	Independent school	<ol style="list-style-type: none"> Independent school with large playing fields and small sand AGP, not floodlit No community use 	<ol style="list-style-type: none"> No issues or further action identified 				
W.25	SWANMEAD COMMUNITY SCHOOL, ILMINSTER	Shared: football, rugby and MUGA	School	<ol style="list-style-type: none"> The school uses Ilminster Recreation Ground regularly as it cannot meet its own needs on site. It would like an AGP so that its PE & sport is not dependent on weather. One junior football and one rugby pitch. 	<ol style="list-style-type: none"> Investigate potential for community use of grass football and rugby pitches to relieve some of the pressure on Ilminster Recreation Ground Explore potential of site to provide a 3G FTP for Area West. 	2	M	SSDC, FA	M
W.26	TATWORTH PLAYING	Shared: football & cricket	Comm. Org.	<ol style="list-style-type: none"> Busy football site catering for range of adult, junior and mini teams 					

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
PW.27	FIELDS	1 x adult football, standard; 1 x mini, good		1. Adult pitch has no peak time capacity and technically overplayed; mini has some spare capacity	1. Additional pitches recommended for Chard will help to address shortfalls 2. Additional 3G FTP provision in Area West will help to address training needs	2	M	SSDC, FA, FF, Clubs, TC	M
		1 x grass cricket/5 wickets/ standard		1. Cricket – no record of any community use.	No action identified				
	WADHAM COMMUNITY SCHOOL, CREWKERNE	Shared: football, cricket, rugby & small sand based AGP	School	1. School has a range of grass and artificial grass pitches 2. Currently accommodates some community use as an overflow facility for cricket & rugby	1. Clarify/secure community use and secure CUA 2. What role can the school play in meeting growing demand for pitch sports in Crewkerne which Henhayes Recreation Ground cannot accommodate.	1 Priority Projects C & J	S	SSDC, FA, RFU, School	
		Small sand based AGP		1. Usage not known 2. Large old redgra area on top field; no markings	1. Explore potential of site to provide a 3G FTP for Area West.	1	S	SSDC, FA, School	H
		1 x adult football		1. May be scope to secure more use of adult pitch 2. Top playing field used in past by ex-local football team but no community use at present	1. Investigate potential for use by community teams 2. Clarify use of top playing field	1	S	SSDC, FA, School	
1 x NT cricket wicket; standard		1. Condition requires improvement	1. Secure CUA of cricket pitch and explore potential of developing new facilities with Crewkerne Cricket Club	1	S	SSDC, ECB, School, Cricket Club			

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		1 x adult rugby		1. Used by Crewkerne RFC occasionally for juniors, rugby use limited to autumn term.	1. Secure CUA of rugby pitch	1	S	SSDC, RFU, School	
W.28	WEST & MIDDLE CHINNOCK SPORTS CLUB	Shared: football & cricket		1. Well used village ground for football & cricket					
		1 x adult football, standard		1. One Saturday team but club say pitch could not support a 2 nd adult team	1. Carry out further pitch quality assessment	2	M	SSDC, PC, FA	L
		1 x grass/6 wickets; standard		1. Cricket pitch supports teams from 3 clubs – 4 adults and 5 juniors. Very little spare capacity 2. Club would like mobile nets.	1. Improve quality of the cricket pitch– support for parish councils 2. Support for provision of mobile nets	2	M	SSDC, PC, ECB	L
W.29	WINSHAM RECREATION GROUND (BAKERS FIELD)	Football: 2 x adult pitches, standard	Club	1. Viability of site 2. Spare capacity for more teams at peak times. 3. Better facilities required for training 4. Long term aspiration for improvement of changing facilities	1. Looking to extend clubhouse so it can accommodate functions to generate finance at the site 2. Support for portable floodlights	2	M	SSDC, FA, FF	M
W.30	MISTERTON RECREATION FIELD	Football : 1 x adult, standard; recent MUGA	Parish Council	1. No peak time spare capacity; could accommodate additional teams on Sundays. 2. Friction between PC & the club on lack of SLA	1. Potential to increase usage. 2. No SLA in place – investigate	2	M	FA, club, SASP	
	AREA WEST	3G FTP		1. Need identified for 3G FTP to meet training and matchplay needs for football	3. Sustainable site in Area West which will not affect viability of existing artificial grass pitches	1 Priority Project D	M	FA, FF, SSDC, SASP	

AREA SOUTH

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
S.01	ALVINGTON PLAYING FIELDS	Football: 3 x adult pitches	Commercial	<ol style="list-style-type: none"> 2 pitches used for training and matches by Yeovil Town FC Academy 3rd pitch used by community clubs Area of site used for training suffers from flooding and being on flight path prevents floodlighting. 	No action identified				
S.02	BUCKLERS MEAD ACADEMY	Shared: football, rugby & full size floodlit 3G FTP	Academy	<ol style="list-style-type: none"> School site with range of grass and artificial grass pitches . No community use of football & rugby pitches but school state that they would be happy to mark out pitches as in the past if there is the demand. Is there still a non-turf wicket for cricket? 	<ol style="list-style-type: none"> Investigate further use of grass pitches and secure CUA Secure additional use Clarify position of cricket pitch 	1 Priority Project J	S	SSDC, Academy, FA, clubs	
		3G FTP		<ol style="list-style-type: none"> At capacity weekday evenings local football club training; spare capacity at w/ends. Full size 3G FTP but not FA accredited so unable to accommodate matchplay. 	<ol style="list-style-type: none"> Support accreditation of 3G FTP for competitive use. 	1 Priority Project E	S	Academy, FA	L
S.05	WEST COKER RECREATION GROUND	Cricket: 1 x grass/7 wickets, standard	Parish Council	<ol style="list-style-type: none"> Long standing aspiration to enhance changing facilities. Spare capacity at weekends and weekdays for cricket. Cricket Club keen to develop junior' skills and would like non turf practice 	<ol style="list-style-type: none"> Support for parish plans to improve changing as part of overall improvements to ancillary facilities. Support for improvements to ancillary facilities (non-turf nets) To consider drainage improvement 	1 Priority Project K.vi	S	SSDC, ECB, Club	M

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
				nets.	and be aware of potential flooding issues.				
S.06	YEOVIL RFC (IVEL BARBARIANS RFC)	Rugby: 2 x rugby pitches + training area	Club	<ol style="list-style-type: none"> 1. Dedicated rugby ground for Yeovil RFC (formerly Ivel Barbarians); full range of adult, colts & mini/midis 2. Ground being well used and played to level it can sustain; very little spare capacity. 	<ol style="list-style-type: none"> 1. Keep need for additional rugby pitches under review 2. Extend floodlighting of pitches if required to increase capacity. 3. Explore potential to purchase site 	2	S	Club, SSDC, Club, RFU	L
S.07	LONG FURLONG LANE RECREATION FIELD (EAST COKER RECREATION GROUND)	Shared : football & cricket	Parish Council	<ol style="list-style-type: none"> 1. Upgrading of changing facilities plus clubhouse would enhance viability of site. 	<ol style="list-style-type: none"> 1. Support for upgrading of changing facilities or provision of new 2. Consider whether to develop pitch sport capacity here (Parish Council preference), or at the new Keyford Key site. 	1 Priority Project K.v	M	PC, SSDC, FA, FF	M
		Football: 1 x adult pitch (o/m 9v9) & 2 x mini, poor		<ol style="list-style-type: none"> 1. Adult pitch is overplayed; some spare capacity for minis 	<ol style="list-style-type: none"> 1. Improve pitch quality: Pitch Improvement Visit. 2. Explore potential to purchase additional land adjoining recreation ground to accommodate demand for football. 	1	S	PC SSDC, FA,	L
		Cricket: 1 x grass cricket/9 wickets; poor		<ol style="list-style-type: none"> 1. Loss of cricket club recently; cricket wicket 'poor' 	<ol style="list-style-type: none"> 1. Upgrade cricket wicket 	3	L	PC SSDC, ECB,	L

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
S.09	ODCOMBE RECREATION GROUND	Football : 1 x adult, standard	Parish Council/FC	1. Spare capacity, but not at peak time.	No action identified				
S.11	PRESTON SPORTS CENTRE, PRESTON SCHOOL YEOVIL	Shared: range of grass pitches	School/Contractor	1. Community use secured via CUA, but no current use 2. School uses Yeovil Recreation Centre AGP weekly for hockey. School would like its own AGP.	1. Increase/realise community use of grass pitches.	2	M	SSDC, contractor, School	
S.13	TURNERS BARN LANE RECREATION GROUND	Football: 1 x adult & 1 x 9v9;	SSDC	1. Facility status – temporarily closed, although 9v9 pitch could be used. 2. Site under threat, through damage from badgers 3. Site is constrained due to a lack of car parking and poor changing facilities.	1. Potential for meeting growth in demand for teams from new housing in Yeovil. 2. Agree way forward for this site, which could accommodate 2 adult pitches. 3. Decide whether to commit investment in this site as a pitch sport venue.	1 Priority Project F	S	SSDC, FA, SE	
S.14	WESTFIELD ACADEMY	Shared: range of grass and artificial grass pitches	Academy	1. Academy priority is to improve changing facilities for school & community use for the 3G FTP, grass pitch and sports hall 2. Academy would like floodlighting permission to be extended from 9.15 to 9.45 (facility close at 9.30) to increase community access.	1. Support Academy in improving changing facilities for community use. 2. Investigate potential to extend floodlighting hours 3. To secure community use agreement	3 2 1 Priority Project J	L M S	SSDC, FA, school	M
		3G FTP		1. 3G FTP is FA accredited for matches but size is not full size. 2. Little spare capacity on weekday	1. Clarify age groups for which FTP is accredited 2. Support development of use at	1 Priority Project E	S	SSDC, FA, school	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Grass pitches: 1 x adult football , standard 1 x rugby		evenings for 3G FTP 1. Grass adult football appears fully used (Lyde Utd youth teams), no spare capacity although drainage on Lower School field is problematic. 2. No recorded community use for rugby; 3. Usage of cricket strip not known, but poorly positioned	weekends for matchplay. 1. Support Academy in improving pitch drainage if this becomes necessary..	3	L		
S.15	WESTLANDS LEISURE COMPLEX	Cricket: 1 x grass pitch/12 wickets, good	Commercial	1. Only grass cricket pitch in Yeovil. 2. Ground operating at full capacity. 3. New changing rooms to open in April 2017, funded by SSDC, SE & ECB	1. Additional cricket pitch required in Yeovil – site identified at Brimsmore.	1 Priority Project G	S	SSDC, SE, ECB	M
S.16	YEOVIL COLLEGE SPORTS CENTRE	Football: 1 x junior pitch, not assessed	College	1. Poor drainage. College would consider opening this up to the Community if the pitch improved 2. College have expressed desire for AGP.	1. Support for improvements to drainage	2	L	FA, college	M
S.17	YEOVIL RECREATION CENTRE	Shared: football & sand based AGP	SSDC	Major outdoor recreation site in Yeovil with ‘good’ quality facilities across the board		1 Priority Project F	S	SSDC, FA, EH	
		Full size sand based AGP/good		1. Excellent quality sand based AGP with very little spare capacity in week, catering for Yeovil & Sherborne Hockey Club and local football teams. 2. No spare capacity on Saturdays; well used for hockey. 3. Hockey club would like social clubhouse facilities.	1. Clubhouse for Yeovil and Sherborne Hockey Club 2. Protect sand based AGP	1	M		M

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Football: 3 x adult; 1 x junior; 2 x mini; good		<ol style="list-style-type: none"> Spare capacity at peak times for 2 adult teams No demand for 1 junior and 2 mini football pitches ; was used by Lyde Utd but left in 2014 	<ol style="list-style-type: none"> Addressing spare capacity here – role as overflow facility for Yeovil Sports & Social Club. Monitor situation especially as new housing is developed 	2			
S.18	YEOVIL SPORTS & SOCIAL CLUB (JOHNSON PARK)	Football: 3 x adult pitches, 1 x 9v9 junior and 2 x mini, standard	Comm. Org.	<ol style="list-style-type: none"> Major pitch site - range of pitch sizes and teams from one club – Pen Mill FC. Ground appears at capacity for adult play and older youth. 9v9 pitch has a little spare capacity; more mini teams could be accommodated. Growing rapidly; FA identify as club with potential for development for girls provision, which will put additional pressure on the site. 	<ol style="list-style-type: none"> Support for improvements to accommodate girls football Encourage teams to use Yeovil Recreation Centre Improve quality of pitches 	2	S	SSDC, FA, FF, club	M
S.19	YEOVIL TOWN FC	Football: 1 x adult & 1 x junior grass pitch & full size 3G FTP	Commercial	<ol style="list-style-type: none"> Quality & Capacity not assessed, no community use. Community use of 3G FTP not known. 	<ol style="list-style-type: none"> Plans for sell off of two pitches, with replacement facilities at land off Thorne Lane, But only if suitable alternative (with guaranteed/secured community use) provision serving the Brympton Parish can be identified. Identify potential to secure community use of the 3G FTP 	2	S	SSDC, FA, clubs, ,	
S.20	YEW TREE PARK	Football: 1 x adult pitch standard	SSDC	<ol style="list-style-type: none"> Site, managed by SSDC. 	No action identified			FA, SSDC, clubs	

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
S.21	BARWICK RECREATION GROUND	Football: 1 x adult, standard	Parish Council	<ol style="list-style-type: none"> 1. One Saturday football team based here; spare capacity for more teams. 2. Parish Council aspire to replace the existing changing provision with new purpose built facility. 	Support the Parish to develop their plans for new changing provision.	3	L		
	AREA SOUTH	Key site pitch provision		<ol style="list-style-type: none"> 3. To ensure appropriate formal pitch provision is secured on key sites within Yeovil. 	Negotiate appropriate levels of provision with developers and secure via S106 agreements.	1 Priority Project L			
	AREAS WEST AND SOUTH	Sand based Artificial Grass Pitch		Shortage of facilities for training in particular and matchplay in hockey	Support access to existing or provision of new sand based AGP capable of meeting growth in demand for hockey in Areas West and South	1 Priority Project H			

AREA NORTH

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
N.01	ASH C OF E PRIMARY SCHOOL	Football: 1 x mini pitch, good	School	1. Used by local junior FC; no spare capacity	1. Secure CUA for school pitches	1 Priority Project J	S	SSDC, FA	
N.02	ASH RECREATION GROUND	Football	Parish Council	1. Adult football pitch in recent past but apparently no longer used	1. Encourage football activity	2	O	SSDC, PC, FA	
N.03	BARRINGTON CRICKET CLUB	Cricket: 1 x grass cricket/8 wickets, good	Club	1. Spare capacity for cricket teams on Sundays & midweek 2. 'Poor' nets – desirable to upgrade.	1. Support for upgrade of cricket nets	3	L	SSDC, ECB, club	L
N.04	BARRINGTON FC	Football: 1 x adult, good	Club	1. Spare capacity outside of peak time.	No action identified				
N.06	CURRY RIVEL CRICKET CLUB	Cricket: 1 x grass/10 wickets, good	Club	1. Some spare capacity for Sunday play & mid week but not Saturdays 2. Poor changing facilities 3. Improve nets.	1. Support for upgraded changing facilities 2. Support for improved nets	2	M	SSDC, ECB, club	M
N.07	CURRY RIVEL RECREATION GROUND	Football	Parish Council	1. No pitches marked out at present but has had adult and mini in past. Appears unused as formal football pitch at present.	1. Protect as playing field and encourage use for football 2. Explore potential to improve changing provision at the site.	1	O	SSDC, SE, FA, PC	
N.08	FIVEHEAD PLAYING FIELD	Football: 1 x adult, standard	Parish Council	1. Football pitch supports one Saturday team and could accommodate more play. 2. Space for additional mini pitch.	No action identified				

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
N.09	HIGH HAM PLAYING FIELD	Football	Parish Council	1. 1 football team but no changing provision.	1. Support for new changing provision.?	1	O	SSDC, SE, FA, PC	
N.10	HUISH & LANGPORT CRICKET CLUB	Cricket: 1 x grass pitch/15 wickets, good	Club	1. Minimal spare capacity but 3 rd XI has to play away at Curry Rivel CC	No action identified				
N.12	HUISH LEISURE LIMITED (Huish Episcopi Academy)	Range of grass & artificial grass pitches	Academy / contract or	1. Agreement to use grass pitches for community use although none recorded at present (1 adult & 1 junior football, 2 rugby and 1 non-turf cricket). 2. The school is looking to improve surrounding grass pitches to then offer to the local community	1. Undertake Pitch Improvement visit. 2. Attract more community activity to grass pitches, possibly to meet overflow from Langport Recreation Ground 3. Secure Community Use Agreement	1 Priority Project J	S	SSDC, School, FA, Sport England	L
		3G FTP, good		1. FA accredited 3G FTP but size restriction to U14 2. New pitch & bookings still developing – still limited spare capacity in week and much at weekends.	1. Encourage greater use as training facility and matchplay venue for youth and mini teams	1 Priority Project E	S	SSDC, School, FA, Sport England	
N.13	ILTON CRICKET CLUB	Cricket: 1 x grass cricket/8 wickets, good	Club	1. Operating to the level the site can sustain. Minimal spare capacity. 2. Club would like mobile net cage.	1. Support for provision of ancillary facilities (mobile net cage)	2	S	SSDC, ECB, club	L
New site under development	ILTON RECREATION GROUND		Parish Council	1. New recreation ground (6ha) adjacent to existing cricket pitch as part of approved application for 47 dwellings.	1. Support master planning for this site during 2017 to ascertain whether new playing pitches for football can be created + ancillary facilities.	1	S	SSDC, FA, FF, PC	H

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
N.15	KINGSBURY EPISCOPI RECREATION GROUND	Football: 1 x adult, standard		<ol style="list-style-type: none"> 1. Single pitch sport site; spare capacity 2. Room for additional junior pitch on site. 3. New changing rooms being provided as part of community hall (March/April 2017) 	<ol style="list-style-type: none"> 1. Attract additional football activity 	2	O	SSDC, FA club	
N.18	LONG SUTTON	Cricket: 1 x grass cricket/10 wickets, good	Charitable Comm. Org.	<ol style="list-style-type: none"> 1. Operating close to capacity with minimal spare capacity. 2. Club would like practise nets and mobile net cage 3. Site has accommodated 9v9 football pitch in past, could accommodate a full size pitch. 	<ol style="list-style-type: none"> 1. Support for ground improvements 2. Support for ancillary provision i.e. net cages 	2	M	SSDC, ECB, club	L
N.19	MARTOCK RECREATION GROUND	Shared: football, cricket & rugby	Town Council	<ol style="list-style-type: none"> 1. Scope for rationalization and improvement of pitches. 2. Martock – land secured for new changing rooms/community building adjacent to existing recreation ground as part of planning application for 35 dwellings 	<ol style="list-style-type: none"> 1. Support for new changing facilities may provide impetus to increase usage of the ground, which has considerable spare capacity for cricket, rugby although limited spare capacity for football 2. The Parish have expressed a desire to increase the size of the recreation ground to accommodate more football 	1Priority Project K Vii	S	SSDC, ECB, RFU, FA	M
		Football: 1 x adult, 1 x 11v11 junior; 1 x 9v9 junior; 1 x mini, standard		<ol style="list-style-type: none"> 1. Adult football pitch is well used and no spare capacity but some spare capacity for juniors (2 pitches) and minis (1 pitch) 	No action identified				

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Cricket: 1 x NTW, standard		<ol style="list-style-type: none"> Cricket is non-turf wicket only, unusual on a large recreation ground Home to Martock CC adult & junior team 	<ol style="list-style-type: none"> Enhance NTW, perhaps reposition to improve playing experience 	2	M	ECB, club, TC	L
		Rugby: 2 x		<ol style="list-style-type: none"> Home to Martock RFC 	<ol style="list-style-type: none"> Consider quality improvements to drainage on pitches 	2	M	RFU, club, TC	L
N.20	MONTACUTE RECREATION GROUND	Football: 1 x adult, 1 x mini, poor	Parish Council	<ol style="list-style-type: none"> Used by two youth/mini teams and occasional training No changing facilities – needed if to sustain a club. 	<ol style="list-style-type: none"> This ground is needed but is restricted by absence of changing facilities. Dialogue required with the Duchy (landowners) 	2	M	SSDC, PC/Duchy	M
N.21	NORTON SUB HAMDON PLAYING FIELDS	Football: 1 x adult, good	Parish Council	<ol style="list-style-type: none"> Not currently used for football, although discussions have taken place with club playing at Stoke sub Hamdon (for overflow facility) 	<ol style="list-style-type: none"> No action identified 				
N.23	PITNEY PLAYING FIELD	Shared: rugby & cricket:	Trust	<ol style="list-style-type: none"> Underused village ground. Has previously hosted football but no use and not recorded as a pitch. 	<ol style="list-style-type: none"> Protect as village playing field and enhance use 	1	O	RFU, SSDC, Trust	
		Rugby		<ol style="list-style-type: none"> Back up site for training for Somerton Rugby Club, but only posts marked out. 	<ol style="list-style-type: none"> Could reinstate rugby pitch if demand from Somerton FC 	3	L	RFU, club, Trust	L
		1 x grass cricket/3		<ol style="list-style-type: none"> Cricket pitch apparent (3 wickets) but no community use; some spare capacity 	<ol style="list-style-type: none"> No action identified 				
N.24	SHEPTON BEAUCHAMP PLAYING FIELD	Football: 1 x adult, poor	Parish Council	<ol style="list-style-type: none"> No spare capacity for additional teams as poor quality 	<ol style="list-style-type: none"> Improve quality of ground 	2	M	SSDC, FA, FF, club, PC	L

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
N.25	SOMERTON RECREATION GROUND (SPORTS FIELD)	Shared: football, rugby, MUGA	Town Council	<ol style="list-style-type: none"> Very busy town recreation ground, with range of facilities. Generally pitches are regarded as very good Changing facilities recently replaced with modular units. There is an aspiration to develop additional traditionally constructed changing provision in the future. 'Poor' quality MUGA All being discussed as part of site redevelopment. 	<ol style="list-style-type: none"> Preferred option is to retain recreation ground at this central site Provision of large changing rooms suitable for males and females Support for improvement to MUGA to remove training pressure off grass pitches but need to be aware of revenue implications for Huish FTP if teams transfer back to MUGA. Insufficient demand for full size AGP 	1 Priority Policy K.i	S	SSDC, TC, FA, FF, ECB, RFU	H
		Football: 4 x adult, 1 x mini, standard		<ol style="list-style-type: none"> Pitches being played to the level the site can sustain, little spare capacity 1 senior football pitch secured on land adjacent to Gassons Lane as part of planning application 150 dwellings 	<ol style="list-style-type: none"> Site redevelopment – integrate adjacent new football pitch off Gassons Lane 	2	M	SSDC, TC, FA, FF	
		Rugby: 1 x adult		<ol style="list-style-type: none"> Rugby pitch has limited spare capacity for more teams (currently running 1 adult & 2 girls n junior). Club aspires to increase no. of teams and rugby pitch provision at the ground. 	<ol style="list-style-type: none"> Support Somerton RFC's aspirations to develop as a club and ensure appropriate facilities available to support. 				
		Cricket		<ol style="list-style-type: none"> Only faint trace of cricket square now 	<ol style="list-style-type: none"> Consider reinstatement of cricket pitch if demand increases 	3	L		
N.26	STANCHESTER ACADEMY, Stoke sub	Shared: grass football & rugby pitches	Academy	<ol style="list-style-type: none"> Large flat site with range of football pitches & possibly rugby for part of year 	<ol style="list-style-type: none"> Clarify/confirm community use and investigate potential to accommodate overflow from Stoke sub Hamdon 	1	S	SSDC, School	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
	Hamdon			2. No apparent community use	recreation ground				
N.27	STOKE SUB HAMDON RECREATION GROUND	Football (cricket now disused). 2 x adult, standard	Trust	1. Limited peak time spare capacity 2. Club wish to train at their home ground but cannot accommodate this on dark evenings. 3. No longer a cricket ground; no cut square	1. Support for floodlit grass training facility	2	M	SSDC, FA, FF, PC	L
N.28	TINTINHULL SPORTS GROUND	Football: 2 x adult, standard	Parish Council	1. Spare capacity at peak times 2. Current training floodlights have been condemned.	1. Support for new floodlights for training	2	M	SSDC, FA, FF, PC	L
N.30	CHILTHORNE DOMER RECREATION GROUND	Football: 1 x adult, standard	Trust	1. Possibly spare capacity for little more use 2. Pavilion and car parking undergoing various improvements and upgrades to increase use.	No action identified				
N.31	LANGPORT RECREATION GROUND (HUISH & LANGPORT RE.GROUND)	Football: 1 x adult, standard	Comm. Org.	1. No peak time spare capacity, but some spare capacity for youth teams on Saturday mornings and Sundays 2. 'Poor' rated changing facilities restricting use of site	1. Support for upgrading of changing facilities. Feasibility currently underway .	1 Priority Project K.iii	M	FF, SSDC, FA	M
N.32	LIGHTGATE RECREATION GROUND (SOUTH PETHERTON PF)	Shared: football & cricket	Comm. Org.	1. Pleasant well used village recreation ground with range of facilities	1. Attract more activity to the site 2. Support for master plan for the recreation ground to plan for future cricket and football needs for the site.	1	O	SSDC, ECB, FA	
		Football: 1 x adult, standard		1. Spare capacity but not at peak times. 2. Room for junior pitch					

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Cricket: 1 x grass/8 wickets, good		1. Spare capacity for cricket Sundays & midweek	1. New practice nets required to replace existing.				
N.33	SEAVINGTON PLAYING FIELD	Football: 1 x adult pitch, standard	Comm. Org.	1. Underused village playing field. No recorded use of football pitch 2. Cricket square no longer apparent.	1. Protect as playing field and encourage use	1	O	SSDC, FA	
N.34	COMPTON DUNDON CRICKET CLUB	Cricket: 1 x cricket pitch/6 wickets, standard	Sports Club	1. Spare capacity at weekends and in week 2. Pitch is on the moor and is peat based; suffers from cracks & subsidence.	1. Attract more cricket activity to the site 2. Address quality issues	3	L	SSDC, ECB, club	L

AREA EAST

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
E.01	ANSFORD ACADEMY TRUST, CASTLE CARY	Shared: range of grass pitches	Academy	1. 1x adult football, 1x cricket, 1x rugby pitches have occasionally been used by the community in the past.	1. Investigate for further community use 2. Confirm secure CUA.	2	O	NGBs, SSDC,	
E.02	ASH WALK RECREATION GROUND, HENSTRIDGE	Shared: football & cricket	Parish Council	1. Village recreation ground with range of underused pitch facilities. 2. Unused ground for football, although adult & jnr 9v9 pitches in place.	1. Attract more activity to the site	1	O	SSDC, SE, ECB, FA, PC	
		Cricket 1 x grass/3 wickets, standard		1. Underused for cricket – just a few friendly matches on Sundays	Support for cricket club	2		ECB, PC, SSSDC	
E.03	BABCARY CRICKET CLUB	Cricket	Parish Council	1. Village recreation field with changing facilities and tennis court. 2. No cricket activity recorded. Check if cricket pitch still here or any evidence.	1. Maintain/protect as village recreation ground	1	O	SSDC, PC	
E.04	BARTON ST. DAVID	Shared: football & cricket	Comm. Org.	1. Pleasant village recreation ground, shared football and cricket. Unused facilities.	1. Maintain/protect as playing field	1	O	PC, SSDC, ECB, FA	
		Football: 1 x adult, standard		1. Adult football pitch last used by team in 2014.					
		Cricket: 1 x grass/1 wicket, poor		1. Cricket team disbanded in 2013, only very occasional use since then. 'Poor' rated cricket wicket.					

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
E.05	BRUTON SCHOOL FOR GIRLS	Full size floodlit sand based AGP	Private School	<ol style="list-style-type: none"> Home for Bruton Junior Hockey Club. Limited spare capacity for training and weekend play, depending on school use. 	<ol style="list-style-type: none"> Protect as site for hockey Support increased use for hockey, particularly by adult teams 	2		SSDC, EH, school	
E.12	HENSTRIDGE SPORTS AND LEISURE	Football: 1 x adult, good	Private	<ol style="list-style-type: none"> Currently home to just one team; owner keen to develop more use and improve changing. 	<ol style="list-style-type: none"> Support for improved changing facilities 	3	M	SSDC, FA, FF, owner	M
E.13	HORSINGTON RECREATION GROUND (VERNALLS FIELD)	Football: 1 x adult, 1 x 9v9 junior; standard + 2 x mini, good	Parish Council	<ol style="list-style-type: none"> Large rural site . Underused ground – with considerable spare capacity at peak time and throughout week. 	<ol style="list-style-type: none"> Attract more activity to the ground 	1	O	SSDC, PC, FA	
E.14	ILCHESTER SPORTS FIELD	Shared ground: football & cricket	Trust	<ol style="list-style-type: none"> Good signage on this site against dog fouling 	<ol style="list-style-type: none"> Replicate approach on other public playing field sites 	1	O	FA, SSDC	L
		Football: 2 x adult, 1 x 9v9 junior and 2 x mini, standard		<ol style="list-style-type: none"> Adult pitch no spare capacity; some spare capacity for juniors and minis at peak time. 	<ol style="list-style-type: none"> Trust looking to improve storage facilities within the pavilion 	3	L	Trust	
		Cricket: 1 x NTW, standard		<ol style="list-style-type: none"> Loss of cricket team – Ilchester CC have disbanded. NTW not used. 	<ol style="list-style-type: none"> Protect as cricket site and maintain non-turf wicket . 	1	S	SSDC, ECB	
E.06	DONALD PITHER MEMORIAL GROUND (CASTLE	Shared: football & cricket	Town Council	<ol style="list-style-type: none"> Main public sports ground in Castle Cary Early stage of developing pavilion 	<ol style="list-style-type: none"> Support for new changing facilities as joint facility for football and cricket 	1	S	SSDC, ECB, FA, FF	M

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
Page 141	CARY CC)			jointly between football and cricket club and council - unsure of costs at present.					
		Football: 1 x adult, standard		<ol style="list-style-type: none"> 1. A little spare capacity for adult & youth teams but not at peak time. 2. Ground restrictions would render club ineligible for promotion in future (gradient, crossfall and evenness are issues) 	<ol style="list-style-type: none"> 1. Keep under review for ground improvements and increased demand from projected housing growth if and when required 	1	O	SSDC, FA, FF	
		Cricket: 1 x grass/8 wickets, standard		<ol style="list-style-type: none"> 1. Spare capacity Sundays & midweek but not at peak time 2. Artificial nets have recently been refurbished to help in re-establishing links with schools. 	No action identified				
E.07	CASTLE STREET PLAYING FIELD (KEINTON MANDEVILLE PLAYING FIELD)	Football: 1 x adult, standard	Parish Council	<ol style="list-style-type: none"> 1. Spare capacity for teams outside of peak time. 2. Possibly room for mini pitch alongside. 3. Field to rear of site has planning permission for change of use to recreation 	<ol style="list-style-type: none"> 1. Develop sporting use for adjacent field. 	2	M	SSDC, PC, SASP	
E.08	CHARLTONS MEMORIAL PLAYING FIELD	Football: 2 x adult, standard	Parish Council	<ol style="list-style-type: none"> 1. Considerable spare capacity at peak time and throughout week for adults & juniors. 	<ol style="list-style-type: none"> 1. Attract more activity to the site 	1	O	SSDC, FA, PC	
E.09	CHILTON CANTELO SCHOOL	Recently purchased by the Park School,	School	<ol style="list-style-type: none"> 1. Pitches may become available for community use in the future. 	Investigate potential for community access to playing pitch facilities.	2	M	SSDC	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Yeovil							
E.11	HAZLEGROVE SCHOOL	Shared: range of grass and artificial grass pitches	Private School	<ol style="list-style-type: none"> 1. Independent school with extensive playing fields 2. 2 sand filled AGPs (1 full size, one smaller) but no record of community use 	No action identified				
E.15	JUBILEE PARK, BRUTON	Football: 1 x adult, 1 x 9v9 junior and 2 x mini, standard	Trust, leased to Town Council	<ol style="list-style-type: none"> 1. Changing facilities appear inadequate and ‘poor’ quality and are inhibiting development of club. 2. Peak time spare capacity for 1 adult team & spare capacity for mini teams, but junior pitch at capacity.. 3. Cricket ground with non-turf strip in past but no evidence now 	<ol style="list-style-type: none"> 1. Town council to conclude master planning for improvement of pitches and facilities at the site. 2. Support for upgrading of changing facilities to improve facilities for adult and youth teams 	1 Priority Policy K.iv	S	SSDC, FA, FF, TC/Trust	M
E.16	KING ARTHURS COMMUNITY SCHOOL & SPORTS COLLEGE	Shared: range of football and rugby pitches’	School	<ol style="list-style-type: none"> 1. Rugby pitch used by Wincanton RFC - 1st XV); at capacity. 2. Apparently some evidence of use by local football teams at weekends. 	<ol style="list-style-type: none"> 1. Confirm/clarify community use and secure CUA 	1 Priority Policy J	S	SSDC, FA, RFU, clubs,	
E.18	KINGS SCHOOL BRUTON	2 full size sand based AGSPs (one floodlit) + extensive grass playing fields	Private School	<ol style="list-style-type: none"> 1. No community use recorded 	<ol style="list-style-type: none"> 1. Could help address future hockey AGP shortfall – investigate opportunities for community use. 	1	S	SSDC, EH, School	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
E.20	MAGGS LANE PLAYING FIELD	Football: 1 x junior 9v9, poor	Owned by SSDC managed by Castle Cary FC	1. No changing – which would be needed if more permanent use made of site. (used as overflow for Castle Cary AFC)	1. Support for long term plans to extend Caryford Community Hall which could provide changing facilities -	3	L	SSDC, TC, FA, FF	M
E.21	MILBORNE PORT MEMORIAL GROUND	Football: 2 x adult, standard	Comm. Org.	<ol style="list-style-type: none"> Limited spare capacity for 1 team at peak time Pitches and facilities do not meet grading criteria of Dorset Senior Football League. A separate and new pitch will enable the club to fulfil these requirements and a project is being developed with SSDC CHL. Rugby pitch no longer used or marked out so space for additional football pitch(es) 	<ol style="list-style-type: none"> Additional football pitch supported in place of disused rugby pitch. Explore potential to purchase additional land for pitches/parking to meet longer term community needs. Support for upgrading of ground to meet DSFL requirements. Include review of changing within upgrading of site. 	<p>1</p> <p>3</p> <p>1</p>	<p>S</p> <p>L</p> <p>M</p>	SSDC, club, FA, FF	M
		Cricket: 1 x grass/5 wickets, standard		1. Cricket ground supporting 1 Sunday friendly team. Plenty of spare capacity for additional weekend and midweek play	1. Attract more cricket activity to site	2	O	SSDC, ECB, SE	
E.22	QUEEN CAMEL PLAYING FIELD	Shared: cricket & football	Parish Council	1. Village recreation ground, Cricket Club (1 adult; 3 junior teams) is expanding its junior teams	1. Attract more football activity to site	2	O	SSDC, FA, SE	
		Football: 2 x adult, standard		1. Considerable spare capacity for additional junior and senior teams.					

Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
		Cricket: 1 x grass/6 wickets, standard		1. Figures suggest site could be operating close to capacity (6 strips), but potentially able to accommodate some additional play.	1. Attract more cricket activity to site	2	O	SSDC, ECB, SE	
E.23	RNAS YEOVILTON SPORTS FIELD	AGPs		1. Full size sand filled pitch could be used by the community if not required by the Base, but is not floodlit. 2. New full size 3g floodlit pitch, currently marked for rugby. Again, could be used IF not required, but is 'under the wire' which creates a security issue and therefore to all intents and purposes, unavailable for community use.	1. No action identified; suggest remove pitches from database.				
E.24	SEXEY'S SCHOOL BRUTON	Shared: rugby, football & cricket		1. High quality school facilities for rugby, football and cricket; beautiful ground and cricket pavilion at Elm Field 2. Football pitches have been used briefly in the past by community teams	1. Confirm/clarify/support community use	2	M	SSDC, SE, School	
E.25	SPARKFORD CRICKET CLUB	Cricket: 1 x grass/10 wickets, standard	Club	1. Site probably operating at level it can sustain/being overplayed. 2. Club would like indoor net facilities and non-turf practice facilities at ground. 3. There are plans to improve changing and pavilion facilities at the site which are currently inadequate.	1. 'Good ground' – support upgrading or replacement of changing facilities and provision of non-turf practice facilities	1	S	SSDC, ECB, PC	M

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
E.26	TEMPLE COMBE RECREATION GROUND	Football: 2 x adult, standard	Parish Council	1. 1 team only so spare capacity for additional adult and junior play.	1. Attract more activity to the ground	2	M	SSDC, FA, PC	
E.27	RICKHAYES RECREATION GROUND, WINCANTON	Cricket: 1 x grass/7 wickets, standard	Club	1. Club ceased playing here in July 2016 but hope to run teams again next year.	1. Keep a watching brief on cricket use	2	M	SSDC; ECB	
E.28	WINCANTON SPORTS GROUND	Shared: rugby, football & MUGA	Comm. Org.	1. Large site with range of pitch sizes – 5 grass (adult, junior & mini), training pitch, small floodlit 3G FTP in use 2. Several pitches not used and some areas in poor condition. Bowling green has gone.	1. Important site for rethinking as to how to improve facilities and maintain usage. Support Trust to review governance arrangements in order to improve site viability. 2. Site needs some investment to improve facilities and general ground conditions	1 Priority Policy I	S	TC, Trust, FA, FF, SSDC	M
		Football, good		1. Some spare capacity for adult and mini teams, and for juniors (but not at peak time for latter) 2. Think unlikely that 3 disused pitches will ever have demand	1. Future use of 3 disused pitches to be discussed further.				
		Rugby (removed)		1. Rugby no longer played here – Wincanton RFC now play at King Arthur’s Community School	1. Review feasibility of returning rugby to this site to improve its viability	1	S	RFU, club	
		MUGA floodlit		1. Football Club would like enlarged 3G training area	1. Insufficient demand to support provision of full size 3G FTP at this site	3	M	SSDC, Trust, FA, FF	

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Site ref	Site Name	Site –sport; pitches; quality rating	Management	Sport/Issue	Options/Action	Priority	Timescale	Partners to deliver action	Cost Band
E.29	KINGSDON CRICKET CLUB	Cricket: 1 x grass/ 7 wickets, good	Parish Council	1. Considerable spare capacity at weekends and weekdays	1. Attract more cricket activity to the site	2	O	SSDC, ECB, club, PC	
E.30	MUDFORD RECREATION GROUND	Football	Parish Council	1. Disused football ground; issues with overhead power lines	1. Protect as playing field	1	O	SSDC, FA, FF	
E.31	CASTLE CARY RFC	Rugby	Club	1. Site is appears to be operating close to capacity for rugby. 2. Club runs full range of youth and midi/mini teams and 1 adult team. 3. Has recently installed high quality floodlights on its main pitch. 4. 3 rd pitch is on farmer’s field and may not be sustaining much play	No action identified				
	Area East	3G FTP		Some football clubs would like additional AGP provision in Area East.	Revisit the viability of additional 3G FTP provision in Area East at a sustainable site during the life of the strategy. Upon completion of the strategy there insufficient evidence to support a new strategy.	3	L	FA SSDC	H
	Sparkford	New pitches		Parish Council would like to acquire additional land to secure greater pitch provision for football in the future	1. Eplore options to secure additional land for future growth of the settlement	3	L	PC	

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SECTION 8B: ACTION PLANS BY THEMES

- ST1 PROTECTING EXISTING PLAYING FIELD SITES AND ENSURING PLAYING FIELD LAND IS USED EFFECTIVELY AND SUSTAINABLY
- ST2 ENSURING THAT ENHANCED AND NEW FACILITIES ARE PROVIDED TO MEET EXISTING DEMAND AND PROJECTED DEMAND FROM INCREASES IN POPULATION AND PARTICIPATION – dealt with under Site Specific Action Plans
- ST3 PROVIDING A RANGE OF APPROPRIATE FACILITIES FOR BOTH COMPETITION AND TRAINING WHICH ENABLE PITCH SPORT PARTICIPANTS TO IMPROVE AND PROGRESS
- ST4 ENSURING THAT EXISTING FACILITIES ARE FIT FOR PURPOSE AND OF HIGH QUALITY IN ORDER TO RETAIN EXISTING LEVELS OF PARTICIPATION, IMPROVE THE PLAYING EXPERIENCE AND ENCOURAGE GROWTH IN PARTICIPATION.
- ST5 IMPROVING ACCESS AND ACCESSIBILITY TO PITCH SPORT SITES, IN ORDER TO ENCOURAGE GREATER PARTICIPATION BY ALL SECTORS OF THE COMMUNITY
- ST6 WORKING IN PARTNERSHIP TO ENABLE EFFECTIVE AND GREATER USE OF EXISTING PLAYING FIELD SITES AND THE SHARING OF SKILLS, EXPERTISE, RESOURCES AND FACILITIES

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General Theme	Ref No.	Issue	Options/Action	Partners to deliver action
ST1	1	Protection and Effective, Sustainable Use	Ensure all development proposals comply with the requirements of the relevant policy on protection of playing fields in the South Somerset Local Plan	SSDC
ST1	2	Protection and Effective, Sustainable Use	Ensure that all existing and any new sites identified are able to accommodate intensification of use e.g.. provision and/or upgrading to artificial grass surfaces, car parking and requisite changing and pavilion facilities	SSDC, SE, NGBs

General Theme	Ref No.	Issue	Options/Action	Partners to deliver action
ST1	3	Protection and Effective, Sustainable Use	Wherever possible, consider opportunities for appropriate and good quality floodlighting, that may increase the capacity of existing sites and new sites. Proposals should fully comply with relevant policies within South Somerset Local Plan	SSDC, NGBs
ST1	4	Protection and Effective, Sustainable Use	Any new winter pitch site should include at least one pitch and a training pitch (preferably two pitches to allow for development) and match with RFU and FA model venues as set out in the national strategy. Targets should be set for the development of participation in football and rugby following new provision.	NGBs, SE, SSDC
ST1	5	Protection and Effective, Sustainable Use	When planning new facilities, the existing sporting infrastructure should be taken into account. For example: existing club bases should be retained and wherever possible floodlit artificial grass pitches should be located near to grass playing pitches	SSDC, SE, NGBs
ST1	6	Protection and Effective, Sustainable Use	Review the alignment of pitches at key sites to ensure that optimum use is being made of space available, including remarking of pitches to meet with FA guidelines ensuring that juniors play on suitable pitches and marking out more pitches to ensure improved rotation for rest and recovery	SSDC, NGBs, clubs,
ST1	7	Protection and Effective, Sustainable Use	All new facilities to be subject to full community use and appropriate business, management and usage plans, to include provision for maintenance and a robust sinking fund for future refurbishment and/or replacement.	Clubs, NGBs, SSDC, Schools, SE
ST3	8	Appropriate facilities for training and competition	Provide appropriately sized, strategically placed and well maintained 3G FTP pitches to improve opportunities for training (as a priority) and matchplay. Matches for mini soccer and 9v9 games should be particularly encouraged.	Clubs, FA, SSDC, Schools, SE
ST3	9	Appropriate facilities for training and competition	Ensure 3G FTPs meet the Performance Test and are listed on the FA register of approved sites for match play (particular Bucklers Mead Academy 3G FTP)	Clubs, FA
ST3	10	Appropriate facilities for training and competition	Protect AGP provision for hockey and keep need for additional sand based AGPs for hockey under review, in accordance with this strategy,	Clubs, SSDC, EH
ST3	11	Appropriate facilities for training and competition	Improve artificial cricket wickets where identified to increase capacity and maintain play	Clubs, ECB, SE, SSDC
ST3	12	Appropriate facilities for training and competition	Support cricket clubs in the development of good quality training nets at grounds to enhance sustainability & improve overall performance.	Clubs, ECB, SE, SSDC,
ST3	13	Appropriate facilities for training and competition	Promote provision of indoor training for cricket at sports halls in South Somerset	SSDC, ECB
ST4	14	Appropriate, high quality	At sites which also function as open space, direct casual use to other areas of the site to help reduce	SSDC,

General Theme	Ref No.	Issue	Options/Action	Partners to deliver action
		facilities	wear and tear (e.g. removing / repositioning goal posts, protecting the cricket square).	
ST4	15	Appropriate, high quality facilities	Addressing issue of dog fouling by a targeted marketing campaign, enforcement officers and animal wardens patrolling sites to issue fixed penalty notices to offenders. Provide improved signage and bins and delineated 'dog walking' areas.	SSDC,
ST4	16	Appropriate, high quality facilities	Ensure an appropriate amount of age specific size pitches are provided to meet the needs of youth football – this needs to be flexible for the expected change in team numbers season to season.	FA, clubs, SSDC, SE
ST4	17	Appropriate, high quality facilities	Support the provision of dedicated storage facilities and appropriate facilities for supporters and parents where identified	NGBs, clubs, SSDC
ST4	18	Appropriate, high quality facilities	Ensure the facilities through the S106 agreement/CIL meet the relevant and quality standards guidance provided by Sport England and/or the relevant NGB, fully comply with the provisions of the Disability Discrimination Act and are made available for community use at an affordable level.	SSDC, NGBs, SE
ST4	19	Appropriate, high quality facilities	Ensure pitches at priority sites are well maintained to ensure capacity levels are maintained and increased.	NGBs, clubs, SE
ST4	20	Appropriate, high quality facilities	Address identified drainage issues at existing pitches focusing firstly on sites where improvements will have maximum impact and where cancellations occur due to drainage issues.	Working Party to progress
ST4	21	Appropriate, high quality facilities	Adopt a minimum standard of toilets and wash facilities at sites for junior and mini football.	FA, clubs
ST4	22	Appropriate, high quality facilities	Ensure associated ancillary facilities at priority sites are enhanced to improve the user experience	NGBs, clubs, SSDC
ST4	23	Appropriate, high quality facilities	Support clubs with management responsibilities to improve the pitches under their control by, for example, engaging with the IOG Regional Pitch Advisor Programme.	Clubs, FA
ST4	24	Appropriate, high quality facilities	Enhancement/provision of facilities at football pitch sites which will meet requirements for progression to higher leagues within the FA pyramid	Clubs, FA, SE, SSDC
ST5	25	Improving access and accessibility	Pricing policies should be affordable for grassroots clubs. For example, match rates at weekends for 3G FTPs should be equivalent to LA natural turf pitch prices to encourage full take up of 3G FTPs at weekend.	SSDC, FA, facility operators
ST5	26	Improving access and accessibility	Upgrade/Provide changing accommodation to better meet the needs of women and girls, juniors players and people with disabilities	NGBs, clubs, SE, SSDC
ST5	27	Improving access and accessibility	Support improvements and developments which enhance opportunities for participation by people with disabilities, young people and women	SSDC, clubs, NGBs, SE

General Theme	Ref No.	Issue	Options/Action	Partners to deliver action
ST5	28	Improving access and accessibility	Ensure all changing facilities are DDA compliant and there are disability car parking spaces	SSDC, clubs, NGBs, SE
ST5	29	Improving access and accessibility	Ensure all playing field sites linked and served by cycleways, with adequate, safe and secure bike storage options	SSDC, schools
ST5	30	Improving access and accessibility	Encourage car sharing. Review car parking charges at local authority operated sites. Ensure sufficient car and coach parking	SSDC
ST5	31	Improving access and accessibility	Ensure all main playing field sites are easily accessible by public transport and/or establish how sites can be accessed by public transport	SSDC
ST5	32	Improving access and accessibility	Address the issue of pricing of schools' use, to see if any more concessionary rates can be applied	SSDC, pitch operators, schools, SASP
ST5	33	Improving access and accessibility	Secure community use agreements at all primary and secondary school sites using model templates provided by Sport England, in discussion with school business managers, Heads of PE. The challenges in achieving this are recognised; however guidance provided by Sport England will help to maximise opportunities	SSDC, schools, SE, SASP
ST5	34	Improving access and accessibility	Explore further possible access to primary school pitches and AGPs which do not currently have community use and/or opportunities for developing use to increase participation and alleviate any lack of spare capacity.	SSDC, schools, SE, NGBs, SASP
ST5	35	Improving access and accessibility	Support improvements at school sites to increase community access and make more use of school playing pitches (e.g. improve pitches; enhance/provide changing)	SSDC, schools, SE, NGBs,
ST5	36	Improving access and accessibility	Further develop school club links and the establishment of a relationship between schools and pitch sport clubs. Facilities at school sites can then be used as the club expands. Note improvements to the quality of facilities are likely to also be required	Clubs, NGBs, schools, SASP
ST6	37	Working in partnership	Active Design: Develop pitch sports facilities in association with health agencies/agendas to create environments which provide opportunities for sport and fitness activities to take place easily within people's daily lives.	SSDC, health agencies, NGBs, SE
ST6	38	Working in partnership	Encourage football leagues to introduce alternative and staggered kick-off times, to make use of off-peak periods and increase usage PRIORITY PROJECT M	FA, football leagues
ST6	39	Working in partnership	Ensure that this strategy is monitored and reviewed on a regular basis. Review meeting to be held three	Working Group

General Theme	Ref No.	Issue	Options/Action	Partners to deliver action
			months after adoption and then at six monthly intervals.	

SECTION 9 DELIVERING THE STRATEGY AND KEEP IT UP TO DATE

Delivery

- 9.1 The principles and findings of the Playing Pitch Strategy can be applied to support a variety of different outcomes, including;
- Sports development planning
 - Informing planning policy and planning applications
 - Supporting funding bids
 - Facilitating decision making relating to facility and asset management
 - Informing capital programmes and related investment
 - Informing the role of playing pitch provision and participation in pitch sports on public health and contributing towards the achievement of wider aims and objectives.
- 9.2 The Strategy will be delivered after its adoption following a period of public consultation (tbc)

Monitoring

- 9.2 The evolving context of participation in sport and active recreation means that monitoring and review of the strategy is as important as the initial preparation of the document to ensure it remains sufficiently robust to fulfil the above roles.
- 9.3 Reflecting the importance of this phase of work, monitoring of the strategy represents Step 10 of the approach to the production of a playing pitch strategy set out in the guidance for the delivery of a playing pitch Strategy (Sport England 2013).
- 9.4 The ongoing monitoring of the strategy will be led by South Somerset District Council and it is anticipated that it will constitute;
- establishment of a working group that meets annually to review progress by all key partners on the strategy delivery and to discuss any issues arising; and
 - support for the creation of sport specific forums to discuss issues arising and to lead the delivery of the strategy in conjunction with key partners;
 - a full annual steering group meeting, or individual annual meetings with National Governing Bodies of Sport to inform and discuss the annual progress summary and agree next steps.
- 9.5 The Working Group will therefore be committed to keeping the strategy alive through:
- Monitoring the delivery of the recommendations and actions and identifying any changes that are required to the priority afforded to each action
 - Recording changes to the pitch stock in the area and evaluating the impact of this on the supply and demand information

- Assessing the impact of changes to participation, including changing trends and the development of new formats of the game as well as affiliation data for each of the National Governing Bodies of Sport
 - Assessing the impact of demographic changes and new population estimates / housing growth
 - Ongoing consultation to understand the evolving needs of clubs and governing bodies, and any requirements for major facilities in the area
 - Analysis of funding sources and new funding opportunities for the provision/improvement of sports facilities
 - Reviewing growth of emerging sports, their participation rates, facilities available for them and likely facilities necessary for their support and development.
- 9.6 The Working Group should initially (within three months) meet to agree which of the actions should be taken forward in the short term (1-2 years); medium term (3-5 years) and longer term (5-10 years), and also agree who the main partners should be in taking the relevant actions forward. It is recommended that the Group should meet annually thereafter to review progress by all key partners on the strategy delivery and to discuss any issues arising.

Funding

- 9.7 The expectation is that some of the potential initiatives identified in this strategy and action plan will be funded wholly or partly by ‘developer contributions’ in the form of Section 106 agreements and/or the Community Infrastructure Levy (CIL). Projects involving education sites might also be funded through separate national capital funds. Other potential funding sources are identified briefly below.
- 9.8 Sport England and National Governing Bodies (NGBs) capital funds. These can make a major contribution to key local capital projects. Resulting from changing national Government and Sport England priorities, the objectives of these funding schemes are changing. The identification of projects through the playing pitch strategy process (in collaboration with Sport England and the NGBs) should help increase prospects for the funding of some key projects.
- 9.9 Somerset Active Sports Partnership, Sport England and various NGB county and regional offices can advise on specific funding opportunities available specifically for pitch sports locally.
- 9.10 The National Lottery has a website allowing potential applicants to search for sources of external funding based on the nature of the project. <http://www.lotterygoodcauses.org.uk/funding-finder>
- 9.11 There may also be an opportunity to exploit other funding sources depending on a given project’s nature and size. The most important of these are listed below. Some of these will be more sport-related than others, but they are all listed to reflect the links between sport and improvements in health and general life quality.
- **Aviva Community Fund Competition** – open for wide variety of projects
<http://www.aviva.co.uk/static/library/pdfs/communityfund/submission-guide-2016.pdf>

- **Lloyds Bank Foundation for England and Wales:** Invest Programme – this funding is intended for longer-term core or direct delivery funding for charities supporting people experiencing multiple disadvantage at a critical point in their lives
<http://www.lloydsbankfoundation.org.uk/our-programmes/invest/>
- **People’s Postcode Trust** – Small Grants Programme – includes supporting groups helping to prevent poverty; healthy living initiatives; and upholding human rights for some of society's most vulnerable groups
<http://www.postcodetrust.org.uk/applying-for-a-grant>
- **Sport England Small Grants** - £300 to £10,000 focussed on increasing participation, and especially within younger age groups or those with disabilities.
<http://www.sportengland.org/funding/our-different-funds/small-grants/>
- **South Somerset District Council - Other Sports Grants Scheme** – tbc

Responses received for the Playing Pitch Strategy (PPS) Consultation, November, 2017

Respondent	Location	Comment	Steering Group Response
Individual		<p>I would like to make a personal comment on this.</p> <p>We seem to be really short of public open space in general in this area, not just playing fields so I would like to see this addressed too.</p> <p>There is an abundance of beautiful open countryside, however a lot of it is not accessible and if it is then often the footpaths leave a lot to be desired or run through fields of grazing animals. Farming is vital and I am pleased to see so many animals in the fields, but livestock, people and dogs do not mix well and ideally should be kept apart.</p> <p>Can you please consider more general open spaces and country parks for this area?</p>	Needs to be addressed within SSDC Open Spaces Strategy. This strategy only looks at formal open space as required by the Sport England methodology.
Area East			
Area East Ward Members/Area East Development	Bruton – Jubille Park	Ownership is correct 'Trust' but need to add – 'leased to the Town Council'. Additional amendments to include under changing facilities – 'Master plan programme in place led by Town Council with view to improving new pitches and the development of a new sports pavilion to home the Football Club, Netball Club and other community groups.	Site overview amended
Area East Ward Members/Area East Development	Bruton – Kings School	Highlighted as NO Community use – but there is local evidence to showcase that Bruton Cricket Club play here (of course with regards to Private schools – there is no long term sustainable outcome for community use due to OFSTED recommendations).	Cannot find evidence that this club exists.

Respondent	Location	Comment	Steering Group Response
Area East Ward Members/Area East Development	Castle Cary - Donald Pither Memorial Ground	Change needed: OWNER/ MANAGER: is Castle Cary Town Council (not sports club).	Site overview amended
Area East Ward Members/Area East Development	Castle Cary - Maggs Lane Playing Field	Owner: change from Sports Club to: South Somerset District Council (this is then licenced to Castle Cary Football Club at £13 per match year on year).	Site overview amended
Area East Ward Members/Area East Development	Chilton Cantelo	Chilton Cantelo School has been recently purchased by 'The Park School – Yeovil' and is back up and operational – discussion needed to discuss wider community use of sports facilities (indoor, outdoors and playing pitches).	Site overview amended
Area East Ward Members/Area East Development	Ilchester – sports Field	Need to add: 'that the Recreation Ground Trust is looking to develop and improve the pavilion building and storage on site.'	Site overview amended
Area East Ward Members/Area East Development	Milborne Port – Memorial Playing Field	Additional information: 'As part of the 2017 Parish Planning exercise comments have been made about extending the recreation ground by purchasing an additional field – this would provide additional opportunities for new pitches and facilities for football. Additionally the Parish Council is looking to develop car park infrastructure to support the playing fields and sports clubs.'	Site overview amended
Mudford PC	Mudford – Recreation Ground	Tarmac areas at Mudford Rec all need resurfacing. Vandalism is an ongoing burden to the PC. No toilet provision at rec. Feel bureaucracy is a drain on money and hindrance to getting things done.	Comments noted, but outside direct scope of PPS.
Area East Ward Members/Area East Development	Sparkford – cricket club	Sparkford Cricket Club: VCA rate the changing rooms as 'Good'. This really cannot be the case – it has to be 'Poor' as old, wooden, small, poor showers and there are Bats living in them. Additional information to include: 'There are plans in place to look at replacing the Pavilion and establishing a new changing room block.'	Site overview amended
Area East Ward Members/Area East Development	Sparkford – Hazelgove School	Highlighted as 'No Community use' but evidence has shown locally that the school are happy for community use during the school holidays when the pupils are not there.	While helpful, this would not provide a facility for regular club usage

Respondent	Location	Comment	Steering Group Response
Area East Ward Members/Area East Development	Sparkford	Important to note that Sparkford Parish Council is looking to purchase a field to turn into a new recreation ground with potential view to including a football pitch.	Noted in the action plan but this is a low priority for the current strategy timeframe.
Abbas and Templecombe Parish Council	Templecombe – Recreation Ground	Agree with actions suggested. Parish Council are planning an autumn campaign to try to start more sports teams based on the Recreation Ground	Comments noted, thank you.
Area East Ward Members/Area East Development	Wincanton - King Arthur's Community School	Only a comment to highlight – 'Could the school be a good location for a 3G pitch (School/community joint use?).'	P36 and P37 of the strategy updated to reflect local desire and new action to explore viability within Action Plan.
Area East Ward Members/Area East Development	Wincanton – Sports Ground	Wincanton Sports Ground: Pitches on this site: need to change 'Rugby no longer played here although there was a pitch' to 'the Rugby Club is returning to the Wincanton Sports Ground in 2017.'	Site overviews for the Sports Ground and King Arthurs amended
Wincanton Town Council	Wincanton – Sports Ground	<p>Stategy pages 16 – 17 – your assessment of the provision in Wincanton is based upon the continued existence of the Wincanton Sports Ground. Given its current difficult financial state, driven in part by the imposition of NNDR by SSDC, you should plan to support the facility financially – at least by waiving NNDR. You note the lack of any 3G FTPs in Area East – the Wincanton Sports Ground is an ideal place to locate one.</p> <p>Site Overview</p> <ul style="list-style-type: none"> • It is suggested that the Recreational Trust are contacted in order to establish accurate facts regarding usage • Most of the pitches are now used and it is proposed that the rugby club will return to this facility • The entire venture needs support from SSDC, notably by way of reducing NNDR that is levied <p>The site has an over-large built facility installed at the behest (in part) of SSDC. SSDC need to consider the facility as providing strategic facilities and</p>	<p>SSDC already supports the facility financially through an award of Discretionary Rate Relief. A change in governance arrangements would enable SSDC to increase the level of support it can provide and is working with the organisation to review arrangements.</p> <p>Site overview amended</p>

Respondent	Location	Comment	Steering Group Response
		treat/support it accordingly.	Site overview amended
Cllr N Weeks	Area East - AGPs	<p>The AGPs mentioned in your report in East are not public facilities, they are controlled by private schools and the public can be excluded at a whim, if in fact the public can use these facilities at all, this is unclear.</p> <p>A public AGP perhaps close to one of our schools would benefit our disenfranchised young people and teams trying to arrange league fixtures and mixed hockey matches in area East.</p>	P36 and P37 of the strategy updated to reflect local desire and new action to explore viability within Action Plan.
Area East Ward Members/Area East Development	Area East – AGPs	<p>The Members would like to highlight the aspiration and desire to establish artificial pitch (3G/4G or sand based) in Area East and currently have some support from Town Councils who have allocating precept funds towards such a project. Area East would work like to closely work with local Town and Parish Councils, local sports clubs as well as secondary schools and academies to establish more evidence of need, highlight opportunities and to develop a feasibility study for the project.</p> <p>The document presents that there is no significant need (or evidence) for a 3G pitch in Area East (p17 of action plan document) – however:</p> <ul style="list-style-type: none"> ○ Yeovil is seen as too far for our schools to travel to play Hockey (at least ½ hour) – not practical / not cost effective. ○ Too much dependency on the public schools provision for Hockey where due to recent OFSTED discussions this is not sustainable or practical. A public used facility is needed for Hockey to meet both club and social demand locally (this could be a possible project linked with one of the Secondary schools / Academies in the area (Dual use). ○ Additionally 2.16: Statement – AREA SOUTH IS ADEQUATELY CATERED FOR. Additionally there is a statement saying ‘AREA EAST – THERE IS <u>SOME</u> SHORTFALL OF PROVISION IN AREA EAST’ – this statement needs to be quantified and explained and it seems conflicting and contradicting the statement above 	P36 and P37 of the strategy updated to reflect local desire and new action to explore viability within Action Plan.

Respondent	Location	Comment	Steering Group Response
		<ul style="list-style-type: none"> ○ Anecdotal evidence that a lot of informal hockey is playing locally. 	
Area East Ward Members/Area East Development	Area East - football	<p>Strategy highlights that there is no need for additional football pitches for adult, youth and mini competition up to 2028.</p> <ul style="list-style-type: none"> ○ <u>Question:</u> Does this include a high dependency on Wincanton Sports Ground? Concern locally at present due to long term sustainability of the facility and the playing pitches. Strategy may need to factor this in for worst case scenario. ○ In Priority list (p35) – no reference to Area East (apart from changing rooms in Jubilee Park) – better use of pitches mentioned but only in other areas 	<p>Officer support for Wincanton Sports Ground Trust added to Action plan. The County FA has also offered support to WTFC to help sustain the club.</p> <p>Assessment of viability assessment for a 3GAGPadded to action plan for Area East, but Area East does have fewer priority projects based on the detailed assessment of supply and demand information across the district.</p>
Area East Ward Members/Area East Development	Area East - cricket	<p>No additional comments – highlighted development opportunities:</p> <ul style="list-style-type: none"> ○ Good coverage of Key priorities with regard to cricket in Area East 	Comments noted
Area East Ward Members/Area East Development	Area East - rugby	<p>Some facts not correct:</p> <ul style="list-style-type: none"> ○ Wincanton – don't need Community usage agreement with school as the club are moving back to Wincanton Sports Ground 	Site overviews for the Sports Ground and

Respondent	Location	Comment	Steering Group Response
		<ul style="list-style-type: none"> ○ Mention of this within Priority list for Rugby (p37) but this action is complete – no other action ○ Would a 'World Rugby AGP serving all of South Somerset be best in Area West or would Yeovil be a more central location? Area East would be more supportive of this if in Yeovil or more towards a central location (Chard seen as too far away to meet the needs of Rugby development for their clubs and schools). 	<p>King Arthurs amended.</p> <p>To our knowledge, rugby is remaining at King Arthur's for the time being.</p>
Area East Ward Members/Area East Development	Area East - hockey	<p>Overview on p29 highlights that there are 4 sand based AGPs (2 of which are in Area East – but they are based in Private School – one not used at Kings School, Bruton and the other at Bruton School for Girls) – both don't have long term sustainable usage due to OFSTED recommendation around community usage on Private school sites due to boarding pupils – <i>Should be a need to look at alternative sites?</i></p> <ul style="list-style-type: none"> ○ Document highlights that there is currently sufficient provision to meet demand in South Somerset but with 'England Hockey's' aspiration to double participation by 2028 – does this not show a potential demand on top of support for Area East Teams currently? <p>○ 5.10 (p31) is untrue – there is capacity at the school in relation to</p>	<p>The action plan already highlights a need to secure community use at these sites.</p> <p>England Hockey's (EH) aspiration to double participation can only be met in South Somerset by moving football training off sand AGP's onto 3G, enabling more capacity for hockey. EH see the main increase in participation coming from the informal hockey offer ie Pay & play sessions</p> <p>The facility providers</p>

Respondent	Location	Comment	Steering Group Response
		<p>moving football across to schools freeing up hockey time</p> <ul style="list-style-type: none"> ○ 5.12 – highlights the need for alternative 3G pitch in Area West (Chard) due to heavy use in Axminster (out of District slightly but there is still local provision) – being seen as an option for a new 3G pitch (also highlighted on p35 – Key priority 6) ○ Document also highlights that Wincanton only play AWAY games due to NO ACCESS locally ○ 5.13 – highlights that the demand is likely to come from Area South and West for hockey (although there are a large number of AGPs in Yeovil. It also highlights that there is potential to negotiate better community usage at King’s School but due to recent events with OFSTED, we know that is this is highly unlikely. There is demand from 2 local Hockey Clubs (Wincanton & Bruton) that would support a local use of an AGP and with local Secondary schools being involved. <ul style="list-style-type: none"> ▪ <i>Too much dependency on Private school when this space is not secure for the long term.</i> ○ Priority list (p37) highlights only a need to support ACCESS to a sand based AGP from independent schools in Area EAST whereas the priority list highlights the need for ANOTHER sand based AGP in either Area South or West (also supported on p38) 	<p>themselves reported that there is little or no capacity at peak times when asked.</p> <p>The strategy highlights the need for a 3G (primarily for football) in the area in a sustainable location (not necessarily Chard) due to the demand in this area.</p> <p>Wincanton HC is an informal hockey club which doesn’t train and only plays the occasional match. The club no longer affiliates to England Hockey, so unsure on their current situation. There has been links made with Bruton HC, offering Wincanton the opportunity to participate in their Pay & Play sessions and occasional Development matches, to date no</p>

Respondent	Location	Comment	Steering Group Response
			<p>take up by Wincanton. There is only one hockey compliant AGP in Yeovil. No hockey training or match play can be played on any 3G AGP surface. Bruton HC have an excellent relationship with Bruton School for Girls and as stated in the Strategy it would a priority to negotiate a Community use agreement between the schools and club to secure usage in the future. It would be good to negotiate community use at Kings Bruton, especially as the AGP is now floodlit.</p>
Area East Ward Members/Area East Development	Population data	Strategy & Action Plan – p4 (section 1.6): Outstanding allocation of 2016 numbers – it needs to be highlighted as a minimum as it is current figures – needs to reflect that there will be growth in numbers and we will get more applications (statement to reflect future proofing needed)	Noted. Correct when the document was written, but figures now updated.

Respondent	Location	Comment	Steering Group Response
Area North			
Cllr Gerard Tucker, Turn Hill Ward	High Ham – Playing Field	<p>There is currently one football team playing at High Ham, Aller Park Juniors under 11's. The club house and changing facilities are non-existent, although there are the beginnings of activity to rectify this through the building of a pavilion. Early stage discussions with the planning department are now under way.</p> <p>To my knowledge, the other facilities in Turn Hill are reflected accurately.</p>	<p>Site overview amended.</p> <p>Action plan p57 updated but a low priority as it is a single pitch site. The team could use the AGP at Huish as the site is certificated for completion.</p>
Chair, Ilton Parish Council	Ilton – Recreation Ground	<p>Re: the PPS final strategy and action plan on pages 16 and 58 - re Ilton Recreation Ground. Pg 58 on the table, should have N14. Pg 16 and 58 the field size should read 6 hectares not 3.84.</p> <p>Are we free to decide the pitch size we want that we feel will meet our local requirements?</p>	<p>No site overview included for Ilton at present as site is not yet developed. Site size figures have however been updated. Yes and we would suggest that this is done in conjunction with the County FA.</p>
Cllr Gerard Tucker, Turn Hill Ward	Long Sutton – Playing Field	<ol style="list-style-type: none"> 1. Owner/Manager should read - Charitable community organisation which reports to the Parish Council 2. One grass cricket with 8 wickets (not 10 as stated) 3. Long Sutton CC also has an under 8's side 4. A full size football pitch can be accommodated on this site, not just a 9v9 size pitch. 5. Ash Rovers no longer use the facilities in Long Sutton 6. Adjacent to the cricket and football pitches there are two full size tennis courts which use the same changing facilities as the cricket and football teams 	<p>Page 59 of Action Plan updated and Site Overview amended.</p> <p>Croquet and tennis not included within the scope of this Playing Pitch Strategy.</p>

Respondent	Location	Comment	Steering Group Response
		7. There is a croquet lawn at this location which should be included in the strategy.	
Martock RFC	Martock – Recreation Ground	<p>Strategy comments Page 28 - Support for enlarging/upgrading of changing facilities at Martock Recreation Ground. Drainage work required on Pitch 2 at Martock Recreation Ground</p> <p>Happy with these as a priority however the changing facilities need improving as well as pitches</p> <p>Site overview comments</p> <p>2 rugby pitches: VQA D1/M1. Club comment that 1st team pitch is standard as it needs drainage work and some work is required off the pitch which will alleviate some of the problems on the pitch</p> <p>2nd pitch is below standard with major pooling issue.</p> <p>Training takes place on and next to the pitches 3x2 hours a week.</p> <p>Usage The Club runs two teams and there are plans to run a junior and possible a ladies section however this requires the planned upgrade of the changing facilities. Added to this Yeovil College use the pitch for matches on a Wednesday afternoon</p> <p><i>Point 4. Cricket and rugby pitch facilities both underused (home to Martock CC adult & junior team & Martock RFC 1st XV) and have quality issues but could sustain more play.</i></p> <p>This comment is misleading as the second pitch is unplayable for most of the year and the first pitch is used by two teams and the college. The changing facilities also don't help the programming of more fixtures.</p>	<p>Added to list of priorities for cricket, rugby and football, key priority project Viii as originally missed off. Pages amended are 35-38 and p59 of Action Plan.</p> <p>Site overview amended</p>

Respondent	Location	Comment	Steering Group Response
Individual	Martock – Recreation Ground	Can we add the Martock project to the list of priorities for SSDC in the strategic overview? Changing rooms do require some improvement to serve multi-pitch site.	Added to list of priorities for cricket, rugby and football, key priority project Viii as originally missed off. Pages amended are 35-38 and p59 of Action Plan.
Somerton RFC, Secretary	Somerton – Recreation Ground	<p>Somerton Recreation Ground (Gassons Lane)</p> <ul style="list-style-type: none"> • The rugby pitch we currently use at the SRG is probably one of the best rugby playing surfaces in the whole of Somerset which is, of course, testament to the professionalism of the grounds staff involved • SRFC is a very ambitious club and we hope to be able to provide rugby playing opportunities for a range of age groups, both male and female, in the future. We currently run a senior XV (male) and two girl teams at U18 and U15 level. The 2016/17 season was very successful for our juniors with 4 of our U18 girls being part of the County squad and a number of them playing representative rugby, an achievement we are very proud of. I provide this information to you to confirm that in order to realise our ambitions, a request has been forwarded to Somerton Town Council (Trustees) for a second rugby pitch at the SRG as additional playing capacity is required; • With regards to the changing facilities at SRG, you may not be aware that new changing facilities has now been provided adjacent to the entrance off of the Somerton to Langport Road? Whilst these new facilities are a welcome addition, the end result could have delivered more benefit to its users if views sought, and provided, during the consultation phase had been taken into account. Whilst it is good to have these new facilities available there is, however, still scope for improvement at the Sports Club should funds become available in the 	Updated Action Plan, page 37 of Strategy document and Somerton and Pitney Site overviews.

Respondent	Location	Comment	Steering Group Response
		<p>future to provide additional changing facilities that fully meet the needs of all sports enthusiasts based on site. By enhancing the facilities at the Sports Club, less fragmentation will be evidenced with players being in close proximity to the social facilities on site post match.</p> <p>Pitney Playing Field</p> <ul style="list-style-type: none"> • Somerton RFC have utilised the facilities at Pitney over recent years mainly in the development of the junior section for both boys and girls. Whilst this arrangement worked well, in partnership with the Pitney Playing Field Committee, the club's future needs were reviewed with emphasis being placed on raising the profile of the club in Somerton. In order to secure this goal, it was determined that all teams needed to be based in, and playing their rugby in, Somerton to support a 'whole club' approach to playing, training and coaching; • To secure the outcome mentioned in item 2.1) above, our arrangement with the Pitney Playing Field Committee came to an end last year and all our equipment etc, removed from site. SRFC does not, therefore, have any informal arrangements in place with the Pitney Playing Field Committee at this time and this is why we are seeking additional playing facilities at SRG. <p>Finally, it is prudent to note that this view is without prejudice to any alternative view held by Somerton Town Council, its Trustees, the Recreation Ground Management Committee and Somerton Sports Club. This is purely the current view of SRFC Management Team in the hope that it can inform the Playing Field Strategy and any subsequent outcomes, provide an update of recent developments with SRFC, its aspirations for the future and provide clarification in respect of some of the detail published in the Playing Field Strategy.</p>	
Area South			
Area South Development	Barwick and Stoford	Changing and Ancillary facilities: Football Club & Parish Council rate the changing room as Poor. VCA rate it as	Site overview amended

Respondent	Location	Comment	Steering Group Response
	Recreation Ground	<p>standard.</p> <p>Parish Council are establishing plans to develop a new sports pavilion / Village Hall at the recreation ground replacing both the current village hall and the old sports pavilion.</p>	
East Coker Parish Council	East Coker – Playing Field	<p>Part 1 Section 2 Football Table 7 page 13 - Long Furlong Lane - The East Coker Parish Council (ECPC) recognise the quality of the pitches require improvement. The pitches are used extensively during July – May, however rarely are matches called off due to adverse conditions.</p> <p>Part 1 Section 3 Cricket Table 12 page 20 - Long Furlong Lane – The ECPC would like to see future use of the cricket facility.</p> <p>Part 2 Section 6 Priorities page 35 para 6.19 point 4 - ECPC is keen to explore opportunities along with SSDC and others organisations to enhance the changing facilities at Long Furlong Lane.</p> <p>Part 2 Section 6 Priority Deliverable Projects page 38 - K (v) – Enhanced facilities – The Long Furlong Pavilion already provides pre-school facility, has a small meeting/social room with kitchen. The ECPC remains keen to explore, in partnership with others, opportunities to enhance changing facilities and the overall quality of the playing pitches.</p> <p>Part 2 Section 8a Action Plans (Site Ref S07) page 52 - ECPC supports Option 1 (Improve Long Furlong Lane) rather than Option 2 Focus facilities at Keyford. The Facility at Long Furlong Lane is in the heart of the East Coker Parish and close to the Primary School. The ECPC are not aware of a poor drainage issue or the source of that information. The site generally drains well and traditionally has remained available when other pitches locally are un-useable due to weather. The recreation ground is well used with adequate off road parking. The rural communities have easy access to the recreation ground and East Coker Cockerels and Football Club make extensive use of the facility. ECPC and</p>	Action Plan and site overview amended to accommodate key points made.

Respondent	Location	Comment	Steering Group Response
		<p>community in their draft Neighbourhood Plan express the aspiration to improve facilities at Long Furlong Lane working with the community, sports teams and SSDC.</p> <p>ECPC recognises the requirement for recreation facility at Keyford to support an 800 dwellings (1,760 persons) development as well as helping to alleviate area south shortfall in provision. It should complement other facilities rather than replace them.</p> <p>ECPC look to purchase adjoining land to the current pavilion/fields to accommodate further football club expansion. This will limit overuse of existing pitches, plus give ECPC the ability to reinstate the cricket facility.</p> <p>The purchase of further land would enable ECPC to build a new sports pavilion, which meets current required standards, as the current pavilion does not! With the purchase of this land ECPC would also like to install an outside gym and upgrade the current children's play area.</p> <p>The extra land would also provide ECPC with an opportunity to make a nature trail or walking track.</p> <p>Comments on Site Overview: While there is some evidence of mole activity this is not unusual at rural recreation grounds similar evidence can be found for example at the West Coker Recreation Ground although no reference is made to moles at that location. Mole treatment is carried out when necessary. It is not clear where the comment regarding poor drainage on the site came from. The ECPC is not aware of drainage issues on the Long Furlong Lane site. Reference to poor drainage should be deleted unless there is evidence to support the comment and then solutions to resolve the issue could be investigated.</p>	<p>The action plan does not indicate that there is a need to address drainage issues at this site. The County FA could undertake a further pitch assessment if the club or Parish Council felt it was necessary.</p>

Respondent	Location	Comment	Steering Group Response
		<p>The assessment of the changing and ancillary facilities showing the VQA as poor is not fully understood. There appears inconsistency across the sites in the district, some appear to have VQA assessment and others don't. The ECPC is not aware of a VQA being carried out on its changing facility but would welcome discussion with SSDC regarding the assessment and potential solutions.</p>	<p>The majority of facilities were inspected and there are a lot of facilities! The facilities at East Coker are known to the steering group members. The 'poor' rating relates to compliance with national governing body standard (size etc). A facility could be well maintained by still achieve a poor rating overall.</p>
<p>East Coker Cockerels FC, Secretary</p>	<p>East Coker – Playing Field</p>	<p>The club is now looking to progress renovations and over haul our pitches to allow us to become a 'good' club. At the moment we are having to turn players away which is less than ideal.</p> <p>We have just completed the implementation of a new 9v9 pitch onsite, moving the 11v11 pitch & the 5v5 pitch. This was helped by a Grant from our parish council & from a grant from SSDC ☺</p> <p>Future plans we have, are as followed: Re-surfacing/levelling of the 11v11 pitch & the 5v5 pitch. Fixed respect barrier for the 11v11 pitch. Renovations, possibly replacement of the clubhouse/facilities. Expansion to provide an extra pitch & overflow parking.</p> <p>After reading the PPS I am a bit confused as to why moving to the Keyford site is being considered. East Coker Cockerel's FC is a long established successful football club that is in severe need of overhauling, rather than moving. It is a</p>	<p>Action Plan and site overview amended to accommodate key points made.</p>

Respondent	Location	Comment	Steering Group Response
		<p>'local' football club which accommodates local residents & residents from the surrounding villages.</p> <p>Club also sent copy of a Project Scope, July 2017 and their Development Plan from 2017-19.</p>	
Area South Development	East Coker – Playing Field	Desire to purchase additional field to accommodate further football pitches and growth within the Football Club Youth teams.	Action Plan and site overview amended
West Coker Parish Council	West Coker – Recreation Ground	<p>West Coker is mentioned several times in your document because it has a cricket pitch that meets national standards. It is used by Hardington and West Coker Cricket Club but not owned by them. This point must be remembered when considering any proposals for the ground.</p> <p>Page 20 Paragraph 3.3 Table 12 The village of West Coker was given the field with the proviso that it should be for the use of the children of the village and administered by trustees. Most of the trustees are parish councillors. The Trust has been registered for many years with the Charities Commission. The Trustees try to ensure that the field is used as widely as possible by as many village residents as can be included. The Hardington and West Coker Cricket Club is only one of the users. In addition to the cricketers, we also have a very successful Scout Group and Youth Club based on the field. Each of the 3 users mentioned has its own headquarters building erected at the edge of the field. These 3 buildings are now seriously dilapidated and need replacing. To this end the trustees have engaged an architect to draw up plans for a single building containing changing rooms, showers, lecture rooms, as well as kitchen and storage facilities. This project is being driven by the members of the West Coker Parish Council (WCPC) who recently sought funding from The Big Lottery Fund. Unfortunately the request was turned down. As a result, the WCPC is currently looking for alternative funding. This will enable the construction of a new building and permit the repositioning of the tennis courts so that they do not flood. The building of a "MUGA" and the levelling of the main field which will benefit cricket club is also planned.</p>	<p>Site overview amended to reflect: the restriction on use of the recreation ground, and to highlight the key aspirations for the recreation ground.</p> <p>The existing Action Plan highlights the aspirations of the parish to replace ancillary facilities at the site.</p>

Respondent	Location	Comment	Steering Group Response
		<p>I mention the above only to clarify the role of the playing field and its trustees. In doing so, I highlight the fact that the cricketers are guests and do not have a decision-making role in the running of the charity. The trustees do however consult them and invite them to act in an advisory capacity as regards the part of the field that they are permitted to use.</p> <p>You can see that we are actively seeking to improve the facilities for all users. As I write, additional play equipment is on order and due to be installed in the play area before the start of the summer holidays. It may be that, in your opinion, the cricket pitch is underutilised but that is something that should be discussed with the trustees and not the cricket club. In conclusion, it must be remembered that the Recreation Field is for the use of the children of the village</p>	
Area South Development	West Coker – Recreation Ground	<p>Pitches on this site – quality: Additional info: Pitch built on marshland so sometimes games are cancelled. Current discussion between parish council and West Coker & Hardington Cricket Club over the movement of the wicket to enable boundary change due to development of new pavilion building.</p> <p>Changing and ancillary facilities: Current Comments: Rated as standard (this is the same quality level as Yeovil Rec). <u>Wanted to add:</u> Changing rooms are rated as ‘Poor’ by the Cricket Club, Parish Council and by the Disability Forum (Access for All) due to access and qualities standards. Inspector rated it as Standard.</p> <p>Current development plans are in place to replace Cricket Pavilion and changing rooms along with other buildings at the Recreation Ground creating a new purpose built sport and youth facility. Current facilities are small and inappropriate for youth engagement within the senior adult team (something that plans are in place for). Clubs/teams on this site</p>	<p>Site overview amended to reflect: the restriction on use of the recreation ground, and to highlight the key aspirations for the recreation ground.</p> <p>The existing Action Plan highlights the aspirations of the parish to replace ancillary facilities at the site.</p>

Respondent	Location	Comment	Steering Group Response
		<p>Development plans are being implemented to increase adult and youth participation. Desire (long term) to include female cricket (youth or adult).</p> <p>Key findings and issues</p> <ul style="list-style-type: none"> • Amend the 2. Point: Ground has potential to accommodate more cricket teams, particularly Sundays / Youth • Amend the 4th point: Plans to improve changing as part of the overall site improvements and new youth & sports pavilion • Add: Potentially need to move wicket to accommodate the new pavilion and to make sure that minimum boundary distances are met (Plans are included within site master plan documentation). • Add: References to the need to develop the playing pitch, changing rooms and pavilion on the Parish Council Web site and within their recent parish plan: http://www.westcoker.net/home-page/wcpc/time-to-fix-the-recreation-ground/ 	
Odcombe Parish Council	Odcombe – Recreation Ground	<p>The manager of the recreation ground is the Parish Council, with South Somerset District Council being the owner. The football pitch is informally managed by Odcombe Football Club.</p> <p>Changing and ancillary facilities are available but these must be booked through the Odcombe Village Hall Management Committee by a separate agreement. The Clubs/teams on this site are Odcombe FC - 1st and 2nd X1 only.</p> <p>Key findings:</p> <ol style="list-style-type: none"> 1. Village football ground with 2 teams in adult club. 2. Spare capacity is available but not at peak time or during wet conditions. 	Site overview amended and p52 of action plan.
Westfield Academy	Yeovil – Westfield Academy	<p>Westfield Academy has invested over £600,000 in recent years in a 3G and Indoor facilities, a future priority is more use of the grass pitches both within the school and available for community clubs and groups.</p> <p>To achieve this we need to prioritise the drainage on the (Lower School field) and the top field being used for football and rugby for community use.</p>	Action Plan, p 53/54, and site overview

Respondent	Location	Comment	Steering Group Response
		<p>We recognise that to achieve increased community use with teams playing to a higher standard it is essential there is an upgrade of changing facilities to meet this aim.</p> <p>Comments on Site Overview (in underline):</p> <p>Pitches on this site – quality 1 adult football, 1 cricket wicket non-turf, Non turf wicket not big enough for community use due to size of outfield? 1 rugby 1 x 3G AGP full size, FA sanctioned, rated as good</p> <p>Clubs/teams on this site Lyde Utd use Lower School Pitches and agronomist's assessment in 2012 highlighted need for new drainage system (c. £50k) - <u>this is now a priority as part of the Academy's facility strategy.</u></p> <p>No recorded community use of cricket or rugby pitches <u>although discussions with Yeovil Rugby Club (Juniors) and Somerset Cricket Board (Womens and Girls) around usage.</u></p> <p>AGP: Used by football clubs: East Coker, Pen Mill, Lyde, Ilchester, Stoke, Yeovil Town, Manor Athletic <u>Yeovil College, Champions Soccer</u></p> <p>Outside Courts The school has a 4 netball court sized floodlit MUGA, which has good usage although some spare capacity. It is the home of Yeovil Netball Club and Yeovil Summer League amongst others.</p> <p>Other comments 1. Welcoming site for community use.</p>	<p>amended to reflect poor drainage and quality of changing provision</p> <p>Site overview amended to reflect poor drainage and quality of changing provision. Would recommend contacting the County FA to arrange for a pitch advisor to visit if drainage considered a significant problem.</p>

Respondent	Location	Comment	Steering Group Response
		<p>2. A Priority for the Academy to improve changing facilities for school & community use for the AGP, grass pitch and sports hall</p> <p>3. Academy would also like floodlighting permission to be extended from 9.15 to <u>10.15pm (so use can stop at 10.00pm) to increase community access.</u></p> <p>4. Grass adult football appears fully used (Lyde Utd youth teams) <u>We are looking at using top pitch more with markings for football and rugby</u></p> <p>5. Little spare capacity on weekday evenings for AGP (FA Accredited) but has some spare capacity at weekends for matches</p> <p>6. No recorded community use for rugby; Usage of cricket strip not known <u>Working with NGBs and Local Clubs Paul Cox RFU and Steve Gass Somerset Cricket Board</u></p>	<p>Site overview amended to reflect AGP floodlighting issues</p>
Area South Development	Yeovil – Westfield Academy	<p>Changing and ancillary facilities: Accessibility concerns with changing room for club and school – all male changing on first floor (with no lift) and ladies a good distance away from facilities with step obstacle. Quality of changing room (adequate / Poor) rated by school and supporting netball, handball, volleyball and football clubs (changing facilities not appropriate for first team clubs).</p> <p>Clubs/teams on this site The line: ‘in 2012 highlighted need for new drainage system (c. 50k) but this is not a priority for the Academy– the works still have not been completed by the County Council as part of the Academy transfer of land.</p>	<p>Site overview amended to reflect quality of changing provision</p>
Yeovil College	Yeovil College	<p>Yeovil College currently play their home rugby male fixtures at Martock Rugby Club first team pitch.</p> <p>Yeovil College intend to make their grass pitch into a 3G artificial turf pitch within 2017/18, suitable for football and rugby training. The artificial turf space size is 90x50m and will help to meet the shortage of junior pitches (i.e. 2x junior pitches) as it is available for community use.</p>	<p>Site overview for Martock Recreation Ground amended</p> <p>Already reflected in Action Plan. This will be a low priority for external funding at</p>

Respondent	Location	Comment	Steering Group Response
		Yeovil College also intend to build a new sports hall within the next 2-3 years.	present as demand for artificial provision is currently being met.
Yeovil and Sherborne Hockey Club, Chairman	Yeovil – Recreation Centre	Strategy and Action Plan – Section 5 Hockey Broadly satisfied with the content of the Strategy and Action Plan with regard to hockey in general, and in particular, the Yeovil Recreation Centre Artificial Grass Pitch and the recording of Yeovil and Sherborne Hockey Club's aspirations for the future. No additional comments on site overview for Yeovil Recreation Centre	Comments noted.
Area South Development	Yeovil RFC (Barwick)	Only amendment – under Changing and ancillary pitches: The Rugby Club would like to secure funding to purchase the site and playing pitches, providing sustainability for the club in the long term. Currently the rental agreement is challenging for the club with regards to financial sustainability.	Site overview and action plan amended.
Area West			
Holyrood Academy	Chard – Holyrood Academy	Page 11 - Football - Artificial playing pitch - We would gladly allow site for development of ATP provision. We would also allow community use of 9 a side pitch (only 1 rather than the 2 stated in document) and 11 a side pitch. Changing facilities location and condition would be need to be improved to support these aspirations Comments on Site Overview: Only one 9 a side football pitch. Sand based ATP suitable for competitive hockey. Hockey pitch markings only. Also has 4 mini goals for recreational 7 a side football / training, not suitable for competitive games no football markings. Football training / recreational use could curtail expansion of hockey club use.	Noted although two ATP's on one site is unlikely to be sustainable at the current time. Site overview and Action Plan amended to reflect comments. Site overview and Action Plan amended

Respondent	Location	Comment	Steering Group Response
		<p>Shared rugby and football specific ATP on site would allow hockey expansion on sand based ATP, competitive rugby and football use as well as teaching area. Revenue for Academy and partners, sinking fund provision. Changing and toilet facilities require significant refurbishment and are some distance from playing areas. New appropriately shared changing provision on site to serve hockey/ cricket/ rugby and football would facilitate the potential use of site for listed sports.</p>	to reflect comments.
Crewkerne Cricket Club - Secretary		<p>One point to note is that contrary to the information you have we use the artificial pitch for matches as well as practice. We have purchased a portable net cage to assist with practice. The artificial is 7 years old and will need replacing in the near future.</p> <p>At present we play at Henhayes but have to share with the Rugby and Football Clubs. This is not ideal in maintaining a true outfield but we try and work together. We also do all the work voluntarily with minimal support from the Town Council.</p> <p>Basically the amount of recreation area for Sport we feel is totally inadequate for a town the size of Crewkerne when you compare it to a smaller town like Ilminster. We have tried to use Wadham School as an overflow but they only have a tired artificial which needs replacing and they get little or no cricket at the school, this could be developed with funding as in the Grammar School days this boasted a superb grass wicket. We would be interested in exploring this possibility. If there is an opportunity in co-ordination with the school to provide a completely new grass square and artificial pitch for broad community use please let us know. They already have a listed building pavilion which could also be brought up to date with funding.</p> <p>We have currently 2 adult teams on a Saturday, 1 on a Sunday plus youth teams at Under-10,12,15 and 19 level. Cricket is in danger of dying in the next 10 years if significant changes to the development of young players is not made at state</p>	Amended Wadham Action Plan and Site Overview to reflect comments.

Respondent	Location	Comment	Steering Group Response
		schools, we are doing our best but fear this will not be enough.	
Crewkerne Rangers FC - Secretary	Crewkerne - Henhayes	<p>Page 9, 2.3 and 2.4 Current demand I do not agree that there is enough spare capacity for current demand. The survey does not appear to consider the current additional needs. We have enough people wanting to play adult football to start another team but do not have a pitch. We are starting a women's and under-16 team but hoping that the existing single pitch in Crewkerne will be able to withstand a doubling of the matches played on it. Also, some of the local pitches are too expensive for regular use. Perhaps the Council should ensure that charges for pitches are reasonable? The issue of spreading games out over different times is down to the leagues as they dictate when the matches are played.</p> <p>Page 11 Table 4 Adult pitches As well as future demand, current demand is not being met. We have demand for another men's team and are about to start a women's team and an Under 16s team. A request to play a men's team at Wadham school has been turned down so we cannot start the 3rd team. The women's and under 16s team will have to share the existing adult pitch at Henhayes on Sundays. This is probably going to be too much for the one pitch which already struggles to cope with Saturday matches.</p> <p>Page 11 Table 5 Item 1 Happy Valley does not have a pitch marked out. There is just enough space for a full-size football pitch and there is a set of full-size goalposts in place. This site could accommodate a full-size pitch but there are no changing rooms so can currently only be used for training.</p> <p>Page 11 Table 5 Item 1 Wadham School has potential for more football pitches because the top field is not being used. This field previously had a full-size football pitch but also has room for junior (9v9, 7v7) pitches. There have been problems with damage caused by rabbits and badgers. If this can be contained, this area would increase the</p>	<p>Page 9 updated, Crewkerne included as an example.</p> <p>Page 11 updated to reflect absence of provision at Happy Valley at present.</p> <p>Covered in Table 5 under securing greater use of community pitches.</p>

Respondent	Location	Comment	Steering Group Response
		<p>availability of pitches significantly.</p> <p>Page 11 Table 5 Item 3 Henhayes is rated as 'good'. This is true for the facilities but not for the football pitch which is poor. The surface is very uneven due to being overplayed and the general public use.</p> <p>Page 11 Table 5 Item 4 During discussions++ with Wadham School, they mentioned that they are very interested in replacing their old redgra area with a modern artificial surface. This would be a good candidate for a new 3G FTP facility as it could serve Crewkerne, Chard and surrounding areas.</p> <p>Page 12 Area West Opportunity Summary Crewkerne As secretary of the only Crewkerne Football Club, I don't feel that this portrays the situation very well. At the current time, Wadham School are not willing to hire out any of their pitches and Maiden Beech are fully utilised for Junior/Mini football by the Merriott Club. So the availability of pitches in Crewkerne is very poor: there is only one adult pitch and one mini (5v5) pitch – both at Henhayes. We are trying to start up new teams for adult women, under 16s and under 11s and continually have more adult men wanting to play football than we can accommodate with 2 teams. So there are existing requirements for pitches that are not being met, let alone any due to future growth. The inability to accommodate current demand is mentioned briefly in the Henhayes site overview but not in the main strategy.</p> <p>Page 35, 6.19 Key Priorities for Football As explained above, this does not account for the existing demand for football in Crewkerne that cannot be accommodated by the available pitches. Because of this, I believe that this is a higher priority than stated. I think that item 5 is higher priority than item 3.</p>	<p>Page 11 amended to record pitch as standard as per VQA.</p> <p>Further discussion required with the FA to determine most appropriate site for an new 3G AGP in Area West.</p> <p>Agreed. Page 12 amended.</p> <p>All listed projects are considered to be district priorities but would not necessarily be addressed in the order listed in the</p>

Respondent	Location	Comment	Steering Group Response
		<p>General point on cost of pitches There is little mention of cost in the strategy. The cost of running football teams is high and most clubs have to do a number of fundraising events to make ends meet. But some pitches in the area cost around £50 to hire for each match. Could the Council help to keep pitch prices reasonable?</p> <p>Comments on Site Overview: The description is good. Whilst the changing facilities are good, there is insufficient storage space for storing club equipment for maintaining / marking the pitches.</p>	<p>strategy.</p> <p>The steering group would not consider £50 to be unreasonable for a good quality pitch/changing provision. It would be difficult for the Council to influence prices on sites owned by others, but the Council and FA would be happy to give advice where required.</p>
Area West Development	Ilminster - Recreation Ground	2 copies of site overviews.	Site overview amended
Tatworth and Forton Parish Council	Forton Rangers FC	There is a potential that our Parish may have an extra 323 houses and should have at least one more playing pitch facility in the Parish.	P12 of Strategy updated and P45 of Action Plan updated. Site overview name amended within index table.
Seavington Playing Field Association, Chairman	Seavington – Playing Field	<p>An interesting strategy document that appears to be dominated by the major sports of Football, Rugby, Cricket and Hockey. Is there any similar strategic view on the provision for other sports such as tennis, basketball, netball etc?</p> <p>Comments on site Overview:</p>	Not included within the scope of a playing pitch strategy as per Sport England guidance.

Respondent	Location	Comment	Steering Group Response
		<p>Football – we have welcomed the Dowlish Wake and Donyatt football team to use our pitch for the remainder of the 16/17 season after their club house was burnt down. They have also requested to use the pitch again for the 17/18 season. We would be delighted to see the pitch used by other teams in the local area (youth or adult) and can offer full changing facilities including showers – Home, Away and Officials.</p> <p>Cricket – Correct – the square is no longer maintained but we'd be very interested if any teams wanted to restore its use.</p> <p>Could note that the changing facilities are very good and that there is an adjacent community shop and café available to users (subject to opening hours!)</p>	<p>Site overviews for Dowlish Wake and Seavington amended</p>
<p>Area West Ward member</p>	<p>Chard</p>	<p>Feels that Chard could support 2 AGP's</p>	<p>Comment noted.</p>

Priorities in Area North

Football	Cricket
<ul style="list-style-type: none"> • The provision of appropriate/enhanced changing facilities at Somerton Recreation Ground (Priority 1), and also: Langport Recreation Ground; Forton Playing Fields; Jubilee Park, Bruton, Martock Recreation Ground and Long Furlong Lane, East Coker. • The provision of an additional single football pitches to support growth in demand, notably in Somerton • To encourage use of Huish Episcopi 3G AGP for junior and mini matchplay (up to u14) 	<ul style="list-style-type: none"> • To improve and upgrade changing/pavilion facilities at: Martock Recreation Ground (Martock CC).
Rugby	Hockey
<ul style="list-style-type: none"> • Upgrading/enhancement of changing facilities at Somerton Recreation Ground (Somerton RFC) and Martock Recreation Ground (Martock RFC). • To investigate possibilities of obtaining appropriate security of tenure at Pitney Playing Fields and reinstatement of pitch (to support Somerton RFC) or increase rugby pitch provision at Somerton Recreation Ground (preferred option of Somerton RFC). 	<ul style="list-style-type: none"> • To ensure that there is sufficient capacity to absorb training requirements for hockey provision in South Somerset

Priorities in Area East

Football	Cricket
<ul style="list-style-type: none"> • Determine the viability of delivering a new or larger 3G AGP in Area East 	<ul style="list-style-type: none"> • To improve and upgrade changing/pavilion facilities at: Donald Pither Memorial Ground (Castle Cary CC and FC); Sparkford CC • To monitor grounds no longer in use for cricket e.g. Ilchester Sports Ground
Rugby	Hockey
<p>Page 11 of 22</p> <ul style="list-style-type: none"> • To secure a community use agreement for rugby pitches used by Wincanton RFC at King Arthur's Community School, Wincanton. • To investigate the possibilities of reinstating rugby at Moor Lane, Wincanton 	<ul style="list-style-type: none"> • To try and secure access to sand based AGPs for hockey in Area East (at Independent schools) • To ensure that there is sufficient capacity to absorb training requirements for hockey provision in South Somerset

Priorities in Area South

Football	Cricket
<ul style="list-style-type: none"> To make effective use of existing pitch provision to meet demand in Yeovil in particular: Review the future of Turners Barn Lane as a site for adult football pitches;. Increase use of pitches at Yeovil Recreation Centre. Secure community access to school pitches at schools in Yeovil. Developing the use of 3G AGPs in Yeovil, in particular for junior and mini matchplay by clarifying the type of matches which can be played on the 3G AGP at Westfield Academy and support FA Accreditation for the 3G AGP at Bucklers Mead Academy. 	<ul style="list-style-type: none"> To provide a new cricket pitch in Yeovil To secure the use of 'second grounds' for 3rd Saturday XI teams (to assist peaking of demand on Saturday afternoons) (& district) To improve and upgrade changing/pavilion facilities at: West Coker Recreation Ground (Hardington & West Coker CC);
Rugby	Hockey
<ul style="list-style-type: none"> None identified 	<ul style="list-style-type: none"> To protect the stock of sand based AGPs capable of accommodating hockey and to ensure that hockey use is prioritised on these pitches To ensure that there is sufficient capacity to absorb training requirements for hockey provision in South Somerset

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Priorities in Area West

Football	Cricket
<ul style="list-style-type: none"> • The provision of new appropriately sized football pitches in a sustainable location to address long standing and well documented deficiencies and sub standard facilities in Chard and to meet demand generated by new housing growth. • Provision of/access to appropriately sized football pitches in a sustainable location to support football in Crewkerne, meet increasing demand and to address the overplaying of Henhayes Recreation Ground • The provision of a new 3G AGP in Area West in a sustainable location. • The provision of new appropriately sized football pitches in a sustainable location to support football, meet demand generated from new housing in Ilminster 	<ul style="list-style-type: none"> • To address the overcrowding at Henhayes Recreation Ground where cricket shares the ground with rugby and football • To secure community use of school non-turf wickets particularly at Holyrood Academy, Chard and Wadham School, Crewkerne • To improve and upgrade changing/pavilion facilities at: Ilminster Recreation Ground (for Ilminster CC); • To support the provision of non-turf practice facilities for cricket clubs to take pressure off grass pitches and, where appropriate, non turf wickets to encourage junior play (& district) • To improve the quality of some standard rated pitches e.g, at West & Middle Chinnock Sports Club
Rugby	Hockey
<ul style="list-style-type: none"> • The provision of changing facilities and floodlighting for Chard RFC at the club's Crewkerne Road site. • To provide an additional pitch for Crewkerne RFC to alleviate pressure on pitch at Henhayes Recreation Ground (shared with football and cricket) • To secure community use agreements for rugby pitches used by Chard and Crewkerne RFCs at Holyrood Academy, Chard and Wadham School, Crewkerne respectively • To investigate in the longer term the viability of developing a world rugby compliant hub site (including a World Rugby AGP) to serve South Somerset, particularly Area West. 	<ul style="list-style-type: none"> • To protect the stock of sand based AGPs capable of accommodating hockey and to ensure that hockey use is prioritised on these pitches

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Agenda Item 10

Capital Budget Outturn Report for 2017/18

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
S151 Officer: Paul Fitzgerald, Section 151 Officer
Lead Specialist: Nicola Hix, Lead Specialist - Finance
Lead Officer: Ross Eaton, Finance Specialist
Contact Details: ross.eaton@southsomerset.gov.uk or 01935 462274

Purpose of the Report

1. The purpose of this report is to inform Members of the outturn of the capital programme of the Council for 2017/18 i.e. the total spend for the year and how this compares with the agreed budget for the year, with explanations for the main differences. It also summarises what has been delivered through the capital invested and how this has been funded.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2018.

Public Interest

3. This report sets out details of capital expenditure incurred in 2017/18 and the performance against the approved budgets for projects and the overall Capital Programme.

Recommendation(s)

4. That the District Executive: -
 - a) note the content of the report including the net spend of £16.424m on capital schemes during 2017/18; and small variance of only £4K underspend across 33 completed schemes.
 - b) approve the revised Capital Programme spend as detailed in paragraph 10.

Background

5. Full Council approves the Capital Programme in February each year. Monitoring of the agreed programme has been delegated to District Executive.

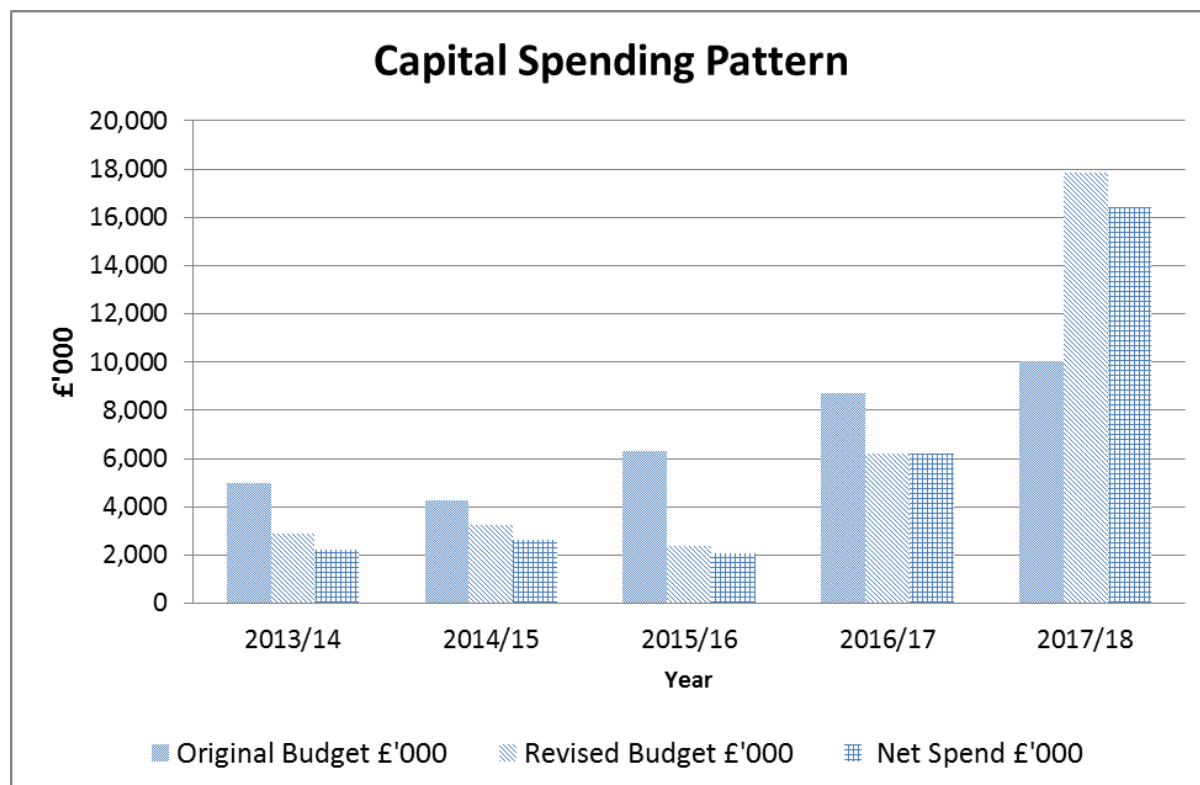
Overall Outturn Position

6. The overall position for the Capital Budget for 2017/18 is that total net spending amounted to **£16.424m**; this was **£6.360m (63.2%)** more than the original planned net expenditure of **£10.064m**. Amendments have been reported to members each quarter and the revised Capital Programme approved.
7. The original budget is revised each quarter to reflect changes to the programme. The position on the Capital Budget for 2017/18 at Quarter 4, showed revised planned net expenditure of **£17.863m**. With the total spend amounted to **£16.424m**; this was **£1.439m (8.06%)** less than planned. This is mainly due to timing of project delivery. A final report on 2017/18 spend is attached at Appendix A.

8. The **£16.424m** actual spend referred to above is the net position which includes external contributions and grants. Excluding these external contributions and grants shows gross expenditure of **£18.711m** on the capital programme, and **£142k** on internal funded borrowing for assets.

Capital Spending Pattern

9. The graph below shows the actual spend compared to revised budget for the last 5 years. The total 2017/18 spend represented 92% of the revised budgeted spend for the year, compared to 99% in 2016/17.



10. The original budget of £10.064m increased by £7.799m in 2017/18 to the revised budget of £17.863m. This was mainly due to DX agreed funding and approvals by CEO in consultation with the leader under delegated powers, for the purchase of investment properties in 2017/18.

Revised Capital Programme

11. Some amendments have been requested since Quarter 3. A summary of those amendments are outlined below and members are requested to approve the revised Capital Programme shown in Appendix B. The net budget for 2017/18 was revised from **£18.502 to £17.863m** for the following reasons: -

	17/18	18/19	19/20	20/21	21/22
	£'000	£'000	£'000	£'000	£'000
Capital Programme for Quarter 3 approved by District Executive in February 2017	18,502	7,652	2,305	2,659	-882
Profiling amendments to capital programme quarter 4 2017/18	-454	341	105	5	5
Plus S106 projects added to Capital programme quarter 4	-8	-43	47		
Plus allocations from Internal Lease Reserve for Streetscene & Hort Vehicles	88				
Plus projects added to Capital Programme quarter 4:					
Empty Property Grants (DX Feb 18)		50			
Home Repairs Assistance (DX Feb 18)		51			
HMO Grants (DX Feb 18)		50			
Flagship Play Area (DX Feb 18)		142			
Grant to Westfield Comm Centre (DX Feb 18)		95			
Crematorium Clear Skies IT software	16				
Area West – Ilminster warehouse Theatre		13			
Less projects moved to reserve list:					
Transformation	-300				
Affordable Housing - Queensway	-4				
Grant to Westfield Artificial Grass Pitch, Curry Rivel	-2				
Adj to Loan Repayments to exclude interest	42	26	21	17	11
Adj for contribution from the Parish Council to the Council's Confidential Project	-17	-257	-171		
Revised Capital Programme for 2017/18	17,863	8,119	2,307	2,680	-867

(Negative figures = income / balance available, positive figures = costs / use of funds available)

Additional Income

- This section highlights any new funding or changes to external funding that have been received by the Council within the last quarter. It is recommended the capital programme budget is increased and funded by the amounts shown in the table below:

Project	Additional funding received 2017/18 £'000	Additional funding Received 2018/19 £'000
<u>S106 Income:</u>		
Wyndham Park Play Area, Yeovil.		-50
Grass Royal Play Area.		-10
Donald Pither Memorial Ground.		-11
Milford Adventure Park.	-17	-12
Riverside Park Planting Scheme.	-1	-22
Grant to Huish Episcopi Academy Artificial Grass Pitch	-7	-85
Forton Playing Pitches, Chard		-3
Babcary Playing Field		
Disabled Facilities Grant		-1,148

Completed schemes (including feasibility)

12. The table below shows the projects/schemes completed in the period with a value over £25k.

Scheme	Revised Net Budget £'000	Actual Spend £'000	Within acceptable limits?	Responsible Officer
Affordable Housing – Queensway, Yeovil (Stonewater)	173	169	Y	C McDonald
Affordable Housing – West Hendford, Yeovil	63	63	Y	C McDonald
Purchase of 1 x 3 Bed House, Chard (Magna)	35	35	Y	C McDonald
Grant to Tintinhull Village Hall	31	31	Y	S Kelly
Boston Class 4/7 ATL MOT Package	31	31	Y	C Cooper
Grant to Huish Episcopi Academy Artificial Grass Pitch	34	34	Y	L Pincombe
Grant to Merriott PC	28	28	Y	L Pincombe

13. In order for an over/under spend to be within acceptable limits, the variation on budget should be within £10,000 or 5% (whichever is greater) of revised budget. On this basis, all 33 of the completed schemes are within an acceptable margin of the overall budget. These are identified as the shaded schemes in Appendix A.

Area Capital Programmes

14. Each Area has balances that can be used during the year. The position of the Area balances at 31st March 2018 and any movement within the year are as follows:

	Area East £'000	Area North £'000	Area South £'000	Area West £'000	Totals £'000
Position at start of financial year	55	177	216	62	510
Additional resources approved by DX for 17/18	25	25	25	25	100
Allocations to/(from) reserve during year	-35	-13	-5	-5	-58
Position at end of financial year	45	189	236	82	552

15. Each Area was allocated an additional £25,000 in February 2017 for schemes in 2018/19. The table shows that following these approvals Area unallocated capital balances have decreased by £58,000.

Financing of the Capital Programme

16. The gross spend of £18.853m is the total capital expenditure before funding sources are included and requires financing. Members are recommended to approve the final financing of the capital programme from the following sources: -

Resources Used	Actual Gross Spend £'000
Useable Capital Receipts (UCR)	8,053
Borrowing	8,269
External Contributions from funding partners	1,250
Capital Fund	295
Capital Grants from Central Government	774
Loan Repayments	212
Total Resources Used	18,853

17. We contributed £16.829m towards the £18.853m we spent last year. This means, for every £1 of our capital resources we contributed, we received 11p from external organisations.

Outstanding Loans

18. As part of the agreed loans policy the amount of any outstanding loans at the end of each financial year must be reported to this committee. As at 31st March 2018 the following loans were outstanding:

Borrower	Original Sum Lent £	Fixed Interest Rate	Amount Outstanding at 31 st March 18 £	Period of Loan	Final Repayment Date
Hinton St George Shop	190,000	2.67%	164,731	20 years	February 2036
Somerset Waste Partnership	1,567,216	2.22%	1,233,809	7 years	August 2023
Total Outstanding			1,398,540		

19. There is also £9,172 outstanding in sale of council house mortgages, and £63,479 in car and bike loans.
20. Wessex Home Improvement Loans (WHIL) works in partnership with the Council to provide finance to home owners for essential maintenance and improvement works to

their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds. The Council has **£672,988** of capital invested with WHIL. As at 31st March 2018 there was £360,801 on the loan book and £312,187 as available capital.

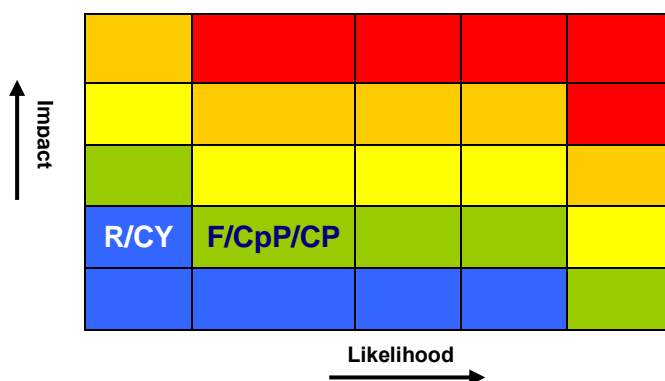
Section 106 Agreements

21. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held as at 31st March 2018 was **£3,779,078**. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

Financial Implications

22. These are contained in the body of the report.

Risk Matrix



Key

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

Corporate Priority Implications

There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

There are no specific implications in these proposals.

Equality and Diversity Implications

There are no specific implications in these proposals.

Background Papers: Capital Monitoring Quarter 1 to 3 Reports to District Executive

	Original Date of Project Approval	Previous Years Spend £'000	2017/18 Est Spend £'000	Actual Spend to 31/03/18 £'000	2017/18 Slippage to Carry forward £'000	Unders / Overs on Completed £'000	Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets	
STRATEGIC MANAGEMENT											
Chief Executive - Alex Parmley											
Strategic Lead for Transformation - Caron Starkey											
Transformation	March 16	0	897	897	0	0	894	1,791	C Starkey / D Chubb	Analysis of budget attributable to capital now carried out with spend for year as per revised budget. Further spend as the project continues into 18/19.	
Total Strategic Management		0	897	897	0	0	894	1,791			
FINANCE & CORPORATE SERVICES											
S151 - Paul Fitzgerald											
FINANCIAL SERVICES											
Lead Specialist - Nicola Hix											
Portfolio Holder - Cllr Peter Seib											
Capital Salaries		0	2,846	100	75	25	0	2,946	N Hix	Allocation of budget made in line with time spent on various capital projects.	
Repayment of Loan from Somerset Waste Partnership	Oct 14		1,428	(194)	(194)	0	0	(894)	340	N Hix	Loan repayments being made as agreed.
Loan Somerset Waste Partnership for Vehicles	Feb 17		0	0	0	0	0	2,455	2,455	N Hix	Drawn down of loan now profiled for 2020/21.
Loan Hinton St. George & Locality Rural Comm Services - Repayment	Oct 15		(8)	(17)	(17)	0	0	(32)	(57)	N Hix	Loan repayments being made as agreed.
Internal Loan for Leased Assets		0	0	142	142	0	0	0	142	N Hix	Replacement Plant & Equipment funded from internal leases loan pot.
ICT SERVICES											
Lead Specialist - David Chubb											
Portfolio Holder - Cllr Henry Hobhouse											
ICT Infrastructure Replacement	Feb 17		0	171	167	4	0	0	171	D Chubb	Unspent budget to be spent in 2018/19.
Total Finance & Corporate Services		4,266	202	173	29	0	1,529	5,997			

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ECONOMY										
STRATEGIC HOUSING										
Service Manager - Colin McDonald										
Portfolio Holder - Cllr Ric Pallister										
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 15	0	0	0	0	0	397	397	C McDonald	Spend profiled to 2018/19.
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)	Oct 15	0	60	0	60	0	60	120	C McDonald	SoS tranche will fall into 2018/19
Affordable Housing - Queensway, Yeovil (Stonewater)	Oct 15	0	169	169	0	0	0	169	C McDonald	Completed scheme. £4K returned to unallocated balance in the reserve.
Affordable Housing - Bought not built Allocation	Sept 14	99	0	0	0	0	201	300	C McDonald	Spend profiled to 2018/19.
Affordable Housing - Mortgage Rescue Contingency Fund	Sept 14	0	0	0	0	0	277	277	C McDonald	Spend profiled to 2018/19.
Affordable Housing - West Hendford, Yeovil	April 15	0	63	63	0	0	0	63	C McDonald	Complete.
Affordable Housing - North Street, Crewkerne	Sept 16	0	0	0	0	0	1,040	1,040	C McDonald	Spend profiled to 2018/19 & 2019/20.
Affordable Housing - Purchase of 1 x 3 Bed House, Chard (Magna)	Nov 16	0	35	35	0	0	0	35	C McDonald	Payment to scheme fully paid over.
Affordable Housing - Jarman Way, Chard (Knightstone)	Jan 17	0	0	0	0	0	80	80	C McDonald	Spend profiled to 2018/19.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov 17	0	0	0	0	0	398	398	C McDonald	Spend profiled to 2018/19.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May 17	0	108	0	108	0	108	216	C McDonald	Site delayed to 2018/19
Affordable Housing - 5 Bought not Built (BCHA)	Jul 17	0	19	0	19	0	73	92	C McDonald	2nd acquisition slipped into 2018/19
Grant for Refurb of Christopher House, Yeovil (Mendip YMCA)	Nov 17	0	15	15	0	0	0	15	C McDonald	Complete.
SPATIAL POLICY										
Service Manager : Nigel Collins										
Portfolio Holder : Cllr Angie Singleton										
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb 17	0	0	0	0	0	250	250	N Collins	It's anticipated that work on this project will now commence in 2018/19. However this will be dependent on SCC's Highway Improvement Schemes Programme Board (HISP) confirming when both the final design work and actual construction work can be scheduled in to their work programme. The various road works that have either recently taken place or are scheduled for the near future in both the Sherborne Road and Lyde Road areas and the resultant publicity over traffic delays have meant that the HISP are giving consideration to this project later than originally envisaged.

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ECONOMIC DEVELOPMENT										
Service Manager : David Julian										
Portfolio Holder - Cllr Jo Roundell-Greene										
Yeovil Innovation Centre Phase II	Feb 16	111	547	115	432	0	656	1,314	D Julian	On target, due to open Aug/Sept 2018.
Yeovil Innovation Centre Photovoltaics	Dec 16	0	0	0	0	0	16	16	D Julian	Spend profiled to 2018/19.
Purchase Land at Boden St, Chard	Dec 17	0	15	0	15	0	35	50	D Julian	Remaining budget will be spent in 2018/19.
Lufton 2000, Yeovil - All Phases	Dec 18	0	150	150	0	0	0	150	M Woods	Complete.
Total Economy		210	1,181	547	634	0	3,591	4,982		
COMMUNITIES										
AREA SOUTH										
Locality Team Manager - Tim Cook										
Area Chairman - Cllr Peter Gubbins										
Reckleford Gyratory (Eastern Gateway) Yeovil	Feb 07	1,633	18	4	14	0	0	1,651	N Fortt	Payment is being withheld until the outstanding licencing arrangements have been completed.
Area South Committee Allocation		0	20	0	20	0	95	115	N Fortt	Updates reported to Area Committee.
AREA NORTH										
Locality Team Manager - Tim Cook										
Area Chairman - Cllr Derek Yeomans										
Area North Committee Allocation		57	79	42	37	0	0	136	T Cook	Updates reported to Area Committee.
AREA EAST										
Locality Team Manager - Tim Cook										
Area Chairman - Cllr Nick Weeks										
Land Acquisition in Waterside Rd, Wincanton	Feb 08	0	5	4	1	0	6	11	P Williams	Overall project due to complete in 18/19.
Enhancements to Waterside Rd, Wincanton	Feb 08	0	0	0	0	0	24	24	P Williams	Overall project due to complete in 18/19.
Area East Committee Allocation		7	86	31	55	0	0	93	P Williams	Updates reported to Area Committee.
AREA WEST										
Locality Team Manager - Tim Cook										
Area Chairman - Cllr Val Keitch										
Market Towns Visions	Feb 06	377	55	0	55	0	0	432	H Rutter	Latest MTIG initiative 'Digital High Streets' has been worked up with partners and is due to be launched.
Area West Committee Allocation		0	99	31	69	0	13	112	T Cook	Updates reported to Area Committee.
Total Communities		2,074	362	112	251	0	138	2,574		

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ENVIRONMENT										
ENVIRONMENTAL HEALTH										
Lead Specialist - Vicki Dawson										
Portfolio Holder - Cllr Val Keitch										
Disabled Facilities Grant	Feb 17	3,473	0	0	0	0	(138)	3,335	V Dawson	Spend dependant on referrals from SCC. Monitored throughout year to maximise spend against budget and will be looking at use of this budget to maximise prevention work next year.
Empty Property Grants	Feb 17	1,211	28	28	0	0	77	1,316	V Dawson	Some predicted projects did not progress so allocation carried forward.
Home Repairs Assistance	Feb 17	1,300	50	50	0	0	50	1,400	V Dawson	Spend on target.
HMO Grants	Feb 17	608	53	53	0	0	52	713	V Dawson	Spend on target.
Confidential Schemes	Jun 17	0	97	97	0	0	3,459	3,556	P Biggenden	Project progressed as per project plan. Regular updates given to project board overseeing it.
ENGINEERING AND PROPERTY SERVICES										
Commercial Land, Property & Development Manager - Caroline White										
Portfolio Holder - Cllr Henry Hobhouse										
Investment in Property	Jul 17	0	14,510	13,852	658	0	1,457	15,967	C White	Purchase of Investment Properties as per update report taken to DX in June 18.
Car Park Enhancements	Feb 17	138	97	69	28	0	0	235	C White	Enhancement works completed as originally estimated. Budget carried forward for works in 18/19.
New Car Parks	Feb 08	542	100	28	72	0	168	810	C White	Conversion works to Millers Garage, Crewkerne.
Capital Works to Councils Portfolio	Various	296	65	24	41	0	257	618	C White	£8k on CCTV at Petters and £16k on security for Stars Lane business units.
Gas Control System - Birchfield	Feb 13	128	20	2	18	0	467	615	C White	Consultancy services at Birchfield.
Transfer of Castle Cary Market House	Apr 16	22	23	(2)	25	0	0	45	C White	Transfer of Market House to CCTC yet to be made.
Yeovil Crematorium 5 Year Plan	Feb 16 2012/13	542	57	19	38	0	13	612	C White	Capital enhancements in line with 5 year capital programme (outside of main refurbishment).
Crem Clear Skies IT S/W		0	0	16	19	(3)	0	16	C White	Irrecoverable VAT has caused this slight overspend.
STREETSCENE										
Environment Services Manager - Chris Cooper										
Portfolio Holder - Cllr Jo Roundell Greene										
Access all Areas Footpaths on Open Spaces	Feb 16	116	11	0	11	0	0	127	S Fox	Reprofiled to 2018/19.
Purchase of Road Sweeper	Feb 17	0	51	51	0	0	94	145	C Cooper	One sweeper bought in year, a further 2 to be purchased in 2018/19.
Lufton Depot Artillery Rd - MOT Centre, Yeovil		0	6	23	(17)	0	0	6	C Cooper	Works progressing to open MOT station early in 2018/19.
Boston Class4/7 ATL MOT Package		0	0	0	0	0	0	0	C Cooper	Internally leased.
Total Environment		8,376	15,184	14,313	871	0	5,956	29,516		

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HEALTH & WELL-BEING										
ARTS AND ENTERTAINMENT										
Arts & Entertainment Venues Manager - Adam Burgen										
Portfolio Holder - Cllr Sylvia Seal										
Octagon Theatre Stage Dimmer Lighting, Yeovil	Feb 16	0	64	0	64	0	0	64	A Burgan	Work is now due to happen in the summer of 2018.
Westlands Entertainment Venue, Yeovil	Oct 15	1,968	73	529	(452)	(4)	(240)	1,801	A Burgan	Project is complete. Retention payment to building contractor EBC will be due in June 2018. Final retention grant payment of £14k from Sport England can be claimed in June 2018. Final calculations will be made next year.
Westlands Sports & Pavilion, Yeovil	Oct 15	546	(396)	(394)	(2)	0	0	150	J Hannis	
COMMUNITY HEALTH AND LEISURE										
Service Manager - Lynda Pincombe										
Portfolio Holder - Cllr Sylvia Seal										
Multi Use Games Area	Feb 08	310	46	50	(4)	0	24	380	R Parr	Bruton MUGA completed. Construction of Ilton MUGA almost completed.
Grants to Parishes with Play Area - Ilton	Feb 08	458	11	9	2	0	0	469	R Parr	Construction of Ilton MUGA almost completed.
Westlands Rec Grd Play & Youth Facility, Curry Rivel	S106	0	0	0	0	0	0	0	R Parr	Complete.
Grant to West Coker Recreation Ground Play Area	S106	0	0	6	(6)	0	0	0	R Parr	Complete.
Grant to Kingston View Play Area, Yeovil	Feb 15	12	1	1	0	0	0	13	R Parr	Complete.
Grant to Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	0	0	0	0	0	10	10	R Parr	Capital Award Issued and Accepted.
Grant to Youth Facilities	Qtr 3 14/15	0	5	0	5	0	0	5	R Parr	
Wyndham Park Play Area Equipment, Yeovil	S106	0	3	0	3	0	(3)	0	R Parr	Awaiting land adoptions.
Cuckoo Hill Play Area Equipment, Bruton	S106	0	0	0	0	0	0	0	R Parr	Complete.
Jarman Way, Chard - Play Area Equipment	S106	0	0	0	0	0	0	0	R Parr	Project group being formed.
Grass Royal Play Area	Feb 16	2	17	17	0	0	(10)	9	R Parr	Complete.
Snowden Park Play Area Equipment, Chard	S106	0	0	0	0	0	0	0	R Parr	Construction work starting in June 2018.
Harbin Fields, Yeovil - Play Area Equipment	S106	0	0	0	0	0	0	0	R Parr	Construction groundworks finished, play equipment installation expected in July/August 2018.
Canal Way, Ilminster Play Area Equipment	S106	0	0	0	0	0	0	0	R Parr	Design work expected to start in June 2018.
Old Kelways Play Area, Langport	S106	0	0	0	0	0	0	0	R Parr	Construction at advanced stage and expected to be completed in June 2018.
Flagship Play Area	Feb 18	0	0	0	0	0	142	142	R Parr	Tender documents drafted and expect to be issued in June 2018.
Donald Pither Memorial Ground	S106	0	0	0	0	0	0	0	R Parr	Capital Award Issued and Accepted.
Milford Adventure Park	S106	0	(17)	(16)	(1)	0	17	0	R Parr	Construction at advanced stage and expected to be completed in June/July 2018.
Riverside Park Planting Scheme	S106	0	0	0	0	0	0	0	R Whaites	Funded entirely by S106. Project ongoing for up to 9 years.
Grant to Henhayes Pavilion / Pitch Provision, Crewkerne	Feb 10	252	14	14	0	0	0	266	L Pincombe	Crewkerne Town Council are still exploring options to deliver new pitch provision within the town. No further work planned at present.

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Grant to Huish Episcopi Academy AGP	Mar 15	1	0	0	0	0	0	1	L Pincombe	Final Claim received and all available S106 money received has been paid to the Academy.
Grant to Westfield AGP, Curry Rivel	Feb 14	35	19	19	0	0	0	54	L Pincombe	Shared use agreement signed by both parties and final payment made to the Academy. Project therefore now complete.
Grant to Milborne Port Rec Changing Rooms	March 14	0	0	0	0	0	0	0	L Pincombe	Milborne Port Parish Council are relooking at options and feel that this remaining money would be best spent on the feasibility of new changing provision for football. A group has been established and is still exploring options.
Upgrade Joanna France Building	Feb 16	0	0	0	0	0	27	27	L Pincombe	The project is in the process of being re-engineered and further report to DX will be required in the next few months to approve project changes. Tenders for the proposed works are due back in the next quarter.
Grant to Henstridge PC - Pitches Improvements	Sep 16	0	0	0	0	0	0	0	L Pincombe	Complete.
Grant to Merriott PC - Play & Pitch Improvements	Nov 16	0	0	0	0	0	0	0	L Pincombe	Complete.
Dual Use Sport Centre Grants	Feb 05	258	0	0	0	0	5	263	L Pincombe	LP to check whether this was included in Huish Pool offer. Nicky aware
Wincanton Community Sports Centre 10 year plan	Sept 12	136	0	0	0	0	42	178	L Pincombe	A review of future spending priorities is currently being undertaken with the assistance of the property team.
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar 17	0	196	139	57	0	(106)	90	L Pincombe	Project nearing completion. Some further works to completed on the disabled changing and toilets as agreed with Sport England who are part funding.
Huish Episcopi Swimming Pool	Apr 16 /Aug 17	0	1	1	0	0	224	225	L Pincombe	First interim claim paid. Project progressing well despite some additional unexpected additional expenditure being incurred by the applicant needing to install a liner.
Grant to Ilminster Football Club	Aug 16	0	0	0	0	0	0	0	L Pincombe	Complete.
Grant to Ilminster Cricket Club	Aug 16	0	0	0	0	0	0	0	L Pincombe	Complete.
Grant to Bruton Comm Playing Pitches	Aug 16	0	0	7	(7)	0	0	0	L Pincombe	The £7k overspend is due to there not yet being an S106 transfer to fund this expense. This will happen in Q1 of 2018/19
Grant to Forton Community Association - Pavilion	Aug 16	0	0	0	0	0	0	0	L Pincombe	Complete.
Langport Memorial Ground New Changing Facilities	S106	0	0	0	0	0	0	0	L Pincombe	First payment towards design fees made. Scope of project now being considered along with funding options.
Forton Playing Pitches, Chard	S106	0	0	0	0	0	0	0	L Pincombe	Legal have been instructed by leisure and are progressing.
Babcary Playing Field	S106	0	0	0	0	0	0	0	L Pincombe	Further Claim expected shortly for disabled toilet improvements.
Total Health & Well-being		3,978	37	382	(341)	(4)	132	4,147		
Total Capital Programme		18,904	17,863	16,424	1,444	(4)	12,239	49,006		

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Reserve Schemes Approved in Principle

		2017/18 Est Spend £'000	Revised Future Est Spend £'000
Old Town Station	0	0	321
Yeovil Delivery Vehicle	0	0	108
Wyndham Park Community Facilities	Mar 17	0	400
Market Towns Vision	Feb 06	0	300
Investment in Land, Property & Renewables	0	0	59,033
Affordable Housing - Unallocated	Feb 2014	0	995
Affordable Housing - Rural Contingency Fund	Sep 16	0	500
Investment in Market Housing	Feb 15	0	1,931
ICT Replacement	0	0	277
Transformation	March 16	0	709
Contingency for Plant Failure	0	0	199
Home Farm, Somerton	0	0	98
Lufton 2000, Yeovil - All Phases	April 1999	0	(1,166)
Yeovil Rec (Synthetic Grass Pitch and Pitch & Putt)	Feb 07	0	12
Sports Zone - Inc S106	Feb 2008	0	(50)
Gypsy Traveller Acquisition Fund	Feb 2009	0	50
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	Sept 2009	0	0
Infrastructure & Park Homes Contingency	Sept 2009	0	54
		0	63,771

Area Reserve Schemes Awaiting Allocation

	2017/18 Est Spend £'000	Revised Future Est Spend £'000
North	0	189
South	0	236
East	0	45
West	0	82
Total	0	552

	2017/18 Est Spend £'000	Actual Spend to 43,190 £'000	2017/18 Remaining Budget £'000	Revised Future Est Spend £'000
Capital Programme	17,863	16,424	1,444	12,239
Contingent Liabilities and Reserve Schemes	0		0	64,323
Total Programme to be Financed	17,863	16,424	1,444	76,562

Agenda Item 11

Revenue Budget Outturn Report for 2017/18

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Netta Meadows, Strategy and Support Services
S151 Officer: Paul Fitzgerald, Section 151 Officer
Lead Specialist: Nicola Hix, Lead Specialist - Finance
Contact Details: Nicola.hix@southsomerset.gov.uk or (01935) 462612

Purpose of Report

1. To inform Members of the actual spend against budgets for the 2017/18 financial year.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2018.

Public Interest

3. The Council is accountable to the public for its financial performance, and this report demonstrates the financial management performance for the last financial year (2017/18), describing larger differences between planned and actual net spending during the year, and summarises the end of year position for reserves and balances.

Recommendations

4. The District Executive is recommended to:
 - (a) Note the net spending for the year of £17,318,942, an underspend of £663,318 (3.7%) compared to final budget, and explanations of variances from budget holders for the 2017/18 financial year as shown in paragraphs 7-10;
 - (b) Approve budget carry forwards of £118,648 into the 2018/19 budgets (as shown in Appendix B);
 - (c) Approve the transfer of £646,103 to the Transformation Reserve as detailed in paragraph 18;
 - (d) Approve individual service overspends are funded from general balances and the net underspend of £544,670 after carry forwards is returned to general balances;
 - (e) Note the use of the specific reserves in paragraph 26 and the transfers to and from balances outlined in the General Fund table paragraph 28;
 - (f) Note the position of the Area Committee balances in paragraph 31;
 - (g) Approve the virements in paragraph 36 and note the virements in Appendix F.

Background

5. Full Council approved the original 2017/18 budget in February 2017. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder who is managing only items within their control.

6. District Executive has received regular budget monitoring reports throughout the year that have highlighted variances from budgets and comments from the budget holder.

Summary of Revenue Outturn Position

7. Overall the outturn position for the year shows a large underspend. This is mainly attributable to surplus income, as a result of new actions and approaches since the budget was set back in February 2017. Such as:
- Government decision to increase planning fees which was not predicted at the time the budget was set;
 - Implementation of the commercial strategy during the year and the achievement of income surpluses;
 - Updated approach to treasury, taking more of the longer term investments – resulting in an increase in yield in line with financial strategy agreed in September;
 - Government grants for Revenues and Benefits that were not in place when budget was set.
8. The table below shows a summary by Directorate of the revenue outturn position. It shows the overall outturn for SSDC Services in 2017/18 was £663,318 underspent (or 3.7%).

Table 1 – Revenue Budget Outturn 2017/18

Service	Original Budget £'000	/Movement During the Year £'000	Final Budget £'000	Actual Spend £'000	Variation on Spend £'000	Variation on Spend after Carry Forwards
Chief Executive	842.3	577.2	1,419.5	1,974.1	554.6	554.6
Support Services	5,447.5	-102.5	5,345.0	4,799.2	-545.8	-522.9
Communities	1,258.3	23.3	1,281.6	1,172.7	-108.9	-38.2
Service Delivery	2,669.5	-112.2	2,557.3	1,853.2	-704.1	-679.1
Commercial Services & Income Generation	7,161.6	217.2	7,378.8	7,519.7	140.9	140.9
Total	17,379.2	603.0	17,982.2	17,318.9	-663.3	-544.7

(Negative figures = income / reduction in budget, positive figures = costs)

9. Managers have been asked to provide an explanation of the variance on their service, giving reasons for the overall under- or overspend. Appendix A to this report sets out the detail of the outturn position on Council spending and the carry forwards requested under the financial procedure rules.
10. The Services with significant variations (over £100,000) after carry forwards are as follows:

Table 2 – Significant Differences Between Outturn and Budget

Service	Service Manager	Variance £'000		Budget Holders' Comments
Transformation (Funding transferred to reserves)	Alex Parmley	646.1	A	The current projection is that the forecast costs of the project remain on track with the agreed budget. However, as recommended for approval in this report, it is proposed to transfer £646k to the Transformation Reserve to close the funding gap (previously reported) and provide a contingency for transitional costs.

Service	Service Manager	Variance £'000		Budget Holders' Comments
Horticulture, Grounds Maintenance and Street Cleaning	Chris Cooper	-116.1	F	Income continues to increase as the team focuses on commercial opportunities across all aspects of the service.
Commercial Land and Property	Caroline White	-153.7	F	Rental income from Commercial Properties acquired during 2017/18 in line with new commercial strategy. Note: a full report on the financial performance of the Council's commercial investment activity was provided to District Executive in June 2018.
Finance	Nicola Hix	-172.1	F	Includes increase in treasury investment income savings from vacant posts within the team.
Waste Collection	Chris Cooper	-192.4	F	Garden waste and special waste collections income has increased..
Development Control	Simon Fox	-302.5	F	Additional planning fees received reflecting demand for service together with the 20% increase in statutory fees from January 2017, and savings through vacant posts within the team.
Revenues & Benefits	Ian Potter	-366.2	F	Housing Benefit & Discretionary Housing Payments being below estimate for year and subsidy payments received from DWP. Bad debt provision released due to improved collection of subsidised HB overpayments.

F = Favourable (underspent and/or income surplus), A = Adverse (overspent and/or income shortfall)

Delivery of Savings

11. As part of budget outturn it is important to monitor that savings proposed in the 2017/18 budget setting exercise are being delivered. The achievement of the targets for South Somerset District Council (SSDC) are shown in the table below;

Table 3 – Savings Delivery Performance

Year	Target £'000	Actual £'000	Excess/ Shortfall £'000
2017/18	950	1,016	-66

(Negative figures = excess, positive figures = shortfall)

12. Appendix E to this report details the progress of all savings that were taken in the 2017/18 budget setting process. This shows a large part of the target for 2017/18 was for the initial phased of implementation of the Transformation programme, which has been delivered through Leadership changes, vacancies held in 2017/18 and Phase 1 implementation from January 2018.

Carry Forwards

13. In the Financial Procedure Rules, Managers can request that specific underspends (within a minimum of £5,000 for any specific purpose) may be carried forward to the following year. However, those rules also state that District Executive may waive this depending on corporate need.

14. The accounting rules require that grants need to be accounted for in the year they are actually paid/received and not when committed. Therefore, the carry forward on the grant budgets reflects the commitments to pay grants that have been made by the various committees.

15. Specific carry forward requests amounting to £118,648 are shown in Appendix B and the Executive is recommended to approve these. This would effectively result in a net underspend after carry forwards of £544,670.
16. Under the Council's Financial Procedure Rules, District Executive can approve an overspend of a maximum of £25,000 to be carried forward into the following year unless District Executive agree that they are funded from General Balances. The service areas that would need to carry the overspend forward would have difficulty finding savings to compensate and, in considering also the fact the overall outturn is below budget, it is recommended that no overspends are carried forward to individual services in 2018/19 on this occasion.

Proposed Allocation to Transformation Reserve

17. In April 2017 the Council approved an update to the Transformation Programme which included the potential for greater up-front investment and leading to greater ongoing savings. With the report it was identified and noted that a further £1.1m in funding was to be identified from underspend and future financial planning via the Medium Term Financial Plan.
18. As previously reported, good progress has been made in contributing towards this target, but this has still not been fully met. Therefore, it is recommended that £246,103 is transferred to the Transformation Reserve to cover the residual balance of funding required to meet the approved budget. In addition it is also recommended that a further £400,000 is transferred from in-year underspends in 2017/18 to the Transformation Reserve to provide a contingency for transition costs. This provides a managed approach to mitigating both financial and business continuity risk during this major programme of change for the organisation and its service delivery to customers. The budget figures shown in paragraph 7 above, Summary of Revenue Outturn Position, reflect these transfers on the proviso this transfer is agreed by the Executive through this report.

Council Tax Scheme

19. The Council Tax Support Scheme (CTS) provides a local policy to discount council tax bills for working-age claimants that seeks to support households with lower earnings whilst incentivising work. The Council set a budget for 2017/18 of £8.556 million for annual discounts within the Collection Fund. Of this sum, £8.428 million was allocated for the year, therefore only marginally below the budget estimate. The cost of CTS is allocated through the Council Tax Collection Fund and is shared between the preceptors in proportion to their relative shares of council tax due for the year. For information, the budget for 2018/19 is £8.410 million.
20. A Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of the year SSDC had received 106 requests for hardship relief of which 90 were successful. The amount awarded by the end of the financial year was £14,904.
21. The in-year collection rate for Council Tax was 97.80% for 2017/18 compared to 97.73% for the previous year. In addition to this we collected £2.389 million of previous years' arrears.

Non Domestic Rates

22. The in-year collection rate for Non Domestic Rates was 97.87% for 2017/18 compared to 98.00% for the previous year. In addition to this we collected £1.081 million of previous years' arrears.

23. Non Domestic Rates income that we collect is distributed between Government, SSDC, the County Council, and Fire and Rescue Authority under the Business Rates Retention funding system.

Reserves, Balances and Contingency

24. In addition to the funds available in the Revenue Budget, the Council also holds funds in reserves and balances.

25. **Reserves** are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset District Council elections that occur every four years. The complete list of specific Reserves and the current balance on each one is provided at Appendix D.

26. The table below shows all transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules during the last quarter. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Table 4 – Reserves Movements and Balances

Reserve	Balance at 01/01/17 £	Transfers In/ Out £	Balance at 31/03/18 £	Reason for Transfer
Capital Reserve	-1,253,693	-20,243	-1,273,936	Release of Capital Contributions to fund capital schemes in 17/18 £294,679 Repayment of Solar PV -£4,743 Repayment of Westland's loan - £62,170 Revenue Contributions to Capital Outlay :- Mower -£12,095 MOT Station -£46,145 Westlands -£37,906 Changing Rooms -£50,000 Crematorium Refurbishment -£101,863
Cremator Replacement Reserve	-650,831	101,863	-548,968	Funding for Crematorium Refurbishment project
Internal Borrowing Repayments	-57,254	-1,379	-58,633	Repayments for horticultural vehicles
Elections Reserve	-149,348	-40,220	-189,568	Annual top up of funding accumulated to meet district election costs
Risk Management Reserve	-11,153	11,153	0	Release of reserves to general balances agreed at Full Council February 2018
Yeovil Athletic Track Fund	-137,758	-12,930	-150,688	Revenue 17/18 top up of fund
Planning Delivery Reserve	-25,982	10,000	-15,982	Release of reserves to general balances agreed at Full Council February 2018

Reserve	Balance at 01/01/17 £	Transfers In/ Out £	Balance at 31/03/18 £	Reason for Transfer
Bristol to Weymouth Rail Reserve	-11,064	-14,970	-26,034	Funding partnership spend in 17/18
LABGI Reserve	-14,018	139	-13,879	Funding of The Hive at YIC
Yeovil Vision Reserve	-120,474	-1,900	-122,374	Remaining budget moved to reserve
IT Replacement Reserve	-17,160	7,160	-10,000	Release of reserves to general balances agreed at Full Council February 2018
Insurance Fund	-52,872	2,610	-50,262	Payment to replace stolen tools
Transformation Reserve	-634,871	-1,630,560	-2,265,431	Transfers to fund Transformation Programme costs during 2017/18 £1,336,660 Transfers in to fund Transformation Programme during 2018/19 - £2,976,220
Revenue Grants Reserve	-843,566	55,282	-788,284	Release of grants for expenditure in 2017/18 totalling £51,596 Additional grants received in advance for 2017/18 and future years - £131,809 Release of reserves to general balances agreed at Full Council February 2018 £135,495
MTFP Support Fund	-6,623,550	611,914	-6,011,636	New Homes Bonus not used to support 2017/18 budget -£896,086 Funding for Transformation Programme transferred to Transformation Reserve £1,508,000
Council Tax/Housing Benefits Reserve	-776,395	150,969	-625,426	Additional Revenue and Benefits grants received in 17/18 -£150,067 Release of reserves to general balances agreed at Full Council February 2018 £301,036
Closed Churchyards	-11,404	12,928	1,524	Additional contributions towards future work in closed churchyards
Deposit Guarantee Claims Reserve	-6,307	1,792	-4,515	Release of reserves to general balances agreed at Full Council February 2018 £3,000 Reduction in bad debt provision - £1,208
LSP Reserve	-24,004	16,000	-8,004	Release of funding to revenue
Artificial Grass Pitch Reserve	-95,008	-12,922	-107,930	Revenue 17/18 top up of fund
Business Support scheme	-148,507	9,271	-139,236	Release of funding to revenue
Infrastructure Reserve	-862,915	60,343	-802,572	Transfer to Yeovil Refresh and Chard Regeneration projects

Reserve	Balance at 01/01/17 £	Transfers In/ Out £	Balance at 31/03/18 £	Reason for Transfer
NNDR Volatility Reserve	-1,309,097	-2,645,888	-3,954,985	NNDR collection fund adjustment at year end, reflecting surplus income over budget estimates and grant received in 2017/18 or Collection Fund costs that will be charged to the Budget in 2018/19.
Ticket Levy Reserve	-80,146	45,374	-34,722	Release of ticket levy funds
Waste Reserve	-230,065	15,299	-214,766	Spend by Somerset Waste Partnership on procurement
Community Housing Fund	-221,440	10,227	-211,213	Release of funding to revenue

(Negative figures = income / balance available, positive figures = costs / use of funds available)

27. One of the recommendations from the Corporate Peer Challenge and Review, undertaken in March 2017, was for the Council to review earmarked reserves in order to identify possible “quick wins” in support of the Council’s financial sustainability. The review of the reserves involved requesting clarification from relevant budget holders of the planned use of the reserved funds and when this is likely to be needed. The outcome was £467,844 being transferred from a number of reserves to the Transformation Reserve to assist in finding just under half of the funding shortfall of £956,000 for this project.

28. **General Fund Balance** represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported.

Table 5 – General Fund Balance

General Fund Balances	£'000
Balance at 1 April 2017	-5,078
Support for 2017/18 budget	402
2017/18 Carry forwards	246
Funding for Property Review	30
Recommended 2016/17 new underspend to transformation Reserve	144
Utilisation of general fund for transformation	231
Deferred Pension Contribution from Reserve	324
Area North Reserve for Langport Cycle Path	3
Underspend on Revenue Budget at out-turn for 2017/18	-663
General Fund Balance at 31st March 2018	-4,361
Area Balances	119
Economic Development	2
Commitments	78
Unallocated General Fund Balance at 31st March 2018	-4,162
Recommended carry forwards (appendix B) if approved	119
Final Unallocated General Fund Balance	-4,043

(Negative figures = Balances held and transfers in, positive figures = transfers from balances / funding allocations)

29. Within the Financial Strategy the current assessment for a minimum balance to be maintained in the General Fund Balance is in the range £2.8m to £3.1m. The current

balance is therefore comfortably above this minimum which provides added financial resilience if needed to meet unplanned costs in future.

30. A memorandum account has now been set up to record Building Control surpluses and deficits on the chargeable work. On a rolling three year basis, taking into account the below the line costs, Building Control has made a surplus of £39,066.

Area and Group Balances

31. Each Area Committee has balances of funds that can be used during the year based on accumulated budget allocations set aside but not yet spent. The table below summarised the movement and balances for each area for 2017/18 financial year:

Table 6 – Area Balances

	Area East £	Area North £	Area West £	Area South £	Total £
Position at start of financial year	-49,190	-26,600	-46,220	0	-122,010
Allocations to/from reserve during year	0	2,700	0	0	2,700
Position at end of financial year	-49,190	-23,900	-46,220	0	-119,310
Less commitments not yet spent	45,730	10,000	46,220*	0	101,950
Unallocated balance available	-3,460	-13,900	0*	0	17,360

(Negative figures = income / balance available, positive figures = costs / use of funds available)

32. The table shows that overall balances have only reduced in Area North during the year. There remains an overall uncommitted balance of £17,360. Allocations of the Area Reserves are detailed in Appendix C.

*Note, Area West uncommitted all its commitments at its meeting in April 2018.

Efficiency Plan and Flexible Use of capital Receipts

33. In October 2016 the Council approved an Efficiency Plan for the period 2016/17 to 2019/20. This was a pre-requisite to taking up the 'offer' of a multiyear funding settlement from Government for the same period. Within the Efficiency Plan the Council has taken advantage of the temporary flexible use of capital receipts to fund revenue costs of transformation.

34. The table below shows the capital receipts target within the Efficiency Plan and receipts identified to date. This shows the need to find a further £296k through future property disposals, which should be achievable through the land and property review currently underway. The capital receipts already identified are currently held in a capital receipts reserve and have not been used during 2017/18.

Table 7 – Flexible Use of Capital Receipts

	2016/17 £	2017/18 £	2018/19 £	Total £
Original Target	100,000	200,000	200,000	500,000
Actual to Date	99,000	105,000	n/a	204,000
			Further asset sales income required	296,000

35. Whilst this does not directly affect the outturn performance against budget for the year, it is helpful to track progress against the funding target as any shortfall would need to be covered from other revenue resources such as using general reserves or reprioritising

earmarked reserves if the total costs of transformation reach the total budget allocated to the programme.

Budget Transfers (“Virements”)

36. Under the Financial Procedure Rules, providing that the Section 151 Officer has been notified in advance, Directors and Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Managers can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix F for District Executive to note and have been approved during the last quarter by the Section 151 Officer. Those requiring District Executive approval are detailed in the table below.

Table 8 – Virements Requiring District Executive Approval

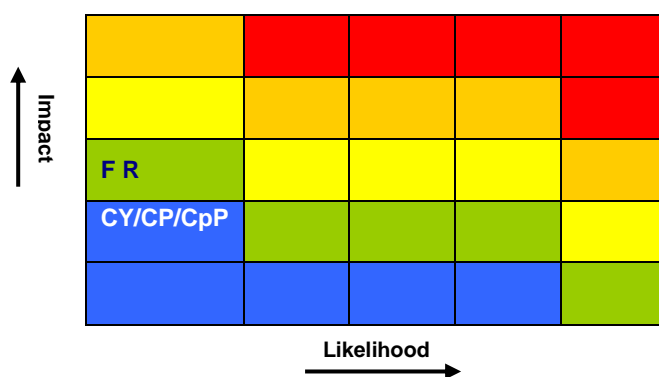
Amount £	From	To	Details
50,000	Economic Development	Commercial Land & Property	Transfer of Valuer Salary budget
30,000	Technical Services	Property Services	Transfer of wages budget for casual building surveyor

Stock Write Offs

37. Under the Financial Procedure Rules any adjustments to stock or stores accounts exceeding £1,000 shall be reported to Committee. Following stock checks on the 31st March 2018 no adjustments exceeding £1,000 has been written off of stock values.

Risk Matrix

38. The risk matrix below represents the risk assessment of the financial health of the Council based on performance during 2017/18 and the end of year balances position.



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

Background Papers

Appendix A - District Executive detailed budgets out turn position 2017/18

Appendix B – Carry forwards 2017/18

Appendix C - Area Reserves
Appendix D - Usable Reserves
Appendix E - Major Efficiency Savings 2017/18
Appendix F - Virements for Noting Quarter 4 2017/18

2017-18 Budget Detail

APPENDIX A

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
MANAGEMENT BOARD	Expenditure	981,400	897,643	-83,757		0	-83,757	Staff costs underspent due to transformation
Portfolio Holder : Cllr Ric Pallister	Income	0	-433	-433		0	-433	
	TOTAL	981,400	897,210	-84,190	0	0	-84,190	
TOTAL STRATEGIC MANAGEMENT	Expenditure	981,400	897,643	-83,757	0	0	-83,757	
	Income	0	-433	-433	0	0	-433	
	TOTAL	981,400	897,210	-84,190	0	0	-84,190	
TRANSFORMATION								
Chief Executive : Alex Parmley								
TRANSFORMATION	Expenditure	2,122,920	2,769,035	646,115		0	646,115	Transfers to reserves for Transformation project created an overspend against individual line to come out of the Council's overall underspend for the year.
Portfolio Holder : Cllr Ric Pallister	Income	-1,798,920	-1,798,932	-12		0	-12	
	TOTAL	324,000	970,103	646,103	0	0	646,103	
TOTAL TRANSFORMATION	Expenditure	2,122,920	2,769,035	646,115	0	0	646,115	
	Income	-1,798,920	-1,798,932	-12	0	0	-12	
	TOTAL	324,000	970,103	646,103	0	0	646,103	
POLICY AND PERFORMANCE								
Service Manager : Charlotte Jones								
POLICY & PERFORMANCE	Expenditure	114,080	106,777	-7,303		0	-7,303	The underspend is due to staff changes during the year
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0		0	0	
	TOTAL	114,080	106,777	-7,303	0	0	-7,303	
TOTAL POLICY AND PERFORMANCE	Expenditure	114,080	106,777	-7,303	0	0	-7,303	
	Income	0	0	0	0	0	0	
	TOTAL	114,080	106,777	-7,303	0	0	-7,303	
TOTAL CHIEF EXECUTIVE	Expenditure	3,218,400	3,773,455	555,055	0	0	555,055	
	Income	-1,798,920	-1,799,365	-445	0	0	-445	
	TOTAL	1,419,480	1,974,090	554,610	0	0	554,610	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
FINANCIAL SERVICES								
Service Manager : Nicola Hix								
AUDIT	Expenditure	95,540	94,141	-1,399		0	-1,399	Audit fees have come in slightly under budget.
Portfolio Holder : Cllr Peter Seib	Income	0	0	0		0	0	
	TOTAL	95,540	94,141	-1,399	0	0	-1,399	
CORPORATE COSTS	Expenditure	2,300,710	2,299,377	-1,333		0	-1,333	Canteen - Income was £23K short, however overall overspend was £7.8K due to reductions on spend budget of £22.5K.
Portfolio Holder : Cllr Peter Seib	Income	-866,620	-888,734	-22,114		0	-22,114	Insurance - once again the self insurance fund did not need topping up adding a saving of £5K.
	TOTAL	1,434,090	1,410,643	-23,447	0	0	-23,447	Corporate costs - an additional £28K of salaries could be capitalised but this was offset by other payroll savings that were not found. Advertising income did not meet its target of £15K. Additional income of £15k has been received from a PWLB loan discount. Additional income from the Crematorium of £50K.
FINANCIAL SERVICES	Expenditure	696,340	677,321	-19,019		0	-19,019	The main underspend is due to vacant posts although this has been reduced by additional agency and overtime costs. This has been reduced once again by increased costs associated with asset valuations.
Portfolio Holder : Cllr Peter Seib	Income	-20,330	-25,937	-5,607		0	-5,607	
	TOTAL	676,010	651,384	-24,626	0	0	-24,626	
TREASURY MANAGEMENT	Expenditure	60,970	68,215	7,245		0	7,245	The overachievement of income is from extending the maturity profile on our investments to achieve rates above 0.25% and again the Property fund averaging a yield of 5.16%. Also, the interest on the loan to the Somerset Waste Partnership contributed towards this.
Portfolio Holder : Cllr Peter Seib	Income	-477,820	-607,681	-129,861		0	-129,861	
	TOTAL	-416,850	-539,466	-122,616	0	0	-122,616	
TOTAL FINANCIAL SERVICES	Expenditure	3,153,560	3,139,054	-14,506	0	0	-14,506	
	Income	-1,364,770	-1,522,352	-157,582	0	0	-157,582	
	TOTAL	1,788,790	1,616,702	-172,088	0	0	-172,088	
ICT SERVICES								
Service Manager : David Chubb								
INFORMATION SYSTEMS	Expenditure	1,023,460	963,412	-60,048		0	-60,048	Underspend is due to a reduction in software maintenance costs as a result of the Transformation Programme.
Portfolio Holder : Cllr Henry Hobhouse	Income	-16,770	-15,527	1,243		0	1,243	
	TOTAL	1,006,690	947,885	-58,805	0	0	-58,805	
TOTAL INFORMATION SYSTEMS	Expenditure	1,023,460	963,412	-60,048	0	0	-60,048	
	Income	-16,770	-15,527	1,243	0	0	1,243	
	TOTAL	1,006,690	947,885	-58,805	0	0	-58,805	
PROCUREMENT AND RISK MANAGEMENT								
Service Manager : Netta Meadows								
PROCUREMENT AND RISK MANAGEMENT	Expenditure	157,470	131,130	-26,340		0	-26,340	Underspend on pay due to vacant post.
Portfolio Holder : Cllr Peter Seib	Income	-19,390	-930	18,460		0	18,460	
	TOTAL	138,080	130,200	-7,880	0	0	-7,880	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	157,470	131,130	-26,340	0	0	-26,340	
	Income	-19,390	-930	18,460	0	0	18,460	
	TOTAL	138,080	130,200	-7,880	0	0	-7,880	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
REVENUES AND BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS	Expenditure	1,850,300	1,847,049	-3,251		0	-3,251	There is a small underspend of £25k - electronic bank charges, enforcement agent and court costs were all below budget for the year.
Portfolio Holder : Cllr Peter Seib	Income	-512,480	-534,231	-21,751		0	-21,751	
	TOTAL	1,337,820	1,312,818	-25,002	0	0	-25,002	
HOUSING BENEFIT SUBSIDY	Expenditure	38,263,150	36,924,402	-1,338,748		0	-1,338,748	There is an underspend due to total awards of Housing Benefit and Discretionary Housing Payments being below estimates for the year and subsidy payments received from DWP. The subsidy claim will be audited in the Autumn 2018 and any overpaid subsidy will need to be returned to DWP.
Portfolio Holder : Cllr Peter Seib	Income	-38,910,610	-37,913,067	997,543		0	997,543	
	TOTAL	-647,460	-988,665	-341,205	0	0	-341,205	
TOTAL REVENUES AND BENEFITS	Expenditure	40,113,450	38,771,451	-1,341,999	0	0	-1,341,999	
	Income	-39,423,090	-38,447,298	975,792	0	0	975,792	
	TOTAL	690,360	324,153	-366,207	0	0	-366,207	
OPERATIONS AND CUSTOMER FOCUS								
Service Manager : Sharon Jones								
CUSTOMER SERVICES	Expenditure	488,550	438,231	-50,319	15,000	15,000	-35,319	Underspend on salaries is due to not recruiting to vacant posts, some of the underspend has been used to fund additional hours for current staff and will continue to do so for 2018/19 to help cover this gap. Training budget has not been used, but will be used in 2018/19 when upskilling members of the team to assist customer in the shift to using our digital channels.
Portfolio Holder : Cllr Ric Pallister	Income	0	-13,438	-13,438		0	-13,438	
	TOTAL	488,550	424,793	-63,757	15,000	15,000	-48,757	
RESOLUTION AND PRINTING	Expenditure	73,160	75,555	2,395		0	2,395	
Portfolio Holder : Cllr Ric Pallister	Income	-94,080	-56,204	37,876		0	37,876	
	TOTAL	-20,920	19,351	40,271	0	0	40,271	
TOTAL OPERATIONS AND CUSTOMER FOCUS	Expenditure	561,710	513,786	-47,924	15,000	15,000	-32,924	
	Income	-94,080	-69,642	24,438	0	0	24,438	
	TOTAL	467,630	444,144	-23,486	15,000	15,000	-8,486	
DEMOCRATIC SERVICES								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	977,420	1,031,066	53,646	7,961	7,961	61,607	Small underspends on a number of budgets including Members Training and travelling allowances have resulted in a budget underspend
Portfolio Holder : Cllr Val Keitch	Income	-9,420	-66,515	-57,095		0	-57,095	
	TOTAL	968,000	964,551	-3,449	7,961	7,961	4,512	
TOTAL DEMOCRATIC & SUPPORT SERVICES	Expenditure	977,420	1,031,066	53,646	7,961	7,961	61,607	
	Income	-9,420	-66,515	-57,095	0	0	-57,095	
	TOTAL	968,000	964,551	-3,449	7,961	7,961	4,512	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LEGAL SERVICES								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	397,170	399,301	2,131		0	2,131	Expenditure on nominal books and publications is over budget, due largely to the hard copy updates we need for the legal encyclopaedias and over which we have no control in terms of numbers and frequency. Expenditure on nominal consultants & professionals is under budget. Locum solicitor in post from February for a period of 6 months, which has increased expenditure on staff costs.
Portfolio Holder : Cllr Peter Seib	Income	-73,880	-7,676	66,204		0	66,204	
	TOTAL	323,290	391,625	68,335	0	0	68,335	Income is under budget, largely due to a significant reduction in s106 legal agreement work since the introduction of CIL.
LAND CHARGES	Expenditure	99,160	72,706	-26,454		0	-26,454	The County Council have reduced the amount they charge for search information resulting in the consultant & professional fees budget being underspent. This combined with a slight reduction in search numbers has meant that income is less than budgeted, but we have no control over search numbers.
Portfolio Holder : Cllr Peter Seib	Income	-453,110	-420,356	32,754		0	32,754	
	TOTAL	-353,950	-347,650	6,300	0	0	6,300	
RIGHTS OF WAY	Expenditure	47,830	45,631	-2,199		0	-2,199	Due to a retirement there is an ongoing salary saving. Income is significantly below target: the processing of diversion orders was taken on temporarily by one the of the Legal Specialists and although progress is being made, it has to be in addition to all their other work, so no matters have completed in this financial year. This is an area of work that is likely to be re-assigned in due course, which should allow better focus on the work and, consequently, more income.
Portfolio Holder : Cllr Peter Seib	Income	-50,960	-34,614	16,346		0	16,346	
	TOTAL	-3,130	11,017	14,147	0	0	14,147	
TOTAL LEGAL SERVICES	Expenditure	544,160	517,638	-26,522	0	0	-26,522	
	Income	-577,950	-462,646	115,304	0	0	115,304	
	TOTAL	-33,790	54,992	88,782	0	0	88,782	
FRAUD AND DATA MANAGEMENT								
Service Manager : Angela Watson								
FRAUD AND DATA MANAGEMENT	Expenditure	58,400	40,763	-17,637		0	-17,637	There has been an underspend on the consultant fee budget
Portfolio Holder : Cllr Peter Seib	Income	0	0	0		0	0	
	TOTAL	58,400	40,763	-17,637	0	0	-17,637	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	58,400	40,763	-17,637	0	0	-17,637	
	Income	0	0	0	0	0	0	
	TOTAL	58,400	40,763	-17,637	0	0	-17,637	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HUMAN RESOURCES								
Service Manager : Netta Meadows								
HUMAN RESOURCES	Expenditure	273,730	293,173	19,443		0	19,443	Overspend largely relates to payment for HR software to Midland, and additional expenditure through consultants and professional fees.
Portfolio Holder : Cllr Ric Pallister	Income	-12,870	-17,365	-4,495		0	-4,495	
	TOTAL	260,860	275,808	14,948	0	0	14,948	
TOTAL HUMAN RESOURCES	Expenditure	273,730	293,173	19,443	0	0	19,443	
	Income	-12,870	-17,365	-4,495	0	0	-4,495	
	TOTAL	260,860	275,808	14,948	0	0	14,948	
TOTAL DIRECTOR OF SUPPORT SERVICES	Expenditure	46,863,360	45,401,473	-1,461,887	22,961	22,961	-1,438,926	
	Income	-41,518,340	-40,602,275	916,065	0	0	916,065	
	TOTAL	5,345,020	4,799,198	-545,822	22,961	22,961	-522,861	
ECONOMIC DEVELOPMENT								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	693,570	939,349	245,779		0	245,779	Small savings within economic development team. Increased expenditure here relates to the commercial investment schemes that were previously set up under this section of monitoring. This has now been moved for 18/19 and is a separate heading in the monitoring report going forward.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	-764,050	-1,139,425	-375,375		0	-375,375	
	TOTAL	-70,480	-200,076	-129,596	0	0	-129,596	
TOURISM	Expenditure	202,120	141,182	-60,938		0	-60,938	Underspend on salary budget due to vacant supervisory post being held over until outcome of transformation is known. Part of work being covered by ED team
Portfolio Holder : Cllr Derek Yeomans	Income	-83,550	-58,311	25,239		0	25,239	
	TOTAL	118,570	82,871	-35,699	0	0	-35,699	
HERITAGE	Expenditure	60,250	40,948	-19,302		0	-19,302	Underspend on salary budget due to vacant supervisory post being held over until outcome of transformation is known. Part of work being covered by ED team
Portfolio Holder : Cllr Nick Weeks	Income	-3,120	-2,166	954		0	954	
	TOTAL	57,130	38,782	-18,348	0	0	-18,348	
TOTAL ECONOMIC DEVELOPMENT	Expenditure	955,940	1,121,479	165,539	0	0	165,539	
	Income	-850,720	-1,199,902	-349,182	0	0	-349,182	
	TOTAL	105,220	-78,423	-183,643	0	0	-183,643	
DEVELOPMENT CONTROL								
Service Manager : Simon Fox								
DEVELOPMENT CONTROL	Expenditure	1,411,160	1,399,709	-11,451		0	-11,451	Planning fee income has exceeded the budgeted amount by £300k.
Portfolio Holder : Cllr Angie Singleton	Income	-1,271,950	-1,563,002	-291,052		0	-291,052	
	TOTAL	139,210	-163,293	-302,503	0	0	-302,503	
TOTAL DEVELOPMENT CONTROL	Expenditure	1,411,160	1,399,709	-11,451	0	0	-11,451	
	Income	-1,271,950	-1,563,002	-291,052	0	0	-291,052	
	TOTAL	139,210	-163,293	-302,503	0	0	-302,503	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
SPATIAL POLICY								
Service Manager : Jo Wilkins								
PLANNING POLICY	Expenditure	381,870	352,523	-29,347		0	-29,347	Recruited agency staff to cover staff vacancies and to enable continued progress on Local Plan Review. Additionally, no consultancy costs were identified for the year. Printing and postal expenditure over budget due to costs associated with Local Review Issues and Options consultation.
Portfolio Holder : Cllr Angie Singleton	Income	-98,830	-97,231	1,599		0	1,599	
	TOTAL	283,040	255,292	-27,748	0	0	-27,748	
TRANSPORT	Expenditure	41,200	39,996	-1,204		0	-1,204	Small underspend within budget for the year.
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0		0	0	
	TOTAL	41,200	39,996	-1,204	0	0	-1,204	
TOTAL SPATIAL POLICY	Expenditure	423,070	392,519	-30,551	0	0	-30,551	
	Income	-98,830	-97,231	1,599	0	0	1,599	
	TOTAL	324,240	295,288	-28,952	0	0	-28,952	
STRATEGIC HOUSING								
Service Manager : Colin McDonald								
STRATEGIC HOUSING	Expenditure	335,730	453,707	117,977		0	117,977	The budget for homeless housing schemes is overspent, this has been offset by an underspend on the budget in the Housing and Welfare area.
Portfolio Holder : Cllr Ric Pallister	Income	-138,910	-183,052	-44,142		0	-44,142	
	TOTAL	196,820	270,655	73,835	0	0	73,835	
TOTAL STRATEGIC HOUSING	Expenditure	335,730	453,707	117,977	0	0	117,977	
	Income	-138,910	-183,052	-44,142	0	0	-44,142	
	TOTAL	196,820	270,655	73,835	0	0	73,835	
ENVIRONMENTAL HEALTH								
Service Manager : Vicki Dawson								
HOUSING STANDARDS	Expenditure	229,030	181,627	-47,403		0	-47,403	Underspend on pay due to vacancies being held pending transformation
Portfolio Holder : Cllr Val Keitch	Income	-67,450	-79,326	-11,876		0	-11,876	
	TOTAL	161,580	102,301	-59,279	0	0	-59,279	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTIO	Expenditure	815,340	770,386	-44,954		0	-44,954	The underspend is due to a combination of factors including changes in working practices, partly down to transformation, reduced travel due to some long term sickness, no significant purchase or maintenance of equipment in the last financial year and the cancellation of a subscription
Portfolio Holder : Cllr Val Keitch	Income	-71,660	-57,005	14,655		0	14,655	
	TOTAL	743,680	713,381	-30,299	0	0	-30,299	
ENFORCEMENT	Expenditure	94,010	86,022	-7,988		0	-7,988	Underspend mainly due to less expenditure than expected on stray dogs
Portfolio Holder : Cllr Val Keitch	Income	-3,000	-1,594	1,406		0	1,406	
	TOTAL	91,010	84,428	-6,582	0	0	-6,582	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	1,138,380	1,038,035	-100,345	0	0	-100,345	
	Income	-142,110	-137,925	4,185	0	0	4,185	
	TOTAL	996,270	900,110	-96,160	0	0	-96,160	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	631,790	643,674	11,884		0	11,884	
Portfolio Holder : Cllr Nick Weeks	Income	-661,240	-596,730	64,510		0	64,510	
	TOTAL	-29,450	46,944	76,394	0	0	76,394	
TOTAL BUILDING CONTROL	Expenditure	631,790	643,674	11,884	0	0	11,884	
	Income	-661,240	-596,730	64,510	0	0	64,510	Shortfall of income from Building Control fees
	TOTAL	-29,450	46,944	76,394	0	0	76,394	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	243,120	241,255	-1,865		0	-1,865	
Portfolio Holder : Cllr Angie Singleton	Income	-301,610	-310,323	-8,713		0	-8,713	Income increase mainly due to a rise in fees and applications for private hire licenses. Other licence applications appear to be slowing down or reducing.
	TOTAL	-58,490	-69,068	-10,578	0	0	-10,578	
TOTAL LICENSING	Expenditure	243,120	241,255	-1,865	0	0	-1,865	
	Income	-301,610	-310,323	-8,713	0	0	-8,713	
	TOTAL	-58,490	-69,068	-10,578	0	0	-10,578	
HOUSING AND WELFARE								
Service Manager : Kirsty Larkins/Alice Knight								
WELFARE	Expenditure	351,240	325,988	-25,252		0	-25,252	Underspent due to a vacancy in Welfare Benefits
Portfolio Holder : Cllr Sylvia Seal	Income	-406,000	-403,323	2,677		0	2,677	
	TOTAL	-54,760	-77,335	-22,575	0	0	-22,575	
HOUSING	Expenditure	1,370,600	934,740	-435,860	25,000	25,000	-410,860	Underspent due to limited use of B&B accommodation for homelessness and reduction in bad debt provision due clearing of old debt.
Portfolio Holder : Cllr Sylvia Seal	Income	-432,330	-206,386	225,944		0	225,944	
	TOTAL	938,270	728,354	-209,916	25,000	25,000	-184,916	
TOTAL HOUSING AND WELFARE	Expenditure	1,721,840	1,260,728	-461,112	25,000	25,000	-436,112	
	Income	-838,330	-609,709	228,621	0	0	228,621	
	TOTAL	883,510	651,019	-232,491	25,000	25,000	-207,491	
TOTAL DIRECTOR OF SERVICE DELIVERY	Expenditure	6,861,030	6,551,106	-309,924	25,000	25,000	-284,924	
	Income	-4,303,700	-4,697,874	-394,174	0	0	-394,174	
	TOTAL	2,557,330	1,853,232	-704,098	25,000	25,000	-679,098	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS								
Service Manager : Helen Rutter								
CENTRAL COMMUNITIES TEAM	Expenditure	341,360	336,837	-4,523	8,563	8,563	4,040	
Portfolio Holder : Cllr Ric Pallister	Income	-8,610	-8,920	-310		0	-310	
	TOTAL	332,750	327,917	-4,833	8,563	8,563	3,730	
COMMUNITY SAFETY	Expenditure	45,690	36,987	-8,703	8,787	8,787	84	
Portfolio Holder : Cllr Peter Gubbins	Income	0	0	0		0	0	
	TOTAL	45,690	36,987	-8,703	8,787	8,787	84	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	387,050	373,824	-13,226	17,350	17,350	4,124	
	Income	-8,610	-8,920	-310	0	0	-310	
	TOTAL	378,440	364,904	-13,536	17,350	17,350	3,814	Carry forwards include funding for partnership funded post.
AREA EAST								
Service Manager : Tim Cook								
EAST AREA DEVELOPMENT	Expenditure	198,760	195,085	-3,675		0	-3,675	
Area Chairman : Cllr Nick Weeks	Income	-20,510	-26,740	-6,230		0	-6,230	
	TOTAL	178,250	168,345	-9,905	0	0	-9,905	
EAST GRANTS	Expenditure	44,660	27,335	-17,325	20,326	20,326	3,001	
Area Chairman : Cllr Nick Weeks	Income	0	0	0		0	0	
	TOTAL	44,660	27,335	-17,325	20,326	20,326	3,001	
EAST PROJECTS	Expenditure	86,480	80,376	-6,104		0	-6,104	
Area Chairman : Cllr Nick Weeks	Income	-86,480	-80,379	6,101		0	6,101	
	TOTAL	0	-3	-3	0	0	-3	
TOTAL AREA EAST	Expenditure	329,900	302,796	-27,104	20,326	20,326	-6,778	The variance on staffing budgets is due to changes in personnel and new transition arrangements.
	Income	-106,990	-107,119	-129	0	0	-129	Underspend in the grants budget has been allocated as agreed by AEC in March.
	TOTAL	222,910	195,677	-27,233	20,326	20,326	-6,907	
AREA NORTH								
Service Manager : Tim Cook								
NORTH AREA DEVELOPMENT	Expenditure	183,620	191,152	7,532		0	7,532	
Area Chairman : Cllr Derek Yeomans	Income	-18,650	-21,188	-2,538		0	-2,538	
	TOTAL	164,970	169,964	4,994	0	0	4,994	
NORTH GRANTS	Expenditure	16,030	16,137	107		0	107	
Area Chairman : Cllr Derek Yeomans	Income	0	0	0		0	0	
	TOTAL	16,030	16,137	107	0	0	107	
TOTAL AREA NORTH	Expenditure	199,650	207,289	7,639	0	0	7,639	
	Income	-18,650	-21,188	-2,538	0	0	-2,538	
	TOTAL	181,000	186,101	5,101	0	0	5,101	The overspend is due in part to variance on staffing budgets due to changes in personnel and new transition arrangements.

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA SOUTH								
Service Manager : Natalie Fortt								
SOUTH AREA DEVELOPMENT	Expenditure	272,675	256,239	-16,436		0	-16,436	
Area Chairman : Cllr Peter Gubbins	Income	-50,200	-50,280	-80		0	-80	
	TOTAL	222,475	205,959	-16,516	0	0	-16,516	
SOUTH GRANTS	Expenditure	31,180	13,420	-17,760	14,295	14,295	-3,465	
Area Chairman : Cllr Peter Gubbins	Income	0	-500	-500		0	-500	
	TOTAL	31,180	12,920	-18,260	14,295	14,295	-3,965	
SOUTH PROJECTS	Expenditure	18,090	27,567	9,477		0	9,477	
Area Chairman : Cllr Peter Gubbins	Income	-18,090	-27,302	-9,212		0	-9,212	
	TOTAL	0	265	265	0	0	265	
TOTAL AREA SOUTH	Expenditure	321,945	297,226	-24,719	14,295	14,295	-10,424	
	Income	-68,290	-78,082	-9,792	0	0	-9,792	
	TOTAL	253,655	219,144	-34,511	14,295	14,295	-20,216	Changes in personnel and in particular vacancies have resulted in an underspend.
AREA WEST								
Service Manager : Tim Cook								
WEST AREA DEVELOPMENT	Expenditure	203,970	196,593	-7,377		0	-7,377	
Area Chairman : Cllr Val Keitch	Income	-3,510	-10,003	-6,493		0	-6,493	
	TOTAL	200,460	186,590	-13,870	0	0	-13,870	
WEST GRANTS	Expenditure	36,980	17,500	-19,480	18,716	18,716	-764	
Area Chairman : Cllr Val Keitch	Income	0	0	0		0	0	
	TOTAL	36,980	17,500	-19,480	18,716	18,716	-764	
WEST PROJECTS	Expenditure	23,400	13,943	-9,457		0	-9,457	
Area Chairman : Cllr Val Keitch	Income	-15,250	-11,178	4,072		0	4,072	
	TOTAL	8,150	2,765	-5,385	0	0	-5,385	
TOTAL AREA WEST	Expenditure	264,350	228,036	-36,314	18,716	18,716	-17,598	
	Income	-18,760	-21,181	-2,421	0	0	-2,421	
	TOTAL	245,590	206,855	-38,735	18,716	18,716	-20,019	Changes in personnel and in particular vacancies have resulted in an underspend.
TOTAL COMMUNITIES	Expenditure	1,502,895	1,409,171	-93,724	70,687	70,687	-23,037	
	Income	-221,300	-236,490	-15,190	0	0	-15,190	
	TOTAL	1,281,595	1,172,681	-108,914	70,687	70,687	-38,227	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
CIVIL CONTINGENCIES MANAGER								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	134,820	130,819	-4,001		0	-4,001	Additional work carried out for East Devon DC resulting in an over achievement on income. There has been a reduction in training spend due to the transformation programme.
Portfolio Holder : Cllr Nick Weeks	Income	-6,110	-12,543	-6,433		0	-6,433	
	TOTAL	128,710	118,276	-10,434	0	0	-10,434	
TOTAL CIVIL CONTINGENCIES	Expenditure	134,820	130,819	-4,001	0	0	-4,001	
	Income	-6,110	-12,543	-6,433	0	0	-6,433	
	TOTAL	128,710	118,276	-10,434	0	0	-10,434	
ENGINEERING AND PROPERTY SERVICES								
Service Manager : Caroline White								
PROPERTY MANAGEMENT	Expenditure	1,241,700	1,238,485	-3,215		0	-3,215	<i>Slightly underspent due to various minor over and underspends across the entire service.</i>
Portfolio Holder : Cllr Henry Hobhouse	Income	-670,410	-652,426	17,984		0	17,984	
	TOTAL	571,290	586,059	14,769	0	0	14,769	
CAR PARKING	Expenditure	804,670	834,249	29,579		0	29,579	<i>Payments to contractors £32k over budget, mainly for cash collection and winter maintenance.</i>
Portfolio Holder : Cllr Henry Hobhouse & Cllr Peter Seik	Income	-2,130,670	-2,016,290	114,380		0	114,380	<i>Normal car parking fees down £72k from income target. Season tickets down £42k from income target.</i>
	TOTAL	-1,326,000	-1,182,041	143,959	0	0	143,959	
ENGINEERING SERVICES	Expenditure	603,950	559,877	-44,073		0	-44,073	<i>Repairs and maintenance underspent across all Engineering cost centres. Various other minor underspends have also contributed to the overall variance.</i>
Portfolio Holder : Cllr Henry Hobhouse	Income	-86,960	-130,724	-43,764		0	-43,764	<i>Income over target mainly due to the increase in fees and charges, CCTV contributions, and a £13k electricity refund to Birchfield.</i>
	TOTAL	516,990	429,153	-87,837	0	0	-87,837	
TOTAL ENGINEERING AND PROPERTY SERVICES	Expenditure	2,650,320	2,632,611	-17,709	0	0	-17,709	
	Income	-2,888,040	-2,799,440	88,600	0	0	88,600	
	TOTAL	-237,720	-166,829	70,891	0	0	70,891	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	3,065,280	3,278,683	213,403		0	213,403	Expenditure was above budget in line with costs associated with gaining additional works, however this shows that it is offset from raised income levels. The horticultural team produced a surplus of £74 as a result of a good trading year and the release of some commuted sums; the plant nursery underspent in various areas to produce a small surplus; Street cleansing exceeded their income, resulting in a £40k surplus through a good trading year - both internally & externally; whilst fleet overspent by £6k following recruitment related costs & picking up the IT charges that are shares with the Stores (who underspent by £4k as a result)
Portfolio Holder : Cllr Jo Roundell Greene	Income	-1,359,570	-1,689,125	-329,555		0	-329,555	Income continues to increase as the team focusses on commercial opportunities across all aspects of the service
	TOTAL	1,705,710	1,589,558	-116,152	0	0	-116,152	
TOTAL STREETSCENE	Expenditure	3,065,280	3,278,683	213,403	0	0	213,403	
	Income	-1,359,570	-1,689,125	-329,555	0	0	-329,555	
	TOTAL	1,705,710	1,589,558	-116,152	0	0	-116,152	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
WASTE & RECYCLING								
Service Manager : Chris Cooper								
WASTE COLLECTION	Expenditure	5,928,660	5,856,855	-71,805		0	-71,805	The Somerset Waste Contract was underspent by £30K and there were other areas of expenditure savings including printing, postages and equipment. Income was up by £106K for garden waste collection and £12K on special waste collections.
Portfolio Holder : Cllr Jo Roundell Greene & Cllr Derek	Income	-1,536,170	-1,656,805	-120,635		0	-120,635	
Yeomans	TOTAL	4,392,490	4,200,050	-192,440	0	0	-192,440	
TOTAL WASTE COLLECTION	Expenditure	5,928,660	5,856,855	-71,805	0	0	-71,805	
	Income	-1,536,170	-1,656,805	-120,635	0	0	-120,635	
	TOTAL	4,392,490	4,200,050	-192,440	0	0	-192,440	
ARTS AND ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	2,161,775	2,169,532	7,757		0	7,757	
Portfolio Holder : Cllr Sylvia Seal	Income	-1,907,420	-1,959,950	-52,530		0	-52,530	
	TOTAL	254,355	209,582	-44,773	0	0	-44,773	
WESTLAND LEISURE COMPLEX	Expenditure	1,369,530	1,310,249	-59,281		0	-59,281	
Portfolio Holder : Cllr Sylvia Seal	Income	-1,322,220	-848,888	473,332		0	473,332	
	TOTAL	47,310	461,361	414,051	0	0	414,051	
TOTAL ARTS AND ENTERTAINMENT	Expenditure	3,531,305	3,479,781	-51,524	0	0	-51,524	
	Income	-3,229,640	-2,808,838	420,802	0	0	420,802	
	TOTAL	301,665	670,943	369,278	0	0	369,278	
SPORT AND LEISURE FACILITIES								
Service Manager : Lynda Pincombe								
GOLDENSTONES	Expenditure	256,430	242,584	-13,846		0	-13,846	
Portfolio Holder : Cllr Sylvia Seal	Income	-169,710	-146,529	23,181		0	23,181	
	TOTAL	86,720	96,055	9,335	0	0	9,335	
SPORT FACILITIES	Expenditure	152,710	169,288	16,578		0	16,578	
Portfolio Holder : Cllr Sylvia Seal	Income	-61,000	-68,976	-7,976		0	-7,976	
	TOTAL	91,710	100,312	8,602	0	0	8,602	
WESTLANDS	Expenditure	71,130	49,208	-21,922		0	-21,922	
Portfolio Holder : Cllr Sylvia Seal	Income	-9,150	-2,700	6,450		0	6,450	
	TOTAL	61,980	46,508	-15,472	0	0	-15,472	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	480,270	461,080	-19,190	0	0	-19,190	<i>The leisure contract performed well although there was some unexpected expenditure at Wincanton</i>
	Income	-239,860	-218,205	21,655	0	0	21,655	
	TOTAL	240,410	242,875	2,465	0	0	2,465	
COMMUNITY HEALTH AND LEISURE								
Service Manager : Lynda Pincombe								
COMMUNITY HEALTH AND LEISURE	Expenditure	876,940	1,020,334	143,394		0	143,394	<i>Budget closely controlled to ensure just a minor overspend at year end despite facility income being adversely affected by poor weather over the summer period.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	-280,660	-423,569	-142,909		0	-142,909	
	TOTAL	596,280	596,765	485	0	0	485	
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	876,940	1,020,334	143,394	0	0	143,394	
	Income	-280,660	-423,569	-142,909	0	0	-142,909	
	TOTAL	596,280	596,765	485	0	0	485	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/18	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	537,810	672,873	135,063		0	135,063	Expenditure was higher than budgeted but this is due to a number of large grant projects running across the sites but in the main in Yeovil. There are higher income levels to cover this expenditure. However what could not be budgeted for, and therefore does explain the £16K overspend is a combination of: a £9K ill health retirement package, the ten year Reservoir report for Chard Reservoir at £2.4K and the extra quarter of new salary for the new post of Leisure and Recreation Manager.
Portfolio Holder : Cllr Sylvia Seal	Income	-286,520	-404,770	-118,250		0	-118,250	Extra income was generated through grant funding schemes and also through charging for reptile translocation schemes.
	TOTAL	251,290	268,103	16,813	0	0	16,813	
TOTAL COUNTRYSIDE	Expenditure	537,810	672,873	135,063	0	0	135,063	
	Income	-286,520	-404,770	-118,250	0	0	-118,250	
	TOTAL	251,290	268,103	16,813	0	0	16,813	
TOTAL DIRECTOR OF COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	17,205,405	17,533,036	327,631	0	0	327,631	
	Income	-9,826,570	-10,013,295	-186,725	0	0	-186,725	
	TOTAL	7,378,835	7,519,741	140,906	0	0	140,906	
TOTAL SSDC	Expenditure	75,651,090	74,668,241	-982,849	118,648	118,648	-864,201	
	Income	-57,668,830	-57,349,299	319,531	0	0	319,531	
	TOTAL	17,982,260	17,318,942	-663,318	118,648	118,648	-544,670	

Carry Forward Requests 2017/18			
Service	Description	Carry Forwards Submitted £	Carry Forwards Recommended by SLT £
Area East	Resourcing Area East Priorities - agreed at March 2018 Committee	20,326	
Area West	Community Grant - Ilminster information boards - delegated award	750	
	Community Grant - Misterton Windows - delegated award	1,000	
	Community Grant - West Chinnock play area - delegated award	512	
	Community Grant - Chard Tennis Club - agreed at March 2018 Area Committee	8,000	
	Community Grant - Chard Carnival Club - delegated award	954	
	Town Centre programme of grants - delegated award	4,500	
	Chard Eastern Area Development Route - agreed at October 2017 Area Committee	3,000	
Area South	Yeovil CI project to support Yeovil Refresh - agreed at SLT	8,787	
	Community Grant - Hardington Mandeville parking bay - agreed at March 2018 Committee	1,925	
	Community Grant - West Coker Hall - disabled toilet - agreed at March 2018 Committee	2,370	
	Yeovil Car parking Review - agreed at March 2018 Committee	10,000	
Communities	Digital Inclusion	8,563	
Customer Services	Service capacity to provide resilience to changes in demand.	15,000	
Democratic Services	Councillors conference/training	7,961	
Housing	Security for temporary accommodation	25,000	
	Total underspend to carry forward	118,648	0

Appendix C

AREA RESERVES Quarter 4 2017/18

Allocation of Reserves	Approval Date	Approved Allocation	Balance 17/18	Transfer from Reserves during 2017/18
		£	£	£
Area East				
Balance B/fwd 1st April 2017			-49,190	
Community Planning - Project Spend	Apr-05	50,000	15,930	
Derelict Sites Castle Cary	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	5,800	
Retail Support Initiative	May-09	10,000	10,000	
Wincanton Retail Support Initiative	Jul-14	10,000	10,000	
Totals			45,730	0
E5 balance of reserve				-49,190
Unallocated Balance 31st March 2018			-3,460	
Area North				
Balance B/fwd 1st April 2017			-26,600	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Langport Cycle Path	Mar-17		2,700	2,700
Totals			12,700	2,700
E5 balance of reserve				-23,900
Unallocated Balance 31st March 2018			-13,900	
Area West				
Balance B/fwd 1st April 2017			-46,220	
Chard Hub	Jun-16		46,220	
Totals			46,220	0
E5 balance of reserve				-46,220
Unallocated Balance 31st March 2018			0	

(Negative Figures = income, Postive figures = costs)

(Area South has no reserve remaining)

Appendix D Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2017

Reserves	Balance as at 01/04/17	Movement	Balance as at 31/03/18
	£'000	£'000	£'000
Usable Capital Receipts	-29,053	6,371	-22,682
Internal Borrowing Reserve	-799	142	-657
Capital Reserve	-1,244	-30	-1,274
Cremator Replacement Capital Reserve	-651	102	-549
Internal Borrowing Repayments	-23	-36	-59
Election Reserve	-149	-41	-190
Risk Management Reserve	-11	11	0
Wincanton Sports Centre Reserve	-21	0	-21
Local Plan Enquiry Reserve	-71	0	-71
Yeovil Athletic Track Repairs Fund	-125	-26	-151
Planning Delivery Reserve	-26	10	-16
Bristol to Weymouth Rail Reserve	-11	-15	-26
Local Authority Business Growth Initiative Reserve	-27	13	-14
Yeovil Vision	-120	-2	-122
IT Replacement Reserve	-17	7	-10
Insurance Fund	-53	3	-50
Transformation Reserve	-782	-1,484	-2,266
Treasury Management Reserve	-100	0	-100
Local Plan Implementation Fund	-125	0	-125
Revenue Grants Reserve	-672	-116	-788
MTFP Support Fund	-6,624	612	-6,012
Council Tax/Housing Benefits Reserve	-675	50	-625
Closed Churchyards Reserve	-3	5	2
Health Inequalities	-31	0	-31
Deposit Guarantee Claims Reserve	-6	2	-4
Park Homes Replacement Reserve	-165	0	-165
Planning Obligations Admin Reserve	-35	0	-35
LSP	-24	16	-8
Artificial Grass Pitch Reserve	-85	-23	-108
Business Support Scheme	-158	19	-139
Infrastructure Reserve	-932	129	-803
NNDR Volatility Reserve	-1,309	-2,646	-3,955
Ticket Levy Reserve	-7	-28	-35
Waste Reserve	-230	15	-215
Community Housing Fund	-263	52	-211
Total Usable Reserves	-44,627	3,112	-41,515

(Negative Figures = income, Postive figures = costs)

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

Budget Savings 2017/18

	2017/18 Budget Saving Target £'000	Actual Saving at Year-End £'000	Excess/ Shortfall £'000
Blueprint Transformation savings	625.0	625.0	0
Reduction in supplies & services budgets	94.9	97.8	-2.9
Reduction in premises budgets	58.7	58.7	0
LSP-contract changes	12.0	12.0	0
Reduced business rates budget	4.1	4.1	0
Increased fees & charges income – Area South	1.0	1.0	0
Increased fees & charges income – Tourism	2.5	0	2.5
Increased fees & charges income – Civil Contingencies	5.0	6.0	-1.0
Octagon Theatre additional ticket sales	10.0	0	10.0
Income from MOT's within Streetscene	10.0	0	10.0
Private Sector Leasing and Letting Service	11.6	0	11.6
Additional income from Goldenstones	20.0	0	20.0
Streetscene - Income from work for the Joint Burial Committee	20.3	12.0	8.3
Dev Control-Pre-application advice income	25.0	94.0	-69.0
Additional Income from Garden Waste Collections	50.0	106.0	-56.0
Total Savings	950.1	1,016.6	-66.5

(Negative figures = excess savings, positive figures = shortfall in savings)

Appendix F

The following virements should be noted:

Value £	To	From	Description
2700	Area North	Area North Reserve	Funding for access licence fees for Langport Cycleway Report

Agenda Item 12

SSDC Annual Performance Report 2017-18

Executive Portfolio Holder: Cllr Ric Pallister, Strategy & Policy
Director: Netta Meadows, Strategy and Commissioning
Service Manager: Charlotte Jones, People, Performance and Change lead
Lead Officer: As above
Contact Details: Charlotte.jones@southsomerset.gov.uk or 01935 462565

Purpose of the Report

1. This report presents a summary of outcomes achieved against the Council Plan for the year April 2017 to March 2018.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5th July 2018.

Public Interest

3. The Council is accountable for its performance to the local community and we publish performance information to enable us to demonstrate achievements against our vision and aims for South Somerset. This report details our performance during 2017/18.

Recommendations

4. That the District Executive / Council:
 - a. Note the 2017/18 performance information at Appendix A.

Council Plan and Annual Action Plan 2017-18

5. The Council Plan 2016 - 2021 sets out what the Council wants to achieve in support of our vision for South Somerset - a place where businesses flourish, communities are safe, vibrant and healthy; where residents enjoy good housing and cultural, leisure and sporting activities. An Annual Action Plan for 2017-18 was agreed by Full Council in April 2017 which included six priority projects and 27 activities under five key areas of:-

- High quality cost effective services
- Economy
- Environment
- Homes
- Health and Communities

6. The Council's Annual Performance Report for 2017-18 is attached in Appendix A.

Performance Management Framework

7. The Council's performance management framework is being redesigned and this is a simplified report. A new set of Key Performance Indicators were agreed in February 2018 and the first report will be reviewed by the Scrutiny Committee and District Executive in August. The new

framework will have a greater focus on the customer experience and continuous improvement and innovation aligned to the Council's goals. This will take time to develop to its full potential, and feedback is welcome.

Financial Implications

8. None

Council Plan Implications

9. This is the annual performance report relating to the delivery of the Council Plan.

Carbon Emissions and Climate Change Implications

10. None

Equality and Diversity Implications

11. None

Privacy Impact Assessment

12. None

Background Papers

13. Council Plan 2016-2021 and Annual Action Plan 2017-18



In order to protect front line services we set out to:

- Transform customer services through technology
- Provide access to services to suit our customers' needs
- Actively manage assets and resources to ensure the best financial or community return
- Seek business opportunities for the Council
- Work with partners to achieve economies, resilience and influence



£2.5m

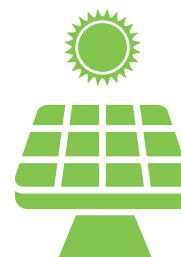
The delivery of our Transformation Programme continued to make good progress protecting services for communities in South Somerset with its customers' needs at the heart of every decision. The programme will also reduce the overall cost of services by £2.5m.



53,210 transactions were completed through the SSDC website using our on-line forms, **an increase of 58% since 2014.**



We handled around **2500 land charge search requests** from property buyers. Our overall average turnaround time for the year was 4.5 working days.



We acquired three investment properties during the year contributing to our **target of £2.2m net additional income** by taking a more commercial approach.

+76,000

Council tax bills were issued to households across South Somerset.



149,336

calls to our customer contact centre. We answered 81% of calls within 2 minutes and helped **24,000 customers who visited our offices** of which 45% were seeking help with housing and benefits.

84%

of planning applications were submitted through the on-line portal. We handled 1,900 applications for planning consent, **90.3% within the target time.**



To promote a strong and growing economy with thriving urban, rural and land based businesses and improving productivity we aspired to:

- Work with businesses and use our assets
- Provide advice and support
- Deliver initiatives that ensure worker skills meet the employers' needs
- Lobby for and support infrastructure improvements to enable growth
- Capitalise on our high quality culture, leisure and tourism opportunities to bring people into the district



Yeovil Refresh

An overarching and ambitious plan for the regeneration of Yeovil town centre was launched for public consultation in February 2018. This has stimulated interest and collaboration from a range of sectors, individuals and organisations.



Chard Refresh

Plans for the regeneration of the Boden Mill site, Chard and the adjacent SSDC land holdings are taking shape.

Our annual Literature Exchange supported **50 visitor based businesses** to network and promote their business. Our Cartgate Tourist Information Centre achieved **Gold as Visitor Information Service of the Year** for Bristol, Bath and Somerset.

£3.6m

We continued to **help our rural businesses** benefit from European grants to increase their productivity and growth – the **overall investment now exceeds £3.6m** (European grant of £1.3m) since 2014.

£11m

Working in partnership we secured £11m of government funding for the Western Corridor Relief Road in Yeovil to enhance the flow on Yeovil's roads, the scheme is likely to be completed in 2018/19.

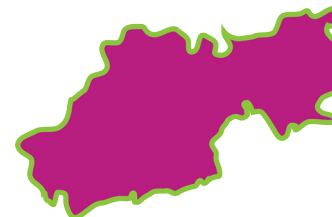
111

small businesses received tailored advice and support during the year.



9000 sq ft

of new business space will be available at Yeovil Innovation Centre 2. The construction of phase 2 commenced in December 2017. The 9000 sq ft extension to the existing building is scheduled for completion in August 2018, and will accommodate around 80 new work spaces.



South Somerset Local Plan

Public consultation commenced for the revision of the South Somerset Local Plan.



To keep South Somerset clean, green and attractive we worked in partnership to:

- Promote recycling and minimise waste
- Promote the use of 'green' technology
- Maintain and promote access to our Country Parks and open spaces to promote good mental and physical health
- Keep streets and neighbourhoods clean and attractive
- Continue to support long term flood resilience
- Promote a high quality built environment in line with Local Plan policies
- Support communities to develop and implement local, parish & neighbourhood plans

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2,524 

volunteering days were donated at our countryside sites at Yeovil, Chard and Ham Hill to help maintain these special places that are free for residents and visitors to enjoy - and **all 3 parks maintained their Green Flag status.**

A major redevelopment programme commenced at Yeovil Crematorium to improve facilities for families and mourners, and to meet the highest modern environmental standards.



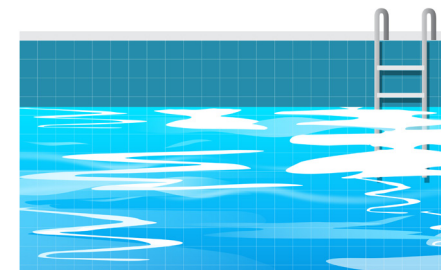
We worked with Yeovil Town Council and the wider community of Yeovil to achieve **Gold from the South West In Bloom** awards. 19 further awards and nominations were made to South Somerset communities.

 **12,800***

households subscribed to a garden waste collection service through the Somerset Waste Partnership. We emptied 1,255 litter & dog waste bins located in streets and parks across the district (*Sept 17).



Yeovil Country Park gained a five star Best Park Award from the Royal Horticultural Society. We also maintained a network of 54 neighbourhood parks and open spaces.



£193,000 was awarded to improve participation through better facilities and more programmes for swimming in Wincanton and Yeovil.



We pledged to **reduce single use plastics** within Council operations, supporting change to a more sustainable practice.

940 flytips were cleared in an average of 5 days.

Supported the Somerset Rivers Authority to deliver priority projects providing long term flood resilience to our communities



To enable the provision of housing that meets the future and existing needs of residents and employers we worked with partners to:

- Minimise homelessness and rough sleeping
- Work with the private rented sector to improve the standard and availability of rented accommodation
- Tackle fuel poverty
- Work to minimise the impact of personal or household debt
- Enable people to live independently for as long as they are able

£611,000

invested by the council into new affordable homes



563 new homes completed

including 69 affordable homes delivered by partnership working with housing associations and new development.



Working in partnership, we helped 53 South Somerset households gain financial support to improve energy efficiency.

careline

SOUTH SOMERSET

2,075

Careline customers received secure and trusted support. We teamed up with Devon & Somerset Fire and Rescue to link smoke detectors to the Careline system.



1,940

households were helped to access affordable accommodation. We also supported residents with help and advice for housing and debt issues.

164

inspections of properties carried out across the private rented sector, helping landlords to provide good quality accommodation.



201

households benefitted from our action to prevent homelessness. We achieved an average stay of only one day for families placed in emergency bed and breakfast accommodation.



To build healthy, self-reliant, active communities we committed to:

- Support communities so that they can identify their needs and develop local solutions
- Target support to areas of need
- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities
- Work with partners to tackle health issues such as diabetes and hypertension, and mental health
- Work with partners to keep our communities safe

The Westlands Complex has completed its first year of operation under the management of the council. Building work on the Entertainment Venue and construction of the Cricket and Bowls Pavilion brought the complex back into full use by residents and visitors.

141,540

tickets were sold for events and entertainment at the Octagon Theatre and Westlands Entertainment Venue. A record breaking **60% of tickets were bought online**. In addition we were supported by around **1,729 days of volunteering** across these two major arts venues.

£205,000

of financial support was given to the Citizens Advice South Somerset (CASS), SPARK and Access for All to provide accessible, personal and vital services to the diverse communities and residents of South Somerset.



We cared for play and youth facilities across the district carrying out **3,300 safety inspections** and creating new play and youth facilities at 11 locations with a total of £415,500 invested, £331,500 through the council.

Our successful **Click into Activity programme** continued with around 500 inactive residents taking part over the past 2 and 1/2 years, gaining support and advice to take up regular physical activity.



Our **11th annual Gold Star awards** was as popular as ever celebrating the achievements of South Somerset young people and volunteers.

£150,000

of grants to **82 community led projects** supporting increased local quality of life, with a total investment valued at £0.75m

To help keep our communities thriving, healthy and safe we licensed more than **950 premises and taxis**, and issued more than **600 permissions** for local events and festivals. 98% of the 1,200 South Somerset food businesses gained a rating of 3 or above.

6,000+ people attended free Playdays in 20 communities in South Somerset.

Our arts delivery partners Take Art, Somerset Art Works, Actiontrack and Somerset Film attracted **audiences totalling 27,000**. More than **2,200 people participated** in cultural activities. The council directly supported 6 arts festivals and 23 arts in education projects.

Agenda Item 13

SSDC Transformation Programme – Progress Report

Executive Portfolio Holder: Jo Roundell Greene, Transformation
Director: Alex Parmley, Chief Executive
Lead Officer: Caron Starkey, Strategic Lead for Transformation
Contact Details: caron.starkey@southsomerset.gov.uk

Purpose of the Report

1. This progress report has been prepared in accordance with the Transformation Programme Governance arrangements agreed by Full Council in April 2017 where it was agreed that the District Executive would receive quarterly updates on the progress of the council's Transformation Programme.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2018.

Public Interest

3. The Council has embarked on an ambitious plan to totally redesign its service delivery to ensure an improved experience for the customers and the communities it serves whilst at the same time reducing the cost to the tax payer. This will be achieved through a radical change in the way our services are designed, the way service teams are structured to support service delivery and by making more use of digital technology including Electronic Document Management (EDM), workflow and web based technologies. Rather than cutting services, this is an investment based approach that will realise genuine efficiencies, whilst also realising improvements in levels of services for customers and modernising service delivery.

Implementation of the agreed business case will deliver: -

- recurring net annual savings of £2,483,925 from an investment of up to £7,448,155 (the savings comprise £2,541,821 reduction in staff costs, partly offset by £57,896 net increase in IT systems ongoing maintenance)
- a 'fit for purpose' organisation that will be in a position not only to drive continuous improvement but also to generate additional income to fund and support the council's future priorities.

Recommendations

4. The District Executive is asked to:-
 - a) note and comment on the report.
 - b) approve the transfer of £250,000 from the capital programme reserve schemes to fund necessary alterations to Petters House as detailed in this report.

Background

5. The previous quarterly progress report was made to District Executive in April 2018. The Transformation Programme Board continues to meet twice each month to resolve emerging issues and drive the programme forward. The programme is now in full delivery, it is a complex fast paced programme of organisational change to reposition the council financially and operationally so that it can deliver service delivery activities within budget and meet modern customer expectations of accessibility and convenience. Essentially it is a technology driven programme that improves all aspects of people, process and systems to provide significant efficiencies and greater customer experience.
6. The programme has been designed to include several workstreams which deliver a new operating model that repositions most of the workforce to align with a different way of working underpinned with automation and a digital first customer offer which will be operational from January 2019

Programme Status

The programme is on track and within budget to deliver expected benefits

7. The Programme Board is provided with monthly updates in the form of programme and work stream level status reports. A consolidated quarterly report is reported to the High Level Steering Group in accordance with the agreed governance structure.
8. The new operating model is being delivered in three phases:
 - Phase 1 – New management roles and support services activity
 - Phase 2 – Strategy and Commissioning activity
 - Phase 3 – Service Delivery and Commercial activity
9. The repositioning of roles in scope for phases 2 and 3 is now complete. Formal announcements of successful appointments were made to staff and Members on 25th June. This has involved a large scale selection process which has been sensitively managed and delivered to expected timelines. The headline outcomes of the remodelling exercise are set out in paragraphs 13 – 17 in this report.
10. The extensive redesign of service processes to generate efficiencies and improve customer journeys continues at pace with outputs from the design workshops being fed into the technical build team to create:
 - Digital workflows to create efficiencies through automation
 - Digital content for the new website which includes the customer portal to access customer accounts.
 - Integration specifications for linking customer accounts to business line systems to provide real time view and update capability to enable customer self-serve facilities for transactional and enquiry activity.
 - Scripts for an improved customer focus service to support assisted and mediated access
11. The Service Redesign project sits within the Customer Focus workstream which also has projects which concern Customer Insight, Channel Shift, Website design, Corporate rebranding and New Front of House provision. These projects are interdependent and critical for delivering the digital efficiencies that will reduce overall activity which can be managed with the reduced resources following the repositioning of roles in the new operating model. The workstream is overseen by a steering group led by the Director of Strategy and Support Services, progress is tracked through programme monitoring and reporting through to Programme Board. The Benefits Realisation Strategy outlined in paragraphs 20 –28 sets out how the adoption and sustainment of the new digital provisions and ways of working are essential for the financial benefits to be maintained.

12. The transformation programme delivers a new operating model that moves away from a traditional local government service based structure to one that is centred around the customer. The new model is based on activity type; repositioning resources and effort into a case management and specialists structure. Using the Organisational Design Principles all aspects of the new operating model are being designed, the staffing structure is one element of this.
13. Phase 1 was completed in April 2018, this created a new management structure and repositioned support services into the case management and specialist based operating model with new technology which automated processes and enabled internal self-service access for staff to access HR, Legal, Finance, IT and Democratic functional activity. The new technology and processes are still bedding in with some residual automation of processes to be implemented which is being monitored and tracked through a management group. Progress has been interrupted as support service resources have been required to support the significant selection activity of the Service Delivery Teams in phases 2/3. Additional technical resources have been secured to ensure the residual digital workflows are completed.

Remodelling – repositioning the workforce – headline workforce outcomes for phases 2/3

14. As set out in a previous update report, phases 2 and 3 were combined, this encompasses all service delivery functions, strategy and commissioning services and the property and engineering functions with the commercial and income generation directorate. This is the significant proportion of the council workforce; 197 individuals were in scope for selection into new roles. Members of staff who were not in scope could also be considered for roles such as those who had already secured roles in phase 1 or those in out of scope services in commercial and income generation services.
15. An internal open competitive selection process was undertaken based on a behaviours framework, South Somerset's Attitudes and Approaches Framework, which scored individuals across a set of values. Due the creation of very different roles based on activity there was no ring fencing of roles or assimilations. Individuals submitted Expressions of Interest which listed the roles they wished to be considered for, these were shortlisted against technical or professional requirements. Individuals then were invited to undertake selection activities according to the role types. This resulted in a significant selection process:
 - 235 individuals submitted Expressions of Interest for a range of roles (no restriction on number), this resulted in;
 - 768 preferences were submitted
 - 704 preferences were shortlisted
 - 42 indicated voluntary redundancy
 - 187 individuals went through selection activity, additionally some individuals were in consideration but had already undertaken selection activity in phase 1.
16. The individual outcomes for staff were notified through personal meetings with a range of support on hand for unsuccessful outcomes. The summary outcomes are as follows (as at 18/06/18, individual scenarios are still being worked through as offers are being considered and accepted):
 - 156 individuals were offered roles
 - 144 were offered one of their top 3 preferences
 - 60 individuals were not offered roles and are therefore displaced but, of these 55% expressed an interest in voluntary redundancy
17. Selection was undertaken on the principle of “selecting in”, indications for voluntary redundancy was one of the decision factors but not an overriding consideration. The organisation wants to

retain the skills and resources to deliver effective service provision. This approach resulted in placing individuals into roles based on a number of factors:

- Performance in selection activity based on the behaviours framework
- Best fit for role
- Technical knowledge required for role
- Technical knowledge spread across role groups
- Capability of individual to perform at grade or potential to within 6 months
- Additional information provided in Personal Statements and other known information
- Individuals' preferences for working patterns and the available establishment full time equivalent (FTE) headcount for the role group
- Request for voluntary redundancy

18. Using these factors individuals were considered for all their preferred roles. Those individuals that were not selected for ones of their preferences were also considered for other available roles. At the end of the decision process there were a number of roles that were able to be filled which will be addressed by:

- External recruitment, and
- Retention of some budget provision to buy in skills and resources as required so that the organisation can flex with demand and access specialist expertise that is required intermittently, and
- Create graduate/trainee positions to “grow our own” where there a sector recruitment challenges

Cost modelling for phases 2/3

19. At the end of the selection decision process a costing exercise was undertaken to forecast the financial outturn. Based on a number of conservative assumptions around establishment costs and including provision for vacancies, the exercise has delivered the expected savings target. Detailed cost modelling will now follow as individual role offers are tracked as acceptances are received and worked through into establishment forecasted revenue budgets. Early indications are that the original Business Case target total of £2.54m savings will be met, the modelling has predicted £2.56m but this is subject to further detailed work and so may be slightly higher. Final outturn will be reported in a subsequent update report.

Outturns for total for all phases

20. As the outcomes for phase 2/3 are finalised the data will be combined with that from phase 1 to provide a full picture of the organisational and financial impact of the transformation programme which will be detailed in a future update report to the executive. Early indications are that the financial outturns meet the objectives of the business case.

21. The transformation programme budget has a substantial budget provision for exit costs; redundancy payments and pension strain costs. Initial illustration modelling indicates that combined exit costs for phases 1-3 are within this provision. As individual exit arrangements are finalised with staff regarding exit dates and entitlements this will be tracked and recorded with totals being reported through the budget monitoring within the governance of the programme.

Benefits Realisation Strategy

Financial Benefits

22. The Transformation Programme effectively repositions a decreased workforce into a new operating model at reduced cost to undertake less activity brought about by more efficient ways of working. These “efficiency levers” are at the centre of the business case:
- Customer enabling (also called demand management)
 - Customer self-serve (also called channel shift)
 - Internal remodelling (work undertaken by different roles)
 - Process improvement (removing non-value activity and automation)
 - Agile workforce (flexible and mobile)
23. The business case was underpinned by significant data and analysis about the council’s activity – who was doing what and at what cost. In order to understand what levels of efficiency could be gained from each of the levers, the organisation undertook a maturity exercise to determine how service provisions were being delivered, producing a rating score for each of the factors.
24. The council has made a substantial investment in new technology to maximise the potential for modern service provision to ensure that the efficiency levers are achieved through digitisation and automation. The adoption of the new technology by the customer base and internally by the workforce by automating process is essential.
25. The financial benefits of the programme are effectively realised upfront, as the workforce establishment budget is reduced at the same time as the technology and new ways of working are deployed. It is therefore essential that the benefits realisation strategy focuses on establishing and sustaining the new ways of working. The strategy places emphasis on compliance and performance to prevent establishment numbers increasing to cover non value activity. Progress against the efficiency levers can be tracked and monitored at intervals to measure effectiveness.
26. The control mechanism is a robust vacancy control process owned by the Leadership and Management Team. Rigorous resource management is essential, collective ownership across the organisation as to the needs and demands of service provision as the new operating model matures and customer behaviours are influenced to take up digital self-service.
27. The strategy is supported by an action plan which establishes accountable and responsible owners for a range of necessary initiatives that drive the adoption of new technology, processes and ways of working. Now that the selection of the new roles has been determined for all phases, attention now focuses to developing transition plans to move operations from current to new state from January 2019, the benefits realisation strategy will be embedded into these plans.

Non-financial benefits

28. The Transformation Programme was created not just to place the council on a sound financial footing but also to deliver a vision for South Somerset District Council – One Team, Ambitious for South Somerset - through a set of organisational ambition statements:



29. These ambitions are the driving objectives of the Transformation Programme and a range of key indicators and measures will determine whether the programme has achieved a step change towards the ambitions.

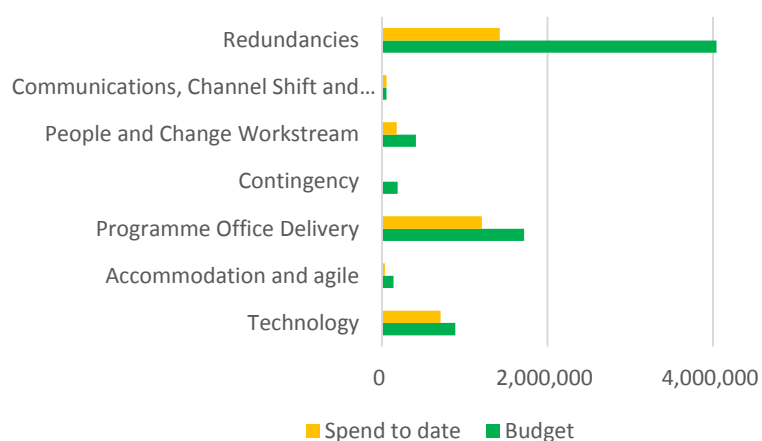
30. The vision statement “One Team, Ambitious for South Somerset” can also be measured for improvement through an organisational culture indicator. The council has a valuable database acquired through the workforce selection process that provides a measure of the organisation based on the values set out in the Attitudes and Approaches Framework. Now that the selection processes have been finished, work can commence on collating the data to provide useful corporate intelligence to form the basis for ongoing organisational development and the personal development of the workforce. A future update report will provide more on the non-financial benefits after the analysis of the data has been undertaken.

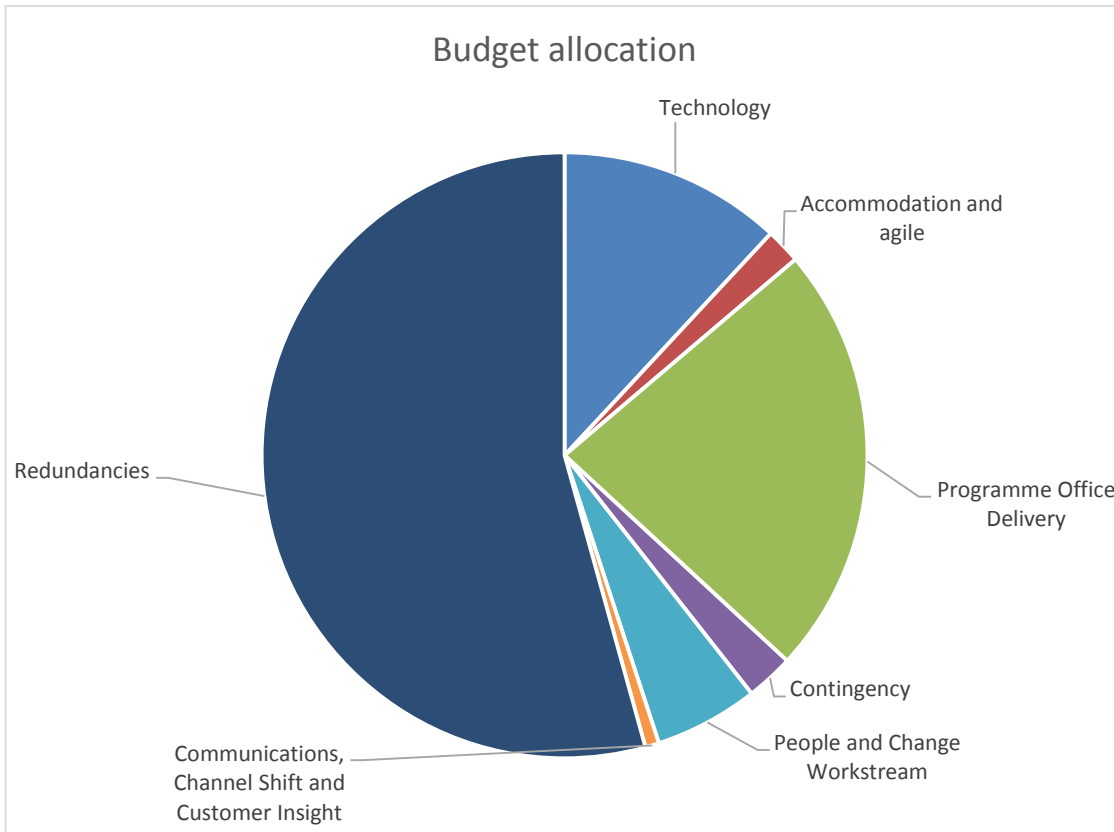
Transformation budget update

31. The Transformation Programme is within budget to deliver the expected savings target. Latest budget position:

Transformation Programme 2016/17-2019/20			
Reporting date:			
End of May 2018			
	Budget	Actuals incurred to date (end May 18)	Remaining budget
Capital costs			
Technology	887,950	710,036	177,914
Accommodation - Brympton Way	120,000	36,818	83,182
Agile	20,000	0	20,000
Programme Office Delivery - Capital	671,551	309,969	361,581
Contingency	91,910	0	91,910
One off capital subtotal	1,791,411	1,056,824	734,587
Revenue costs			
People & Change Workstream	413,580	178,395	235,185
Programme Office Delivery - Revenue	1,046,238	899,636	146,601
Communications, Channel Shift and Customer Insight	55,000	54,839	161
Contingency	97,660	0	97,660
One off revenue subtotal	1,612,478	1,132,870	479,607
Redundancies phase	4,044,700	1,423,342	3,291,190
Total Transformation Costs	7,448,588	3,613,036	4,505,384

Budget vs spend to date





Improving customer experience

32. The transformation programme sets out to deliver an increased customer experience, including that received face to face by customers visiting the council offices. The Council is committed to investing in our customers, improving accessibility and service provision. A decision was made earlier this year for front of house customer service to be centred at Petters House in Yeovil. The current layout and facilities require altering and updating to be able to provide an improved customer experience. Currently there are two separate entrances and three separately manned reception desks. Housing customer provision is isolated from other council service enquiries.
33. Alterations to the access and layout can be made to provide a joined up customer service that aligns with the case management approach of the new operating model. Updating amenities to provide online facilities will allow customer to self-service and officers to support customers in mediated and assisted access. These type of facilities are a critical factor that enable the channel shift objectives of the organisation.
34. Discovery and design work has been undertaken to identify needs and requirements that will properly support the new operating model and the design principles of the organisation. Estimates have been received for the required works to adapt and upgrade the facilities amounting to £250,000. The council has an approved reserve of £709,000 for transformation in its capital programme reserves. This amount had been set aside for any capital spend requirements of the programme. As the council has now made a decision to centre front of house provisions at Petters House and estimates for upgrading have been received, this report requests that £250,00 of this reserve can now be accessed to fund the adaptations of Petters House.

Financial Implications

35. There are no direct financial implications related to this report regarding the original transformation programme budget. The programme remains in budget and is forecast to deliver the expected financial savings.
36. The adaptations to Petters House have been costed at £250,000. There is an allocation within the capital programme reserve schemes for transformation of £709,000. Approval is sought to allocate £250,000 to the Transformation Programme budget to commence works for alterations for the building to be functioning as desired in March 2019.

Risk Matrix

37. Programme risks are actively managed through the programme risk register and monitored through the Programme Board and High Level Steering Group. The current heat map is as follows:

Catastrophic					
Major	2				
Moderate	1		7		
Minor		6			
Insignificant					
	Remote	Unlikely	Possible	Probable	Highly Probable

Council Plan Implications

38. This report is consistent with the Council Plan 2016 – 2021. Transformation is a priority of the current Plan.

Carbon Emissions and Climate Change Implications

39. There are no direct implications

Equality and Diversity Implications

40. There are no direct implications in this report. The redesign of services will require impact assessments to ensure new service delivery options meet with all relevant requirements. The assessment process is embedded into the service redesign work stream.
41. An Equality Impact Assessment was undertaken in 2017 prior to commencing the selection process for the repositioning of roles in the organisation. The Equality Impact Assessment deemed there was no inequitable impact for any group as a result of the reorganisation proposals as sufficient measures have been taken to address any potential areas of risk. The assessment was attached as one of the appendices to the formal consultation document in both phase 1 and phases 2/3.

Privacy Impact Assessment

42. There are no direct implications

Background Papers

Reports to District Executive and Transformation Programme Board as mentioned in this report.

Agenda Item 14

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy

Lead Officer: Angela Cox, Democratic Services Specialist

Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

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;

4. Executive Forward Plan

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

5. Consultation Database

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

6. Background Papers

6.1 None.

Appendix 1 - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2018	Council Tax and Housing Benefit fraud report	Portfolio Holder for Finance and Legal Services	Director Support Services	Ian Potter, Lead Specialist (Vulnerable Customers)	District Executive
August 2018	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder for Finance and Legal Services	Director Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
August 2018	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Strategy and Commissioning	Anna-Maria Lenz, Performance Officer	District Executive
August 2018	Corporate Grants report 2016 - 2017	Portfolio Holder Leisure & Culture	Director Strategy and Commissioning	David Crisfield, Third Sector and Equalities Co-ordinator	District Executive
September 2018	Update regarding Broadband in South Somerset	Portfolio Holder for Property & Climate Change and Income Generation	Director Service Delivery	Peter Paddon, Lead Specialist (Economy)	District Executive
September 2018	Financial Strategy review	Portfolio Holder for Finance and Legal Services	Director Strategy and Commissioning	Paul Fitzgerald, Section 151 Officer	District Executive
September 2018	SSDC Commercial Strategy	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Caroline White, Commercial Property, Land and Development Manger	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2018	Purchase of land at Ham Hill Country Park	Portfolio Holder Leisure & Culture	Director Commercial Services & Income Generation	Katy Menday, Leisure & Recreation Manager	District Executive
September 2018	East Coker Neighbourhood Plan Examiner's report	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	David Clews, Policy Planner (Spatial Policy)	District Executive
September 2018	South Petherton Neighbourhood Plan Referendum result	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	David Clews, Policy Planner (Spatial Policy)	District Executive
October 2018	Economic Development Strategy	Portfolio Holder for Environment & Economic Development and Transformation	Director Commercial Services & Income Generation	Peter Paddon, Lead Specialist (Economy)	District Executive
October 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Caron Starkey, Strategic Lead for Transformation	District Executive
November 2018	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder for Finance and Legal Services	Director Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
November 2018	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Strategy and Commissioning	Anna-Maria Lenz, Performance Officer	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2018 December 2018	South Somerset Local Plan Review, approval of Preferred Options for consultation	Portfolio Holder for Strategic Planning (Place Making)	Director Strategy and Commissioning	Jo Wilkins, Acting Principal Spatial Planner	District Executive South Somerset District Council
December 2018	Commercial Assets and Investments	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Caroline White, Commercial Property, Land and Development Manger	District Executive
December 2018	Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)	Portfolio Holder for Finance and Legal Services	Director Strategy and Commissioning	Paula Goddard, Legal Specialist	District Executive
January 2019	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Caron Starkey, Strategic Lead for Transformation	District Executive
February 2019 February 2019	2019/20 Budget and Medium Term Financial Strategy	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2019	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder for Finance and Legal Services	Director Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
February 2019	Review of SSDC Council Plan	Portfolio Holder for Strategy and Policy	Director Strategy and Commissioning	Netta Meadows, Director (Strategy & Commissioning)	District Executive
February 2019					South Somerset District Council
February 2019	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Strategy and Commissioning	Anna-Maria Lenz, Performance Officer	District Executive
April 2019	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Caron Starkey, Strategic Lead for Transformation	District Executive
TBC	Leisure Contracts	Portfolio Holder Leisure & Culture	Director Service Delivery		District Executive
TBC	A303 Sparkford to Ilchester Dualling Scheme	Portfolio Holder for Strategic Planning (Place Making)	Director for Strategy and Support Services	Jo Manley, Policy Planner	District Executive

Agenda Item 15

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 2nd August 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 16

Exclusion of Press and Public

The Committee is asked to agree that the following items (agenda items 17 and 18) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

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

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

Agenda Item 17

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

Document is Restricted

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

Document is Restricted

Agenda Item 18

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

Document is Restricted