



District Executive

Thursday 7th November 2019

9.30 am

**Council Chamber, Council Offices,
Brympton Way, Yeovil, 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 30 October 2019.

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

Jason Baker
Mike Best
John Clark
Adam Dance
Sarah Dyke
Peter Gubbins
Henry Hobhouse
Val Keitch
Tony Lock
Peter Seib

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 7 November 2019

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 3rd October 2019.

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. SSDC Transformation Programme - Progress Report (Pages 5 - 13)

7. Corporate Performance Report 2019-20: 2nd Quarter (Pages 14 - 31)

8. Update on Connecting Devon and Somerset Broadband provision in South Somerset (Pages 32 - 38)

9. Financial Strategy 2020/21 (Pages 39 - 45)

10. 2019/20 Revenue Budget Monitoring Report for the Period Ending 30th September 2019 (Pages 46 - 67)

11. 2019/20 Capital Budget Monitoring Report for the Period Ending 30th September 2019 (Pages 68 - 78)

12. Yeovil Public Realm Design Guide (Pages 79 - 226)

13. **District Executive Forward Plan** (Pages 227 - 231)
14. **Date of Next Meeting** (Page 232)
15. **Exclusion of Press and Public** (Page 233)
16. **Budget for Chard Regeneration Programme - Ringfenced Assets Update Report (Confidential)** (Pages 234 - 238)

Agenda Item 6

SSDC Transformation Programme – Progress Report

Executive Portfolio Holder: Tony Lock, Protecting Core Services incl Transformation

Director: Alex Parmley, Chief Executive

Lead Officer: Netta Meadows, Director – Strategy & Support Services

Report Author: Toffer Beattie, Transformation Lead

Contact Details: toffer.beattie@southsomerset.gov.uk or 01935 462302

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 November 2019.

Public Interest

3. The Council has been delivering an ambitious programme to totally transform the way it operates to ensure an improved experience for the customers and communities it serves, whilst at the same time reducing the cost to the tax payer. The programme is transforming the Council into a modern, more efficient, effective and commercially minded organisation. We have radically changed the way our services are structured to support service delivery and we are making more use of digital technology to support new ways of working and delivery.

Implementation of the agreed business case has delivered;

- Recurring net annual savings of £2,483,925 from an investment of up to £7,698,155
- 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 note and comment on the report.

Overview

5. The Transformation Programme (TP) aims to deliver on South Somerset District Council's strategic objectives, encapsulated in its vision statement: *One Team, Ambitious for South Somerset "Great to work for. Excellent to work with. Leading the way. Delivering for our communities"*.
6. The July 2019 Transformation Programme report highlighted many areas of success across the programme, but also reported delays in the Service Redesign work stream which was impacting on the standard of service to our customers in some areas. The report invited the District Executive to approve a one off additional resource allocation to support Service Delivery during the extended period of transition. An update on Service Delivery is included in this report at paragraphs 32-43.

Technology

7. Much of our transformation goals are dependent on new, digital technologies. Legacy systems that have been used for many years in areas such as Revenues, Benefits, and Environmental Health, third party systems like the one used by Somerset Waste Partnership and the national Planning

Portal, and newly developed systems such as Street Scene reporting are being linked together by a Council wide digital workflow architecture – Civica’s Digital 360.

8. The Civica platform is an inherently complicated toolset, but that delivers a wide and vast amount of capabilities to us as an organisation. The unprecedented extent to which we are exploiting it has further compounded its complexity, unfortunately exposing shortfalls and issues that were previously unseen and often unknown even to the provider. The demands of our transformation programme have at times meant that we have needed a lot of support from Civica, and more recently this has meant a major software update was identified as the only way forward. Release 28 (R28) is being installed and tested at the time of writing and promises to fix a number of issues that have become blocks to progress to date. This has in effect meant delays to some key lines of development and successful implementation of R28 has emerged as a key programme milestone. This in turn has meant a delay to delivery of some of the benefits and efficiencies targeted by the Transformation Programme.
9. Though technology underpins and supports much of our transformation activity, an exclusive focus on technology would give a skewed representation of such a wide ranging and holistic programme, one that depends on a great many mutually supporting work streams for success. To give a comprehensive and balanced view, progress will be reported against the main benefits and benefit drivers.

Financial Benefits and Drivers

10. The headline cashable financial benefit is the net annual saving of £2,483,925. This coupled with tight management and establishment controls ensure we hold the line on this. To make this economic benefit sustainable, the programme aims to deliver effectiveness and efficiency benefits through a number of benefit drivers:
 - Customer Self-Serve/Channel Shift¹.
 - Customer Enabling/Demand Management ².
 - Service Redesign³.
 - Internal Remodeling and Agile Ways of Working⁴.

Channel Shift.

11. There continues to be a steady ‘channel shift’ as more customers opt to transact online. As at end September 2019 over 5000⁵ accounts had been activated and in the period July-September 2019 approximately 70% of services were completed by self-service via our website. That this has been achieved before the full roll-out of our ground breaking Customer Relationship Management System (Connect 360) and ahead of many of the redesigned online services, augurs well for future customer behaviour.

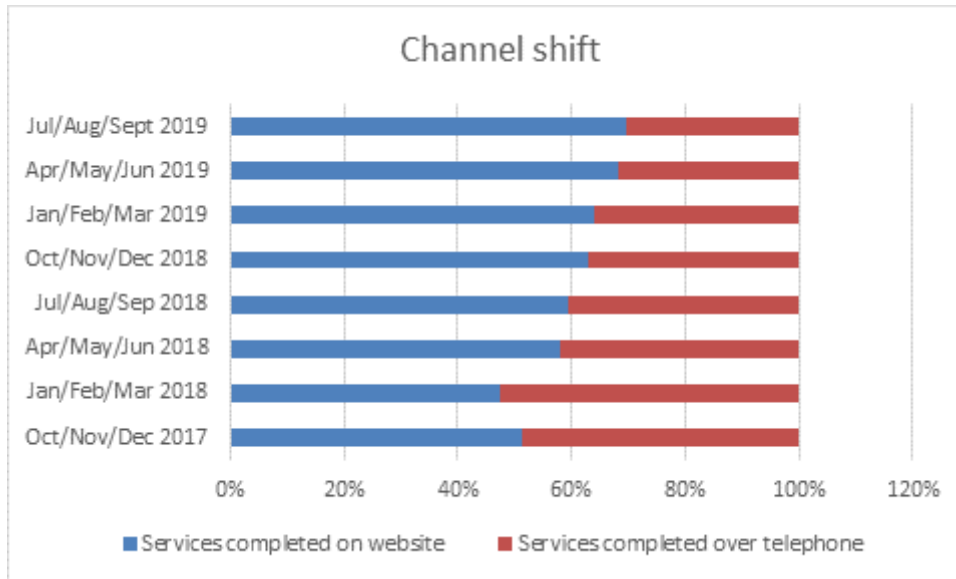
¹ Channel Shift. Enabling those customers who want and are able to, to do more for themselves and reducing council workload in the process.

² Demand management - Reducing or shaping demand to reduce the level of service required by customers.

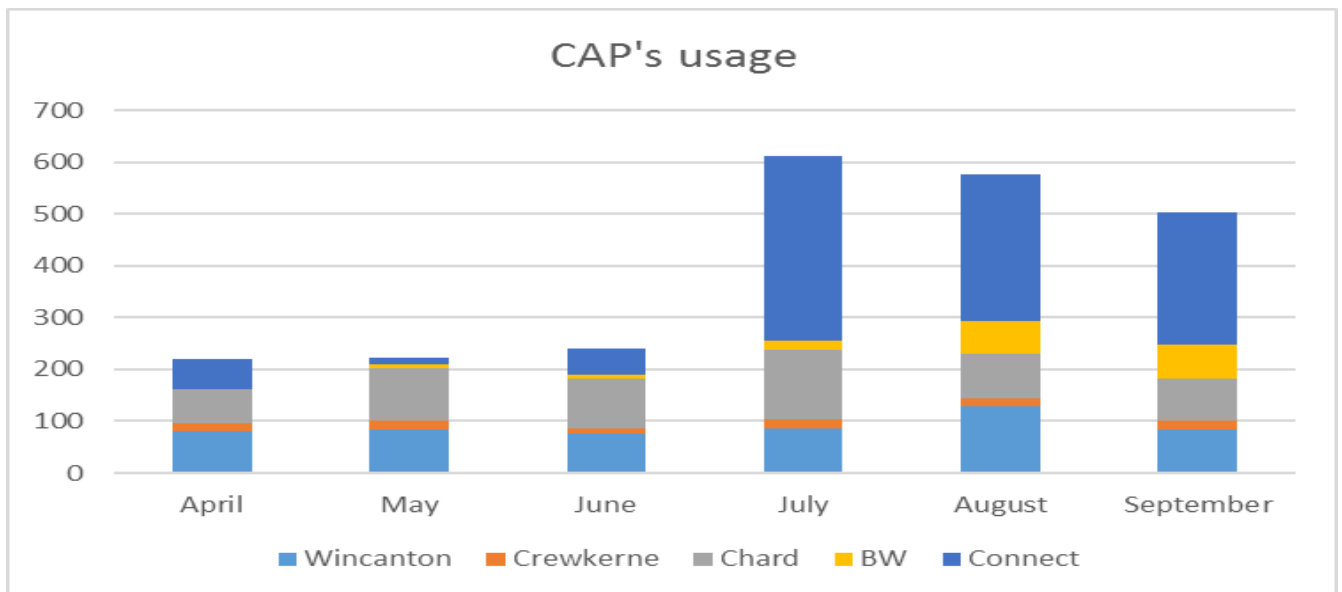
³ Service Redesign – Ensuring efficient processes that maximise the benefits of technology and strip out non-value added activity from customer journeys and processes.

⁴ Internal Remodelling and Agile - Improving productivity and releasing capacity in the organisation through the reallocation of work, workforce optimisation and better workforce practices

⁵ 5132



12. Customer Access Points (CAPs) are now fully functional, including the ability to scan and upload evidence to support claims. They are deployed in Crewkerne, Wincanton, Chard, Brympton Way and Connect (Peters House). The uptake of this service has been excellent. In the first 10 weeks 444 uploads relating to Benefits claims alone were uploaded via CAPs. With every self-serve upload being a saving on officer time, the benefits are clear.



13. **Customer Relationship Management (CRM).** Fundamental to delivering high levels of customer service, encouraging further channel shift, and improving demand management, is the planned efficiencies in our CRM capability, which in turn depends on three interrelated tools: the Customer Golden Record (CGR), Connect 360, and My Account.

- The **CGR** builds up a detailed profile of individual customers so that we can offer them better targeted and more appropriate assistance, and so that the customer can better help him/herself and keep a track of ongoing issues.

- **Connect 360** is the system that allows Customer Focussed Officers to deal with customers over the phone or face to face. Connect 360 allows the Customer Focussed Officers access to the CGR allowing him/her to better assist the customer. The interaction that the CFO has with the customer also feeds back into the CGR – making it a richer, more detailed profile to allow better future service. Connect 360 will also feature an “**upsell**” function. Following a transaction over the phone or face to face, the customer will be made aware of the benefits of signing up for an account and will be offered fast track assistance to do so. This targeted promotion and active assistance for account sign up promises a step change in channel shift.
- **My Account** allows customers to access the full range of digital services. Like Connect 360 for the phone in/walk in customer, My Account both draws on information from the CGR to provide a better service, and populates the CGR with information to allow a more bespoke service in future transactions.

This ambitious approach to CRM, and in particular the Connect 360 system, has never been attempted before. Consequently our testing and development has exposed a number of unforeseen system issues. R28 is largely aimed at fixing Connect 360 issues. Assuming this software upgrade is successful we will roll out Connect 360, completing the full suite of CRM systems. Successful delivery of this capability is currently the highest priority for our technical team and we anticipate delivery of the capability early November.

Demand Management.

14. **Web Information.** The July 2019 report highlighted the benefits delivered to our customers by the new website, both in terms of content and functionality allowing them to access key information for themselves. Improvements continue to be made to the look and feel of the website and more relevant information is available. Our BREXIT pages, which give a wealth of information and guidance to communities and businesses, is a prime example of the value that can be delivered simply by posting timely and relevant information on a well-designed and easily navigable website. When interacting with a customer using Connect 360, the Customer Connect Officer uses the SSDC web pages to give the caller information. If the website information is insufficient for the enquiry to be dealt with, the business area responsible for that service is automatically informed, ensuring that the web content is dynamically updated in line with the customer experience.
15. **My Account.** Significant improvements have been made to the account registration and authentication process. Visibility of council tax and benefits accounts continue to be available as is the ability to report issues and interact with the council online. Though a number of redesigned processes have yet to be fully rolled out, meaning some of the back office efficiencies have yet to be fully realised in terms of reduced work volumes, our digital offer to the customer has not reduced. Everything that a customer could do on line previously, can still be done today. Further service redesign and process roll out will contribute to the delivery of more efficiencies upon which many of the staff savings were predicated.
16. **Petters House - Connect.** Petters House has completed its physical transformation and digital upgrade to create a brand new technology enabled customer hub. Now known as ‘Connect’ the space is an inviting, vibrant and flexible go to place for our customers to access our services. With self-service customer access points, self-scanner for uploading document evidence, interview booths, open plan seating and private consultation rooms, it offers customers a choice of spaces and methods to get the best out of our services. Some have said it has a café feel, which the Customer Connect team are taking as a positive, as this is the atmosphere they want to create - a welcoming open environment where customers can drop in and connect with everything SSDC
17. **Localities.** At the same time as improving customer service, active intervention and preventative action by locality workers is seen as an important contributor to Demand Management. The Locality Team is now fully established and operational. Mobile 360 is the platform that will allow officers to access workflow away from the office, a key feature of agile working. The offline access that the

system should provide is not functional, so for the time being Mobile 360 will not be useable in areas without 4G or Wi-Fi coverage, but simple workarounds are being developed to overcome this until the full roll out of this functionality in early in 2020.

18. **Members Portal.** The Members Portal is intended to give additional capability to Members and to enable officers to assist and respond to Member requests more efficiently. Whilst this is operational, it does not have the full functionality yet that is planned. The portal's specific demands, for example making an enquiry on behalf of someone else (which doesn't happen elsewhere in the Civica system) has made mapping and then implementing the processes difficult. Ongoing testing points to these issues having been solved and the Members Portal is now being implemented. As with many of technical capabilities under development, the full capability will not be realised until Connect 360 is live, so for this reason, and to allow full and thorough testing, a launch date of 20 November 2019 has been set.

Service Redesign.

19. Service Redesign is the benefit driver most impacted by the prolonged transition period caused by the delay in delivering technical capabilities. Integration with legacy back office systems, the need to create stable live and development environments, and the requirement for thorough and comprehensive testing have all proved far more resource intensive than we had previously anticipated. Furthermore, new processes depend on an effective customer interface, so priority has been given to Connect 360, My Account and the Customer Golden Record (see para 13), where the greatest customer impact can be made.
20. Redesigned Street Scene processes (which allow account holders to track the progress of reports they have made, and which include the ability to 'drop a pin' to mark the location of an incident) were rolled out in May 2019, along with Somerset Waste Partnership enquiries and reporting.
21. As well the Customer Relationship Management suite, the Service Redesign team are currently working on Revenues, Benefits, Environmental Health and Planning processes. Integration of these with Connect 360 will be key to delivering an optimum customer experience, and some of the technical challenges we are experiencing should be remedied by the ongoing software upgrade. We anticipate delivery of these capabilities in Q3.
22. Even without integration of back office systems, use of Civica's Electronic Document Management (EDM) can provide significant efficiencies and should have applicability across a great many areas of the Council. EDM allows improved monitoring, reporting and management visibility and better hand-off between colleagues and between teams. In effect it offers a tech-lite solution as an interim step towards full service redesign. Using EDM also helps officers get used to working on the Civica system, easing the transition when fuller integration and process redesign is delivered. To prove the feasibility of wider EDM usage, a pilot scheme is well underway. The basic process maps required to optimise use of EDM have been developed by the service redesign team and are being tested by Housing. Initial indications from this trial are very promising and, subject to the final trial report, it is intended roll EDM out to other parts of the council.

Internal Remodeling and Agile Ways of Working.

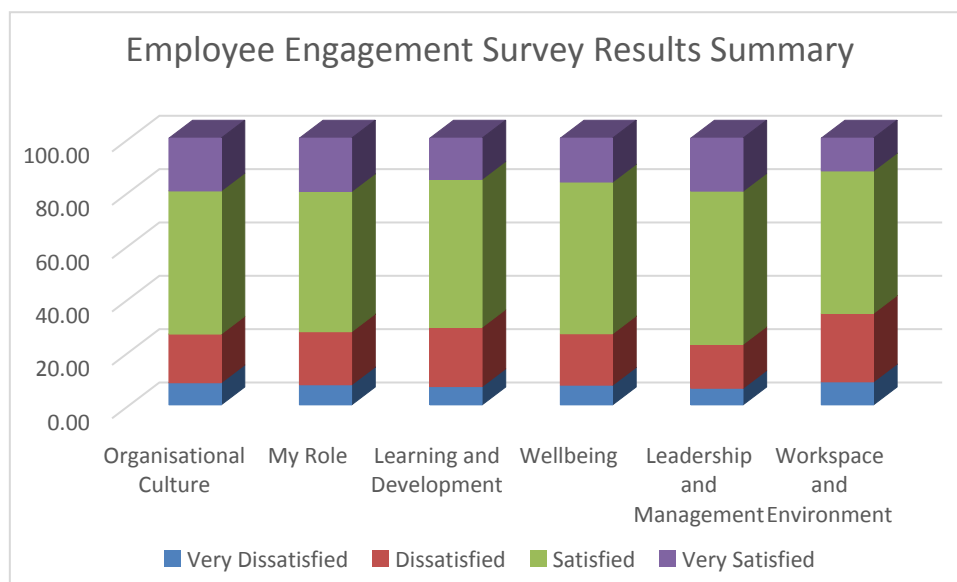
23. As well as 'tech-lite' approaches, opportunities for benefits from non-technical service redesign is being readdressed through remodelling and agile behaviour – "*...improving productivity and releasing capacity in the organisation through the reallocation of work, workforce optimisation and better workforce practices, e.g. shifting work and knowledge closer to the customer by embedding rule based 'knowledge' into processes and scripts, developing agile working and genuinely customer centric attitudes and behaviours*".
24. Support Services and Strategy & Commissioning have both undertaken a review of all working practices, examining process for efficiencies and whether there are interim non-technical measures

which can be implemented to improve outcomes. This work is now in implementation phase, and the exercise is now being undertaken within Service Delivery.

25. The Digital Mailroom, crucial to a range of potential future efficiencies, has been reinforced and is now being used far more widely both to index incoming documentation and to carry out batch printing and bulk mailing – clerical tasks that otherwise consume valuable case officer and specialist time.
26. Lufton Depot has undergone an important technical upgrade in recent months. Thin client PCs are now available for all members of staff meaning that all HR tasks can be completed by the individuals digitally. When one considers that up until now about 50 Lufton based employees had to fill in paper copies of forms such as leave requests, which managers would then need to re-enter by hand into the HR system, one can see the considerable efficiencies that this seemingly small enhancement to the workplace has delivered.

Non-Financial Benefits

27. Non-financial benefits are every bit as important as the financial benefits. It is these that bring about crucial elements of cultural and behavioural change that will future proof the organisation.
28. **Great to Work For.** The recently conducted Employee Engagement Survey asked questions under the headings; organisational culture; my role; learning and development, wellbeing, leadership and management, and workplace and environment. Correspondents were asked to strongly agree, agree, disagree, or strongly disagree with a total of 46 positively biased statements. A detailed report of the results has been produced, which shows that across the 6 categories, of respondents that expressed an opinion, on average over 72% were either satisfied or very satisfied compared to 28% who were either dissatisfied or very dissatisfied. Though only a snap shot, given the enormous challenges that the work force has had to contend with, these are very encouraging results which give us some useful data with which to develop future strategies.



29. **Leading the Way.** SSDC’s transformation is as radical as any undertaken by other local authorities. The development of a CRM capability using My Account, Connect 360 and the Customer Golden Record is ground breaking and unprecedented. But we lead the way in other important areas. Our Somerset Local Government Graduate Scheme (SLGGS) we believe, is the first of its kind to be offered within local government, offering graduates the opportunity to work in 5 different authorities at 2 levels (District and County). From proposal to implementation in just under 6 months, SSDC formed a partnership group – consisting of all 5 local authorities within Somerset – and led them through the design, recruitment of graduates and delivery of the scheme. Five exceptional graduates have been recruited and they join each Council on a rotational basis spending four

months in each placement. Feedback so far has been superb and we hope to continue the scheme in the coming years to ensure continuous development opportunities for young people within Somerset and local government

30. **Excellent to Work With.** Key to being excellent to work with is the development of a commercial mindset and great strides have been made working with commercial agents, other councils and businesses establishing ourselves as an investor or partner of choice

Internally we have:

- Ensured that all commercial services teams now work to a business plan, with commercial objectives to deliver year on year.
- Commenced building a managers toolkit and using the above business plan template from Commercial Services to start working with other services to move them onto a similar approach for their services.
- Set up SSDC Business Solutions Ltd a Holding Company to be able to trade out services to the private and commercial markets moving forward where there is a viable business case to do so.
- Set up the first trading company is now registered and should be trading before year end. Elleston Services Ltd – landscape and maintenance services.
- Have trained and will train more officers into Company Director and Company Secretary roles to sit on the SSDC wholly owned company boards – investing in its staff development, and helping them to understand the commercial trading world.
- Fully staffed the Commercial Property team, which has now invested the originally approved investment fund under the Commercial Strategy 2017 to deliver £2m plus of additional annual revenue - on target and ahead of schedule.

In light of this, an interim update to the Commercial Strategy and additional investment fund was approved in Sept to enable further investment over the next 2 years to achieve an additional £1.35m income shortfall per annum, which has now been identified, in addition to the original 2m which has now been committed/achieved.

Externally we have:

- Worked with a number of business partners and local contractors/suppliers from Somerset on our Marlborough housing development, which is now on the market.
- Retained our ongoing Joint Venture on Lufton 2000 with Abbey Manor Development, taking a more active and commercial approach in working with them, undertaking joint marketing and operational decisions; and have sold two development plots in the last year to enable new inward investment for Builders Merchant and a business expansion for a local company.
- Worked with national and international suppliers, along with local subcontractors on the Battery Energy Storage Site near Taunton.

31. **Delivering for our Communities.** Much of the preceding report deals with how we are developing resilient, customer focussed services. The Transformation Programme includes a customer insight workstream which is beginning to develop the knowledge base that will guide our future business development. Once again, the feedback loop at the heart of our CRM approach will ensure rich and detailed customer information going forward.

Service Delivery Improvement – Update

32. The July District Executive Committee, in recognition of the delays in securing the benefits of technology and service redesign, agreed to additional funding to relieve the pressures and reduce service waiting and processing times. Funding was agreed for £494,990 in 2019/20 and £240,230

in 2020/21 to be funded from additional business rate income existing reserves, increased income targets, and a commitment against the 2020/21 budget.

33. The majority of the plan provides for additional staffing capacity for a temporary period utilising a mixture of existing staff and where necessary, external staff.
34. Since approval in July recruitment has been underway for fixed term and agency resource to support the Specialist, Case and Customer Focussed teams. The Case and Customer Focussed teams has now completed recruitment. This has taken some time due to recruitment and selection process. The full impact of this resource will not be felt until training and familiarisation of new staff is completed in quarter two which will be reported in January. In some teams such as planning we are relying on agency staff until we successfully recruit permanent staff.
35. Some funding was reserved for outsourcing Revenues and Benefits work and this is working well when supported by additional internal resource. Discussions are at an advanced stage on commissioning an external company to undertake some of the simpler householder planning applications.
36. As well as the pure performance aspects one of the aims of the exercise was to improve staff morale and there is evidence that this has improved in areas where we have been able to demonstrate an improving trajectory.

37. In this quarter the following service delivery improvements have taken place:

38. Planning

- Validation time now reduced from baseline of 29 days to 10 days.
- The backlog of applications in the system over 8/13 weeks without an extension of time has reduced from 309 to 285 since August.
- The overall number of application in the system has been reduced from a baseline of 558 to 522.
- Enforcement cases have increased from 563 to 580. This is because resource has been directed at closing older cases.
- A new online form for complaints has been launched.
- Extensions of Time have gone down from 90 in August to 43 in the first week of October.
- Planning agents' forum held on the 26th September.
- Parish Clerks training held on the 24th September to assist with website navigation and weekly lists.
- All current planning approval procedures are being reviewed in order to yield efficiencies

39. Benefits

- 3000 items of backlogged benefit work have been outsourced. This plus additional case capacity has cleared the backlog of new Housing Benefit forms.
- New claims and are now being looked at within 5 days.

40. Revenues

- 3000 items of backlogged revenues work outsourced and we expect to clear the backlog of council tax reminders and summons during the 2nd half of October.

41. Connect (Customer Focused) Team

- Average call wait time still remains around 5 mins with our longest wait time of 36 mins during September. There is no improvement in this area yet as we have had 7 new staff receiving training during Aug/Sept/Oct. Training enables staff to help shift customers to self-service which

will reduce future service demand as customers self-serve. 28% of our calls are still failure demand.

- Enquiries we are able to deal with at the first point of contact has risen to 70% due to the time being invested in training.
- We received over 1200 call back requests this quarter and we have seen improvements in returning call backs which are now being turned around within 2 days.
- The Connect space at Petters House and Community Access Points at Chard and Crewkerne continues to thrive with the self-serve scanner used 336 times during the month of September.
- Channel shift has reached a high with 71% of customers using our digital channels for transactions instead of the telephone.

42. Housing

- Our waiting times for housing registering applications have been reduced and is now 29 days (1 day longer than target).
- For changes of circumstances the wait time is now 15 days against a target of 28 days. In Q2 the average length of stay in temporary accommodation is now 3 days against a target of 7 days or less.
- In Q2 the number of instances where we prevented homelessness was 74 against a target of a minimum of 30.

43. Land Charges

- Length of time taken to process searches which has reduced from 28 to 19 days Additional resources started on 14/10/19, and we should then see a further significant improvement.

Council Plan Implications

44. Our Council Plan 2016/21 includes an annual action plan for 2019/20 identifying 5 key themes and areas of focus. The theme most relevant to the transformation programme is;

- Protecting core services

Within this, priority project 1 is to complete and fully realise the benefits of Transformation and implement the Commercial Strategy

Carbon Emissions and Climate Change Implications

45. There are no implications arising from this report

Equality and Diversity Implications

46. There are no implications arising from this report.

47. An Equality Impact Assessment was undertaken in 2017 prior to commencing the selection process for the repositioning of roles in the organisation. This deemed there was no inequitable impact for any group as a result of the reorganisation proposals as sufficient measures had been taken to address any potential areas of risk.

Privacy Impact Assessment

48. There are no implications arising from this report.

Background Papers

Quarterly reports to District Executive

Agenda Item 7

Corporate Performance Report 2019-20: 2nd Quarter

Executive Portfolio Holder: Val Keitch, Strategy and Housing
Director: Netta Meadows, Director of Strategy and Support Services
Service Manager: Charlotte Jones, Lead Specialist People, Performance and Change
Lead Officer: Cath Temple, Specialist - Performance
Contact Details: Cath.temple@southsomerset.gov.uk or (01935) 462587

Purpose of the Report

1. This report sets out the current position of the Council's agreed key performance indicators and covers the period from July to August 2019 (Q2).

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2019.

Public Interest

3. The Council is accountable to the local community for its performance. We publish performance monitoring information to demonstrate outcomes and to highlight opportunities to learn and improve for the future.

Recommendations

4. The District Executive is asked to note and comment on the report and the new format.

Background

5. The Council monitors a set of key performance indicators (KPIs) which are published on our [website](#).

Quarter 2 Performance

6. The attached report includes our performance from July to September 2019 with KPIs for each theme of the Council Plan.
7. The KPIs have been revised to align more closely with the areas of focus within the Council Plan 2019/20. Some measures are annual so there is no data to report in this quarter.
8. The last two years has seen significant activity and change across the whole of South Somerset District Council (SSDC). We have delivered many key parts of our Transformation programme, at pace and with significant staff changes, while working hard to ensure that our key business areas continue to deliver for the communities we serve. This has included significant financial benefits, alongside the implementation of new ways of working (in terms of processes and systems) within a completely new organisational model. This has not been without its challenges, and we fully recognise that at times customer service has been affected.
9. We have a committed group of leaders, managers and staff who are working hard to deliver services to our residents whilst also transforming what we do. Moving to our new ways of working presents some challenges, yet our teams have demonstrated commendable professionalism, dedication and hard work, and should be justifiably proud of all we have achieved over the past two years.

10. The changes we have to make are not yet complete and we have a good awareness of the considerable work that remains ahead for us as an organisation. This includes completing the redesign of our services and supporting our customers to take up new digital channels, together with embedding new ways of working within the 'One Team'.
11. The attached report shows that in certain key areas, in quarter 2, there were some dips in performance below targets or agreed service levels. Additional resources have been agreed to support these key areas. Overall 14 KPIs are either showing a steady position or are improving and 16 KPIs are either on or above target. Comments are included from the relevant lead officer or Performance Specialist. We will continue to monitor performance closely and take action as appropriate.

Financial Implications

12. There are no direct financial implications related to this report.

Risk Matrix – this report is for information only – no risk profile.

Council Plan Implications

13. This report is consistent with the Council Plan 2016 – 2021

Carbon Emissions and Climate Change Implications

14. There are no direct implications

Equality and Diversity Implications

15. There are no direct implications

Privacy Impact Assessment

16. There are no direct implications

Background Papers

Council Plan 2016-2021 & Annual Action Plan 2019/20

Half year report 2019/20

This is our half year report on our 6 Priority Projects, which were part of last year's Annual Action Plan. For each project we have highlighted progress against the project plan, and outlined other achievements.

1 To complete and fully realise the benefits of Transformation and implement the Commercial Strategy

What we committed to do and our progress

- **Milestone 1: Go live of digital offer for customers by May 2019.** The digital offering has improved significantly through a redesigned public website. Customer service has been optimised by the efficient and effective integration of the My Account (self-service) functionality, Connect 360 (the Customer relationship management tool) and unique customer records. The digital offering continues to be improved.
- **Milestone 2: Develop case for setting up trading companies.** Trading companies are set up and registered with company's house. Directors are appointed and we plan to be operational by Jan 2020.
- **Milestone 3: Fees and charges toolkit issues.** Toolkit is nearly complete, the aim is to start communicating the tool kit to managers and commence full roll out over the next quarter.

What we plan to do next

- Complete Service Redesign
- Build of redesigned processes completion (December 2019)
- Deliver Benefits Realisation Impact Report (December 2019)
- Lead Specialists mobilised to review fees and charges and identify new opportunities
- Complete review of Fees and Charges
- Enable Benchmark for Fees and Charges to be available for 2020/21
- Secure £1.5m net additional annual revenue from council investment by December 2019 (from base of zero at July 2017) with a stretch target of £2m
- To increase commercial investment to support the Council's Financial Strategy to deliver minimum £3.35m net income per year by April 2022 through the Council's commercial activity and/or existing asset management."

To finalise plans and progress implementation of the Chard regeneration project

2

What we committed to do and our progress

- **Milestone 1: Commence Master planning process following Pre-app discussions** - Completed and submitted to Planning Authority.
- **Milestone 2: Create Outline design for Public realm projects (Apr/May 2019).** Completed and due for community consultation before the end of 2019.
- **Milestone 3: Major Planning Application (Jun/Jul 2019)** - Completed and planning consent issued in September 2019.
- **Milestone 4: Completion of funding bids to support bringing forward the first phase (the leisure element).** Successful application to the Historic High Streets Fund to support Public Realm. External funding for all elements still being developed.

What we plan to do next

- Produce a detailed design of the leisure facility to RIBA Stage 4
- Adopt a Public Realm design guide to use throughout the town centre construction activities, such as the main regeneration scheme, within the Boden Mill and ACI grounds and other satellite schemes such as the Gateway project and the Bell mouth of Silver Street and Fore Street.
- Design Public spaces around new leisure facility, Boden Mill and Holyrood Lace Mill

Below: Plans for Boden Mill site after the Chard Regeneration project is completed



Right: Stakeholders at the Boden Mill site, preparing for regeneration to begin.

3

To continue the refresh of Yeovil Town Centre

What we committed to do and our progress

- **Milestone 1: Consultation on public realm design guide (P1) completed in line with Statement of Community Involvement.** Initial consultation commenced and was completed in July/August.
- **Milestone 2: Access Strategy (T1) Transport model produced.** Model produced to enable phase 2 of the strategy to be developed.
- **Milestone 3: Car Parking action plan (T9) draft and approve fixed plate signage package** - Review submitted to board in September (Q2) signage package requires further work.
- **Milestone 4: Draft Public Realm design guide produced for adoption by Council (P1)** - Guide completed for adoption process through Q3 and Q4
- **Milestone 5: Creation of outline Public Realm design (P2 - P6)** - Outline design completed and signed off by Yeovil board.
- **Milestone 6: Public event on Public Realm design ((P2 -P6)** - Event held on 20th July to inform outline design process.
- **Milestone 7: Access Strategy (T1) Infrastructure plans tested** - All work completed to enable phase 2 of the strategy to be developed.
- **Milestone 8: Agree installation of fixed plate signage with Somerset County Council** - Review has occurred but further work is needed to finalise package.
- **Milestone 9: Identify preferred lighting scheme for West Henford** - Action commenced and will continue into Q3



What we plan to do next

- Car parking action plan - further work to be completed on the signage package
- Produce action Access Strategy draft plan for adoption
- Continue and complete the improved lighting for West Hendford
- Install fixed plate signage package
- Adopt Local Walking and Cycling Infrastructure Plan

What we committed to do and our progress

- **Milestone 1: Establish Wincanton Regeneration Programme Board.** As previously reported there were some delays to milestones relating to governance and project work. Area East Committee approval came in July 2019. The first meeting of the board is scheduled for October 2019.
- **Milestone 2: Feasibility of relocation of mobile banks and provision of 24 hour ATM determined.** This was delayed due to the above milestone, scheduled for October 2019.
- **Milestone 3: Draft prospectus for consultation with Stakeholder group.** As above the delay to the start of the project means this milestone will be started during Q3

What we plan to do next

- Continuation of above milestones. To include high level budget to be considered at District Executive/Full Executive October 2019. Programme resourcing and project delivery to be agreed following the above.
- Consultation prospectus published, Land Owner (key sites) liaison
- Obstacles to delivery identified and interventions agreed at target locations
- Consents for relocation of mobile banks and provision of 24 hour ATM obtained and implementation timescale agreed



To develop proposals to accelerate the delivery of key housing sites and associated infrastructure

5

What we committed to do and our progress

- **Milestone 1: To set up a Community of Practice (expert working group)** - Complete - Community of Practice set up, core group and scoping meetings held.
- **Milestone 2: Agree Governance arrangements** – All agreed.
- **Milestone 3: Scope and agree project objectives and expected outcomes** – Agreed main priority (to accelerate the delivery of key housing sites and associated infrastructure), issues tender and conducted interviews with a view of confirming consultancy to deliver a report on "Accelerating Delivery of Housing in South Somerset".
- **Milestone 4: Establish criteria for selecting sites** - A separate project will initially focus on Chard and delivery of the Eastern Development area (separate project to above) with a practical review/analysis of unlocking allocated land within multiple ownerships and delivering key infrastructure.

What we plan to do next

- Review best practice to understand effective approaches and practices
- Agree selected sites and associated infrastructure requirements
- Share proposals for identified sites



6

To assess options for improving community transport links

What we committed to do and our progress

- **Milestone 1: Set up a community of practice (expert working group)** - Complete.
- **Milestone 2: Agree governance arrangements** - Complete.
- **Milestone 3: Scope and agree project objectives and expected outcomes** - Complete.
- **Milestone 4: Review best practice to understand effective approaches in delivery of community transport solutions** - This has been moved to Q3
- **Milestone 5: Review of current community transport provision** - The audit and review started in September 2019 and will continue into Q3

What we plan to do next

- Undertake District Community Consultation to understand transport needs
- Understand options against identified needs
- Share outcomes of assessed optionsmescale agreed



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For the Annual Action Plan 2019/20 see the link below:

<https://www.southsomerset.gov.uk/media/2020/council-plan-201920.pdf>



South Somerset District Council

Corporate Performance Monitoring

Quarter 2 report: July – September 2019-20

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**Protecting
Core Services**



Economy



Environment



Housing



**Healthy, Self-reliant
Communities**



**Protecting
Core Services**



Economy



Environment



Housing



**Healthy, Self-reliant
Communities**






This is our second quarterly report for the 2019-20 Council Plan annual action plan. There are two sets of comparisons for the data within the report. One compares performance against the agreed target and the other compares the current result with past performance to give a direction of travel.

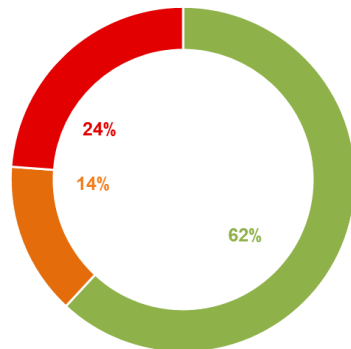
For targets this quarter 13 measures were above target (green), 3 were on target (amber) and 5 were below target (red)

For direction of travel this quarter, 9 improved (green), 5 stayed the same as last quarter (amber) and 7 were worse (red) than the previous quarter. There is commentary included within the report which explains the current position in more detail, this commentary has been provided by the Lead Specialists/Specialists within the appropriate areas




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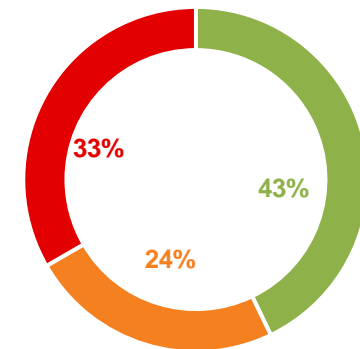
Progress against targets - summary for this quarter

-  Red = significantly below target
-  Amber = behind target
-  Green = on, ahead of or above target













Direction of travel - summary for this quarter

-  Red = Significantly worse than last quarter (more than 10%)
-  Amber = No real change
-  Green = Improved on the last quarter









Protecting Core Services



Ref	Measure (frequency of reporting)	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
PCS1	Number of on-line accounts activated – Household & Business (Quarterly)	The number of new Customer accounts during the quarter	10,000	New for 19/20	3482	5132			
PCS2	Number of accounts active at 6 month point – Household & Business (Quarterly)	The percentage of customer accounts in active use within the last 6 months	50%	NEW for 19/20	*	**			This information is outstanding
PCS3	Service requests through on-line forms as a % of all requests (Quarterly)	% of transactions being completed using online service forms instead of other channels, for the same service e.g. phone/letter	70%	New for 19/20	67%	71%			The potential for this target to be increased is being explored given the high levels already achieved since the launch of the customer portal
PCS4	% of property portfolio with a performance assessment (Quarterly)	The number of SSDC owned properties with an assessment in place	95%	50%	50%	50%			Due to a continued lack of staff and resources, the required data for Q2 cannot be collected. The team are in the process of recruitment and re-planning resource/tasks.
PCS5	Council Tax Collection (Quarterly)	The % of council tax collected at 31 st March	98% (annual cumulative)	98%	28.11%	55.56%			Work on the backlog is progressing and forms part of the recovery delivery plan. There will be a knock on effect to the collection rates initially but this will recover over the coming quarters.
PCS6	NNDR collection (Quarterly)	The % of National Non Domestic Rates collected at 31 st March	97% (annual cumulative)	97.4%	33%	56.29%			







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	Red = significantly below target		Red = Significantly worse than last quarter (more than 10%)
	Amber = behind target		Amber = No real change
	Green = on, ahead of or above target		Green = Improved on the last quarter









Protecting Core Services

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
PCS7	Speed of processing - Housing Benefit new claims (Quarterly)	The average (mean) number of days taken from receipt of application from the customer to notification of decision	21	29.5	37 days	41			We have now cleared the backlog of new claims. In the short term this has had an adverse impact on the performance indicator and this is reflected in Q2. The improvement in performance resulting from the backlog clearance will be reflected in Q3.
PCS8	Speed of processing - Housing benefit change of circumstance (Quarterly)	The average (mean) number of days taken from notification of change by the customer to notification of adjustment	7	4	8	16			We have made good progress in reducing the age and volume of change of circumstances backlog. In the short term this has had an adverse impact on the performance indicator and this is reflected in Q2. The improvement in performance resulting from the backlog clearance will be reflected in Q3.
PCS9	Speed of processing - Council tax new claims (Quarterly)	The average (mean) number of days taken from receipt of application from the customer to notification of decision	30	45	67	63			There is a marginal improvement in performance. We are working through a backlog of claims which has affected the speed of improvement. Once the backlog is cleared the indicator will improve significantly. This will be reflected in Q3.
PCS10	Speed of processing - Council tax change of circumstance (Quarterly)	The average (mean) number of days taken from notification of change by the customer to notification of adjustment	7	7	15	51			This is the area where we had the biggest and oldest backlog. We have made good progress on reducing the age and volume of this work and in the short term it has substantially increased the average time taken. We anticipate this area of work being cleared by early November and Q3 performance will show a substantial improvement on Q2.

DWP = Department of Work and Pensions
SLA = Service Level Agreement

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	Green = on, ahead of or above target		Green = Improved on the last quarter

Protecting Core Services

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of Travel	Supporting information
PCS11	Speed of processing – planning applications – major (Quarterly)	The % of valid major planning applications determined within 13 weeks	60%	100%	100%	89%			The drop in the % still remains well in excess of the target. The reduction from 100% to 89% reflects 2 applications released out of time without an agreed extension of time.
PCS12	Speed of processing – planning applications – minor (Quarterly)	The % of valid minor planning applications determined within 8 weeks	70%	93.7%	97%	90%			
PCS13	Speed of processing – planning applications – other (Quarterly)	The % of all valid other planning applications determined within 8 weeks	80%	96.4%	99%	96%			The small drop in the % still remains well in excess of the target. The % below 100% reflects around 10 applications released out of time without an agreed extension of time.
PCS14	Planning appeals lost as a % of all decisions (Quarterly)	The number of appeals to the Planning Inspector lost (ie decision overturned) expressed as a % of all decisions	10% (maximum threshold)	7.3%	3.52%	2.00%			This is an improving situation as a result of the Regulation Committee and Area Committees determining more major applications positively. However we have three outstanding qualifying major applications which if lost would take the percentage to 5.00%, not taking into account any subsequent qualifying major applications we approve in the meantime.

NB: PCS14 The description provide by MHCLG is 'The quality of decisions is the percentage of planning applications refused, for major development that have been overturned at appeal, once nine months have elapsed following the end of the assessment period' and its measured over years not quarters :- April 16_March 18 – 7.38%, April 17_March 19 – 4.23% and April 18_March 20 2.00%

MHCLG (Ministry of Housing, Communities and Local Government)



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Amber = behind target

Green = on, ahead of or above target



Red = Significantly worse than last quarter (more than 10%)

Amber = No real change

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Protecting Core Services

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of Travel	Supporting information
PCS15	Commercial property income yield (Annual)	The annual income from SSDC commercial property investments	£428k	£430k	Annual measure				
PCS16	Annual average yield increase of business services (%) (Annual)	The % and numerical value of income (yield) across all income generating services	5% or £250k	*	Annual measure				*The Q4 (end of year) figure for 2018/19 is not yet available



Red = worse than last quarter

Amber = no significant change

Green = Improved on the last quarter



Red = Significantly worse than last quarter (more than 10%)







Amber = No real change



Green = Improved on the last quarter

Economy

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
E1	% spend with local SMEs (bi-annual)	The proportion of SSDC purchasing through local SME suppliers (within the SSDC postcode area), as a % of total spend for goods and services. We assign SME status on the EU definition of SME. <250 employees, We base local status on SSDC postcodes, using CEDAR Vendor addresses.	10%	New for 2019/20	20%	13%			The current performance is a reflection of our status quo. We are utilising the target for Financial Year 2019/20 to baseline and set appropriate targets for Financial Year 2020/21.
Page 27	Delivery of the Economic Development Strategy (EDS) (Quarterly)	The number of actions and priority projects which are in progress, aligned to the EDS delivery plan. The 6 areas of priority within the EDS are: 1. Business Support, Retention, Innovation & Inward investment 2. Transport & Communications Infrastructure 3. Economic Inclusion 4. Land, Sites & Workspaces 5. Supporting Urban Economies 6. Supporting Rural Economies	30 Milestones in progress	New for 2019/20	17 on target	21 on target			Particularly good progress has been made towards securing Business Rate Retention (BRR) pilot growth funds, which will benefit South Somerset. The FBC for Skill-Up has been approved, which will deliver co-ordinated apprenticeships and training service for businesses. Good progress is being made on BRR projects that will unlock infrastructure to deliver housing and employment land in our market towns, plus a separate project to clarify and promote the inward investment offer.



Red = worse than last quarter

Amber = no significant change

Green = Improved on the last quarter



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Environment

Environment

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
EN1	% of household waste recycled (Quarterly)*	The % of all household waste recycled (Somerset wide)	53%	52.41% (18/19)	54.98%	*	●	↑	*there will always be a delay of one quarter (data provided by the Somerset Waste Partnership - SWP)
EN2	Residual waste sent to landfill (Quarterly)*	The % of residual waste volume going to landfill (Somerset wide)	46%	46.4%	43.69%	*	●	↑	
EN3	Waste recycled in the UK (Quarterly)*	The % of all waste collected which is recycled in the UK (Somerset wide)	90%	90%	91.75%	*	●	↑	

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*SSDC is part of the Somerset Waste Partnership. At present the performance data relating to waste services is supplied by SW P and is not available at a district level. The opportunity to create a district level picture is being explored. Currently targets for the new financial year are not available, SWP targets will track performance against last year.

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Housing



Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
H1	Number of households in temporary accommodation (Quarterly)	The number of households in temporary accommodation as at the final day of the quarter	30	42	34	43			Numbers can be volatile because it depends both on the volume and nature of new cases, and the forward plans and prospects of rehousing for those already in temporary accommodation
H2	Length of stay in temporary accommodation (Quarterly)	The average (mean) number of days spent in temporary accommodation (B&B)	7 days	6	1	3			The homeless team continue to work hard to avoid bed and breakfast and, when used, to minimise the length of any placements. Our duties to provide accommodation in an emergency, the nature of the case, the timing of the approach, and the availability of other types of temporary accommodation can sometime conspire to force the use of bed and breakfast. The length of stay will partly depend on the availability of alternative accommodation.
H3	Number of cases of homelessness prevented/helped (Quarterly)	The number of households assisted by SSDC to prevent or relieve homelessness	30 per Quarter	70	68	74			A steady improvement on previous quarters
H4	Affordable housing completed (Annual)	The number of affordable homes completed for occupation	254 pa	121 (annual)		Annual measure			The target is calculated from the current 5 year land supply target at 35%. Achieving this figure is highly dependent on the amount of qualifying developments and actual completions.
H5	Affordable housing as a % of all housing completed (Annual)	Number of affordable homes completed as a % of all new housing completions	35%*	18.6% (annual)		Annual measure			* On all qualifying developments

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Healthy, Self Reliant Communities

The Council's area of focus for 'Healthy, Self-Reliant Communities' relies significantly on our work with partners through the design and delivery of a range of community based programmes. A small number of Key Performance Indicators are included below.

Ref	Measure	Description	Target	Q4 (18/19)	Q1	Q2	Perf against target	Direction of travel	Supporting information
HSC1	Participation in Health Walks (Annual)	The number of residents participating in health walks supported by SSDC	10,500	10,440 (annual)			Annual measure		At the start of 2019/20 walkers are being supported by 105 trained walk leaders leading 22 health walks.
HSC2	Volunteering at SSDC (Annual)	The number of days provided through volunteering at SSDC	2300	2277 (annual)			Annual measure		
HSC3	Investment into local communities facilities (Annual)	The value of investment by SSDC into local facilities enabling cultural, leisure and sports activities	£464k	£679k (annual)			Annual measure		The target is the planned spend within the 2019-20 SSDC capital programme for sports and leisure schemes



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Amber = behind target



Green = on, ahead of or above target



Red = Significantly worse than last quarter (more than 10%)



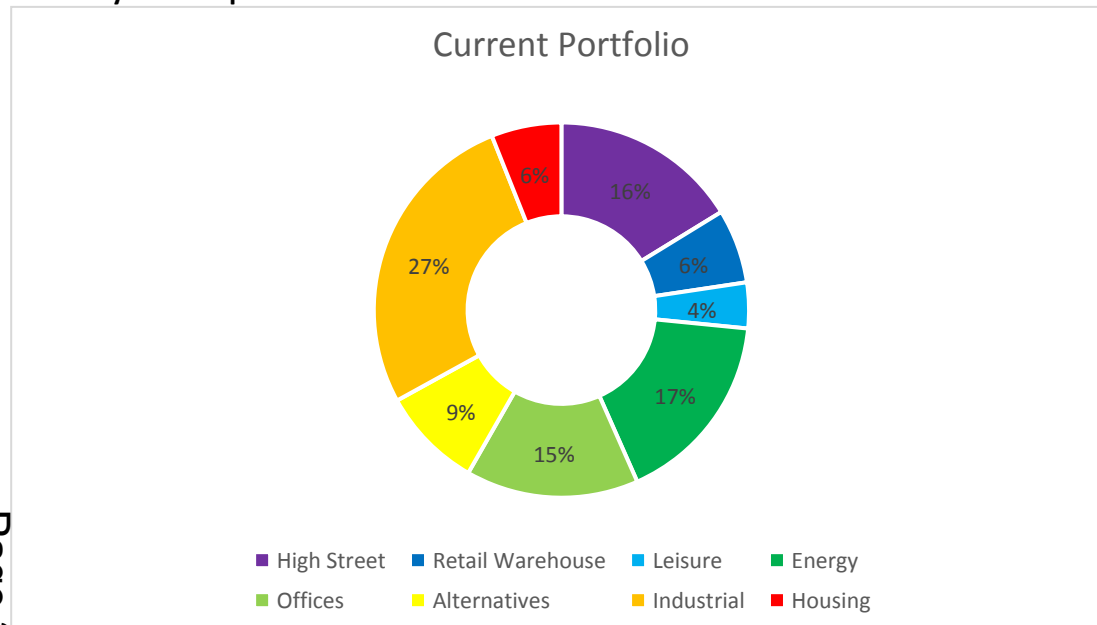
Amber = No real change



Green = Improved on the last quarter

Commercial Property Investment Overview – Q2 2019

Sector by Sector Split



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Total Investment

Sector	Expenditure
High Street	£11,923,365
Retail Warehouse	£4,694,040
Leisure	£2,895,980
Energy	£9,800,000
Offices	£10,938,780
Alternatives	£6,406,180
Industrial	£15,322,520
Housing	£4,439,906
All Committed	£7,015,100
TOTAL	£73,435,871

Q3 2019 Investment

Sector	Expenditure
Retail Warehouse	£4,694,040
Alternatives	£6,406,180
Industrial	£12,280,540
TOTAL	£23,380,760

Notes:

1. All Committed is the total value of opportunities that have been approved via IAG, agreed subject to contract but not yet legally completed
2. Alternatives – relates to a property used for “other” purposes – at this stage a single property used as a veterinary hospital.

Agenda Item 8

Update on Connecting Devon & Somerset and Superfast Broadband provision in South Somerset

Executive Portfolio Holder: John Clark, Economic Development and Commercial Strategy
Director: Alex Parmley, Chief Executive
Lead Specialist: Peter Paddon, Economy Lead Specialist
Specialist: Joe Walsh, Specialist Economic Development
Contact Details: Joe.walsh@southsomerset.gov.uk or 01935 462289

Purpose of the Report

1. To provide members with an update on the Connecting Devon & Somerset Superfast Broadband Extension Programme following termination with Gigaclear
2. To provide an overview of the opportunity to formally join the Connecting Devon & Somerset programme with a financial contribution
3. To provide members with an update on DCMS's (Department for Digital Culture Media and Sport) Gigabit Broadband Voucher Scheme

Forward Plan

4. This report appears on the District Executive Forward Plan with an anticipated Committee date of 07/11/2019.

Public Interest

5. Many rural businesses, other premises and communities still do not have access to Superfast Broadband (SFB) and remain unable to realise their full digital on-line potential. Access to online services is becoming increasingly important. Residents, businesses and communities should not be left disadvantaged because they are unable to access online opportunities quickly, and reliably.
6. This report provides an update on phase 2 of the Connecting Devon and Somerset programme roll-out following the termination with Gigaclear. It also offers a potential solution for premises that will or might remain unconnected beyond the conclusion of that programme.

Recommendations

That District Executive:

- i) Note the content of this report
- ii) Agree to financially contribute to join Connecting Devon and Somerset in line with the Council's Economic Development Strategy Priority Theme 2.2 of:
Continue to support and secure delivery of superfast broadband and mobile communications to rural and urban businesses in South Somerset
- iii) Should Members confirm that they wish to invest, to delegate the negotiations of a final financial contribution to the Portfolio Holder for Economic Development including Commercial Strategy in consultation with the Chief Executive, S151 Officer and Solicitor to the Council. Any such sum would be included within a further recommendation to District Executive on Thursday 5th December 2019 where final approval will be sought.

Background

7. In 2016, CDS requested that SSDC commit funding of £640,000 to formally join the programme. This was debated at District Executive and it was decided that funding could not be provided until it was known exactly where the money would be spent and approximately how many premises would be connected as a result of the expenditure. Due to this information not being provided SSDC did not contribute to Phase 2 of the CDS programme.
8. In September 2019, the CDS Phase 2 contract with Gigaclear operating across South Somerset was terminated. Therefore, the opportunity has once again arisen for SSDC to join the programme before the retender (subject to agreement with the CDS Board). Separately there are currently other opportunities to connect to SFB in South Somerset such as BDUK gigabit voucher scheme which is operating in those areas that might not have benefited from the CDS programme.

Report Detail

The CDS contract for Phase 2

9. CDS decided to divide Somerset and Devon into 6 “lots” and the National Parks to make the procurement and delivery more effective. The remainder of this report focuses on the contract which was issued for the lots that cover the South Somerset geography.
10. The contract to provide the infrastructure for Phase 2 of the Superfast Broadband Extension Programme was awarded by CDS to Gigaclear. This was reported to the District Executive Committee in January 2017. The Phase 2 provision of Superfast Broadband is only to those areas that will not be met by the commercial sector.
11. In September 2019 CDS announced that they had terminated Gigaclear’s five year contract. Unfortunately, Gigaclear were significantly behind schedule and a proposed recovery plan was deemed to be unacceptable by CDS. A Programme Briefing Paper was provided by CDS to all elected members. This can be found in **Appendix A**. It should be noted that the National Parks delivery programme continues, as this was not awarded to Gigaclear.

Next steps

12. Phase 2 of the CDS programme will be progressing with a new procurement to replace broadband infrastructure coverage for the Lots where contracts have been terminated due to the supplier’s failure to meet contract milestones.
13. The procurement will be approximately 12 months duration. It is expected that new contracts will be awarded around November 2020. The National Broadband Scheme state aid authorisation will expire at the end of December 2020 and contracts need to be awarded before then.
14. CDS is currently undertaking an Open Market Review (OMR) a process which is required to gain State aid clearance. This process tests the market plans to help to identify the areas which are not due to receive coverage from commercial providers in the next 3 years. The analysis of the plans is reviewed with BDUK and is put out to public consultation for at least 1 month. Final analysis is also subject to BDUK review.

The opportunity to formally join the Connecting Devon and Somerset programme with a financial contribution

15. Due to the re-procurement of the Phase 2 contract SSDC has the opportunity to formally join the Connecting Devon and Somerset programme with a financial contribution
16. Previously the sum of £640,000 has been requested from SSDC. This figure was based on the amount of eligible premises in the district. An eligible premise is one which is not planned to be connected through a commercial provider (identified through the OMR) and does not already have access to superfast broadband. If SSDC wishes to join the collaboration it would need to confirm the amount of funding that it would wish to invest. The collaboration agreement provides that each district's funding would be ring fenced for that district. Whilst it is expected that an offer of a contribution by SSDC would be accepted by the CDS Board, there is no cast-iron guarantee of this.
17. SSDC can choose to contribute less than the £640,000 requested by CDS. As with the initial funding request in 2014 we are unable to say how many additional premises will benefit from an additional SSDC investment. This will depend on the successful applicant's business case which will be unknown until the procurement process has closed.
18. We are able to confirm that additional investment will result in additional premises being connected in South Somerset. There are currently approximately 12,500 premises that would be eligible for CDS subsidy in South Somerset. Unfortunately there is no way of knowing how many of these premises would be connected as a result of SSDC putting in additional monies.
19. The funding approach is currently being worked through by CDS and is dependent on the number of eligible premises across the region and the amount of funding available from differing sources. During the initial Phase 2 contract funding was allocated in South Somerset from:
 - i. Building Digital UK (formerly Broadband Delivery UK)
 - ii. Somerset County Council
 - iii. Heart of the South West Local Enterprise Partnership
 - iv. European Regional Development Fund
20. Other Somerset districts had additional money available to build in their area due to their own contributions.
21. Contribution to the programme will also provide SSDC the opportunity to gain a position on the CDS Board however this will need to be agreed with other Somerset Authorities and is likely not to be until 2 years' time. Contribution to the programme would allow SSDC to be involved with the procurement process.
22. The procurement is due to be launched later this year. If SSDC wishes to join the collaboration it will need to confirm the amount of funding it wishes to invest, and agreement must be reached with other collaborating partners regarding SSDC admission to the collaboration and documentation signed to formalise this.
23. CDS will continue to work on its procurement and will not be able to delay the launch of the procurement if SSDC is not able to commit prior to launch of the procurement.

Superfast Broadband and State Aid.

24. The provision of Superfast Broadband across the U.K. would not be possible without heavy financial subsidy from the Government. Under E.U. regulations the introduction of such funding is deemed to constitute 'State Aid'. In order to move the project forward BDUK successfully applied for a State Aid exemption from the European Commission for their *2016 National Broadband Scheme*. As CDS is effectively a sub-division of BDUK, both Somerset and Devon are covered by this State Aid exemption.

Alternative provisions

25. There are ways in which rural businesses and communities can currently move forward. SSDC Officers will continue to promote these, and other relevant, schemes as appropriate.
26. In March 2018 BDUK introduced its 'Gigabit Voucher' scheme that allows rural business to claim £2,500 for Ultrafast Broadband (UFB) connections and their neighbouring residential properties an additional £500 each. Such work would need to be undertaken by an appointed supplier. This voucher scheme also enables communities to 'pool' vouchers to help meet broadband costs. These vouchers are allocated by BDUK (who have State Aid exemption), but any shortfall in costs currently have to be met by the businesses and communities themselves. To date South Somerset has benefited from over 100 Gigabit Vouchers.
27. The CDS Community Challenge Fund will be launched later this year, following successful pilots in Devon and Somerset, enabling local communities to have a real hands-on say in new networks for their areas, and we are advancing a new collaboration with BT to extend coverage in rural areas.
28. Connecting Devon and Somerset are also offering the BDUK Better Broadband Voucher Scheme which provides £350 to premises that cannot receive 2mbps.
29. In March 2020 the broadband universal service obligation will be instated. This will give people in the UK the right to request a decent and affordable broadband connection. Under the USO, eligible homes and businesses will be able to request a connection, where the cost of building it is no more than £3,400. Government have deemed a decent broadband connection is considered 10mbps and above.
30. The Government launched a Rural Gigabit Connectivity Programme. Under the previous CDS contract the vast majority of South Somerset would not have been eligible for this scheme due to public funding already being allocated to sites across the district. We are now aware of some activity through this scheme with 26 x £1,500 (£39,000) residential vouchers already claimed.

31. Summary

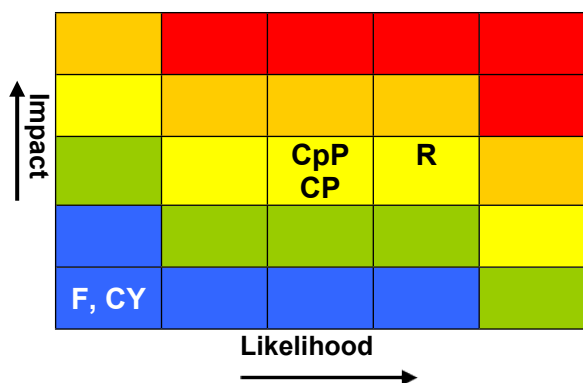
- Connecting Devon and Somerset have terminated the Phase 2 contract with Gigaclear.
- As a result of this termination SSDC have the opportunity to formally join the Connecting Devon and Somerset programme with a financial contribution – this will be subject to approval from the CDS Board.
- Any funding SSDC contributed will be spent within South Somerset.
- It is unknown how many premises will be delivered as a result of additional funding however there are 12,500 premises that would be eligible for funding.
- Contribution does not secure SSDC a place on the CDS Board.
- CDS have, again, suggested a contribution of £640,000 – SSDC have the opportunity to contribute less.
- Broadband delivery will continue through CDS, voucher schemes and commercial investments regardless if SSDC decide to contribute to CDS.

Financial Implications

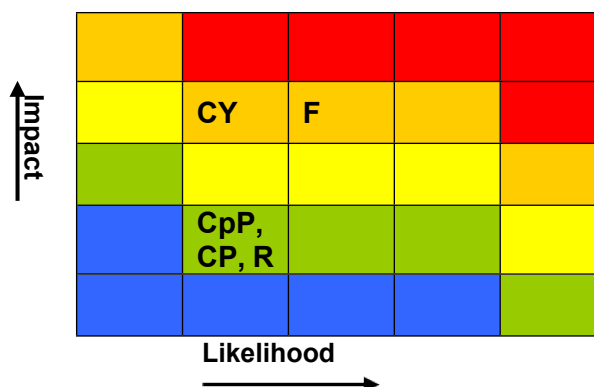
32. The financial implications to be confirmed prior to final sign off at District Executive on 5th December

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

To support the Council Plan Economy theme: To promote a strong and growing economy with thriving urban, rural and land-based businesses.

Additionally, the Council’s Economic Development Strategy Priority Theme 2.2 of: *Continue to support and secure delivery of superfast broadband and mobile communications to rural and urban businesses in South Somerset*

Carbon Emissions and Climate Change Implications

Increased SFB / UFB will increase the opportunity for residents and businesses to work from home / local premises reducing the need to travel and therefore emissions.

Equality and Diversity Implications

Increased SFB / UFB will potentially increase opportunities for social inclusion and education in more remote locations – reducing the amount of travel require.

Privacy Impact Assessment

Not applicable

Background Papers

<http://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CIId=136&MIId=2292&Ver=4>

Connecting Devon and Somerset

Programme Briefing

September 2019



Summary

Connecting Devon and Somerset (CDS) has announced its decision to end Gigaclear's five contracts to deliver full-fibre broadband in Devon and Somerset.

CDS and the Government's Building Digital UK (BDUK) agency have been unable to agree an acceptable recovery plan with Gigaclear following the significant delays incurred by the company in its roll-out of full fibre broadband.

CDS is working closely with BDUK on a new procurement process for launch this autumn, commencing a tender process to identify new provider(s) of these services.

CDS welcomes the Department for Digital, Culture, Media and Sport's expressed commitment to ensuring that our residents will benefit from world class broadband infrastructure in line with the ambitions for nationwide full fibre coverage.

To date, CDS has provided access to superfast broadband to more than 300,000 homes and businesses, often in sparsely populated rural areas and over challenging terrain. A further 38,000 homes and businesses have benefited from improved broadband speed. The CDS programme and commercially-funded networks are, together, providing over 950,000 homes and businesses across Devon and Somerset with access to superfast broadband out of a total of 1,083,000 premises currently.

The Gigaclear contracts

CDS awarded five contracts to Gigaclear for completion in December 2019. The company was contracted to build an underground full fibre network for CDS covering 47,810 homes and businesses.

The award of contracts was vetted and approved by BDUK on behalf of the Government.

The company, under new ownership since last summer, incurred significant delays with its roll-out due to previous failings and the collapse of Carillion in early 2018. Those delays, details of which were [set out in a joint CDS/Gigaclear briefing in November](#), meant the company could not meet its 2019-20 contract deadlines with CDS.

CDS has been withholding public subsidy while Gigaclear attempted to produce a satisfactory recovery plan. CDS had already had to place Gigaclear on notice of default after it failed to meet contract targets set in early 2018 for the number of homes and businesses connected.

Targets have continued to be missed by a substantial margin. By the end of the first quarter of this year (June 30,2019) Gigaclear had provided 496 properties with access to the new network compared to contract targets totalling 28,689.

Assurances that the contracts would be delivered in full and on time were given to CDS and BDUK in March 2018 by Gigaclear's previous owner and in October 2018 by the new owners.

However, despite the new owners investing additional resources, changes in senior management, the opening of a regional office in Taunton, and increasing the number of staff dedicated to the Devon and Somerset publicly-funded and commercial broadband operations, the delays increased.

Remedial plans proposed by Gigaclear were withdrawn in January this year with the company saying it could no longer afford the cost of a redesigned programme.

At CDS' request, the company undertook, first, a limited cost analysis that indicated construction using poles and overhead cables might be affordable. This was followed by a wider analysis by Gigaclear, again at CDS' request, to support a potential recovery plan by the company.

However, despite painstaking work by all concerned, it has not been possible to agree a plan that CDS and BDUK could support with confidence. As a result, the CDS Board has taken the decision to end the five contracts with Gigaclear.

Next steps

CDS intends to launch a fresh procurement this autumn. This will start an estimated 12-month tender process to identify new provider(s) of these services.

CDS will formally consult the market this autumn to check who's building broadband commercially in our patch and who's planning to over the next couple of years. Getting an up to date picture of what's happening means we have a more accurate view of the areas that will continue to need public subsidy.

That knowledge will inform the invitation to tender which CDS aims to publish before the end of December. We anticipate receiving tenders by late spring – bidding for these contracts is a complex undertaking – and we'll begin the process with BDUK of evaluating the tenders in the summer. We hope to have a preferred bidder or bidders by September, then all parties will complete their due diligence, and we'd expect to be in a position to award a contract or contracts by November next year.

Work underway

CDS has held productive meetings over the summer with a number of companies interested in building full fibre networks in Devon and Somerset.

In addition, CDS is expanding the wireless network Airband is building for CDS and excited by the progress the company is also making with full fibre provision.

The CDS Community Challenge Fund will be launched later this year, following successful pilots in Devon and Somerset, enabling local communities to have a real hands-on say in new networks for their areas, and we are advancing a new collaboration with BT to extend coverage in rural areas. Residents and business can also benefit from the Government's [Gigabit and Rural Gigabit vouchers](#).

Agenda Item 9

Financial Strategy 2020/21

Executive Portfolio Holder: Peter Seib, Finance and Corporate Services
Director: Netta Meadows, Strategy and Commissioning
Lead Officer: Paul Fitzgerald, S151 Officer
Contact Details: Paul.Fitzgerald@southsomerset.gov.uk or 01935 462226

Purpose of the Report

1. The purpose of this report is to provide Members with updated Medium Term Financial Plan (MTFP) estimates further to the 2019 Spending Round, with an overview on the implications for the Financial Strategy agreed by District Executive in September.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2019.

Public Interest

3. It is essential that the Council sets a balanced budget each year, and in doing so is able to allocate resources to priority local services. Members should have sufficient awareness and information of the Council's financial position to inform decision making for budget and tax setting.

Recommendations

4. That the District Executive:
 - a. Note the updated 2020/21 Draft Budget and Medium Term Financial Plan estimates.
 - b. Note and support the updated Financial Strategy as a result of updated forecasts of estimated available resources.

Background

5. The Executive approved the current Financial Strategy in September 2019. The principal aim of the strategy is to enable the Council to set a balanced budget each year without the need to cut services, and the key themes agreed in September remain the same.
6. The financial forecasts included in the September report were prepared before the Spending Round (SR), which was announced the day before the District Executive meeting. It was agreed at that time therefore that an update would be included in the Forward Plan to inform Members of the impact. This report therefore focusses on updated funding forecasts following the SR.
7. The S151 Officer sent all Members the headlines from the Spending Round on 5 September, together with the Local Government Association's (LGA) 'On the Day Briefing'. Since then, on 3 October 2019, the Ministry of Housing, Communities and Local Government (MHCLG) issued a Technical Consultation on the 2020/21 Finance Settlement. This provides additional information to inform assumptions within the Council's MTFP.
8. The key changes to the financial forecasts since the September report are summarised below:

SR / Consultation Headline	Summary of Impact
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	SR / Consultation Headline	Summary of Impact
1	The implementation of the Fair Funding Review and Business Rates Funding Reform, including the move to 75% Business Rates Retention, has been deferred to 2021/22.	The implications of these changes continues the significant uncertainty for financial planning purposes, with a lack of confidence regarding funding estimates and assumptions beyond 2020/21.
2	The Business Rates Reset has been deferred to 2021/22.	The Reset is expected to significantly reduce the Council's income, therefore deferring this drop for a year improves the Business Rates funding estimates for 2020/21 compared to September assumptions.
3	The 75% Retention business rates pilots will cease at the end of 2019/20.	The County Council and four District Councils in Somerset are currently operating a 75% Business Rates Retention Pilot for 2019/20. The SR confirms the Government's position that the Pilot is for one year only. This is consistent with our previous assumption therefore no additional impact on the MTFP.
4	The Business Rates Baseline funding will increase by CPI inflation.	This is no change to the current basis. However, the uplift is based on the September inflation indices each year, and the September CPI was announced on 16 October as 1.7%. This is lower than previous budgeting assumption of 2%, and marginally reduces the income estimate.
5	Negative Revenue Support Grant (RSG) will again be mitigated from central government resources in 2020/21	The previous MTFP assumed a Negative RSG funding adjustment of £327k from 2020/21 onwards. The proposed mitigation is expected to be for one-year only but improves the funding estimates by the above amount in 2020/21. Funding for subsequent years are expected to be determined through the Fair Funding Review.
6	The core Council Tax referendum threshold is expected to be 2%.	The September MTFP was based on the assumption that the core referendum threshold would remain at 2.99% in line with recent previous years. The council tax income estimates have now been reduced with a revised assumption of a 1.99% annual increase. Through the Consultation the Government has asked whether respondents think there should be a referendum principle of the greater of 2% or £5 for shire districts, suggesting it is considering this option for 2020/21.
7	The current New Homes Bonus scheme will continue in 2020/21, but the scheme is still being considered by Ministers for later years.	It is expected the 2020/21 grant allocation will be for one-year only. This is consistent with our financial planning assumption in September. It remains an area of uncertainty therefore it is prudent to plan for no NHB Grant income from 2021/22 onwards.

Updated Medium Term Financial Plan Estimates

9. The following table sets out a summary of the council's latest forecasts of Net Expenditure and Funding, and shows a provisional budget gap rising to £1.5m by 2022/23 (9% of Net Expenditure). The Gap is projected to rise further to approximately £2.6m by 2024/25 (15% of Net Expenditure). The Gap in the MTFP has grown since the September report, mainly as a result of lower council tax income and business rates income forecasts as explained in this report.

Table 1 – Draft Medium Term Financial Plan Summary (November 2019)

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Net Expenditure Estimates	15,726	15,868	16,683	17,333	18,056
<i>Funded By:</i>					
General Government Grants	-166	161	161	161	161
New Homes Bonus Grant	-1,820	0	0	0	0
Business Rates	-5,263	-3,734	-3,807	-3,881	-3,954
Council Tax	-10,331	-10,684	-11,024	-11,417	-11,765
Earmarked Reserves	1,854	-500	-500	-200	150
General Reserves	0	0	0	0	0
Total Funding	-15,726	-14,757	-15,170	-15,337	-15,408
Budget Gap	0	1,111	1,513	1,996	2,648
Budget Gap Increase on Prior Year	0	1,579	402	483	652

10. The changes in the MTFP since the September report can be summarised as follows.

Table 2 – MTFP Funding Changes Since September 2019

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Net Expenditure – September	15,258	15,868	16,683	17,333	18,056
Contingency	468				
Net Expenditure – November	15,726	15,868	16,683	17,333	18,056
Total Funding – September	-15,270	-15,341	-15,523	-15,817	-16,025
Negative RSG Mitigation	-327				
New Homes Bonus Grant set to nil		720	441		
Adjust Transfer to MTFP Reserve		-720	-441		
Lower Use of NHB for Annual Budget	1,350	350			
Business Rates Reset Deferred	-1,603				
Business Rates Inflation 1.7% not 2%	22	22	22	22	22
Council Tax reduced to 1.99%	102	212	331	459	595
Total Funding – November	-15,726	-14,757	-15,170	-15,336	-15,408
Budget Gap – September	-12	527	1,160	1,516	2,031
Net Changes Since September	12	584	353	480	617
Budget Gap – November	0	1,111	1,513	1,996	2,648

Note: In Table 2 above, funding is shown as a negative figure therefore ‘minus’ adjustments are in effect increasing the estimated funding available to the Council, and positive figures are reducing the funding available.

Contingency

11. The revisions to the funding estimates following the SR has changed the forecast budget gap for 2020/21. It is also prudent to note that the detailed budget estimates work is ‘work in progress’ and final details of funding will not be confirmed until the Settlement is announced in December/January. A one-off contingency of £468k has therefore been included within this report at this stage in order to show a balanced budget for 2020/21, pending completion of detailed estimates and further consideration by the Executive of budget priorities for next year. As a guide, options for allocating contingent resources may include areas such as recycling income volatility reserve (linked to new

Waste contract assumptions), Regeneration, Climate Change, Accelerating Housing Delivery and potentially a related set of social issues which impact on demand for services from SSDC and other service providers. Proposals will be presented to Members for prioritisation in future reports as the budget is prepared.

Savings Targets

12. In September the Executive agreed 3-Year Savings Targets rising to £2m per year by 2022/23. At this stage it is proposed to keep the Targets the same, however this will be kept under review in the event the Budget Gap materially changes.

Table 3 – Savings Targets 2020/21 to 2022/23

	2020/21 £k	2021/22 £k	2022/23 £k
Transformation: Non-staff efficiency savings	150	150	150
Treasury investment income	100	200	300
Commercial Services and Other Service Income	75	150	225
Commercial Investment Net Income	675	1,350	1,350
Sub-Total: Financial Strategy Savings	1,000	1,850	2,025

General Grant Funding

13. The forecast for 2020/21 has been updated to incorporate the expected mitigation of Negative RSG in 2020/21. This improves the general grant funding forecast by £327k for one year, with the delayed loss of funding now anticipated to apply from 2021/22 onwards.

Table 4 – General Grant Estimates

	2019/20 £k	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Negative Revenue Support Grant	0	0	-327	-327	-327	-327
Rural Services Delivery Grant*	0	166	166	166	166	166

*RSDG of £166k was rolled into Business Rates Pooling in 2019/20 under the 75% Pilot

Business Rates Retention (BRR)

14. The Business Rates Income Target and Baseline were due to be “Reset” in 2020/21, however this has been deferred until 2021/22. This adds back an estimated £1.6m of business rates funding in 2020/21 for one year only.
15. In addition the Business Rates Income Target and Baseline figures have been revised to reflect the September CPI inflation of 1.7%, compared to the previous assumption of 2%. The lower inflation figure reduces expected income base budget in 2020/21, and this reduction is compounded in subsequent years.
16. The following table summarises the updated Business Rates Retention funding estimates included within the updated MTFP.

Table 5 – Business Rates Retention Funding Estimates

	2019/20 £k	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
BRR Estimates	7,154	5,263	3,734	3,807	3,881	3,954

Business Rates Pooling

17. A Somerset Business Rates Pool (comprising the County Council and the Districts the County Council area) has provided a positive impact on funding in 2018/19, with increased financial benefit from being a 75% BRR Pilot anticipated in 2019/20. The predicted benefit share for SSDC from Pooling/Pilot status in 2019/20 is c£1.2m.
18. Through the Spending Round the Government confirmed that the Pilot will definitely be for one year only, with the Pool reverting to the 50% BRR system for 2020/21. The arrangements for subsequent years remain uncertain at this stage as this is subject reform of the BRR system and the Fair Funding Review.
19. Provisional 2020/21 estimates for the Somerset Pool have been prepared during October. These are indicative at this stage with the formal business rates estimates due to be finalised in January 2020. However this early analysis produces a forecast Pooling Gain in the region of £6.3m in 2020/21, with SSDC's share estimated to be approximately £1m. This is a volatile funding stream therefore appropriate caution should be applied. It is prudent to assume the SSDC Gain could be within the range £500k to £1m. The Executive will need to consider and recommend its proposals for this funding through the budget process, therefore the Pooling Gain has not been included in the MTFP at this stage.

New Homes Bonus

20. Through the Spending Round the Government has confirmed that New Homes Bonus (NHB) funding will be available in 2020/21. However it also stated this area of funding is being considered by Ministers. Within the Financial Strategy we have prudently allowed for this funding to reduce, and this has now been strengthened to assume no NHB income from 2021/22 onwards. It is feasible that Government will continue the legacy payments from the 2018/19 and 2019/20 Settlements, which would add back £1.16m of grant income over two years, but this is not certain and cannot be relied upon at this stage.
21. The updated MTFP estimates for New Homes Bonus are shown in the table below. There is a high risk that these projections are inaccurate. The table highlights the sums considered to be at risk from both estimation differences and potential reductions applied by future changes to the scheme. It is assumed that as a minimum Government will honour the legacy payments in respect of growth delivered up to 2019/20 allocations.
22. As the deferral of the Business Rates Reset has improved estimated funding in 2020/21, it is proposed to fully set aside the 2020/21 NHB grant for future years. It is also proposed to reduce the use of NHB reserve funding used for the Annual Budget in 2021/22 from £1m to £0.65m, building added resilience into the MTFP Support Fund earmarked reserve. This assumption may need to be reviewed as budgets are finalised. As shown in Table 7 below the indicative projected balance in the reserve is approximately £2.5m – this will be updated when the Finance Settlement is confirmed.

Table 6 – NHB Grant Income Indicative Projection

	2019/20 £k	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
2016/17	667					
2017/18	621	621				
2018/19	279	279	279			
2019/20	441	441	441	441		
2020/21		479				
Total Annual Grant Estimates	2,007	1,820	0	0	0	0

Table 7 – MTFP Support Fund Reserve (Deferred NHB Income) Indicative Projection

	2019/20 £k	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Balance brought forward	5,019	2,427	4,247	3,597	2,947	2,597
Allocations to(-)/from Revenue Budget	-92	1,820	-650	-650	-350	0
Reallocated to Regen Reserve (agreed September 2019)	-2,500					
Balance carried forward	2,427	4,247	3,597	2,947	2,597	2,597

Council Tax

23. In September the Council Tax income forecasts within the MTFP assumed that Council Tax will increase by 2.99% per year. Following the Spending Round this assumption has been revised to 1.99% per year on the basis the Government has indicated the core referendum threshold will be 2% for 2020/21.
24. Through the Finance Settlement Technical Consultation the Government has sought views on whether shire districts should be able to increase council tax by the greater of 2% or £5. This suggests the Secretary of State is considering this option, and is likely to confirm the position within the Provisional Settlement in December. Coincidentally a £5 increase equates to a 2.99% increase in 2020/21 i.e. the previous MTFP assumption.
25. The Council Tax Base estimates will be completed in early December and could further impact on the forecasts.
26. The table below is updated to show the revised estimates now included in the MTFP.

Table 8 – Council Tax Income Forecast

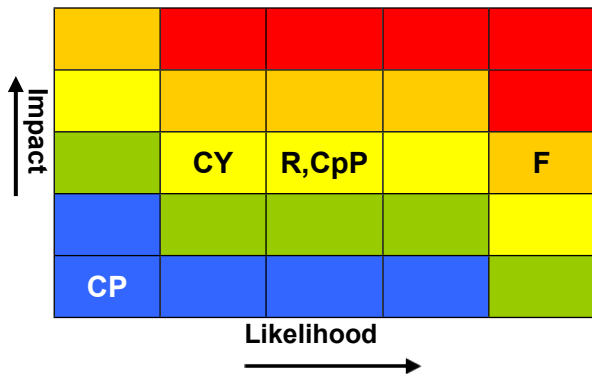
	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Council Tax Base					
Increase %	1.7%	1.4%	1.1%	1.5%	1.0%
Increase in Band D Equivalentents	1,009.3	852.2	710.8	954.8	651.6
Tax Base	61,275.4	62,127.6	62,838.4	63,793.2	64,444.8
Council Tax Rate					
Increase % (MTFP assumption)	1.99%	1.99%	1.99%	1.99%	1.99%
Increase £	3.33	3.39	3.46	3.53	3.60
Band D Rate £	170.44	173.83	177.29	180.81	184.41
Council Tax Income					
Increase due to Tax Base £k	-169	-145	-124	-169	-118
Increase due to Tax Rate £k	-204	-211	-217	-225	-232
MTFP: Total Council Tax Income £k	10,444	10,799	11,140	11,535	11,884
Council Tax Income indicative scenarios £k:					
1% annual increase	10,342	10,591	10,819	11,093	11,319
0% annual increase	10,240	10,382	10,501	10,660	10,769

Next Steps

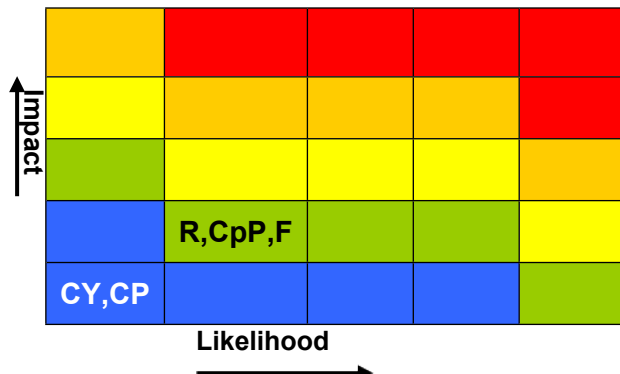
27. A further budget update report is due to come forward to the District Executive in December, with final draft budgets to then be considered by the District Executive in February for recommendation to Full Council.

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

28. The Financial Strategy and MTFP incorporate costs, income and funding implications directly related to the delivery the Council's aims and priorities.

Carbon Emissions and Climate Change Implications

29. Not applicable within this report.

Equality and Diversity Implications

30. Not applicable within this report.

Privacy Impact Assessment

31. Not applicable within this report.

Background Papers

32. The following report(s) may provide helpful background information in support of this report:

- Financial Strategy 2020/21 (District Executive 5 September 2019)

Agenda Item 10

2019/20 Revenue Budget Monitoring Report for the Period Ending 30th September 2019

Executive Portfolio Holder: Peter Seib, Finance & Legal Services
Director: Netta Meadows, Strategy & Support Services
S151 Officer: Paul Fitzgerald, S151 Officer
Lead Officer: Nicola Hix, Lead Specialist Finance/Deputy S151
Contact Details: nicola.hix@southsomerset.gov.uk or 01935 462612

Purpose of the Report

1. The purpose of this report is to provide Members with the current projection of the forecast spending and income (“outturn”) against the Council’s approved Revenue Budget for the financial year, and to explain projected variations against budget.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 7 November 2019.

Public Interest

3. This report gives an update on the forecast revenue financial position and budgetary variations of the Council for the financial year 2019/20, as at 30th September 2019. Maintaining the financial health and resilience of the organisation is important in ensuring the ongoing delivery of priority services in our community.

Recommendations

4. That the District Executive:
 - a. Notes current 2019/20 financial position of the Council
 - b. Notes the reasons for variations to approved Directorate Budgets as detailed in paragraph 8, Table 1
 - c. Notes the budget virements made under delegated authority as detailed in Appendix B,
 - d. Approve the budget virements included in Table 3
 - e. Notes the transfers made to and from reserves outlined in paragraph 28 Table 5, the Area Reserves as detailed in Appendix C, and the Corporate Reserves as detailed in Appendix D.

Background

5. The 2019/20 original budget was approved by Council in February 2019. 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.

6. This is the second forecast for the year, which is completed at the end of Quarter 2 (1st April to 30th September 2019). The projected position should be regarded as a reasonable indication of possible differences between actual and budgeted spend and income for the year. Experience shows that the position at the end of the year can vary, sometimes significantly, from early forecasts with time for management to take corrective action and manage risks and opportunities before the end of the financial year. During 2018/19 the Council saw significant change including budget holders changing. In some areas this is still slightly unsettled in the current year with some areas receiving transition funding as previously reported. This both contributes to uncertainty around budgets and may lead to an even more cautious approach than in the past to predicting budget outturn.

Summary of the Current Revenue Financial Position and Forecast Outturn

7. Managers have forecast expenditure and income for the year in order that the expected outturn and the projected variances are identified and reported. Appendix A to this report sets out the position as at the end of quarter 2 and details the forecast outturn for 2019/20.
8. There is currently a net forecast underspend of £6,275 (0.04%) for 2019/20. Table 1 below details the services with major variances forecast for 2019/20 as predicted at 30th September 2019 that contribute to this predicted figure.

Table 1 – Major Variances (+/- £50,000)

Directorate	Service	Forecast Variance £'000	Explanation of variance
Commercial Services and Income Generation	Waste Services	-50	Garden Waste income has exceeded the 2019/20 budget
	Income / Opportunity Development	60	Additional expenditure in respect of National Non Domestic Rates and shortfall in rental income at Yeovil Innovation Centre.
	Operational Properties	150	Income from catering and operational buildings is forecast to be £185K below budget estimate. There are small savings in expenditure due to reduced activity.
	Car Parking	60	Expected £60k underspend on NNDR. Expected £45k shortfall in car park income. District Executive approved increase was modelled for budget purposes on 10% but indexation provides only 7%; £45k shortfall on season ticket revenue and £30k shortfall on parking fines.
Service Delivery	Building Control	145	The forecast year end variance is based on the service having to run with agency staffing due to difficulties in recruitment. The outcomes of a peer review undertaken this summer will help inform the future business plan for the service.
Support Services	Finance Corporate Costs	-370	Insurance premiums projected to be below budget, and treasury net interest costs and income forecast to produce a surplus against budget.

(Negative figures = underspend / surplus income, positive figures = overspend / income shortfall)

9. Income trends compared to budget remains a concern for managers in some areas. Managers in the areas concerned are continually monitoring income trends and, if required, plans will be implemented to bring spending and income in line with the approved budgets where deliverable.

Additional information on the areas which have significant income budgets which would impact on the financial position if there were to be significant variances are detailed in the risk table (Table 7) of this report.

10. The commercial investment properties budget is currently forecasting a surplus of £450,000 for the year, as a result of completed investments since the original budget for the year was estimated. The intent is to transfer the surplus to the Investment Risk Reserve at the end of the financial year, in line with the financial strategy of building resilience to income volatility within this reserve, therefore this surplus is not included as an underspend variance against total budget for the year.
11. In addition the Council's treasury investments are currently outperforming the budget set for the year, resulting in a projected surplus. There is an opportunity to consider setting aside part of this surplus in the Treasury Risk Reserve at the end of the financial year, accelerating the build-up of financial resilience to capital volatility in the Council's investments. The S151 Officer proposes to review this position in Q3 as the overall forecast position at that stage will be closer to the year end and therefore more certain.
12. The approved base budget as at 1st April 2019 was £16.198m for 2019/20, which is increased to £16.368m including £170k budget carried forward from the previous financial year.

Table 2 – Net Budget Reconciliation

	£'000
Approved base budget as at April 2019	16,198
2019/20 Carry forwards	170
Revised Budget as at 30th September 2019	16,368

Budget Virements

13. Under the Financial Procedure Rules, providing that the S151 Officer has been notified in advance, Directors/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 B for District Executive to note and have been approved by the S151 Officer.
14. All virements outside of the criteria set out above require the approval of District Executive and, such virements are detailed in the table below.

Table 3 – Virements over £25,000

Amount £	From	To	Details
177,270	Various	Various	Re-allocation of Travel Allowances budgets to align the cost centres where employees claims are made following the transformation restructure.
156,520	Strategic Management and Emergency planning	Learning & Development	Allocation of training budget to individual cost centres where training and development has been charged.

Delivery of Savings

15. As part of effective financial planning and control it is important to monitor that delivery of savings planned within the approved budget. The table below details the major savings (savings over £25,000) that were agreed and the expected achievement of those savings at year-end. The table only highlights projected shortfalls and does not identify where targets may be exceeded.

Table 4 – 2019/20 Budgeted Major Savings (over £25,000)

Description	Income/ Saving Target £'000	Forecast Saving at Year-End £'000	Shortfall £'000
Transformation (See paragraph 15 regarding one-off service resilience transitional costs of £494,900 for 19/20)	756.8	756.8	0
Sales, Fees and Charges - Arts	5.4	5.4	0
Sales, Fees and Charges - Planning	15.0	15.0	0
Sales, Fees and Charges - Licensing	9.3	9.3	0
Sales, Fees and Charges - Welfare/Careline	12.4	12.4	0
Sales, Fees and Charges - Horticulture/ Street Scene	21.8	21.8	0
Sales, Fees and Charges - Countryside	11.0	11.0	0
Parking Fee Income	135.0	90.0	-45
Insurance Premiums Procurement saving	50.0	50.0	0
Total Major Savings	1,016.7	971.7	45

(Negative figures = shortfall)

16. As reported in the quarter 1 report, one-off service resilience transitional costs of £494,900 for 2019/20 were agreed by District Executive in June 2019. Whilst the approved budget (and table 4 above) reflects the full delivery of savings per the business case it is appropriate to recognise some of the savings have effectively been reinvested to provide service resilience and meet workload as changes continue to be made.
17. Table 4 shows that there is a shortfall of projected income against one of the budgeted savings. The achievement of savings will be carefully monitored during Quarter 3 to clarify whether the base budget expectation is realistic, and any changes to underlying trend will be addressed through the 2020/21 budget setting process. The projected shortfall on its own is not material to the overall financial performance for the year, at this stage in the financial year it is anticipated that the impact of the shortfall can be managed within the overall budget total and be offset by underspends in other areas.

Council Tax Support and Council Tax

18. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The authority has set an estimate for 2019/20 of £9.042m within the Council Tax Base for annual CTS discounts. A total of £8.975m has been allocated as at 30th September 2019. 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 (SSDC share is c14.3% for 2019/20).
19. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of quarter 2 SSDC had received 52 requests for hardship relief of which 47 were successful. The amount awarded to the end of quarter 2 was £7,346.
20. The in-year collection rate for Council Tax is 55.56% for 2019/20 compared to 56.22% for quarter 2 last year. The number of people opting to pay by 12 instalments rather than 10 continues to

increase (currently 16,155 households). This means the collection profile will see more income during February and March than last year. At the end of quarter 2 we had reduced the total of £7.567m outstanding debt relating to previous years by £1.428m.

Non Domestic Rates

21. The in-year collection rate for Non Domestic Rates is 56.29% for 2019/20 compared to 58.27% for quarter 2 last year. At the end of quarter 2 we had reduced the total of £2.628m outstanding debt relating to previous years by £252k.
22. 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. For 2019/20 this distribution is based on the one-off 75% BRR Pilot arrangements (Gov 25%, SSDC 44%, SCC 30%, Fire 1%).

Council Tax Reforms

23. Members agreed to amend some discounts to Council Tax from 1st April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 157 at the end of September 2019. There is a natural turnover of properties with some becoming occupied and others reaching the two-year trigger for inclusion in this statistic. At the same point last year there were 198. Most of this reduction is attributable to the change in the premium charged from 1 April 2019 (see next paragraph). Tax payers have been better at telling us about the status of their properties i.e. if they are a second home or now occupied.
24. Legislation gives councils the power to increase the Council Tax premium on empty homes. During the final debate on the Rating (Property in Common Occupation) and Council Tax (Empty Homes Premium) Bill, MPs approved an amendment to enable councils to levy up to 200 per cent council tax premium on homes that have been empty for between five and 10 years and up to 300 per cent premium on homes that have been empty for 10 years or more. This is in addition to existing plans to allow councils to double the council tax premium for homes that have been empty for two years or more. A report was approved by District Executive on the 7th February 2019. From the 1st April 2019 dwellings that have been empty for more than two years, a premium of 100% of the charge will be added (this previously was 50%). Further changes will come into effect from 1st April 2020.

Discretionary Housing Payments (DHP)

25. The Government DHP funding allocation for 2019/20 is up to £232,768. In addition to this the Council is permitted to spend up to £349,152 of its own money on DHP awards, although no budget has been set for this discretion. By the end of quarter 2 we had processed 223 DHP applications, 218 of which were successful with a total award value of £96,694. A further £15,563 is committed up to the end of this financial year. The total sum paid and committed (£113,570) represents 48.65% of the government DHP grant. We currently have 76 outstanding DHP applications.
26. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP and the number of Universal Credit recipients in the district is increasing each month. Universal credit related DHP's are included in the figures in the above paragraph.

Reserves & Balances

27. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. Details of the reserves held within the Areas are

provided in Appendix C. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

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

Table 5 – Reserves Movements

Reserve	Balance at 01/07/2019 £'000	Transfers £'000	Balance at 30/09/2019 £'000	Reason for Transfer
Capital				
Useable Capital Receipts	-22,262	-1	-22,263	Receipt of £1,700 for sale of land, less payment of £494 to MHCLG for their share of the 'Pooling of Housing Capital Receipts' income.
Capital Reserve	-1,281	-26	-1,307	Revenue contribution to capital for works at 117 Sherborne Road, Yeovil (using 2018/19 Homelessness Prevention top up grant).
Internal Capital Loans Repayments Fund	-118	-86	-204	Repayments from revenue accounts for internal loans for vehicles and equipment.
Revenue				
Elections Reserve	-230	-40	-270	Contribution from revenue budget to reserve for elections. Funding for elections to be finalised in quarter 3.
Sports Facilities Reserve	-31	-10	-40	Contribution from revenue budget for facilities maintenance.
Transformation Reserve	-229	65	-164	2019/20 first half year costs to fund Transformation Programme (£72k). Other movements include amendments agreed at year end but not processed (movements between this reserve and the regeneration fund and the climate change fund) and funding for transformation transitional resources (agreed at July DX).
Council Tax/Housing Benefits Reserve	-859	76	-783	Funding for transformation transitional resources £47K (agreed at July DX), £29K for additional temporary hours for new burdens work.
Closed Churchyard Reserve	-11	-12	-23	Transfer from council tax collection fund contribution special levies for closed churchyards net of amount spent on grounds maintenance.
Artificial Grass Pitch Reserve	-129	4	-125	Contribution to revenue budgets for the maintenance and cleaning of the synthetic turf Yeovil recreation ground.

Reserve	Balance at 01/07/2019 £'000	Transfers £'000	Balance at 30/09/2019 £'000	Reason for Transfer
Business Support Scheme	-122	2	-120	Contribution to revenue budget for new tourism rights.
Regeneration Fund	-2,094	493	-1,601	Amends to fund agreed at year end but not processed (movements between this reserve and the transformation reserve and the climate change fund).
Ticket Levy Reserve	-80	-27	-107	Ticket Levies to reserve.
Community Safety Reserve	-79	7	-72	Contribution to revenue budget for body cameras
Housing & Homelessness Reserve	-554	67	-487	2018/19 Homelessness Prevention top up grant to revenue for 117 Sherborne Road Works and Homelessness New Burdens and Overhauling Data Grant Agreements for 2017-18 to revenue for two case officers.
Spatial Policy Reserve	-334	-28	-362	Contribution from revenue budget to reserve for local plan.
Yeovil Innovation Centre Maintenance Reserve	-20	-20	-40	Contribution from revenue budget for rolling building maintenance 'sinking fund'.
Climate Change Fund	0	-350	-350	Amends to fund agreed in 2018/19 Outturn Report after accounts were produced therefore processed in 2019/20 (movements between this reserve and the transformation reserve and the regeneration fund).

(Negative figures = income, positive figures = costs)

General Fund Balance

29. The General Fund Reserve 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 6 - General Fund Balance

	£'000
Balance at 1 April 2019	-4,593
Area & Economic Development Balances	121
2019/20 Carry Forwards	170
Commitments (including A303)	157
Current Estimated underspend in 2019/20	(6)
Unallocated General Fund Balance at 30th September 2019	-4,151

(Negative figures = income, positive figures = costs)

30. The S151 Officer recently updated the assessment for determining the adequate minimum general reserves balance, as included in the Financial Strategy report approved by District Executive in September 2019. This minimum balance requirement is updated to £2.6m. It is advisable to continue to hold a balance above this minimum to provide headroom and flexibility to manage risk and avoid falling below recommended levels. Current balances as at 30th September exceed this minimum requirement providing financial resilience to address financial risks if required.

Financial Implications

31. As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the 30th September 2019 is estimated to be £4.151 million.
32. Details of the current key risks, as identified in the 2019/20 Budget Setting Report, are listed in the table below with an update from the responsible officer.

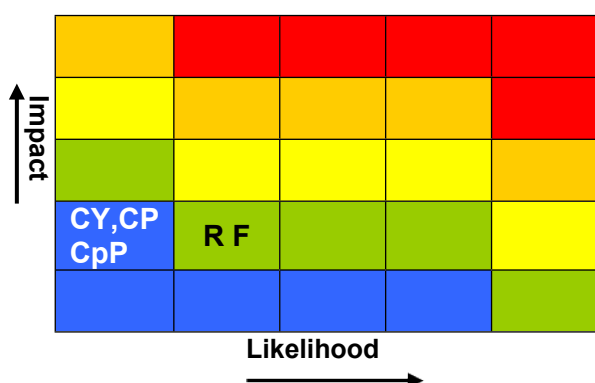
Table 7 - Risks

Current Risk	Responsible Officer	Officer's Update
Interest Rates	S151 Officer	Current predictions are for the Treasury Management income to exceed budget. PWLB unexpectedly increased its standard borrowing rates by 1% on 9 October, which has the potential to increase borrowing costs in future if sourced from the PWLB.
Business Rate income	Director-Service Delivery	The collection rate is down by 1.98% compared to the previous year's quarter 2; NDR collection can be quite volatile from quarter to quarter, and year to year. One factor affecting collection is the timing of a payment from a business with a large rates bill. If they pay a few days before the end of the quarter in one year but a few days after the end of the quarter in another year this can significantly change the % collected in that quarter. The second factor is that we have yet to send summonses for business rates arrears in this financial year. It is scheduled that this will happen for the next available court taking place on 13 November 2019. We will continue to issue business rates reminders and final notices too. Under-recovery risks a deficit in the Collection Fund to be paid in subsequent years in proportion to Business Rates Retention standard shares.
Transformation	Chief Executive	Officers continue to implement changes through transformation to enable channel shift and improve efficiency, which is essential to underpin full benefit realisation and avoid the risk that operational capacity will need to be increased to meet service demands.
The Council Tax Support Scheme	Director-Service Delivery	Current monitoring shows that 99.25% of the budget has been allocated by 30 th September 2019. If costs exceed the assumption in the Council Tax Base this recovery risks a deficit in the Collection Fund to be paid in subsequent years in proportion to precept totals.

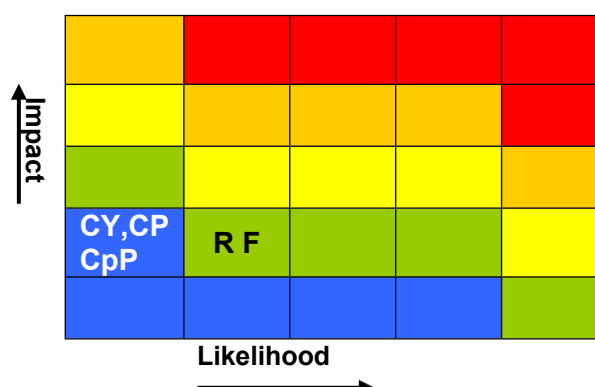
Current Risk	Responsible Officer	Officer's Update
Housing Benefit Subsidy	Director-Service Delivery	Current predictions are for the housing benefit subsidy to be on budget at the year-end but the outcome will not be confirmed until the subsidy claim is externally audited.
Planning Income	Director-Service Delivery	Current predictions are for Planning income to meet its increased budget for 19/20.
Building Control Income	Director-Service Delivery	Current predictions are that there will be a £145k overspend on expenditure for the year should the current use of agency staff be continued. The income budget has not been met in the previous 3 financial years and was adjusted downwards for 2019/20. No income variance is currently being projected but this will be closely monitored during the remainder of the year.
Car Parking Income	Director – Commercial Services & Income Generation	A £45k shortfall in car park income is projected. DX approved increase was modelled for budget on 10% but indexation provides only 7%, also charges in Wincanton unlikely this financial year but compensation has ended; £45k shortfall on season ticket revenue and £30k shortfall on parking fines.
The UKs Exit from the EU	S151 Officer	We still do not yet know the impact in the medium to long term. If consumer confidence reduces there may be an impact on SSDC's income streams such as planning, licencing, theatre income, and car parking, although this is considered a low risk at this stage. Financing / treasury costs and income may also be affected.
Land Charge Searches	Director-Service Delivery	As previously reported the Land Registry are currently still working on getting all authorities digitalised and then it is expected that the project will start with the South East region.

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

33. The budget is closely linked to the Council Plan, and maintaining financial resilience and effective resource planning is important to enable the council to continue to fund its priorities for the local community.

Carbon Emissions and Climate Change Implications

34. There are no implications currently in approving this report.

Equality and Diversity Implications

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

Privacy Impact Assessment

36. There is no personal information included in this report.

Background Papers

37. Budget Setting reports to Full Council in February 2019, Quarter 1 Budget Monitoring to Executive in August 2019.

2019-2020 Budget Detail

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
Service Manager: Alex Parmley								
MANAGEMENT BOARD (DMB)	Expenditure	318,480	301,798	(16,682)	599,460	599,460	0	Underspend to date is in respect of consultants fees and events expenditure. No variance is anticipated on the budgets at year end
	Income	(47,000)	(52,968)	(5,968)	(47,000)	(47,000)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	271,480	248,830	(22,650)	552,460	552,460	0	
Service Manager: Sara Kelly								
TRANSFORMATION (DMT)	Expenditure	72,340	(485,177)	(557,517)	72,340	72,340	0	The variance is due to a 2018/19 year end accrual for pension strain costs that are paid over a 3 year period but accounted for in 2018/19. The 2019/20 expenditure for the continuation of the programme is funded from the Transformation Reserve.
	Income	(72,340)	(72,340)	0	(72,340)	(72,340)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	0	(557,517)	(557,517)	0	0	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	390,820	(183,379)	(574,199)	671,800	671,800	0	
	Income	(119,340)	(125,308)	(5,968)	(119,340)	(119,340)	0	
	TOTAL	271,480	(308,687)	(580,167)	552,460	552,460	0	
TOTAL CHIEF EXECUTIVE	Expenditure	390,820	(183,379)	(574,199)	671,800	671,800	0	
	Income	(119,340)	(125,308)	(5,968)	(119,340)	(119,340)	0	
	TOTAL	271,480	(308,687)	(580,167)	552,460	552,460	0	
COMMERCIAL SERVICES & INCOME GENERATION								
Director: Clare Pestell								
Arts & Entertainment								
Service Manager: Adam Burgan								
OCTAGON (GOC)	Expenditure	1,085,270	923,085	(162,185)	2,136,220	2,316,320	180,100	Overspends in wages, performance costs and advertising offset by increased ticket income and strong secondary spend income. A strong first six months coupled with advanced sales lead a prediction to end the year on budget.
	Income	(939,829)	(1,254,412)	(314,583)	(1,850,530)	(2,032,670)	(182,140)	
Portfolio Holder: Cllr John Clarke	TOTAL	145,441	(331,327)	(476,768)	285,690	283,650	(2,040)	
WESTLANDS (GWL)	Expenditure	666,940	549,035	(117,905)	1,388,850	1,388,850		Expenditure on building maintenance still to be made therefore variance showing now not expected to be there at year end. Steady growth in income on food and drinks sales, increased ticket sales as audiences develop and strong room hire are leading to prediction that we will end the year inline with budget. Busy Christmas period still to come.
	Income	(577,960)	(553,711)	24,249	(1,230,890)	(1,230,890)		
Portfolio Holder: Cllr John Clarke	TOTAL	88,980	(4,676)	(93,656)	157,960	157,960	0	
TOTAL ARTS & ENTERTAINMENT	Expenditure	1,752,210	1,472,120	(280,090)	3,525,070	3,705,170	180,100	
	Income	(1,517,789)	(1,808,123)	(290,334)	(3,081,420)	(3,263,560)	(182,140)	
	TOTAL	234,421	(336,003)	(570,424)	443,650	441,610	(2,040)	
Environmental Services								
Service Manager: Chris Cooper								
STREETSCENE (KHT)	Expenditure	1,637,517	1,633,100	(4,417)	3,205,320	3,205,320	0	Very pleased with the control on expenditure, notably we have some underspends due to vacant posts across the structure, but we are looking to control our costs closely throughout the year. Despite the payment for the Recreation Ground coming through slightly early, making the budget appear £26k better than it actually is, we are very pleased with the income levels to date & we will continue to pursue opportunities as they present themselves.
	Income	(628,848)	(766,109)	(137,261)	(1,496,860)	(1,496,860)	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	1,008,669	866,991	(141,678)	1,708,460	1,708,460	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
WASTE & RECYCLING (KWT)	Expenditure	3,191,275	3,148,061	(43,214)	6,390,120	6,390,120	0	The variance is due to a 2018/19 year end accrual for £43k in respect of settlement with Somerset Waste Partnership (SWP) for last years contract. An invoice is expected for settlement once the SWP board has agreed the year end balances. The SWP contract monitoring to the end of July shows early indications of a slight underspend on the contract. The variance is due to a 2018/19 year end accrual for £193K recyclcemore surplus held by Somerset Waste Partnership. Garden Waste income has exceeded the 2019/20 budget by £54K at the end of quarter 2.
	Income	(1,299,907)	(1,176,717)	123,190	(1,778,740)	(1,828,740)	(50,000)	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	1,891,368	1,971,344	79,976	4,611,380	4,561,380	(50,000)	
TOTAL ENVIRONMENTAL SERVICES	Expenditure	4,828,792	4,781,161	(47,631)	9,595,440	9,595,440	0	
	Income	(1,928,755)	(1,942,826)	(14,071)	(3,275,600)	(3,325,600)	(50,000)	
	TOTAL	2,900,037	2,838,335	(61,702)	6,319,840	6,269,840	(50,000)	
Income / Opportunity Development								
Service Manager: James Divall/ Justine Parton								
INCOME/ OPPORTUNITY DEVELOPMENT (IOD)	Expenditure	200,570	247,413	46,843	368,400	394,700	26,300	As previously reported the majority of the expenditure variance is in respect of National Non Domestic Rates, a refund will be received on an element of this when the second floor is occupied. Anticipated shortfall of income in respect on rental income at YIC
	Income	(457,416)	(393,732)	63,684	(484,750)	(450,510)	34,240	
Portfolio Holder: Cllr John Clarke	TOTAL	(256,846)	(146,319)	110,527	(116,350)	(55,810)	60,540	
TOTAL INCOME/ OPPORTUNITY DEVELOPMENT	Expenditure	200,570	247,413	46,843	368,400	394,700	26,300	
	Income	(457,416)	(393,732)	63,684	(484,750)	(450,510)	34,240	
	TOTAL	(256,846)	(146,319)	110,527	(116,350)	(55,810)	60,540	
Leisure, Recreation & Tourism								
Service Manager: Katy Menday								
COUNTRYSIDE (GCT)	Expenditure	341,497	358,377	16,880	651,060	651,060	0	Expenditure is higher than usual for this time of year, due to a busy summer season of events requiring casual staff cover, this is due to be offset by £2K grant income in October. Staff costs are projected to exceed budget due to the need to provide cover for absence. Agri environment scheme for Ham Hill has changed its payments, we now expect one lump sum towards the end of the financial year. Chard Reservoir has increased income this year due to policy and management of charging for reptile translocations from developments. Ninesprings cafe has performed well in part due to the popularity of Park Yoga.
	Income	(141,240)	(205,201)	(63,961)	(309,340)	(309,340)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	200,257	153,176	(47,081)	341,720	341,720	0	
YEovil RECREATION CENTRE (GSP)	Expenditure	138,142	149,698	11,556	306,280	306,280	0	Higher staff costs over summer period will now reduce as Galley opening hours reduce, bringing expenditure budget back inline. There is work needed on the discus cage and replacement athletics equipment, but this can come from the sinking fund. Winter bookings for grass pitches and the AGP are increased on previous years and still improving; meaning income will continue to perform well.
	Income	(83,580)	(87,283)	(3,703)	(125,580)	(125,580)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	54,562	62,415	7,853	180,700	180,700	0	
TOURISM & HERITAGE (GTR)	Expenditure	122,845	134,318	11,473	258,390	258,390	0	Wages expenditure high throughout summer months in Tourist Information Centres, will reduce from October to bring budget back in line. Grant income due in from Somerset Skills and Learning for courses delivered, Yeovil Town Council supporting the Community Heritage Officer and also advertising for the 2020 garden leaflet. Income (events and ticket sales) has been reduced at Petters way due to disruption of build phase.
	Income	(49,575)	(35,355)	14,220	(97,910)	(97,910)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	73,270	98,963	25,693	160,480	160,480	0	
TOTAL LEISURE, RECREATION & TOURISM	Expenditure	602,484	642,393	39,909	1,215,730	1,215,730	0	
	Income	(274,395)	(327,839)	(53,444)	(532,830)	(532,830)	0	
	TOTAL	328,089	314,554	(13,535)	682,900	682,900	0	
Property, Land & Development								
Service Manager: Robert Orrett								
BIRCHFIELD (CIBF)	Expenditure	21,980	20,928	(1,052)	64,290	64,290	0	
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	21,980	20,928	(1,052)	64,290	64,290	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
Service Manager: Kirsty Larkins								
CASE TEAM (DCT)	Expenditure	852,635	813,806	(38,829)	1,705,270	1,705,270	0	Monitoring spend carefully and will continue to do so.
	Income	(68,660)	(68,660)	0	(68,660)	(68,660)	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	783,975	745,146	(38,829)	1,636,610	1,636,610	0	
TOTAL CASE TEAM	Expenditure	852,635	813,806	(38,829)	1,705,270	1,705,270	0	
	Income	(68,660)	(68,660)	0	(68,660)	(68,660)	0	
	TOTAL	783,975	745,146	(38,829)	1,636,610	1,636,610	0	
Service Delivery Functions								
Service Manager: Nigel Marston								
ENFORCEMENT & COMPLIANCE (DEC)	Expenditure	23,310	23,290	(20)	46,620	46,620	0	On target
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	23,310	23,290	(20)	46,620	46,620	0	
REVENUES & BENEFITS (FBN)	Expenditure	302,857	254,111	(48,746)	521,260	501,260	(20,000)	It is anticipated that there will be a small underspend of approx. £20k at end of year relating to court and bailiff fees and electronic bank charges. The main area of concern is with the level of income from court and liability order costs. It is £120k down on profiled amount due to reduced volume of recovery activity in the 1st half of the year. A plan is in place to clear the backlog of summons during this month (Oct). It is anticipated that income will still be below target at end of year - the extent of this is not known at this time. We will have a much clearer idea at end of Q3.
	Income	(183,653)	(145,069)	38,584	(524,640)	(474,640)	50,000	
Portfolio Holder: Cllr Mike Best	TOTAL	119,204	109,042	(10,162)	(3,380)	26,620	30,000	
HOUSING BENEFIT SUBSIDY (FHB)	Expenditure	14,373,775	13,911,714	(462,061)	28,747,550	28,747,550	0	Our latest subsidy monitor shows that we have a small variance of £50k. Subsidy is monitored monthly and the subsidy claim externally audited and finally adjusted autumn 2020.
	Income	(13,555,567)	(13,560,861)	(5,294)	(29,318,510)	(29,318,510)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	818,208	350,853	(467,355)	(570,960)	(570,960)	0	
HOUSING STANDARDS (HCP)	Expenditure	48,330	44,109	(4,221)	96,660	96,660	0	Income over budget due to receipts in advance for multiple year licenses for Houses in Multiple Occupation
	Income	(33,725)	(79,061)	(45,336)	(67,450)	(57,450)	10,000	
Portfolio Holder: Cllr Val Keitch	TOTAL	14,605	(34,952)	(49,557)	29,210	39,210	10,000	
ENV HEALTH & COMM PROTECTION (HEH)	Expenditure	226,525	188,884	(37,641)	447,960	447,960	0	Salaries budgets less than the profile due to a vacant post. Underspends against profile on travel allowances and equipment, tools and materials budgets.
	Income	(48,425)	(35,229)	13,196	(69,820)	(69,820)	0	Expected to meet target at year end.
Portfolio Holder: Cllr Mike Best	TOTAL	178,100	153,655	(24,445)	378,140	378,140	0	
HOUSING (HHL)	Expenditure	824,723	745,748	(78,975)	1,502,391	1,502,391	0	On target
	Income	(782,601)	(692,681)	89,920	(908,811)	(908,811)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	42,122	53,067	10,945	593,580	593,580	0	
LICENSING (HLC)	Expenditure	61,000	56,226	(4,774)	115,280	115,280	0	On target
	Income	(105,603)	(177,081)	(71,478)	(326,650)	(376,650)	(50,000)	Income has exceeded budget due to an increase in applications and increased fees
Portfolio Holder: Cllr John Clarke	TOTAL	(44,603)	(120,855)	(76,252)	(211,370)	(261,370)	(50,000)	
CARELINE (HWL)	Expenditure	59,460	46,003	(13,457)	114,920	114,920	0	We have underspent on printing and marketing but have a plan to increase promotion of the service in the second half of the year. It is anticipated that spend will be broadly on target at end of year.
	Income	(385,465)	(397,268)	(11,803)	(427,850)	(437,850)	(10,000)	We are slightly ahead of income target mid year and it is anticipated that this will still be the case at end of year
Portfolio Holder: Cllr Mike Best	TOTAL	(326,005)	(351,265)	(25,260)	(312,930)	(322,930)	(10,000)	
ENFORCEMENT (KET)	Expenditure	17,888	23,903	6,015	31,440	31,440	0	Overspend on salary budget.
	Income	(1,500)	(38)	(1,462)	(3,000)	(3,000)	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	16,388	23,865	7,477	28,440	28,440	0	
LAND CHARGES (LLC)	Expenditure	25,075	9,264	(15,811)	50,150	50,150	0	Income below target due to customers choosing to use alternative services due to SSDC backlog. New staff recruited and service expected to improve as a result
	Income	(219,085)	(158,357)	60,728	(438,170)	(438,170)	0	
Portfolio Holder: Cllr John Clarke	TOTAL	(194,010)	(149,093)	44,917	(388,020)	(388,020)	0	
RIGHTS OF WAY (LRW)	Expenditure	1,405	931	(474)	2,810	2,810	0	On target
	Income	(8,250)	(8,688)	(438)	(16,500)	(16,500)	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	(6,845)	(7,757)	(912)	(13,690)	(13,690)	0	
BUILDING CONTROL (RBC)	Expenditure	143,780	248,538	104,758	446,310	591,310	145,000	Ongoing cost of agency staff

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
	Income	(222,107)	(217,668)	4,439	(561,240)	(561,240)	0	Increased competition of approved inspectors due to ex staff now working for a private company.
Portfolio Holder: <i>Cllr John Clarke</i>	TOTAL	(78,327)	30,870	109,197	(114,930)	30,070	145,000	
DEVELOPMENT MANAGMENT (RDC)	Expenditure	538,525	507,792	(30,733)	1,065,750	1,065,750	0	
	Income	(961,905)	(884,208)	77,697	(1,781,380)	(1,781,380)	0	
Portfolio Holder: <i>Cllr John Clarke</i>	TOTAL	(423,380)	(376,416)	46,964	(715,630)	(715,630)	0	Expected to be on target
ECONOMIC DEVELOPMENT (RED)	Expenditure	77,895	75,979	(1,916)	279,790	279,790	0	
	Income	0	0	0	0	0	0	
Portfolio Holder: <i>Cllr John Clarke</i>	TOTAL	77,895	75,979	(1,916)	279,790	279,790	0	On target
STREET NAMING & NUMBERING (SSN)	Expenditure	5,005	1,625	(3,380)	10,010	10,010	0	Lack of expenditure due to backlog in providing name plates
	Income	(12,090)	(16,990)	(4,900)	(24,180)	(24,180)	0	Income expected to be on target at year end
Portfolio Holder: <i>Cllr John Clarke</i>	TOTAL	(7,085)	(15,365)	(8,280)	(14,170)	(14,170)	0	
TOTAL SERVICE DELIVERY FUNCTIONS	Expenditure	16,729,553	16,138,117	(591,436)	33,478,901	33,603,901	125,000	
	Income	(16,519,976)	(16,373,199)	146,777	(34,468,201)	(34,468,201)	0	
	TOTAL	209,577	(235,082)	(444,659)	(989,300)	(864,300)	125,000	
Localities								
Service Manager: Tim Cook								
AREA EAST (DAE)	Expenditure	36,845	20,038	(16,807)	53,190	53,190	0	Generally okay. Some grant underspend profiled for allocation in December 19.
	Income	(2,255)	(678)	1,577	(4,510)	(4,510)	0	
Chairman: <i>Cllr Henry Hobhouse</i>	TOTAL	34,590	19,360	(15,230)	48,680	48,680	0	
AREA NORTH (DAN)	Expenditure	12,860	4,263	(8,597)	23,720	23,720	0	Generally okay. Further grant spend expected.
	Income	(2,540)	0	2,540	(5,080)	(5,080)	0	
Chairman: <i>Cllr Adam Dance</i>	TOTAL	10,320	4,263	(6,057)	18,640	18,640	0	
AREA SOUTH (DAS)	Expenditure	46,475	24,465	(22,010)	84,450	84,450	0	Generally okay. Draw down from reserves required for Yeovil One salary.
	Income	(5,850)	(7,897)	(2,047)	(11,700)	(11,700)	0	
Chairman: <i>Cllr Peter Gubbins</i>	TOTAL	40,625	16,568	(24,057)	72,750	72,750	0	
AREA WEST (DAW)	Expenditure	40,345	15,033	(25,312)	63,110	63,110	0	Boden expenditure budgets can be moved to property. Underspend due to grants spend. Further allocations expected.
	Income	(8,720)	(1,121)	7,599	(17,440)	(17,440)	0	Income no longer received for Boden Centre.
Chairman: <i>Cllr Jason Baker</i>	TOTAL	31,625	13,912	(17,713)	45,670	45,670	0	
LOCALITY TEAM (DLT)	Expenditure	267,875	254,074	(13,801)	535,750	535,750	0	Underspend due to vacant hours. Aiming to recruit so no concerns.
	Income	0	0	0	0	0	0	
Portfolio Holder: <i>Cllr Tony Lock</i>	TOTAL	267,875	254,074	(13,801)	535,750	535,750	0	
PLAY, HEALTH & WELLBEING (PHW)	Expenditure	70,700	111,845	41,145	141,790	141,790	0	Current overspend due to timing of invoicing for work completed.
	Income	(19,255)	(92,823)	(73,568)	(65,980)	(65,980)	0	Income from commuted sums is variable and some budget profiling needs to be completed.
Portfolio Holder: <i>Cllr Mike Best</i>	TOTAL	51,445	19,022	(32,423)	75,810	75,810	0	
COMMUNITY SAFETY (TCS)	Expenditure	1,500	2,538	1,038	3,000	3,000	0	No concerns.
	Income	0	0	0	0	0	0	
Portfolio Holder: <i>Cllr Mike Best</i>	TOTAL	1,500	2,538	1,038	3,000	3,000	0	
TOTAL LOCALITIES	Expenditure	476,600	432,256	(44,344)	905,010	905,010	0	
	Income	(38,620)	(102,519)	(63,899)	(104,710)	(104,710)	0	
	TOTAL	437,980	329,737	(108,243)	800,300	800,300	0	
Regeneration								
Service Manager: Natalie Fort								
REGENERATION (RGE)	Expenditure	33,550	150,252	116,702	64,850	64,850	0	Variance due to Regeneration Fund reserve not yet being transferred up to expenditure level. This will be all recified by Q3 reporting.
	Income	(2,250)	(2,250)	0	(2,250)	(2,250)	0	
Portfolio Holder: <i>Cllr John Clarke</i>	TOTAL	31,300	148,002	116,702	62,600	62,600	0	
TOTAL REGENERATION	Expenditure	33,550	150,252	116,702	64,850	64,850	0	
	Income	(2,250)	(2,250)	0	(2,250)	(2,250)	0	
	TOTAL	31,300	148,002	116,702	62,600	62,600	0	
Service Delivery Specialists								
Service Manager: Nigel Marston								
SERV DELIVERY LEAD SPECIALISTS (DLS)	Expenditure	125,200	125,136	(64)	250,400	250,400	0	On target

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in <i>Italics</i>
		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
Portfolio Holder: Cllr Tony Lock	Income	0	0	0	0	0	0	
	TOTAL	125,200	125,136	(64)	250,400	250,400	0	
TOTAL SERVICE DELIVERY SPECIALISTS	Expenditure	125,200	125,136	(64)	250,400	250,400	0	
	Income	0	0	0	0	0	0	
	TOTAL	125,200	125,136	(64)	250,400	250,400	0	
Service Delivery Team Managers								
Service Manager: Martin Woods								
SERVICE DELIVERY - MANAGERS (DTM)	Expenditure	120,640	116,932	(3,708)	241,280	241,280	0	under spend due to vacant hours
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	120,640	116,932	(3,708)	241,280	241,280	0	
TOTAL SERVICE DELIVERY TEAM MANAGERS	Expenditure	120,640	116,932	(3,708)	241,280	241,280	0	
	Income	0	0	0	0	0	0	
	TOTAL	120,640	116,932	(3,708)	241,280	241,280	0	
TOTAL SERVICE DELIVERY	Expenditure	18,692,588	18,065,401	(627,187)	37,345,161	37,470,161	125,000	
	Income	(16,676,946)	(16,594,064)	82,882	(34,691,261)	(34,691,261)	0	
	TOTAL	2,015,642	1,471,337	(544,305)	2,653,900	2,778,900	125,000	

STRATEGY & COMMISSIONING

Director: Netta Meadows

Strategy & Comm Case

Service Manager: Jan Gamon

STRATEGY & COMM CASE OFFICERS (SCC)	Expenditure	111,380	108,846	(2,534)	222,760	222,760	0	No variance is anticipated, small underspend to date due to vacancies
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	111,380	108,846	(2,534)	222,760	222,760	0	
TOTAL STRATEGY & COMM CASE	Expenditure	111,380	108,846	(2,534)	222,760	222,760	0	
	Income	0	0	0	0	0	0	
	TOTAL	111,380	108,846	(2,534)	222,760	222,760	0	

Comms, Marketing & Media

Service Manager: Richard Birch

COMMUNICATIONS (CCM)	Expenditure	45,000	41,510	(3,490)	90,000	90,000	0	Underspend to date is due to budget profiling, no variance is anticipated on the budget at this stage.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	45,000	41,510	(3,490)	90,000	90,000	0	
TOTAL COMMS, MARKETING & MEDIA	Expenditure	45,000	41,510	(3,490)	90,000	90,000	0	
	Income	0	0	0	0	0	0	
	TOTAL	45,000	41,510	(3,490)	90,000	90,000	0	

Performance, People & Change

Service Manager: Charlotte Jones

PERFORMANCE PEOPLE & CHANGE (CPL)	Expenditure	160,605	99,960	(60,645)	318,980	318,980	0	Underspend to date is due to the profiling of training budget, no variance is anticipated at year end
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	160,605	99,960	(60,645)	318,980	318,980	0	
TOTAL PERFORMANCE, PEOPLE & CHANGE	Expenditure	160,605	99,960	(60,645)	318,980	318,980	0	
	Income	0	0	0	0	0	0	
	TOTAL	160,605	99,960	(60,645)	318,980	318,980	0	

Strategic Planning

Service Manager: Jan Gamon

PROCUREMENT, CONTRACT & RISK (CPR)	Expenditure	31,660	27,391	(4,269)	58,290	58,290	0	Underspend to date is in respect of IT software maintenance budgets, this budget will be vired to IT where the expenditure is being incurred.
	Income	0	0	0	0	0	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
Portfolio Holder: Cllr Val Keitch	TOTAL	31,660	27,391	(4,269)	58,290	58,290	0	
PLACE PLANNING (CPS)	Expenditure	180,772	244,204	63,432	333,750	333,750	0	The overspend to date is in respect of reserve funded items, the transfer from the associated reserve will be made in October.
	Income	(1,280)	(57,149)	(55,869)	(2,560)	(2,560)	0	The partner contributions in respect of the Heart of Wessex Rail partnership have been received, the income will be transferred to the earmarked reserve
Portfolio Holder: Cllr Val Keitch	TOTAL	179,492	187,055	7,563	331,190	331,190	0	
CONTRACTED SPORTS FACILITIES (GSF)	Expenditure	250,910	178,239	(72,671)	484,720	484,720	0	The expenditure in respect of maintenance of the facilities is less than the profile. However, it is anticipated that the budget will be spent.
	Income	(119,930)	(53,475)	66,455	(239,860)	(239,860)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	130,980	124,764	(6,216)	244,860	244,860	0	
CIVIL CONTINGENCIES AND H&S (HCC)	Expenditure	41,025	25,606	(15,419)	81,830	81,830	0	The budget for standby allowance and overtime is less than the profiled budget
	Income	(2,500)	(744)	1,756	(6,110)	(6,110)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	38,525	24,862	(13,663)	75,720	75,720	0	
PLANNING POLICY (RPP)	Expenditure	385	0	(385)	770	770	0	
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	385	0	(385)	770	770	0	
VOLUNTARY, COMM & SOCIAL ENT (SVCSE)	Expenditure	149,095	163,776	14,681	291,540	291,540	0	The budget profile in respect of grants to voluntary bodies will be amended to reflect the pattern of expenditure
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	149,095	163,776	14,681	291,540	291,540	0	
TOTAL STRATEGIC PLANNING	Expenditure	653,847	639,216	(14,631)	1,250,900	1,250,900	0	
	Income	(123,710)	(111,368)	12,342	(248,530)	(248,530)	0	
	TOTAL	530,137	527,848	(2,289)	1,002,370	1,002,370	0	
Strategy & Comm Specialists								
Service Manager: Netta Meadow								
STRGY & COMM LEAD SPECIALISTS (SCLS)	Expenditure	100,870	100,531	(339)	201,740	201,740	0	No variance is anticipated
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	100,870	100,531	(339)	201,740	201,740	0	
TOTAL STRATEGY & COMM SPECIALISTS	Expenditure	100,870	100,531	(339)	201,740	201,740	0	
	Income	0	0	0	0	0	0	
	TOTAL	100,870	100,531	(339)	201,740	201,740	0	
TOTAL STRATEGY & COMMISSIONING	Expenditure	1,071,702	990,063	(81,639)	2,084,380	2,084,380	0	
	Income	(123,710)	(111,368)	12,342	(248,530)	(248,530)	0	
	TOTAL	947,992	878,695	(69,297)	1,835,850	1,835,850	0	
SUPPORT SERVICES								
Director: Netta Meadows								
Support Services Case								
Service Manager: Lisa Davis								
SUPPORT SERVICES CASE OFFICERS (RCO)	Expenditure	485,075	485,063	(12)	970,150	970,150	0	Temporary recruitment will provide support to GIS/GMS function and to replace a staff member currently on secondment. The Digital Strategy gives some uncertainty at present hence opting for temporary solutions. Predict Nil variance by end of year.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	485,075	485,063	(12)	970,150	970,150	0	
SUPPORT SERVICES CASE WORK (RXC)	Expenditure	180,420	126,554	(53,866)	360,840	310,840	(50,000)	Review of old PC's and laptops currently being undertaken to establish number of renewals required. Likely to be large amount of spend in Quarter 3. However, we continue to see a reduction in postage, mfd usage and printing and stationery due to new ways of working and associated channel shift.

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
	Income	(47,735)	(18,792)	28,943	(95,470)	(55,000)	40,470	Internal print requirements are continuing to reduce as a result of channel shift efforts and conscious shift to producing less paper in line with environment strategy. The external print contract is due to expire in 2020 and is currently under review. This may impact internal requirements in the next financial year but will not alter demand this year. Current income target is considered unachievable.
Portfolio Holder: ClIr Peter Seib	TOTAL	132,685	107,762	(24,923)	265,370	255,840	(9,530)	
TOTAL SUPPORT SERVICES CASE	Expenditure	665,495	611,617	(53,878)	1,330,990	1,280,990	(50,000)	
	Income	(47,735)	(18,792)	28,943	(95,470)	(55,000)	40,470	
	TOTAL	617,760	592,825	(24,935)	1,235,520	1,225,990	(9,530)	
Support Services Functions								
Service Manager: Nicola Hix								
FINANCE CORPORATE COSTS (RFC)	Expenditure	1,541,407	1,378,274	(163,133)	2,791,170	3,727,455	936,285	Underspend on budget in respect of insurance premiums, offset by interest payable in respect of external borrowing. Interest income surplus to be transferred to Treasury Management Reserve. It is anticipated that the budget for investment income will be exceeded. The variance to date is in respect of investment income, the budget profile will be amended to reflect the trend of income to be received.
	Income	(750,565)	(287,770)	462,795	(2,028,650)	(3,335,180)	(1,306,530)	
Portfolio Holder: ClIr Peter Seib	TOTAL	790,842	1,090,504	299,662	762,520	392,275	(370,245)	
Service Manager: Lisa Davis								
FINANCE (RFS)	Expenditure	40,479	52,308	11,829	90,540	90,540	0	On track with no variance expected at year end.
	Income	(9,165)	(10,071)	(906)	(18,330)	(18,330)	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	31,314	42,237	10,923	72,210	72,210	0	
HR & PAYROLL (RHR)	Expenditure	26,645	13,171	(13,474)	53,290	53,290	0	On track with no variance expected at year end.
	Income	(4,990)	(6,562)	(1,572)	(12,870)	(12,870)	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	21,655	6,609	(15,046)	40,420	40,420	0	
IT (RIT)	Expenditure	388,204	802,709	414,505	456,640	456,640	0	Variance due to payments in advance and expenditure being incurred that is not currently budgeted for.
	Income	(6,830)	(6,754)	76	(16,770)	(16,770)	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	381,374	795,955	414,581	439,870	439,870	0	
DEMOCRATIC SERVICES (RLD)	Expenditure	323,990	305,349	(18,641)	632,380	632,380	0	On track with no variance expected at year end.
	Income	(700)	(6,154)	(5,454)	(1,400)	(1,400)	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	323,290	299,195	(24,095)	630,980	630,980	0	
ELECTIONS (RLE)	Expenditure	69,210	598,272	529,062	167,340	162,340	(5,000)	It is anticipated that at year end there will be a small underspend for the electoral registration and elections budgets. However, this is dependant on the number of by-elections that happen in the remainder of the financial year. The variance to date is in respect of expenditure on the recent elections, a transfer from the earmarked reserve will be made to cover this expenditure
	Income	(4,010)	(409,680)	(405,670)	(8,020)	(8,020)	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	65,200	188,592	123,392	159,320	154,320	(5,000)	
LEGAL (RLL)	Expenditure	57,250	19,022	(38,228)	90,660	90,660	0	Under recovery of £30k expected at year end due to capacity within team and requirement to send more work externally
	Income	(36,390)	(18,947)	17,443	(73,880)	(43,880)	30,000	
Portfolio Holder: ClIr Peter Seib	TOTAL	20,860	75	(20,785)	16,780	46,780	30,000	
TOTAL SUPPORT SERVICES FUNCTIONS	Expenditure	2,447,185	3,169,105	721,920	4,282,020	5,213,305	931,285	
	Income	(812,650)	(745,938)	66,712	(2,159,920)	(3,436,450)	(1,276,530)	
	TOTAL	1,634,535	2,423,167	788,632	2,122,100	1,776,855	(345,245)	
Support Services Specialists								
Service Manager: Netta Meadows								
SUPPORT SERV LEAD SPECIALISTS (RLS)	Expenditure	187,065	200,548	13,483	374,130	374,130	0	
	Income	0	0	0	0	0	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	187,065	200,548	13,483	374,130	374,130	0	
Service Manager: Lisa Davis								
SUPPORT SERVICES SPECIALISTS (RSS)	Expenditure	476,840	450,117	(26,723)	926,100	926,100	0	On track with no variance expected at year end
	Income	0	(833)	(833)	0	0	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	476,840	449,284	(27,556)	926,100	926,100	0	
TOTAL SUPPORTSERVICES SPECIALISTS	Expenditure	663,905	650,665	(13,240)	1,300,230	1,300,230	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
	Income	0	(833)	(833)	0	0	0	
	TOTAL	663,905	649,832	(14,073)	1,300,230	1,300,230	0	
TOTAL SUPPORT SERVICES	Expenditure	3,776,585	4,431,387	654,802	6,913,240	7,794,525	881,285	
	Income	(860,385)	(765,563)	94,822	(2,255,390)	(3,491,450)	(1,236,060)	
	TOTAL	2,916,200	3,665,824	749,624	4,657,850	4,303,075	(354,775)	
TOTAL SSDC	Expenditure	33,341,858	32,040,503	(1,301,355)	65,221,631	66,794,316	1,572,685	
	Income	(24,072,903)	(25,653,430)	(1,580,527)	(48,853,541)	(50,432,501)	(1,128,960)	
	TOTAL	9,268,955	6,387,073	(2,881,882)	16,368,090	16,361,815	(6,275)	

Appendix B

The following virements should be noted:

Value £	From	To	Description
1,840	Postages	Payroll Adjustments	Removal of Derv budget
12,840	Tourism	Countryside Management	Transfer of vacant post
9,000	Conservation	Development Control	Transfer of Travel budget
8,160	Various	Various	Re-allocation of Subsistence budget
22,540	Learning & Development	Various	Allocation of budget for training
10,840	Environmental Health Management Team	Environmental Services Support Staff	Transfer Management charge for Burial

Appendix C

AREA RESERVES Quarter 2 2019/20

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2019/20	Transfer from Reserves during 2019/20
		£	£	£
Area East Balance B/fwd 1st April 2019			-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
Balance of reserve Unallocated Balance 30th September 2019			-3,460	-49,190
Area North Balance B/fwd 1st April 2019			-23,900	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
Balance of reserve Unallocated Balance 30th September 2019			-13,900	-23,900
Area West Balance B/fwd 1st April 2019			-46,220	
Totals			0	0
Balance of reserve Unallocated Balance 30th September 2019			-46,220	-46,220

(Negative Figures = income, Positive 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 2019

Reserves	Balance as at 01/04/2019	Movement	Balance as at 30/09/2019
	£'000	£'000	£'000
Usable Capital Receipts	-22,244	-19	-22,263
Internal Borrowing Reserve	-554	0	-554
Internal Borrowing Repayments	-118	-86	-204
Capital Reserve	-1,277	-29	-1,306
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-230	-40	-270
Sports Facilities Reserve	-31	-10	-41
Yeovil Athletic Track Repairs Fund	-167	7	-160
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-28	0	-28
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-229	65	-164
Treasury Management Reserve	-150	0	-150
Revenue Grants Reserve	-504	4	-500
Medium Term Financial Plan Support Fund	-5,019	0	-5,019
Council Tax/Housing Benefits Reserve	-822	38	-784
Closed Churchyards Reserve	-11	-12	-23
Health Inequalities	-31	0	-31
Deposit Guarantee Claims Reserve	-5	0	-5
Park Homes Replacement Reserve	-226	0	-226
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-128	4	-124
Business Support Scheme (Flooding)	-122	1	-121
Regeneration Fund	-2,094	492	-1,602
NNDR Volatility Reserve	-3,955	0	-3,955
Ticket Levy Reserve	-64	-43	-107
Waste Reserve	-294	0	-294
Community Housing Fund	-211	0	-211
Community Safety Reserve	-79	7	-72
Housing & Homelessness Reserve	-458	-29	-487
Commercial Investment Risk Reserve	-132	0	-132
Spatial Policy Reserve	-334	-28	-362
YIC Maintenance Reserve	-20	-20	-40
Climate Change Fund	0	-350	-350
Total Usable Reserves	-40,304	-48	-40,352

(Negative Figures = income, Positive 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.

Agenda Item 11

2019/20 Capital Budget Monitoring Report for the Period Ending 30th September 2019

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

Purpose of the Report

1. The purpose of this report is to provide Members with an in-year projection in 2019/20 of the forecast spending (“outturn”) against the Council’s approved Capital Programme Budget, and to explain projected variations against individual projects and the Programme as a whole.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2019.

Public Interest

3. This report gives an update on the forecast capital financial position and budgetary variations for the financial year 2019/20, as at 30th September 2019. Maintaining effective control over capital spending within approved budgets helps to ensure capital investment is affordable and meets agreed priorities.

Recommendations

4. That the District Executive:
 - a. Note the content of the report;
 - b. Approve the revised Capital Programme spend profile as detailed in paragraph 7, Table 1.
 - c. Approve the projects listed on Appendix B remain in the capital programme.

Background

5. Full Council approved the Capital Programme in February 2019. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

6. The revised gross Capital Programme for this financial year and beyond is attached in Appendix A. The forecast spend for 2019/20 has been revised up from **£36.235 million** to **£46.671 million** as shown in Table 1 below. Additional information is included to show the various sources of planned funding for the programme, shown on Table 2.

Table 1 – Revised Gross Capital Programme Q2 2019/20 – 2023/24
(negative figures = income/reduction in budget, positive figures = costs)

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	Total £'000
Capital Programme for Quarter 1 of 2019/20	36,235	1,221	231	71	0	37,758
Plus Projects approved since 1st July 19:						
Ninesprings Café Extension – Grant funded element	3					3
Yeovil Crematorium Refurbishment	100					100
Plus S106 Projects approved since 1st April 19:						
Ilton Rec Ground	35					35
Milborne Port Rec	95					95
Holyrood Sports Hall	3					3
Projects moved to Reserve List:						
Affordable Housing – Magna at South St, Crewkerne	-350					-350
Investment in Property - D1 Christchurch Bus Pk	-115					-115
Allocations from the Internal Lease Pot						
Ford Transit with electric Tail-Lift	16					16
Plus Allocations from the Reserves:						
Transformation	93					93
Investment in Property	12,873					12,873
Commercial Loan	752					752
RCCO's & Virements						
Affordable Housing - Yeovil (117 Sherborne Rd)	26					26
Plus Projects agreed at Area Committee:						
Area North - Long Sutton Village hall	4					4
Area North - Seavington Parish Council	12					12
Area West - Chaffcombe Village Hall	5					5
Re-profiling of forecast spending between financial years	-3,116	2,111	1,005			0
Revised Gross Capital Programme for 2019/20 at 30th June 2019	46,671	3,332	1,236	71	0	51,310

7. As Table 1 shows the total planned capital investment in the approved programme 2019/20 to 2023/24 has increased from **£37.758 million** to **£51.310 million**. This is primarily due to the addition of Investment Property purchases.

8. The detail of the Capital Programme showing all the projects included in the approved budget is shown in Appendix A.

Table 2 – Capital Programme Sources of Funding 2019/20 – 2023/24

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	Total £'000
External Grants & Contributions - Assets	374	226	112	1	0	713
External Grants & Contributions – REFCUS*	1,683	5	0	0	0	1,688
Capital Receipts	12,473	1,269	230	70	0	14,042
Capital Fund Earmarked Reserve	524	1,832	894	0	0	3,250
Internal Borrowing Reserve	232	0	0	0	0	232
Borrowing	31,385	0	0	0	0	31,385
Total Capital Programme Financing	46,671	3,332	1,236	71	0	51,310

*REFCUS = Revenue Expenditure Financed as Capital Under Statute. This is for costs of a capital nature that do not create assets for the council e.g. capital grants to the other entities.

Progress on various schemes

9. Progress on individual schemes is attached on Appendix A, including responsible officer comments on forecast spending profile between financial years and performance against targets.
10. Within the current financial year **£29.840 million** has been spent up to the end of Q2, of the total of **£46.671 million** projected for the year. The most significant areas of spend so far this year include:
- £26.264m acquiring Investment Properties, with the purpose of generating income to pay for council services.
 - £871k on Affordable Housing schemes.
 - £760k on Commercial Loans.
 - £624k on Regeneration projects.
 - £372k on Streetscene vehicles.
 - £245k on play areas, play equipment and other leisure schemes.
 - £274k on disabled facilities grants for adaptations in homes.
 - £147k on Transformation IT Software.
11. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2020/21 in Q2 are shown on Table 3:

Table 3 – Capital Project over £50k delayed into 2020/21

Project	Date Funding Approved	Slippage to 2020/21 £'000	Reason for Delay
Yeovil Rec - J O'Donnell Pavilion upgrade	Feb 2019	99	Planning permission secured October 2019. Grant applications submitted to Sport England and Viridor Credits to secure funds for balance of project costs. Currently awaiting outcomes. Plans out to tender for build quotations Nov / Dec 2019. Construction Spring - Summer 2020.

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

Capital Programme & Reserves

- The total capital reserve schemes approved in principle currently has a forecast gross spend of **£100.064 million** over the period 2020/21 to 2023/24, with a further **£0.573 million** across the Area capital reserves that are currently awaiting allocation. Detail of these reserve schemes can be found on page 4 of Appendix A.
- The total current capital programme, contingent liabilities and reserves allocates a total gross spend of some **£151.947 million** to various schemes over the next five years. This includes significant approved funding commitments that are held in the “reserve schemes” list pending individual projects moving into the operational programme, including for example investment properties, regeneration schemes, affordable housing schemes. Further details are shown in Appendix A, and summarised below in Table 4.

Table 4 – Capital Programme and Reserve Schemes for 2019/20 - 2023/24

	£'000
Capital Programme (as detailed in paragraph 7)	51,310
Contingent Liabilities and Reserve Schemes	100,637
Total Programme to be Financed	152,017

Projects agreed at or before May 2015

- Schemes that were agreed before May 2015 that have not yet completed are detailed on Appendix B. Appendix B also incorporates responsible officer comments on the reason for the delay, and the risks of not retaining the funding.

Additional Income

- This section highlights any new S106 funding that has been received by the Council and added to the capital programme within the last quarter. It is recommended the capital programme budget is increased and funded by the amounts shown in the table below:

Table 5 – Additional Capital funding received Q2 2019/20

Project	Additional funding received £'000
Ilton Rec Ground	35
Milborne Port Rec	95
Holyrood Sports Hall	3
Total	133

Section 106 (S106) Deposits by Developers

- S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held is £3,779,746. This is purely a whole district South Somerset District Council financial summary, more detail on S106's is given to Area Committees on an annual basis.

Construction Industry Levy (CIL)

- Construction Industry Levy (CIL) is a tax on new developments designed to pay for infrastructure that supports growth. For SSDC this has been defined as: transport, defences, schools, hospital and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, district heating schemes and police stations and other community safety facilities.

- 18. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their Local Plan. Parish and Town Councils will receive 15% of all CIL received within their administrative boundary. This rises to 25% if the town or parish has made a 'Neighborhood Plan'.
- 19. SSDC also receive a 5% administration fee to fund the CIL case officer post. Table 6 below shows the amounts received and balance held on 30th September 2019.

Table 6 – Construction Industry Levy (CIL) balance held on 30th September 2019

	£'000
CIL Deposits	230
Less 15%/25% to Parishes	36
Less 5% Administration Fee	11
Balance of CIL held by SSDC	183

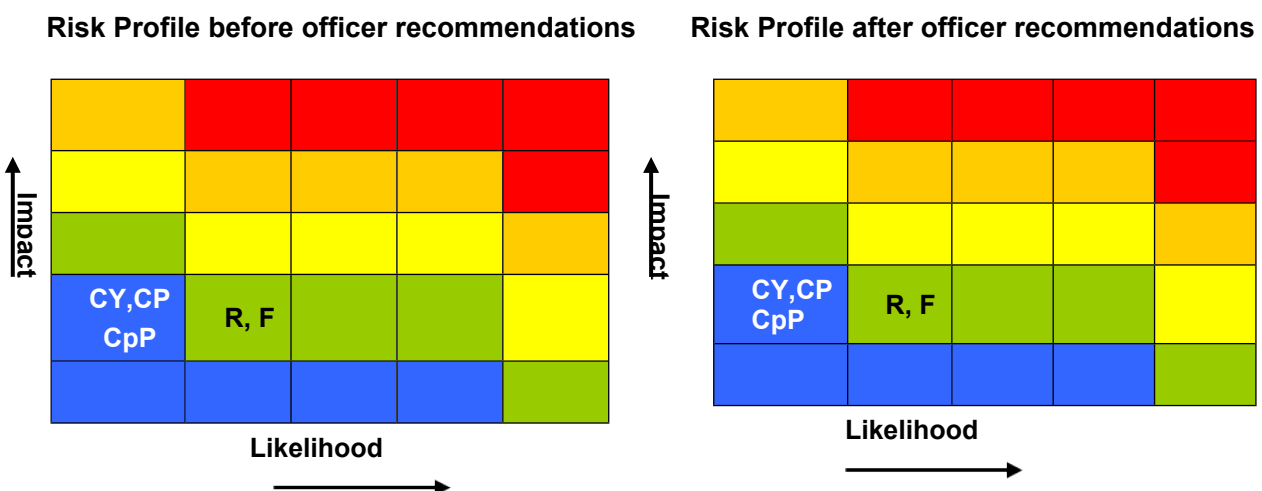
Wessex Home Improvement Loans (WHIL)

- 20. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.
- 21. The District Executive previously agreed a loan (outside the original policy) for Wessex Home Improvement Loans (Wessex Resolutions CIC) to provide a loan of £200,000 to Somerset Care and Repair Ltd at a 4.5% fixed interest rate, with capital and interest being repayable over 15 years. This loan is to go towards completing the conversion of the Milford Inn, Yeovil into six flats, and to enable the building of three housing units in the grounds. All of the £200,000 has now been drawn-down and the conversion of Milford Inn has now been finished.
- 22. The Council has £672,988 of capital invested with WHIL. As at the end of September 2019 there was £495,503 on the loan book and £177,485 as available capital.

Financial Implications

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

Risk Matrix



Key

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

Council Plan Implications

24. The budget is closely linked to the Council Plan and any capital bids are scored accordingly.

Carbon Emissions and Climate Change Implications

25. There are no specific implications in these proposals.

Equality and Diversity Implications

26. There are no specific implications in these proposals.

Privacy Impact Assessment

27. There is no personal information included within this report.

Background Papers

28. Capital Programme Budget report to Council in February 2019.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT												
Chief Executive - Alex Parmley												
Portfolio Holder - Cllr Val Keitch												
Transformation	Mar-16	2,526	2,379	147	147	0	0	2,526	0	0%	T Beattie	Remaining spend largely related to final transitional resources. Close budget monitoring will continue by the future state board and the updates provided to DX. Spend expected to be under remaining Transformation reserve funding.
Subtotal for Strategic Management		2,526	2,379	147	147	0	0	2,526	0			
COMMERCIAL SERVICES & INCOME GENERATION												
Director - Clare Pestell												
ARTS AND ENTERTAINMENT												
Service Manager - Adam Burgan												
Portfolio Holder - Cllr John Clarke												
Portfolio Holder - Cllr Val Keitch												
Octagon Dimmers/LED Lighting	Feb-16	71	41	30	30	0	0	71	-0	0%	A Burgan	Project complete
Octagon Electricity Upgrade & Air Cooling	Feb-19	86	0	86	0	86	0	86	0	0%	A Burgan	Project being managed by Property Services. Work on schedule. Commissioning due to take place in October.
Westland Entertainment Venue	Oct-15	2,407	2,838	-431	0	-431	0	2,407	0	0%	A Burgan	Internal loan repayments being made in line with original agreement.
Upgrade Joanna France Building	Feb-16	27	0	27	0	27	0	27	0	0%	J Hannis	New lease with YOAC has been approved and legal are currently preparing this. Work will now hopefully commence in early 2020.
ENVIRONMENTAL SERVICES												
STREETSCENE												
Service Manager - Chris Cooper												
Portfolio Holder - Cllr Sarah Dyke												
Purchase of Road Sweeper	Feb-17	145	0	145	141	0	0	141	-4	-3%	C Cooper	Sweeper now purchased.
Purchase of Road Sweeper	Apr-19	141	0	141	141	0	0	141	0	0%	C Cooper	Sweeper now purchased. Internally funded.
Double-cab Tipper	Apr-19	14	0	14	14	0	0	14	-1	-4%	C Cooper	Tipper now purchased. Internally funded.
Iseki Tractor with cab	May-19	30	0	30	30	0	0	30	0	1%	C Cooper	Tractor now purchased. Internally funded.
Wessex 4.3m Hedge Cutter	May-19	13	0	13	13	0	0	13	-0	-3%	C Cooper	Hedge cutter now purchased. Internally funded.
Wessex 410 Roller Mower	May-19	18	0	18	17	0	0	17	-1	-6%	C Cooper	Roller mower now purchased. Internally funded.
Ford Transit w/elec Tail-Lift	May-19	16	0	16	16	0	0	16	-0	0%	C Cooper	Van now purchased. Internally funded.
LEISURE, RECREATION & TOURISM												
COUNTRYSIDE												
Service Manager - Katy Menday												
Portfolio Holder - Cllr Mike Best												
Riverside Park Planting Scheme		23	17	4	0	4	2	23	0	0%	R Whaites	A recent spate of vandalism means that spend is currently on hold but still forecast to be as profiled.
Land at Schuldhams Ham Hill		286	281	5	2	3	0	286	0	0%	K Menday	Project complete following purchase in March 2019. Lottery bid now in development to restore heritage landscape.
Ninesprings Café Extension	Feb-19	103	0	3	2	1	100	103	0	0%	K Menday	Planning approved. Project delivery phase planned for 2020/21, currently fundraising for remainder of project costs.
YEOVIL REC												
Service Manager - Katy Menday												
Portfolio Holder - Cllr Mike Best												
Yeovil Rec - J O'Donnell Pavilion upgrade		100	0	1	1	-0	99	100	0	0%	K Menday	Planning permission secured October 2019. Grant applications submitted to Sport England and Viridor Credits to secure funds for balance of project costs. Currently awaiting outcomes. Plans out to tender for build quotations Nov / Dec 2019. Construction to start Spring/Summer 2020.
PROPERTY, LAND & DEVELOPMENT												
ENGINEERING AND PROPERTY SERVICES												
Service Manager - Robert Orrett												
Portfolio Holder - Cllr Sarah Dyke												
Commercial Loan	Jul-17	11,960	11,200	760	760	0	0	11,960	0	0%	R Orrett	Final works to complete Phase 1 currently being delivered.
Investment Properties	Various	55,419	22,826	32,593	26,264	6,329	0	55,419	0	0%	R Orrett	8 of 9 property purchases complete.
Yeovil Innovation Centre - 1st Floor Fit-Out	May-19	320	0	320	15	305	0	320	0	0%	R Orrett	Legal work is progressing ready for the fit-out.
Car Park Enhancements	Feb-17	235	207	28	0	28	0	235	0	0%	R Orrett	Surfacing works to be implemented in 2019/20.
New Car Parks	Feb-08	810	570	240	0	240	0	810	0	0%	R Orrett	Millers Garage site works to be completed 2019/20.
Enhancement to SSDC Bldgs	Feb-16	618	359	259	21	238	0	618	0	0%	R Orrett	Works to be delivered in 2019/20.
Capital Works to Council Portfolio	Feb-19	139	0	139	0	139	0	139	0	0%	R Orrett	Works to be delivered in 2019/20.
Transfer of Castle Cary Market House	Apr-16	45	20	25	29	-4	0	45	0	0%	R Orrett	Transfer now concluded.
Lufton 2000, Yeovil - All Phases	Dec-99	1,280	1,280	0	0	0	0	1,280	0	0%	R Orrett	No current works identified.
Yeovil Crematorium 5 year plan	Feb-16	686	668	18	0	18	0	686	0	0%	P Biggenden	Fire alarm upgrade to be carried out in November 2019.
Yeovil Crematorium Refurbishment	Jul-17	4,100	496	541	17	524	3,063	4,100	0	0%	P Biggenden	Cremator replacement to start October 2019. Main project contract yet to be signed. Works due to commence as soon as possible.
Petters Way Refurbishment	Jun-18	250	132	118	52	66	0	250	0	0%	P Biggenden	Due to be spent - 2019/2020.
Manor Farm, Forton	5106	98	86	12	12	0	0	98	0	0%	M Hicks	Project completed.
Subtotal for Commercial Services & Income Generation		79,440	41,021	35,155	27,577	7,573	3,264	79,435	-5			

SERVICE DELIVERY												
Director - Martin Woods												
SERVICE DELIVERY FUNCTIONS												
ENVIRONMENTAL HEALTH												
Service Manager - Nigel Marston												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants	Apr-19	12,901	11,627	1,274	274	1,000	0	12,901	0	0%	V Dawson	Predicted to spend in full by year end. Additional work progressing with partners to consider spending for prevention works.
Empty Property Grants	Feb-19	1,324	1,239	85	0	85	0	1,324	0	0%	V Dawson	Difficulty with resource to progress this area, however considering options with Wessex Loans and Somerset Care and Repair. Predict an underspend by year end.
Home Repairs Assistance	Feb-19	1,422	1,350	72	12	60	0	1,422	0	0%	V Dawson	Predicted to spend fully by year end.
HMO Grants	Feb-19	721	661	60	15	45	0	721	0	0%	V Dawson	Proportionate spend on target to be fully spent by year end
ECONOMIC DEVELOPMENT												
Service Manager: Nigel Marston												
Portfolio Holder - Cllr John Clarke												
Yeovil Innovation Centre Phase II	Feb-16	1,747	1,680	67	5	62	0	1,747	0	0%	P Biggenden	Retention sum due to be paid October 2019.
Yeovil Innovation Centre Photovoltaics		16	0	16	0	16	0	16	0	0%	P Biggenden	Installation linked to possible roof works.
Chard Regeneration		724	0	724	401	323	0	724	0	0%	P Paddon / R McElliott / M H	Alliance Leisure Services now co-ordinating the pre-construction of the project. The current forecast spend is based on their forecast of works.
Yeovil Refresh		804	0	804	222	582	0	804	0	0%	P Paddon / I Timms / M Hol	Design work started April 2019.
HOUSING												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - Furnham Road Phase II/Jarmin Way, Chard (Knightstone)	Oct-15	200	100	100	0	100	0	200	0	0%	J Calvert	This has commenced and LiveWest will be requesting the agreed 50% Start-on-Site tranche imminently.
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	0	1,040	780	260	0	1,040	0	0%	J Calvert	The Start-on-Site tranche was claimed as soon as works commenced. Stonewater have now arranged the alternative access arrangements.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov-17	996	218	778	0	778	0	996	0	0%	J Calvert	Start-on-Site in Q3 of 2019/20 - it is likely that all of the funding allocated will be required, due to a low level of Homes England funding for the CLT units.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May-17	216	0	216	0	216	0	216	0	0%	J Calvert	Scheme delayed due to contamination on site, however expecting to Start-on-Site in 2019/20.
Affordable Housing - 5 Bought not Built (BCHA)	Jul-17	92	74	18	19	0	0	93	0	0%	J Calvert	Scheme completed.
Affordable Housing - Magna at South St, Crewkerne	Dec-99	0	0	0	0	0	0	0	0	0%	J Calvert	SSDC do not need to underwrite this as funding has been secured elsewhere. The money has been returned to reserves.
Affordable Housing - Refurbishment of SSDC owned property	Mar-19	55	0	55	0	55	0	55	0	0%	J Calvert	Refurbishment work due to complete in 2019/20.
Affordable Housing - Yeovil (117 Sherborne Rd)	Feb-14	98	0	98	4	94	0	98	0	0%	J Calvert	Works have started. Expected to be completed in 2019/20.
Affordable Housing - 23 Southway Drive, Yeovil	Apr-19	68	0	68	68	0	0	68	1	1%	J Calvert	Purchase completed.
LOCALITIES												
AREA NORTH												
Service Manager - Tim Cook												
Area Chairman - Cllr Adam Dance												
Area North Committee Allocation		63	18	45	9	36	0	63	0	0%	T Cook	Updates reported to Area Committee. 7 of 12 schemes completed.
AREA SOUTH												
Service Manager - Natalie Ross												
Area Chairman - Cllr Peter Gubbins												
Area South Committee Allocation		7	0	7	0	7	0	7	0	0%	T Cook	Updates reported to Area Committee. 2 of 4 schemes completed.
AREA EAST												
Service Manager - Tim Cook												
Area Chairman - Cllr Henry Hobhouse												
Area East Committee Allocation		59	5	54	17	37	0	59	0	0%	T Cook	Updates reported to Area Committee. 6 of 15 schemes completed.
AREA WEST												
Service Manager - Tim Cook												
Area Chairman - Cllr Jason Baker												
Area West Committee Allocation		16	0	22	12	10	0	22	5	33%	T Cook	Updates reported to Area Committee. 2 of 5 schemes completed.
LOCALITY (PHW)												
Service Manager - Tim Cook												
Portfolio Holder - Cllr Mike Best												
Grants for Parishes with Play Area - Ilton	Feb-08	805	758	47	0	47	0	805	0	0%	S Barnes	Project ongoing.
Grants for Parishes with Play Area - Curry Rivel	S106	22	20	2	0	2	0	22	0	0%	S Barnes	Retention being held.
Grant for Youth Facilities	Qtr 3 14/15	5	0	5	0	5	0	5	0	0%	S Barnes	Project being developed.
Wyndham Park Play Area Equipment	S106	130	79	51	0	51	0	130	0	0%	S Barnes	Awaiting adoption of land.
Jarman Way, Chard - Play Area Equipment	S106	42	14	28	0	28	0	42	0	0%	S Barnes	Consultation completed, now developing a design.
Snowden Park Play Area Equipment, Chard	S106	69	41	28	1	27	0	69	0	0%	S Barnes	Construction work started. Completion expected Nov approx.
Harbin Fields, Yeovil - Play Area Equipment	S106	61	44	17	0	17	0	61	0	0%	S Barnes	Further works to be completed in Spring 2020.
Canal Way, Ilminster Play Area Equipment	S106	96	37	59	60	0	0	97	1	2%	S Barnes	Project complete.
Old Kelways Play Area, Langport	S106	54	41	13	0	13	0	54	0	0%	S Barnes	Project ongoing.
Flagship Play Area	Feb-18	142	4	138	83	55	0	142	0	0%	S Barnes	Work continuing. Expected completion December.
Grant for Merriott Rec Ground	S106	29	15	14	14	0	0	29	0	1%	S Barnes	Project complete.
Grant to Milborne Port Rec	Mar-14	136	36	100	0	100	0	136	0	0%	S Barnes	To be completed in the near future.
Langport Memorial Ground New Changing Facilities	S106	7	3	4	0	4	0	7	0	0%	S Barnes	Working on feasibility plan.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	509	438	71	0	71	0	509	0	0%	L Pincombe	Facility complete. Claims paid up to date. A final claim expected at the end of the retention period.

Forton Playing Pitches, Chard	S106	85	0	85	0	85	0	85	0	0%	L Pincombe	The conveyance of land relating to this project has been difficult and lengthy. Still waiting confirmation from SCC to confirm that completion is possible. SCC has been reminded that SSDC wish to complete and are awaiting their response.
Holyrood Sports Hall	S106	17	0	17	0	17	0	17	0	0%	L Pincombe	Release of money is pending the conclusions of a Community Use Agreement. Agreement is now complete and needs to be signed by both parties.
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	40	4	36	36	0	0	40	0	0%	J Hannis	Floodlights and Changing Rooms extension projects are complete.
Sparkford Cricket Club	S106	12	6	6	3	3	0	12	0	0%	J Hannis	Project ongoing. Ecology study is complete and final plans are nearing completion with a view to submitting planning permission for new pavilion.
South Petherton Cricket Club	S106	34	0	29	29	0	5	34	0	0%	J Hannis	Cricket net project is now complete. Pavilion and play area projects to follow.
COMMUNITIES												
Service Manager - Helen Rutter												
Portfolio Holder - Clr Val Keitch												
Reckleford Gyratory (Eastern Gateway) Yeovil	Feb-07	1,651	1,649	2	0	0	0	1,649	-2	0%	T Cook	Retention now paid and project is complete.
Land Acquisition in Waterside Rd, Wincanton	Feb-08	4	4	0	0	0	0	4	0	0%	T Cook	Acquisition complete.
Enhancements to Waterside Rd, Wincanton	Feb-08	31	0	31	0	31	0	31	0	0%	T Cook	Project being managed by Property Services. Aim to start works on site October 19.
Subtotal for Service Delivery		26,549	20,164	6,386	2,065	4,321	5	26,555	6			
STRATEGY & COMMISSIONING												
Director - Netta Meadows												
STRATEGIC PLANNING												
Service Manager - Jan Gamon												
GOLDENSTONES												
Portfolio Holder - Clr Val Keitch												
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	249	36	0	36	0	285	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property Services are responsible for organising maintenance works, however vacant posts within their team has delayed planned preventative maintenance works at the centres.
Goldenstones Sports Centre - 10 Yr Maintenance Plan	Feb-19	440	0	260	0	260	180	440	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property Services are responsible for organising maintenance works.
SPORT FACILITIES												
Portfolio Holder - Clr Val Keitch												
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	42	0	42	0	178	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property Services are responsible for organising maintenance works.
Wincanton Sports Centre - 10 Year Maintenance Plan	Feb-19	476	0	286	0	286	190	476	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property Services are responsible for organising maintenance works.
WESTLANDS SPORT FACILITIES												
Portfolio Holder - Clr Val Keitch												
Westlands Sports & Pavilion	Oct-15	1,284	1,263	21	18	0	0	1,281	-3	0%	J Hannis	Project is now complete .
PLANNING/SPATIAL POLICY												
Service manager: Jo Wilkins												
Portfolio Holder - Clr Mike Best												
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb-17	250	0	250	0	250	0	250	0	0%	L Pincombe	Awaiting detailed scheme designs and a project delivery programme from SCC as the Highway Authority. Delivery/spend expected to occur in the first half of 2020.
Total for Strategy & Commissioning		2,913	1,648	895	18	874	370	2,910	-3			
SUPPORT SERVICES												
Director - Netta Meadows												
SUPPORT SERVICES FUNCTIONS												
FINANCIAL SERVICES												
Lead Specialist - Nicola Hix												
Portfolio Holder - Clr Peter Seib												
Capital Salaries	Dec-99	2,957	2,957	0	0	0	0	2,957	0	0%	N Hix	Allocation of budget will be made in line with time spent on various capital projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	5,000	0	4,000	0	4,000	1,000	5,000	0	0%	N Hix	The phasing of SWP capital funding requirement is in the process of being finalised, and will be reported to Members later in 2019. It is likely costs will be phased over
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
ICT SERVICES												
Lead Specialist - Dave Chubb												
Portfolio Holder - Clr Peter Seib												
E5 Upgrade	Feb-19	30	0	30	0	30	0	30	0	0%	D Chubb	Project due to commence in Qtr 3 of 2019/20.
Mobile Devices for Council Members	Feb-19	33	0	33	27	0	0	27	-6	-18%	D Chubb	Devices purchased and issued within budget.
Firewalls & Security	Feb-19	25	0	25	6	19	0	25	0	0%	D Chubb	Project commenced. New firewalls in place. Other security upgrades are underway.
Total for Support Services		8,045	2,957	4,088	34	4,049	1,000	8,039	-6			
Total Gross Capital Programme		119,474	68,169	46,671	29,840	16,817	4,639	119,465	-8			

CAPITAL PROGRAMME FUNDING 2019/20 - 2023/24

Scheme	2019/20 Est Funding £000s
External Grants & Contributions - Assets	374
External Grants & Contributions - REFCUS	1,683
Repayment Loans	2,318
Capital Fund	524
Internal Borrowing Reserve	232
Usable Capital Receipts	10,155
Externally Borrowed not Usable Capital Receipts	31,385
Total Capital Programme Financing	46,671

REFCUS = Revenue Expenditure Funded by Capital Under Statute. This is expenditure on assets not owned by the authority e.g. parish play areas funded through S106.

RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval	Previous Year's Spend £000s	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s
Wyndham Park Community Facilities	Mar-17	0	0	0	400
Market Towns Vision	Feb-06	377	0	0	350
Investment in Land, Property & Renewables		0	0	0	92,457
Gas Control System - Birchfield	Feb-13	130	0	0	485
Affordable Housing - Unallocated	Feb-14	0	0	0	1,182
Affordable Housing - Rural Contingency Fund	Sep-16	0	0	0	500
Affordable Housing - Bought not built Allocation		0	0	0	201
Affordable Housing - Mortgage Rescue Contingency Fund		0	0	0	277
Investment in Market Housing	Feb-15	0	0	0	1,931
Disabled Facilities Grant		0	0	0	821
ICT Replacement		0	0	0	275
Transformation	Mar-16	0	0	0	224
Contingency for Plant Failure		0	0	0	199
Home Farm, Somerton		0	0	0	298
Lufton 2000, Yeovil - All Phases	Apr-99	1,280	0	0	240
Sports Zone	Feb-08	0	0	0	0
Gypsy & Traveller Acquisition Fund	Feb-09	17	0	0	133
Infrastructure & Park Homes Contingency	Sep-09	0	0	0	91
Total Reserve Schemes Approved in Principle		1,804	0	0	100,064

AREA RESERVE SCHEMES AWAITING ALLOCATION

Scheme	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s
North	0	0	115
South	0	0	262
East	0	0	46
West	0	0	149
Total	0	0	573

Scheme	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s	Total Est Spend £000s
Capital Programme	46,671	29,840	4,639	51,310
Contingent Liabilities and Reserve Schemes	0	0	100,637	100,637
Total Capital Programme to be Financed	46,671	29,840	105,276	151,947

Projects agreed before May 2015

The table below highlights the schemes agreed before May 2015, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Land Acquisition & Enhancements at Waterside Road	Feb 08	35	31	Land now acquired. Liaising about enhancement programme including car park improvements, tree management scheme and possible transfer to Wincanton Town Council. Estimated start date on site of October 2019.	Having acquired the land, a significant programme of tree management works is required to address the long-term decline of this amenity area. By minimising the likelihood of urgent, unplanned, un-budgeted works in the future it will reduce the liability for SSDC (or WTC if they accept the transfer of the land) going forward
New Car Parks	Feb 08	810	240	The majority of the scheme has been delivered in previous years. With the remaining element there have been delays with obtaining planning consent and also releasing the legal covenant. This is now resolved so we can progress to tender and construction next financial year.	There has been significant expenditure to purchase the land. This funding is required to finish construction of this car park. Without it the site would remain unusable.
Affordable Housing – 117 Sherborne Road, Yeovil	Feb-14	96	96	This project has been on the reserve schemes for some time until works were ready to commence. Works have now started and will finish in 2019/20.	This funding is required to meet the Housing needs of the District. Now works have commenced, withdrawing funding would cause the project to stop midway through.
Wincanton Community Sports Centre 10 year plan	Sep 12	178	42	New 10 year plans for our sports facilities were completed during 2018 and highlight that this money is still required. It will be spent on the agreed maintenance programmes by the Property Service team.	If this budget were removed, then finance would not be available for planned preventative maintenance.

Agenda Item 12

Yeovil Public Realm Design Guide

Executive Portfolio Holder: Cllr Peter Gubbins, Yeovil Refresh Lead
Ward Member(s) Town centre ward members
Director: Martin Woods, Service Delivery
Service Manager: Mike Holmes, Interim Regeneration Programme Manager
Lead Officer: Ian Timms, Yeovil Refresh Project Manager
Contact Details: Ian.Timms@southsomerset.gov.uk or 01935 462961

Purpose of the Report

1. To seek approval from the District Executive for the Yeovil Public Realm Design guide to be subject to formal consultation. This formal consultation is in accordance with the council's adopted Statement of Community Involvement which supports the Local Plan.
2. This consultation will support the adoption of the Public Realm design guide as a Supplementary Planning Document supporting the Council's Local Plan.

Forward Plan

3. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 7th November 2019

Public Interest

4. This report is requesting that District Executive approve the Yeovil Public Realm design guide for formal consultation. The guide is part of the work to deliver the Yeovil Refresh. It is intended to create a template for any building projects that happen in Yeovil town centre. This includes projects that the council is planning to deliver in the main streets. It will help create a guide for other developers to follow when designing public areas. The guide also includes a shopfront guide which is meant to help businesses by giving a clear style and quality when making or upgrading a shopfront.

Recommendations

5. That the District Executive:
 - a. Approves the attached Public Realm Design guide for formal public consultation. (Appendix A)
 - b. Approves the attached Shopfront guide for Formal Consultation (Appendix B).

Background

6. The Yeovil Refresh was adopted in 2018 creating a new vision for Yeovil town centre. The Refresh describes how this vision will be delivered through four key themes. These are Development, Transport, Public Realm and Complementary Initiatives.
7. This report deals with the Public Realm Design guide which is a key component of the Public realm theme, this is defined as project P1. The design guide is intended to provide a clear foundation for all future public realm schemes in Yeovil town centre. This includes a series of schemes P2- P5 described in the refresh document which cover the core town centre streets.

8. The design guide and associated shopfront guide will be adopted as Supplementary Planning Documents. These are intended to provide further policy definition in Yeovil town centre to the council's town centre planning approach. These documents provide definition to policies in the Local Plan specifically policy EQ2: General development. They are intended to assist in driving through the aspirations for the town centre within the Yeovil refresh document.
9. The public realm design guide has been created through the past year as the wider public realm design project has progressed. It is broken into a number of sections which:
 - a. Explores the existing situation
 - b. Sets out design parameters
 - c. Describe the approach to public art,
 - d. Sets a Lighting strategy
 - e. Creates a Wayfinding and Signage strategy
 - f. Describes the Quality and types of Materials which are required.
10. The design guide has an associated shopfront guide which sets out parameters to improve the quality of design in the town centre.

Process of adoption

11. The council has an adopted Statement of Community Involvement (SCI) which creates a clear framework for consultation relating to local plan documents. In accordance with the process for creating Supplementary Planning Document's there are a number of steps to follow to ensure that the document has been subject to appropriate consultation. The following has been delivered or is planned:
 - a. The principles of the design guide were subject to public, stakeholder and councilor consultation in the summer of 2019 which gathered information on the wider public realm proposals.
 - b. A screening report to determine whether the Design SPD requires a Habitats Regulation Assessment and/or a Strategic Environmental Assessment has been carried out and sent to statutory consultees for their comment. This is attached as Appendix C
 - c. The Design guide and Shopfront guide must be subject to a formal consultation which is a minimum of 4 weeks. This must be approved by District Executive. This consultation will run for six weeks if approved up to 19th December which is two weeks longer than the basic consultation period.
 - d. Consultation feedback will be considered and the document amended accordingly.
 - e. Document resubmitted to District Executive in January or February 2020.
 - f. Document recommended for adoption to Council by District Executive following amendments based on all comments.
12. The completion of this process would mean that the Supplementary Planning Document would then support the delivery of the local plan. This creates a clear design style for Yeovil town centre intended to support the wider regeneration of the area.

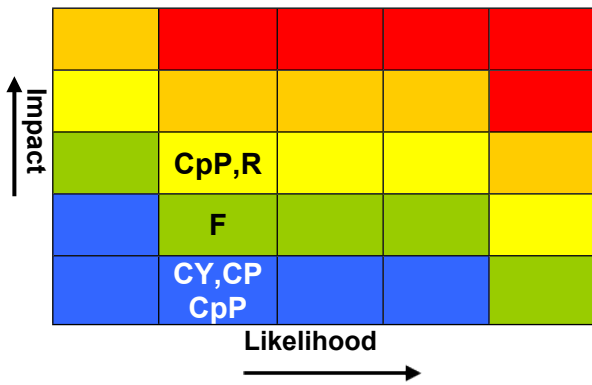
Financial Implications

13. The objective is to achieve the desired programme outcomes whilst minimising funding intervention from SSDC (where elements of the programme can be delivered commercially by the land/property owner). This will include the progression of bids for external funding and contributions from partners to support delivery of the Refresh proposals.

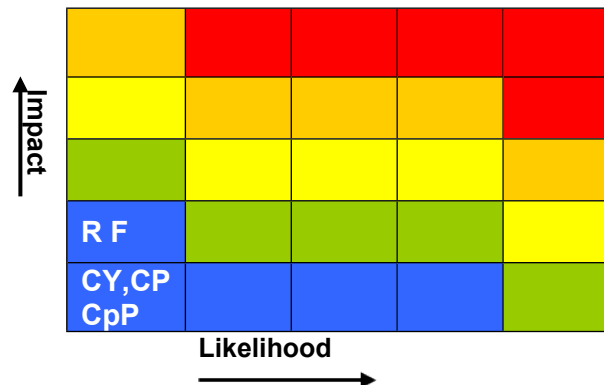
14. For the purposes of the high level budget allocation it has been assumed that District Council intervention will be required, if projects are brought forward commercially these sums will be returned to balances.
15. Whenever possible SSDC will also seek to maximise opportunities for external funding, particularly where projects are 'social' regeneration projects without a commercial return.
16. The design guide creates a backdrop for the use of materials and other components of any proposed build scheme. The council is currently working on design proposals for the core streets in Yeovil.
17. The ultimate adoption of the PRDG, subject to due process, would have impacts on costs of those schemes. This design guide will inform cost and quality of all schemes. Those impacts though should be considered by the Yeovil Regeneration Board as part of any delivery proposals.

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

18. Council Priority 3: To continue the Refresh of Yeovil Town Centre includes the adoption of a Public Realm Guide (P1) as one of the 2019/20 desired outcomes. This report seeks approval for formal public consultation of the guide which will enable this outcome to be achieved in Quarter 4 of 19/20.

Carbon Emissions and Climate Change Implications

19. The guide supports changes to the town centre which would have a positive impact for climate change. Whilst the guide is a framework if adopted as a supplementary planning document it sets

principles for additional tree planting, better use of permeable materials and improved practice in management of the streets.

The guide supports a shared space approach which places greater reliance on walking and cycling. This aims to reduce impacts created by petrol and diesel vehicles in the town centre.

Equality and Diversity Implications

20. The Design guide seeks to support greater access in the town centre through improved design in the areas it influences. It therefore sets a frame for action. At this stage a detailed equality impact assessment has not been carried out. This process will be applied to each individual design to ensure that they comply with Council's duties under the legislation. These will be the subject of future consideration when actual proposals for design are proposed. This report is making no specific proposals but the proposed consultation seeks views on the principles of design in the town centre.

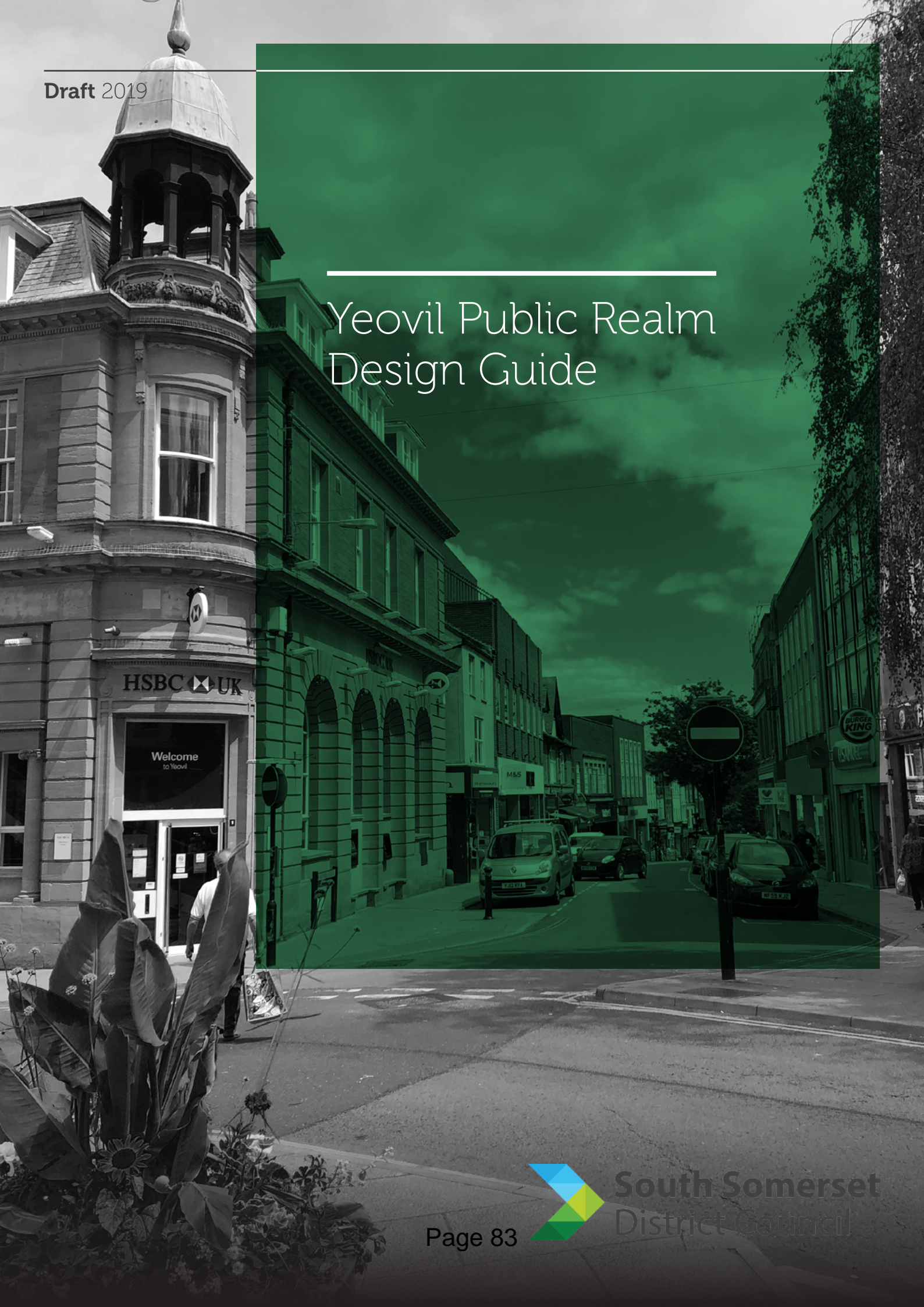
Privacy Impact Assessment

21. This consultation will encourage public feedback. Information will be processed to support the production of the guide in accordance with the legislation. An assessment has been carried out which is available on request which considers the information collected in detail. (Appendix D)

Background Papers

- Public Realm Design Guide – Appendix A1 and A2
- Shopfront Guide – Appendix B
- HRA/ Screening Assessment – Appendix C
- DPIA – Available on demand

Yeovil Public Realm Design Guide





Report No	Author	Checked	Rev	Issued
19006 – Public Realm Design Guide	PK	-	A	30/09/19

1. Introduction
2. Existing Public Realm Context
3. Design Parameters
4. Public Art
5. Lighting Strategy
6. Wayfinding & Signage Strategy
7. Materials & Specification
8. Making it Happen

1.	2.	3.
<hr/>	<hr/>	<hr/>
1.1 Introduction 5	2.1 Review of Previous Studies and Best Practice Guidance 11	3.1 Vision and Public Realm Framework 39
1.2 PRDG Process 6	2.2 Planning Context 13	3.2 Spaces and Gateways 40
1.3 Consultation 6	2.3 Brief History of Yeovil 14	3.3 Street Hierarchy 46
1.4 Guide to Using the Document 8	2.4 Access and Movement 16	3.4 Street Design 48
1.5 Extent of the Public Realm Design Guide 9	2.5 Legibility 24	3.5 Cycle Links 56
	2.6 Land Uses 28	
	2.7 Public Realm Condition, Quality and Character 32	
	2.8 Trees, Greenspace and Public Open Space 34	
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4.1 Benefits of Public Art 59	5.1 Existing Lighting Strategy and Lighting Review 65	6.1 Overarching Principles 73
4.2 Existing Public Art 60	5.2 Design Requirements 67	6.2 Existing Wayfinding Strategy / Locations 74
4.3 Public Art Opportunities in Yeovil 61	5.3 Lighting Opportunities 69	6.3 Proposed Wayfinding Strategy 75
7.	8.	
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7.1 Paving and Surfacing 79	8.1 Delivery Process 109	
7.2 Laying Type 82	8.2 Funding Mechanisms 109	
7.3 Road Markings 82	8.3 Priorities and Phasing of Projects 109	
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1. Introduction

- 1.1 Introduction
- 1.2 PRDG Process
- 1.3 Consultation
- 1.4 Guide to Using the Document
- 1.5 Extent of the Public Realm Design Guide

- 5
- 6
- 6
- 8
- 9

1.1 Introduction

A key component in achieving the Yeovil Town Centre Strategy is investment and enhancement of Yeovil's public realm.

This is about enhancing the public realm for public use and enjoyment. Yeovil deserves a high-quality public realm which complements and is the equal of its architecture, urban form and historic features.

Recognising this, South Somerset District Council has commissioned this Public Realm Design Guide (PRDG) for the town centre to set the framework and quality standards for transformational change.

The PRDG's key objectives are to:

- Provide a coherent approach to improving connections across the town centre, particularly between severed parts of the public realm;
- Improve the physical and visual quality of streets for the benefit of residents and visitors, and in turn the town's economy;
- Reinforce Yeovil's distinctiveness throughout its public realm;
- Redress the balance within the town centre between vehicles and pedestrians/cyclists, such that street design increases social interaction; and
- Provide a sustainable and flexible framework to inform decision makers and practitioners.

The PRDG will sit alongside, inform and compliment separate studies to be undertaken as part of Yeovil Town Centre Strategy including; Town Centre Access Strategy, Car Parking Strategy and Associated Signage, Walking and Cycling Strategy, Improved Pedestrian Wayfinding.

1. Introduction

1.2 PRDG Process

There are a vast number of individual and corporate interests in Yeovil's public realm and various points of view on how best it should be improved and what functions it needs to serve. In drafting Yeovil's PRDG, extensive consultation has been carried out with a wide range of stakeholders to understand and balance these different points of view.

The work began with a series of workshops facilitated to gather opinion on Yeovil's public realm. Following this, a series of targeted consultations were undertaken to meet specific individuals and discuss their priorities further. In addition, a number of council representatives have been involved in commenting on and shaping the PRDG as it has developed.

The PRDG has been part of a formal six-week consultation period before passing for adoption as a Supplementary Planning Document by SSDC's executive committee.

The PRDG process is illustrated below.

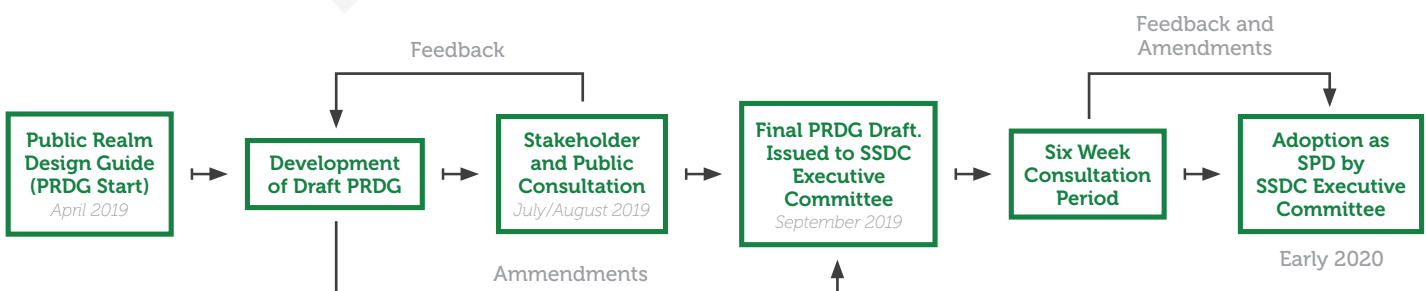


Figure 1.1 – The Public Realm Design Guide Process

1.3 Consultation

The public were consulted upon the emerging public realm design guide through a month-long consultation running from the 20th July to 17th August 2019.

Key stakeholders have also been consulted through a series of workshops and individual discussions to ensure that the various interests and opinions have been taken into consideration.

Those stakeholders which have been consulted through the PRDG process include:

- Somerset County Council Highways
- South Somerset District Council
- Operators of Quedam Shopping Centre and Glovers Walk Shopping Centre
- Yeovil Town Council
- Yeovil Chamber of Trade & Commerce
- Avon & Somerset Police
- Access for All

STAKEHOLDER & PUBLIC FEEDBACK

The public consultation feedback received showed that:

- There is strong support for the creation of an improved pedestrian environment within the town centre;
- A consensus that current levels of vehicle access detract from the quality of the public realm;
- There are numerous elements of the town centre environment which detract from the current experience with anti-social behaviour, condition of the paving and street furniture, and lack of trees and planting being the most reported issues;
- There is strong support for additional street tree and ornamental planting within the town centre.

The key findings from the public consultation are illustrated overleaf.

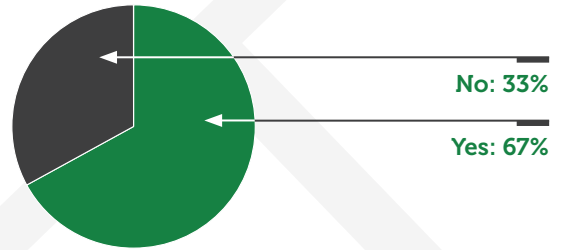
Are there any elements of the town centre environment which detract from your experience or make you feel unsafe?		
	Response Percent	Response Total
Existing volume of traffic	8%	54
Poor lighting of public realm at night	8%	48
Condition of the paving and street furniture	16%	100
Lack of activities	10%	63
Lack of seating	10%	65
Lack of access to green space	10%	63
Lack of trees and planting	12%	79
Anti-social behaviour	18%	116
Other	8%	54
Answered	100%	188



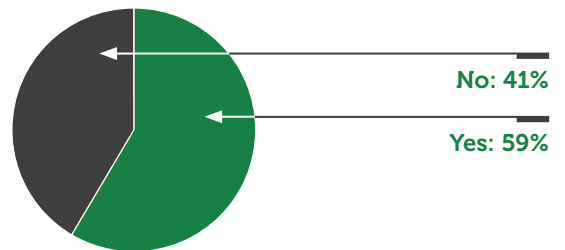
- Existing volume of traffic
54 Responses (8%)
- Poor lighting of public realm at night
48 Responses (8%)
- Condition of the paving and street furniture
100 Responses (16%)
- Lack of activities
63 Responses (10%)
- Lack of seating
65 Responses (10%)
- Lack of access to green space
63 Responses (10%)
- Lack of trees and planting
79 Responses (12%)
- Anti-social behaviour
116 Responses (18%)
- Other
54 Responses (8%)



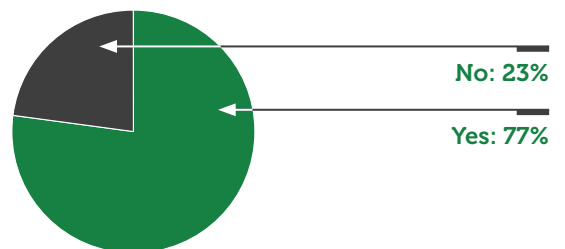
Do you support the creation of an improved pedestrian environment within the town centre?		
	Response Percent	Response Total
Yes	67%	126
No	33%	62
Answered	100%	188



Do you think that vehicles within the town centre detract from the quality of the public realm?		
	Response Percent	Response Total
Yes	59%	110
No	41%	78
Answered	100%	188



Would you like to see additional street tree and ornamental planting within the town centre?		
	Response Percent	Response Total
Yes	77%	145
No	23%	43
Answered	100%	188



1.4 Guide to Using the Document

The PRDG is aimed at all those involved in the investment in, design or maintenance of the public realm, whether they are overseeing public investment in the public realm or private sector development in the town centre. This will include both South Somerset District Council and Somerset County Council as well as private sector organisations, developers and consultants. In addition, local businesses and the local community may retain an interest as they will benefit from an improved public realm.

The PRDG may be used for a number of reasons, comprising;

- To inform and support the Public Realm Enhancement schemes identified within the Yeovil Town Centre Refresh.
- To inform the design of new and enhanced public spaces and streets.
- To help coordinate and prioritise investment in public realm projects.
- To provide a framework for external bids for public funding to support improvements to public realm.
- To assist council highway officers to secure section 278 agreements to make improvements to the highway and public realm.
- To assist council development control officers to secure section 106 monies and to ensure that developers deliver public realm that is of a consistently high quality and appropriate to the relevant part of the town centre.
- To guide the council, statutory undertakers and private developers in the selection of surface materials and furniture for the public realm.
- To help clarify management responsibilities for streets and spaces.

It is important to note that the design guide offers broad principles and design guidance, which cannot address the subtleties of design required for every specific location. Rather, the aim is to provide initial parameters and guidance which set a high-quality standard and future aspiration for Yeovil's public realm and should form the basis for the preparation of more detailed designs. The PRDG has been divided into 8 sections, which are summarised below;

- Section 1** – Introduction
- Section 2** – Existing Public Realm Context
- Section 3** – Design Parameters
- Section 4** – Public Art
- Section 5** – Lighting Strategy
- Section 6** – Wayfinding and Signage Strategy
- Section 7** – Materials and Specification
- Section 8** – Making it Happen

1.5 Extent of the Public Realm Design Guide

The study area for the PRDG covers Yeovil town centre is shown in Figure 1.2 below. The study area boundary is formed by the A30, which runs around and defines the northern perimeter of town centre, and Yeovil Country Park running along the southern boundary.

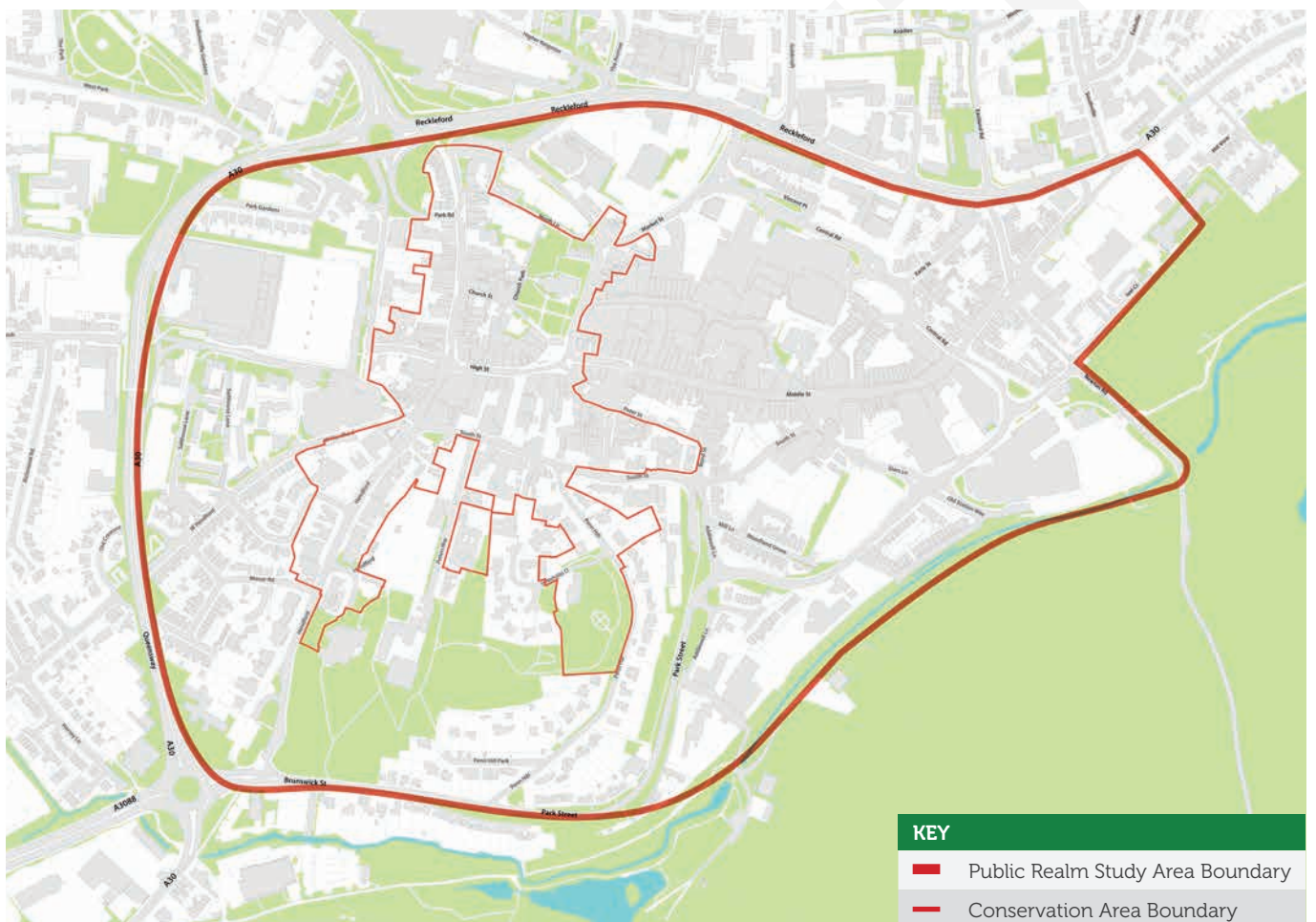


Figure 1.2 – Study Area

2. Existing Public Realm Context

2.1	Review of Previous Studies and Best Practice Guidance	11
2.2	Planning Context	13
2.3	Brief History of Yeovil	14
2.4	Access and Movement	16
2.5	Legibility	24
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2.8	Trees, Greenspace and Public Open Space	34

2.1 Review of Previous Studies and Best Practice Guidance

The PRDG has been informed by the outcomes of the Yeovil Town Centre Refresh 2018 and also a number of key guidance documents.

YEOVIL TOWN CENTRE REFRESH 2018:

A Town Centre Development Strategy for Yeovil that proposes future projects under three key themes 'Public Realm'; 'Development;

and 'Transport'. Under the theme of 'Public Realm' a number of projects were identified including the enhancement of existing public spaces at The Borough and The Bandstand.

Key opportunities were identified as part of these public realm projects, which are subject to further development. These are illustrated in the extract pages shown overleaf.

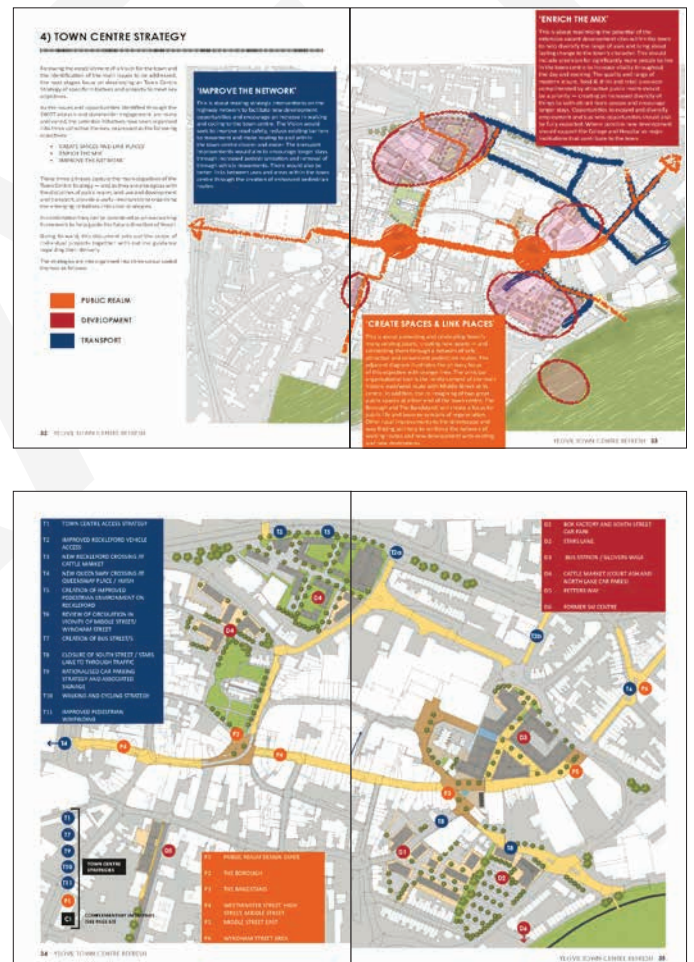


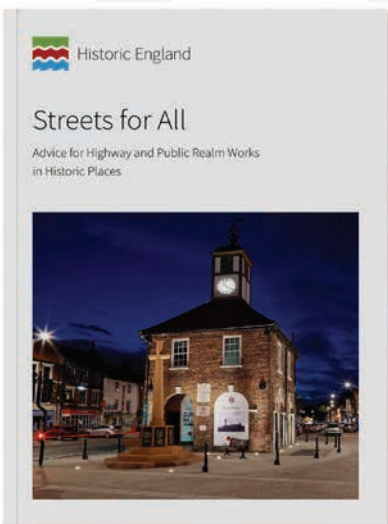
Figure 2.1 – Yeovil Refresh Cover and Extract Pages

2. Existing Public Realm Context

HISTORIC ENGLAND 2018 STREETS FOR ALL:

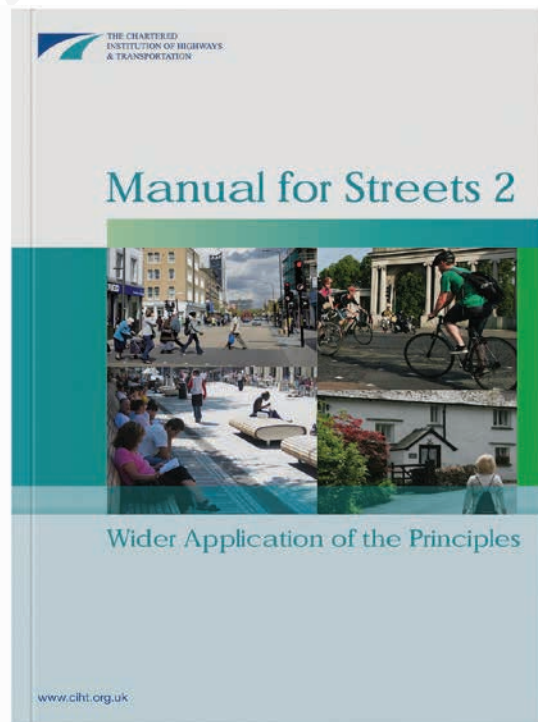
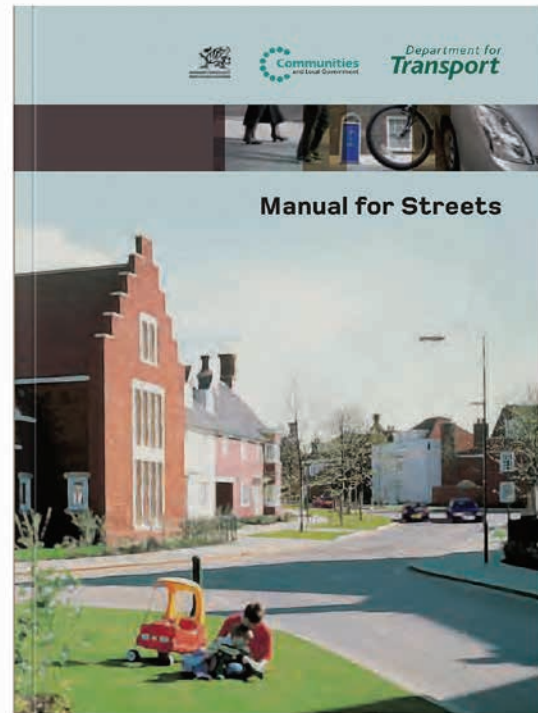
Provides national and regional design guidance for those involved in planning and implementing highways and other public realm works in sensitive historic locations. This guidance sets five goals for Public Realm Enhancement, which comprise;

1. **An Inclusive Environment** – Public realm schemes need to be carefully designed to ensure they provide everyone with equal access.
2. **Public Safety and ease of Movement** – The movement of people and goods is one of the fundamental purposes of our streets and public realm and the balance between the two should be reconciled to provide safety for all users.
3. **A healthy environment that supports our wellbeing and cohesion** – Public realm enhancement needs to consider spaces as places for public interaction and promote healthy and sustainable forms through urban greening.
4. **A high-quality environment** – To achieve and sustain a high-quality environment, public realm and highways works need to be both functional and attractive, using materials of appropriate quality and durability for the setting and purpose (and enabling on-going maintenance), as well as achieving a positive aesthetic impact that complement the character of the area.
5. **Economic Benefit** – Sensitive investment in the public realm will conserve the special interest of historic places and unlock the potential of places to create new opportunities for businesses and unique experiences for customers.



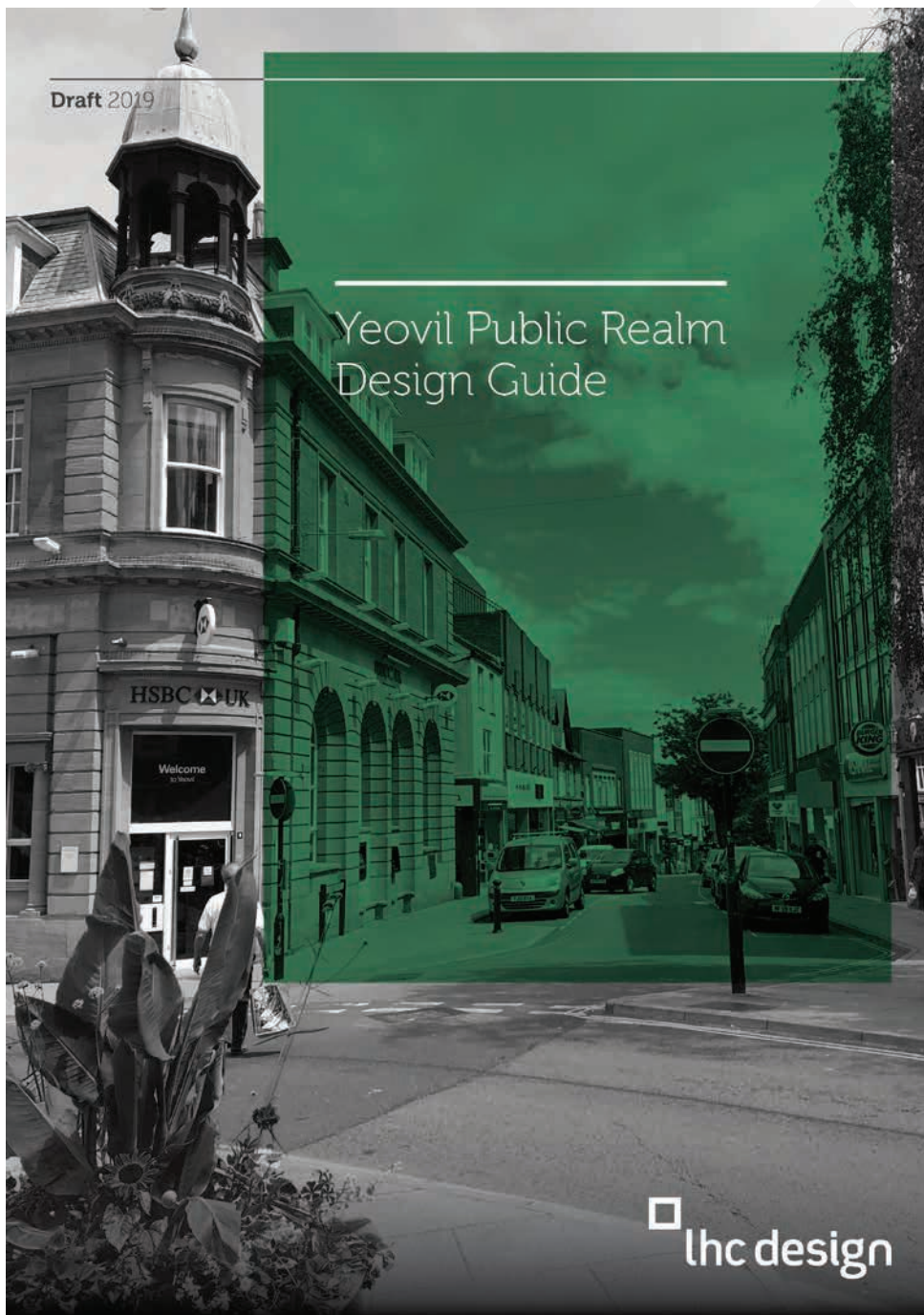
MANUAL FOR STREETS 1 AND 2

A suite of complimentary documents published by the Department for Transport (DfT), which underpin the approach to the design, construction, adoption and maintenance of urban streets.



2.2 Planning Context

The Public Realm Design Guide will be adopted as a Supplementary Planning Document (SPD) to provide detailed guidance to assist decision makers and will become a material consideration in determining any planning applications where works propose enhancements to or new areas of public realm within Yeovil town centre.



2. Existing Public Realm Context

2.3 Brief History of Yeovil

Yeovil's history has been well documented in a range of reports. It is not the purpose of the PRDG to recount Yeovil's history in great detail, but by describing the key factors influencing the evolution of the town, the evolution of the public realm can be understood.

There is limited evidence of Stone Age activity in Yeovil however it is understood that immediately prior to the Roman invasion of Britain, the area was inhabited by the British Celtic Durotriges – a tribal group occupying an area from Devon to Wiltshire.

Roman activity has been found around the Westland Complex and it is believed that this may have constituted a Villa with complex of outbuildings to a small town with a street grid extending over 40 acres.

Yeovil was mentioned in the Domesday Book (1086) as Givele possibly meaning 'The river noble' and noted as a thriving market town.

It was not until the 1800s when the expansion of Yeovil began in a form recognisable today, based upon growth of the glove making and leather industry. During this time the population grew from approximately 2,500 in 1800 to 13,500 in 1890.

The majority of growth during this period expanded outwards from the medieval Borough into the surrounding Manors of Kingston and Hendford.

Yeovil became a municipal borough by Act of Parliament in 1854 and the boundary of the town was expanded then and then again in 1904 due to the increase in the size of the town's population.

The last major expansion of the borough boundary occurred in 1928 when the town doubled in size overnight. In 1931 the population exceeded 19,000 and grew to 41,000 in 2001.

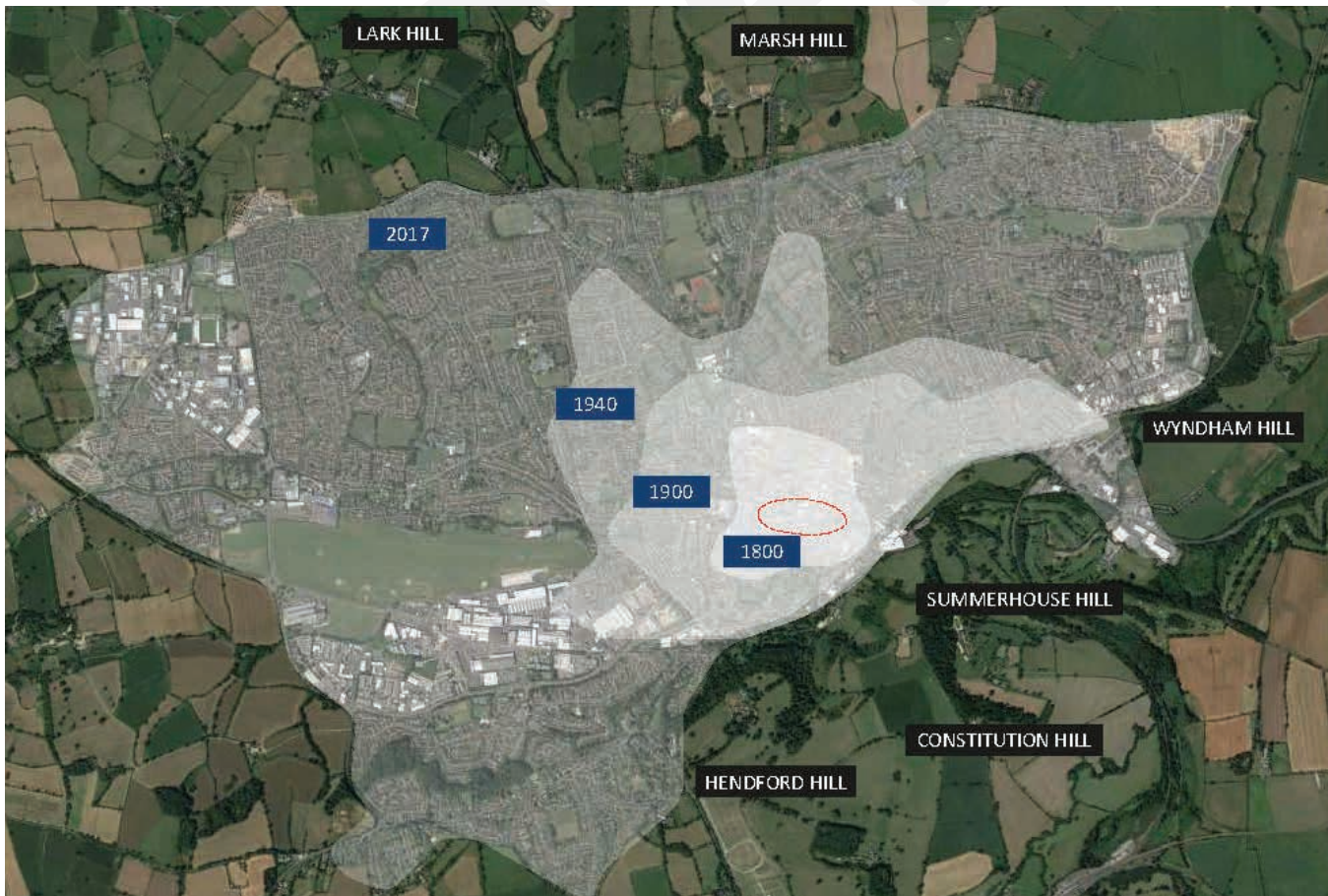


Figure 2.5 – Historical Expansion of Yeovil Town Centre (Source: Yeovil Refresh 2018)

The last major expansion of the borough boundary occurred in 1928 when the town doubled in size overnight. In 1931 the population exceeded 19,000 and grew to 41,000 in 2001.

The construction of Queensway dual carriageway in 1977 saw the implementation of a ring road surrounding the historic town centre, resulting in the severance of the historic street pattern and demolition of a number of dwellings and buildings in the area.



Middle Street, circa 1962
Source: Bob Osborn



Middle Street, circa 1975
Source: Bob Osborn



Middle Street, circa 1965
Source: Bob Osborn



Triangle (Bandstand), circa 1960
Source: Bob Osborn

2. Existing Public Realm Context

2.4 Access and Movement

Access and movement in Yeovil can be considered in relation to;

- Motor Vehicles
- Cyclists
- Pedestrians
- Public Transport

VEHICULAR CIRCULATION

Primary Vehicle Routes

Yeovil's ring road (Queensway/A30) is a mainly dual carriageway route that forms the primary vehicle circulation route around the north and west of the town centre. The ring road is currently a busy and largely unattractive route and the geometry lends itself to fast vehicle speeds, although it is restricted to 30-40mph. In the main, the width of the route, size of junctions and traffic flows / speeds represent a significant barrier to pedestrians and cyclists approaching the town centre from the surrounding residential areas. Many people are also discouraged from using the existing overbridges and subways.

The Queensway section of the ring road is a particularly unattractive route dominated by concrete barriers to the central reservation, pedestrian guard railings and traffic signage. This produces a canalised Highways dominated environment. The Reckleford section of the ring road from the Hospital Roundabout at its western end, is at grade with the surrounding area, however there is scope to reduce the dominance of vehicles in order to improve pedestrian movement and also enhance their overall appearance.

The primary vehicle approaches into Yeovil town centre meet the ring road at key junctions and roundabouts. The primary vehicle approaches are:

- 1. Western Approach:**
A388 (Lysander Road/Horsey Roundabout)
- 2. Northern Approach:**
A37 (Kingston/Hospital Roundabout)
- 3. Eastern Approach:**
A30 (Sherborne Road/Wyndham Street/Reckleford)
- 4. Queensway Place**

The key junctions and roundabouts represent main vehicle arrival points into the town centre and like the ring road, the dominance of vehicles, barriers and signage, currently make these gateways unattractive. The ring road roundabouts that form part of the western and northern approaches are particularly unpleasant for

Figure 2.6 – Existing Vehicular Circulation Plan



pedestrians who have a choice of either using the unappealing and dated subways and overbridges or attempting to cross the busy roads at grade.

Other Vehicle Routes

Within the ring road, the road network becomes unclear and represents a mix of Yeovil's historic street pattern, which has been severed in places by the construction of Queensway, and more recent roads which have been built to connect with the ring road itself. The resulting street hierarchy is poor with many streets lacking a role or meaningful function. Many of these streets exhibit an over engineered Highways

character, leading to low quality public realm.

A tighter network of historic streets can be found spanning out from the high street/retail core and many have been made into one-way routes, which contribute to a confusing movement framework and also direct traffic into the high street, where pedestrian movements are highest.

A pedestrian zone is in operation within parts of the town centre core, where traffic restrictions are in place. However, these are widely ignored and without effective enforcement.



2. Existing Public Realm Context

CAR PARKING

There is a total of 18 council owned surface car parks within the town centre area offering various opportunities for those visiting the town centre. These comprise a total of c.1,600 off-street car parking spaces in a mix of short, medium and long stay car parks. Additionally, there are four private car parks providing further opportunities for parking in the town centre for c.1,500 vehicles (Tesco, Quedam, Yeo Leisure Park and Manor Hotel). The hospital also provides 650 car parking spaces for visitors only

The most well utilised council car parks are Peter Street, North Lane, Market Street, Petters Way, Court Ash, South Street Market and Stars Lane . Some of the car parks have low utilisation rates including Huish, Earle Street and Box Factory.

The large decked car park provision provided as part of the Tesco superstore at Queensway Place, offers 2 hours of free parking. This has high utilisation rates and acts as a significant entry point for many visitors.

Quedam Shopping Centre also operate a multi-storey car park, which also acts as a key entry point into the town centre.

There is a tendency for car park areas to detract from the public realm and the significant level of car parking within the town could encourage travel by car into the town centre.

Various streets within the town centre also have an on-street parking provision, which leads to an over domination of cars within the public realm and town centre. This conflicts with and restricts pedestrian movements in a number of locations and encourages vehicles to enter and circulate within the town centre, including on roads subject to traffic regulation order restrictions.



- | | | | |
|-----------------|------------------------|--------------------------------------|----------------------|
| 1. Stars Lane | 6. South Street Market | 11. Tesco's Superstore (Private) | 16. Earle Street |
| 2. Box Factory | 7. Petters Way | 12. North Lane | 17. Newton Road |
| 3. South Street | 8. West Hendford | 13. Court Ash | 18. Middle Street |
| 4. Peter Street | 9. Fairfield | 14. Market Street | 19. Yeo Leisure Park |
| 5. Park Street | 10. Huish | 15. Quedam Shopping Centre (Private) | 20. Goldenstones |

Figure 2.7 – Plan showing existing car parking provision



On-street parking provision within Middle Street develops a congested pedestrian environment



Existing taxi rank within Silver Street congests access into the St. John's Church precinct



On-street parking and vehicle access within High Street



Blue badge parking bays and vehicle access within lower Middle Street conflicts with the pedestrianised environment

2. Existing Public Realm Context

PUBLIC TRANSPORT

The existing bus station offers a poor-quality arrival point into the town centre. It is located to the rear of the Glovers Walk shopping centre, which is largely vacant, and there is poor connectivity with the Quedam Shopping Centre and the surrounding retail core within the town centre. Its location at the bottom of the town centre also poses issues with connectivity for those with mobility issues.

This situation is due to be addressed through the building of a new bus station as part of a wider regeneration scheme of Glovers Walk Shopping Centre.

A secondary bus stop hub is located further north at the top of the High Street, within the Borough. This has high usage and provides a convenient location for those arriving in to the retail core by bus. However, it is considered too congested in this space with frequent bus stacking.

Yeovil Junction railway station is located approximately 2km to the south-east of the town centre and acts as a connection to the mainline railway. This is not conveniently located to access the town centre as it requires people to use a further rail connection to Yeovil Pen Mill station, a connecting bus service, cycling or vehicle to access the town centre.

Yeovil Pen Mill station is located approximately 1km to the east of the town centre and requires pedestrians to walk through Yeovil Country Park or along Sherborne Road, which offers a poor gateway

and convoluted connectivity with the town centre.

CYCLE ROUTES

There is limited provision of cycle routes within the town centre.

There is a well-used cycle route which runs along the northern boundary of Yeovil Country Park from Lysander Road in the west to Yeovil Pen Mill in the east, which enables cyclists to move around the southern perimeter of the town centre. There is cycle connectivity from this to the town centre via Stars Lane and Old Station Lane, however this is provided as part of a busy Highways junction.

Cycle routes within the remaining town centre area are few in number and unclear as part of a vehicle dominated environment.

Cycle connectivity with the town centre from the wider residential areas north and west is inhibited by the presence of the busy and Queensway/ Reckleford ring road, which acts as a physical barrier and requires cyclists to dismount when using pedestrian over-passes or use the existing underpass.

National cycle routes 26 and 30 run around the southern perimeter of Yeovil, approximately 2km to the south. However, there is no connectivity from these to the town centre itself.



Bus Station



Bus Stacking into The Borough

PEDESTRIAN CIRCULATION

The principal pedestrian circulation route within the town centre runs east – west through the retail and historic core from Westminster Street, High Street and Middle Street. This route acts a spine through the town centre and is characterised by sections of trafficked streets, one-way streets and pedestrianised zones leading to an incohesive and low-quality route in places.

In combination with restricted and one-way vehicle access routes in the town centre core, short sections of the street network at the heart of the retail and historic core have been fully pedestrianised within Middle Street. These areas experience very heavy pedestrian flows during the daytime.

Vicarage Walk runs through the Quedam Shopping Centre and acts as a secondary pedestrian route that runs parallel to the main retail spine and High Street. The access points into this route are poor, limiting legibility and footfall.

Pedestrian routes to car parks and surrounding areas span out from these areas along secondary streets surrounding the town centre, where both footfall and legibility of the routes decreases.

Pedestrian routes across Queensway and Reckleford take the form of overbridges and an underpass at the Hospital Roundabout. These offer poor routes and gateways into the town centre.

A recreational pedestrian/cycle route runs east-west along the northern boundary of Yeovil Country Park, providing a well-used resource.



Pedestrian route along Yeovil Country Park

RELEVANCE TO THE PRDG

The following bullet points summarise the relevance of access and movement, which are to be addressed in the PRDG;

- Improve the appearance of Queensway/Reckleford ring road and main approaches to the town centre, as well as improve the environment and crossing facilities for pedestrians (part of the access strategy).
- Overall dominance of vehicles in the town centre needs to be reduced and pedestrian-friendly environments extended from the town centre core streets outward. This could include a reduction in bus and vehicle access encroaching into the town centre streets whilst providing high quality bus stops/streets in convenient locations.
- Improve gateways into the town centre
- Promote awareness and use of Yeovil Country Park, particularly for cyclists as an alternative to using the ring road.
- Strengthen pedestrian links outward from the town centre core and across Queensway
- Strengthen pedestrian and cycle links between the railway station and the town centre.
- Improve the appearance and approaches to public and private car parks.
- Provide an attractive, high quality bus station that is easy and convenient for pedestrians to access (through the design and construction of the new bus station).



Vicarage Walk pedestrianised route

2. Existing Public Realm Context

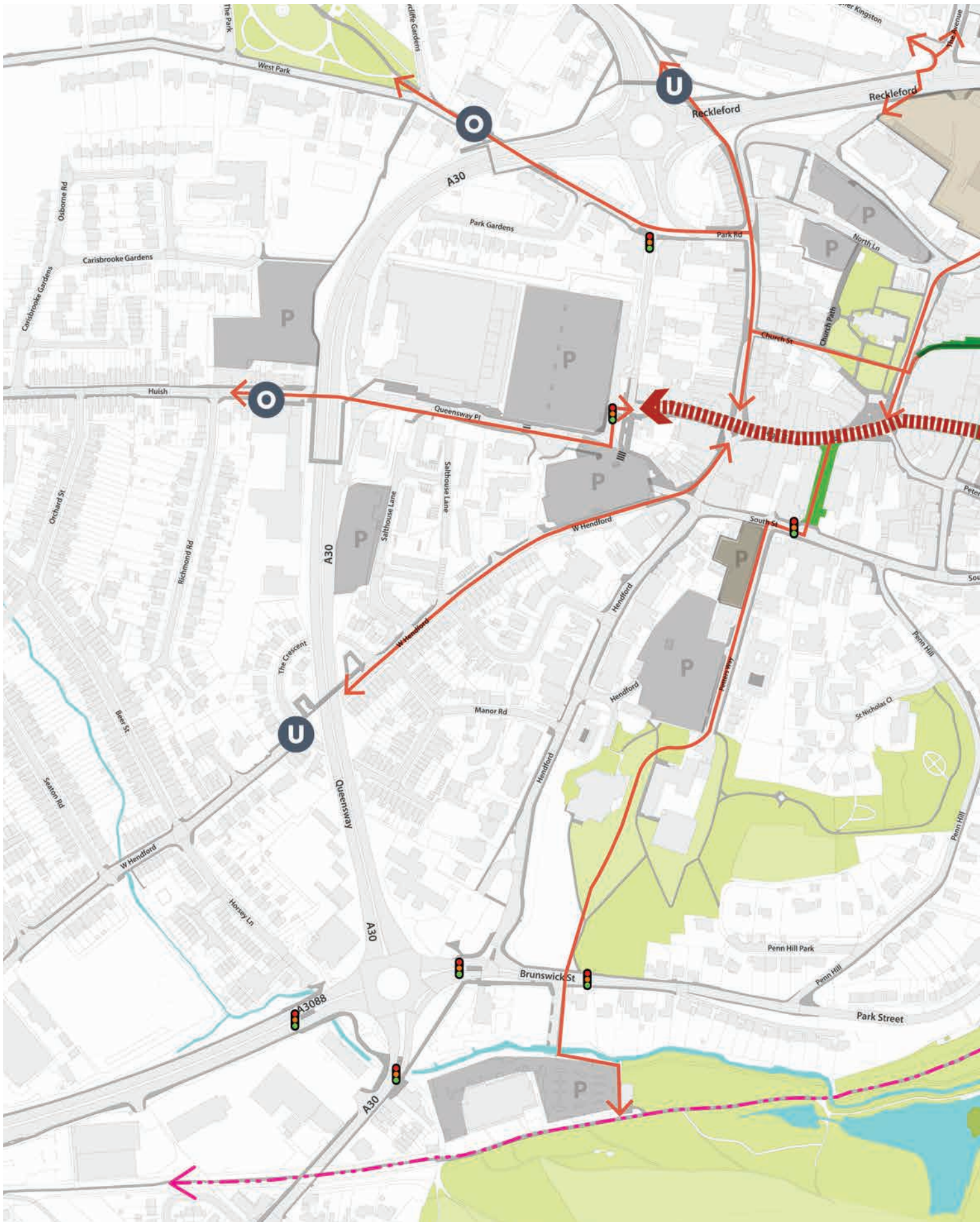
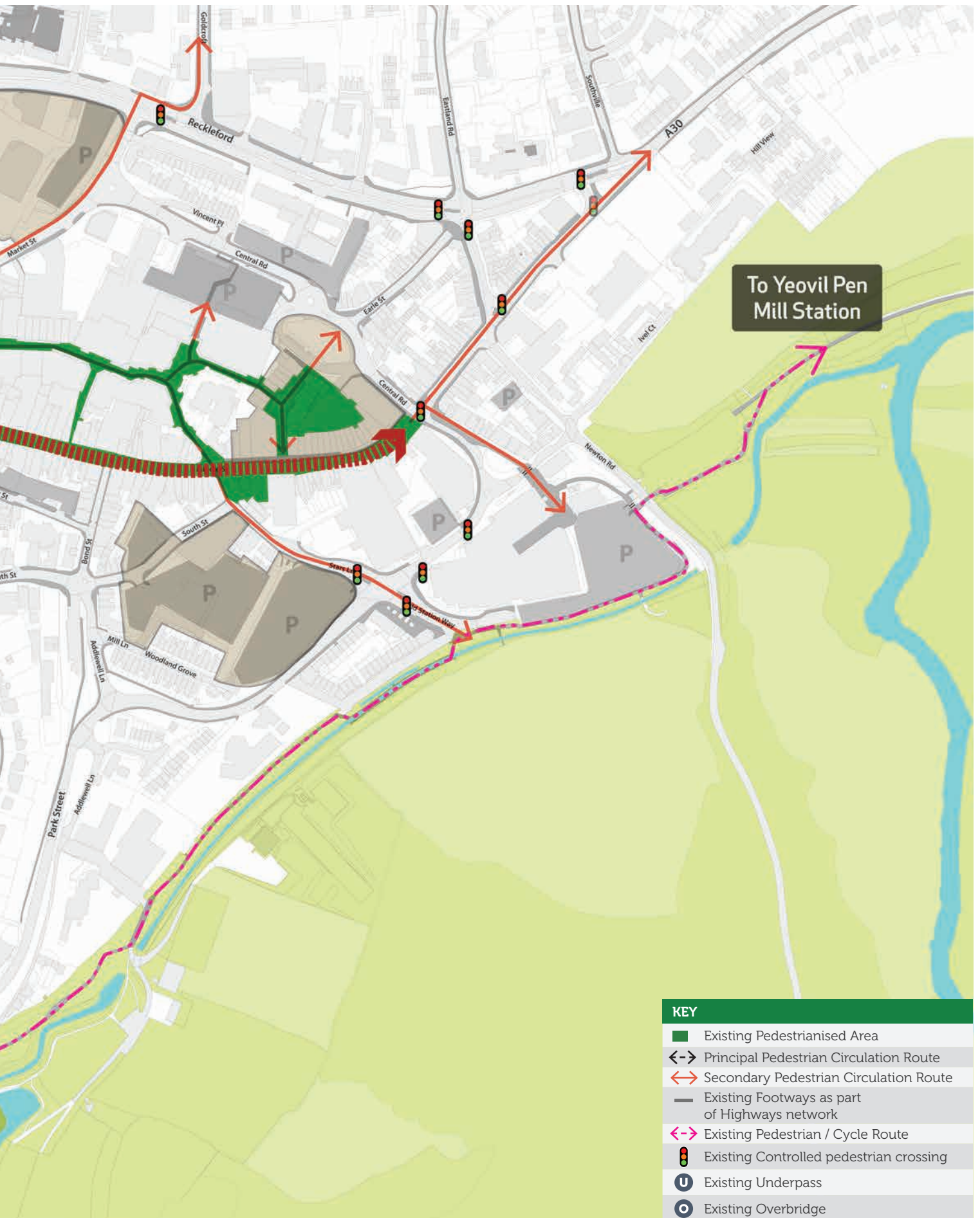


Figure 2.8 – Plan showing existing pedestrian and cycle circulation



2. Existing Public Realm Context

2.5 Legibility

Legibility determines how easy it is to navigate and orientate within a place. Legibility is influenced by the following:

- Simplicity of the street layout
- Key orientation features
- Key landmark buildings that form skyline features or are particularly prominent
- Other landmark buildings
- Other landmark features
- Gateways
- Key views and vistas

SIMPLICITY OF THE STREET LAYOUT

Yeovil's historic street layout is based around an east-west spine comprising Westminster Street, High Street and Middle Street. A network of smaller streets run from this in a north-south direction within a tight urban grain. St. John's Church occupies a location at the heart of the historic core. The historic street pattern then meets a more recent street layout, which relates to more to the connectivity to the Queensway and Reckleford ring road. These streets are much larger in scale and often break the historical street layout, leading to an incoherent street layout and number of severed streets. Queensway and Reckleford ring road acts as a significant barrier beyond this, limiting the connectivity to the network of streets beyond.

KEY ORIENTATION FEATURES

There are two key orientation features, which are integral to legibility in Yeovil Town Centre. They are:

- St. John's Church, which sits in an elevated location within the Borough
- Yeovil County Park and Ninesprings Park: defines the southern boundary of the town centre and provides a strongly defined green backdrop.

KEY LANDMARK BUILDINGS AND OTHER LANDMARK BUILDINGS

There are a number of key landmark buildings in the town centre, which are shown in Figure 2.9. St. John's Church appears in skyline views and acts as the key landmark building. In addition, there are a number of other distinctive landmarks buildings which include:

- Magistrates' Court
- Old cinema building (St. Margret's Home Store)
- Prince Street corner
- Cineworld complex
- HSBC building
- Boswell's and M&S, Quendam
- Vicarage Street Methodist church

Outside of the historic core, landmark buildings are fewer in number.



St. John's Church provides a significant landmark within the town centre

OTHER LANDMARK FEATURES

Other landmarks are formed by distinctive places or features, rather than buildings. These are shown in Figure 2.17, and include the war memorial within the Borough and Clock tower within High Street.

GATEWAYS

As described in section 2.4 – Access & Movement, Gateways into the town centre are poor. This results in a poor start to those visiting the town centre.

KEY VIEWS & VISTAS

The orientation features and landmarks identified in Figure 2.17 are integral to the key vistas and views experienced in Yeovil.

A series of framed views are present within the historic town centre core, which assist in the understanding of the public realm.

Distant views of Yeovil Country Park occupying elevated land to the south of the town centre provide a defining character to those views out from the town centre.

RELEVANCE TO THE PRDG

The following bullet points summarise the key points relating to existing legibility which are to be addressed in the PRDG.

- Although the town centre is compact and the historic streets laid out as a logical pattern, the legibility of the town centre is compromised by more recent development outside of the historic core, which has resulted from the construction of the inner ring road. This does not conform to this pattern and creates a barrier to movement between the town centre and wider residential areas. Legibility must be improved to address this.
- An understanding of Yeovil's key orientation features should be promoted through the wayfinding strategy.
- The lack of distinctive landmarks in the northern and southern areas of the town centre should be addressed through the creation of new landmarks (at gateway locations).
- As highlighted in Section 2.4, generally gateways at the town centre's approaches are not distinctive. These should be strengthened to assist orientation.
- Existing views and vistas should be protected and enhanced. The lack of distinctive views and vistas in the northern and southern areas of the town centre should be addressed in tandem with the creation of distinctive gateways and landmarks.



The Clocktower provides a focal point at a key pedestrian nodal point



A number of high quality victorian buildings provide visual focal points on street corners

2. Existing Public Realm Context

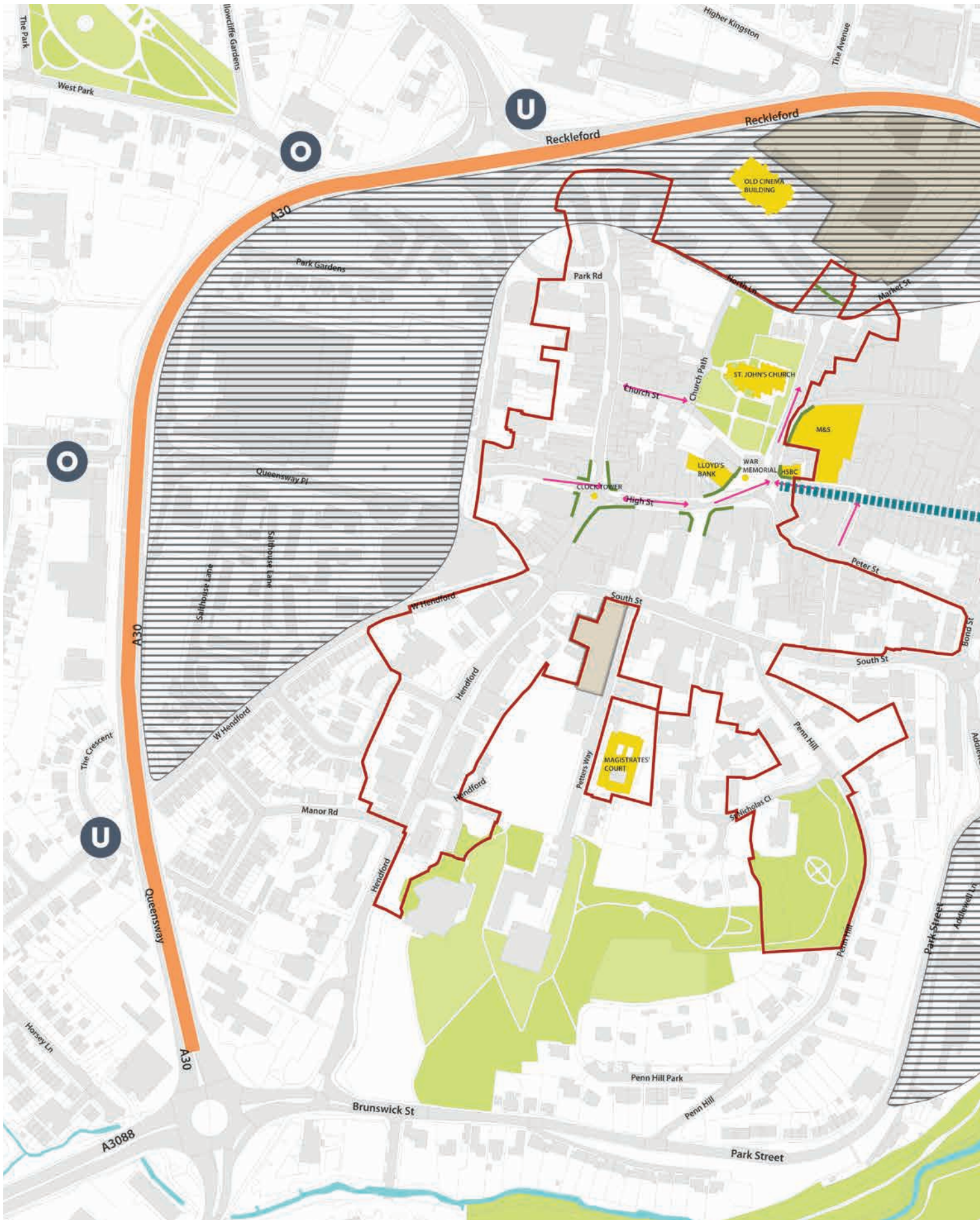
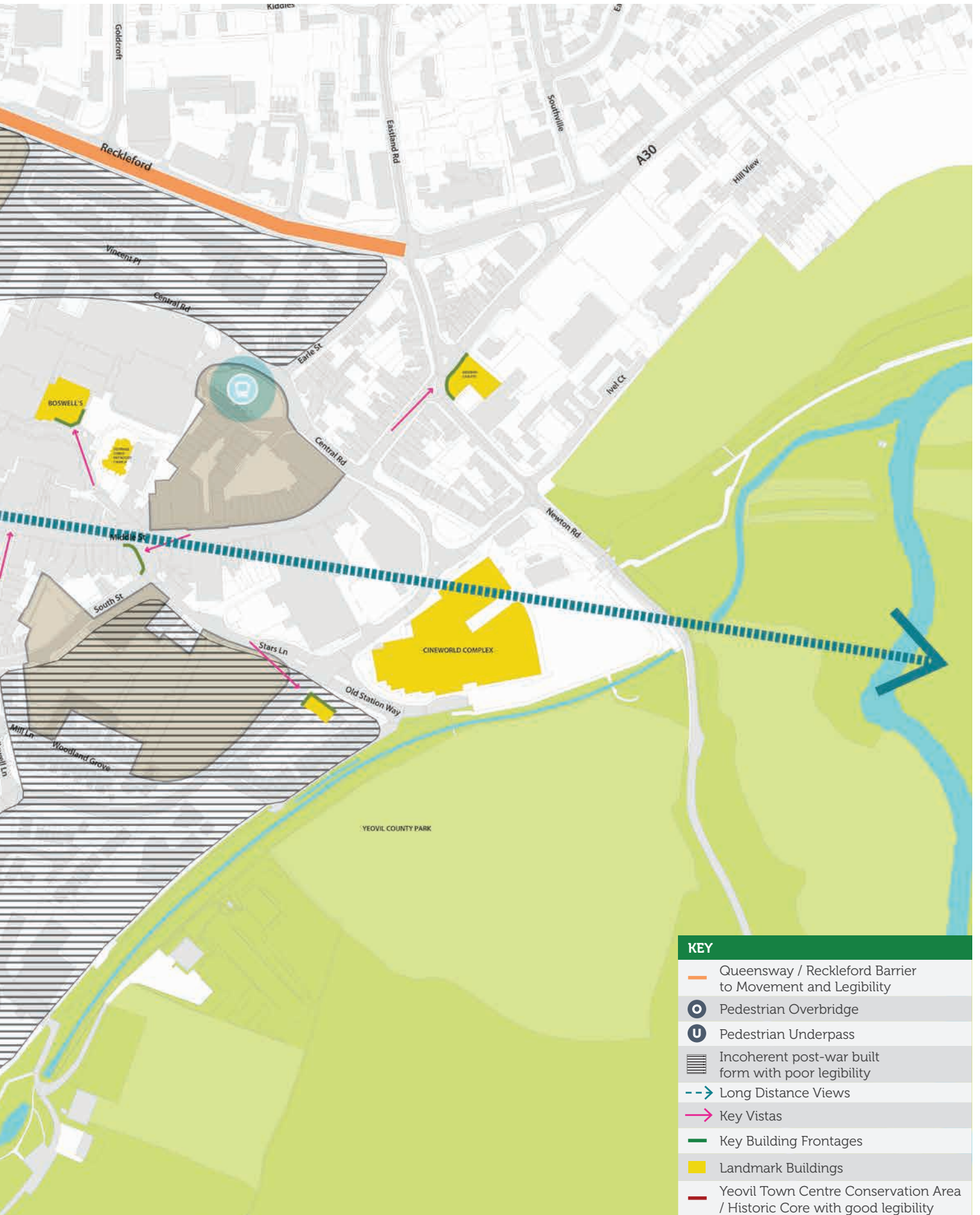


Figure 2.9 – Plan showing existing legibility, landmarks & views



KEY	
	Queensway / Reckleford Barrier to Movement and Legibility
	Pedestrian Overbridge
	Pedestrian Underpass
	Incoherent post-war built form with poor legibility
	Long Distance Views
	Key Vistas
	Key Building Frontages
	Landmark Buildings
	Yeovil Town Centre Conservation Area / Historic Core with good legibility

2. Existing Public Realm Context

2.6 Land Uses

Figure 2.18 Shows the primary retail area is concentrated along High Street, Middle Street, and the Quedam Shopping Centre. These areas comprise a mix of national retailers and smaller independent shops. Glovers Walk shopping centre at the eastern end of Middle street is largely vacant and offers a low quality retail offer. Smaller independent shops are located on Western Terrace.

To the east, the Yeo Leisure Park provides a mix of leisure uses and chain restaurants.

There are large tracts of underutilised and fragmented brownfield land within the northern, eastern and western areas of the town centre, which results in low quality townscape. Some of these have already been earmarked as locations for future development including the Cattle Market, Glovers Walk/Bus Station and Stars Lane/Box Factory. However, further opportunities should be considered to intensify land uses in these areas.

Surface car parks also occupy significant areas of land within the town centre. Although these offer convenient opportunities to park, they offer little in terms of place-making and further reduce the density of townscape.

The existing superstore on the western fringe of the town centre offers a large retail facility, however its large massing offers a poor juxtaposition with surrounding uses and townscape character.

Much of the southern area of the town centre is made up from civic, office and post war residential uses. These are of low density and currently have a poor interaction with the core of the town centre itself.



Retail Core



Underutilised Land



Surface Car Park



Independent Shops

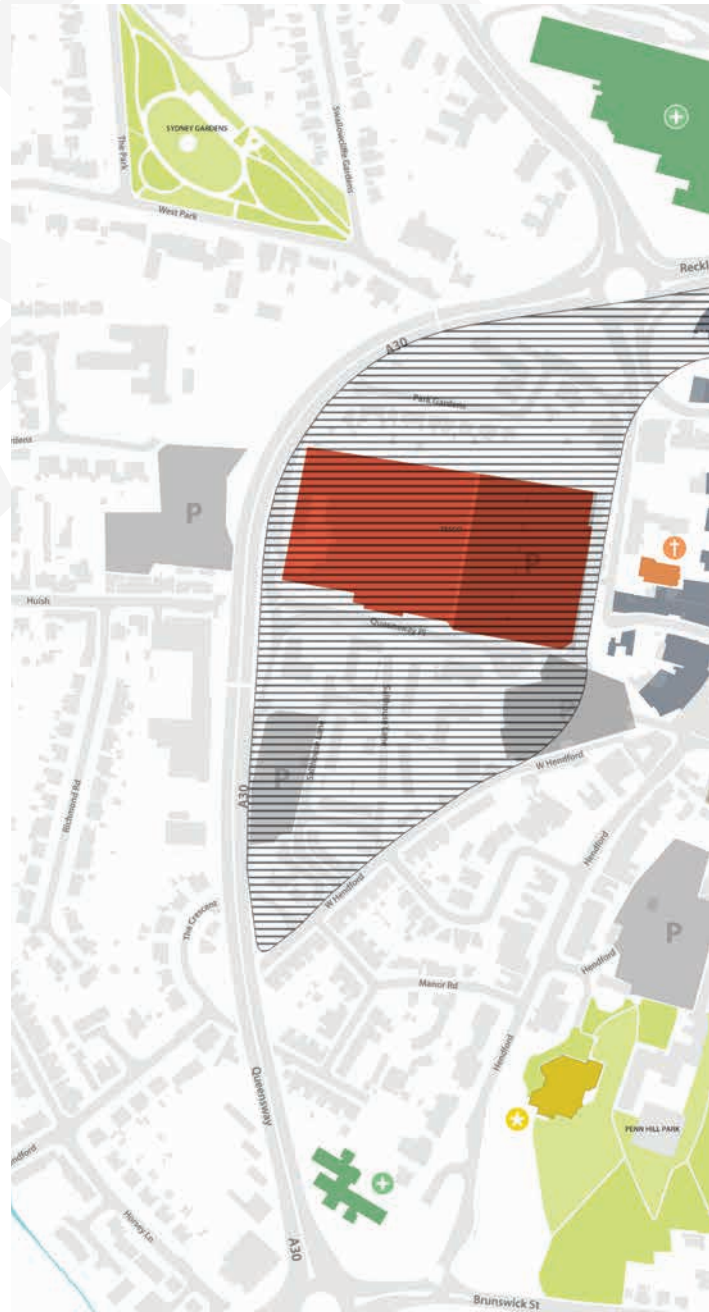
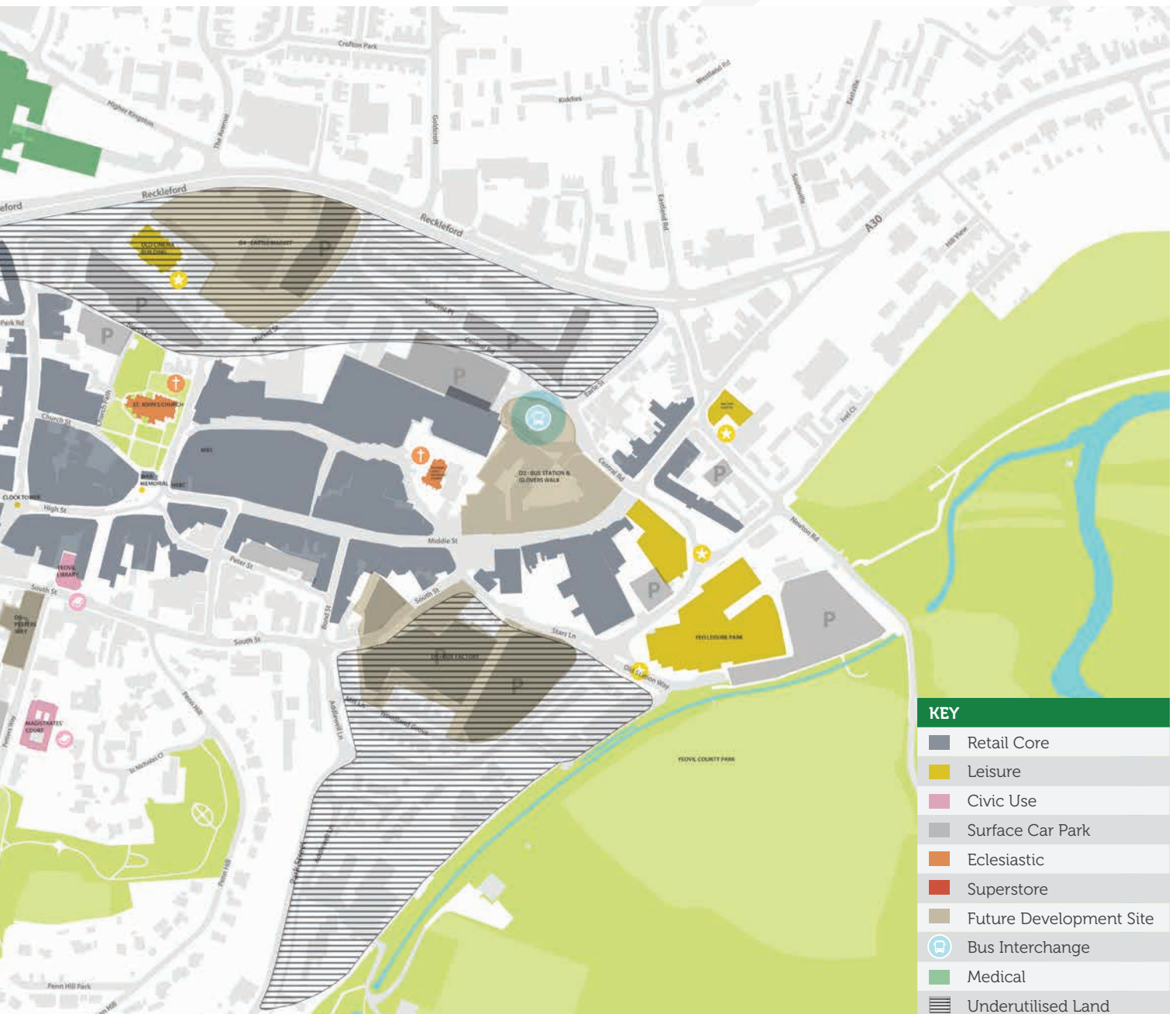


Figure 2.10 – Plan showing existing land uses

RELEVANCE TO THE PRDG

The following bullet points summarise the key points relating to existing urban form and land use which are to be addressed in the PRDG.

- Address the issue of poor enclosure and dead spaces within areas of the town centre
- Address the poor enclosure and incoherent urban form and Highways arrangement in backland areas.
- There is a need to enhance and promote the retail experience.
- Consider the role of public realm in supporting an enriched mix of land uses.
- Develop a public realm which will support future leisure/culture development opportunities and Yeovil's evening and night-time economy.



2. Existing Public Realm Context



Figure 2.11 – Plan showing public realm quality



2. Existing Public Realm Context

2.7 Public Realm Condition, Quality and Character

HIGHER QUALITY PUBLIC REALM

As would be expected, the higher quality public realm is located within the historic and retail town centre core. However, this is limited to Vicarage Walk through Quedam, St. John’s Church precinct, King George Street and Hendford. Although these spaces possess positive attributes, there is little cohesion or common character between them.

MODERATE QUALITY PUBLIC REALM

The existing pedestrianised areas of Middle street and Yeo Leisure Park are considered to be of medium quality. The public realm in these areas comprise a mixture of concrete block and flag paving materials together with street furniture. Although these areas are in a reasonable condition it is considered that the materials palette is dated.



Vicarage Walk within Quedam Shopping Centre



St. John’s Church precinct



Yeo Leisure Park



The Borough



Hendford



King George Street



Middle Street



South Western Terrace

LOWER QUALITY PUBLIC REALM

The majority of streets surrounding the historic town centre core are of low-quality public realm. The surfacing in these areas consists of tarmacadam, as part of a Highways dominated environment. Car parking and service areas do not help to raise the quality in these areas. Parts of the retail spine are also of low-quality including Westminster street, eastern and western extents of Middle Street and Glovers walk Shopping centre. The existing bus stations offers a particularly low-quality level of public realm at the key entrance point.



Glovers Walk Shopping Centre



Lower Middle Street



Bus Station



Stars Lane

VERNACULAR MATERIALS

There is a lack of historic vernacular of public realm materials or features present within the town centre. However, there are clues relating to appropriate local materials within some of the surrounding buildings.

The use of Blue Lias limestone and sandstone is a common historical trait, which has driven much of the built form character.



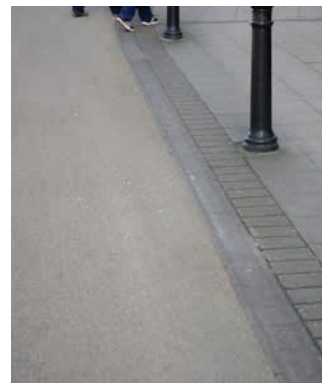
Blue Lias stone flag paving



Sandstone used within historic building frontages



Sandstone used within historic building frontages



Buff anti-skid surfacing to carriage way

2.8 Trees, Greenspace and Public Open Space

PUBLIC GREENSPACES

Within the study area are the following key public green spaces:

St. John's Church Grounds

The principal green space within the heart of the town centre. The grounds contain various small memorial spaces/gardens, with trees, bedding plants and seating. Views of this space are restricted somewhat from the Borough due to existing built form.

Penn Hill Park

A generously sized park occupying a significant area of the southern area of the town centre, which is characterised by open grassland and parkland trees. This park is currently underutilised and hidden behind numerous civic buildings on its northern approach.

Yeovil County Park and Ninesprings Park

A significant linear park running along the southern boundary of the town centre, offering a well-used leisure route. Landform within the park rises steeply to provide the town centre with a green backdrop that is widely visible from the historical core. Currently pedestrian and cycle connections between this resource and the town centre are poor.

Sydney Gardens

A pleasant Victorian neighbourhood greenspace cut off from the town centre by Queensway. Currently, pedestrian and cycle connections between this resource and the town centre are via a pedestrian over-bridge and poorly defined route, leading to underutilisation.



Sydney Gardens

HARD LANDSCAPED OPEN SPACE/PUBLIC SQUARES

There are two existing urban squares within the town centre:

The Borough

The Borough acts as the principal space within the town centre and is well used as a place to socialise within cafés on the northern fringes and also acts as a significant arrival point for those arriving by bus. Existing vehicular movements run through the centre of the space and present a barrier to pedestrians.

The Bandstand

The bandstand is located mid-way along Middle Street and provides a key nodal point within the town centre linking Middle street, Stars Lane and Quedam shopping centre. Although it is used as part of the outdoor markets, this space is currently underutilised and is part of a low-quality built environment.

There are a number of other nodal points including Ivel Square within Quedam and the Clocktower space where Westminster Street, Princes Street, High Street and Hendford meet.



St. John's Church precinct

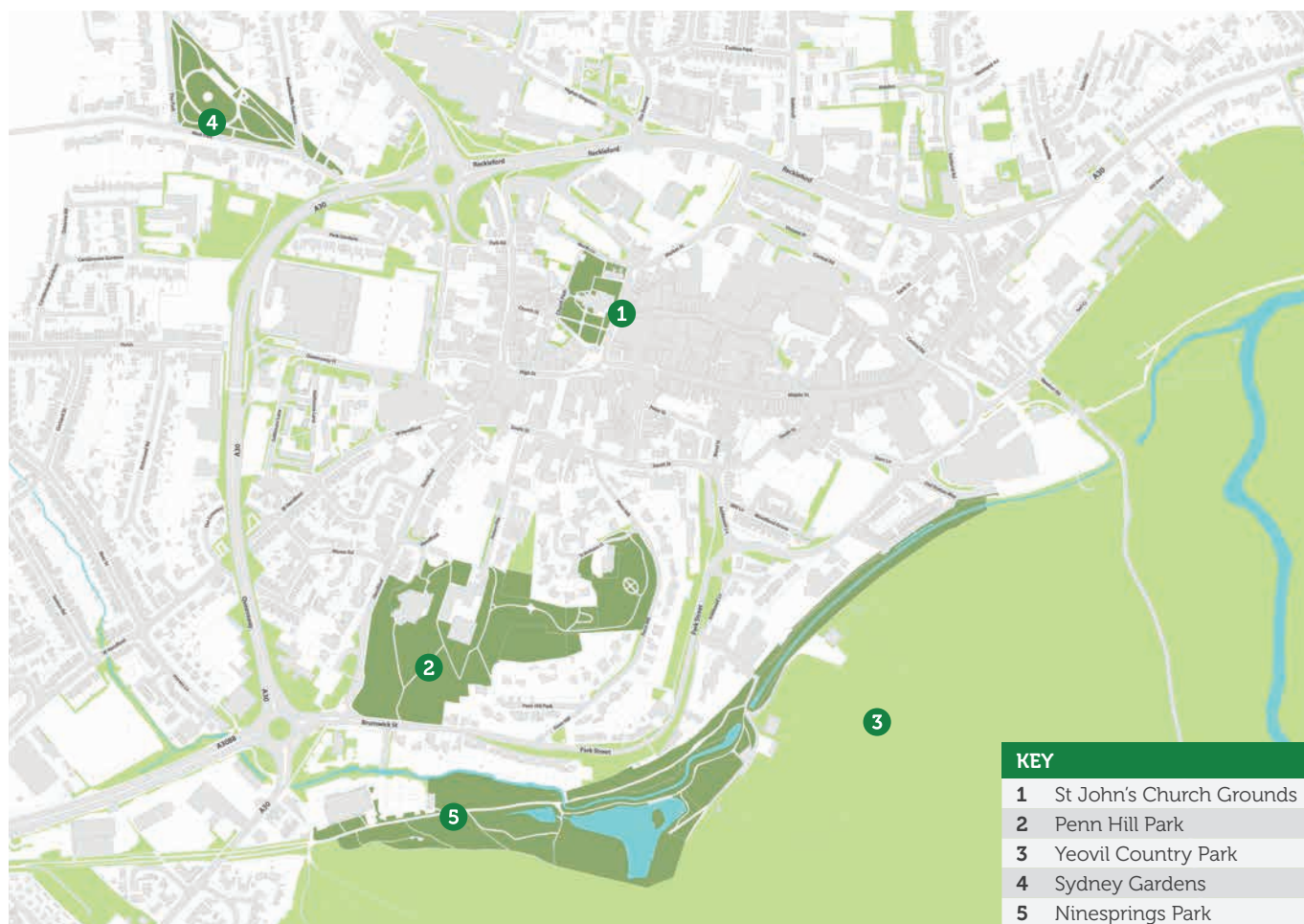


Figure 2.12 – Plan showing Public Greenspace



The Borough



The Bandstand

2. Existing Public Realm Context

TREES

Apart from trees within the public green spaces identified, there are a number of mature trees present within the streets and public squares. However, many of these are of low quality, currently causing issues with surrounding paving, and are unevenly distributed throughout the town centre.

RELEVANCE TO THE PRDG

The following bullet points summarise the key points relating to trees, greenspace and public open space, which are to be addressed in the PRDG.

- A limited number of trees are found within the town centre streets, many of which are of low quality. Selective tree removal coupled with new tree planting could be used to improve the appearance of streets and gateways.
- Existing greenspaces should be protected and enhanced as destinations in their own right and used as potential event spaces.
- Need to enhance pedestrian links with existing green spaces to increase usage and to enhance the relationship with the town centre. In particular, improved connectivity between the town centre and Yeovil County Park, Sydney Gardens and Penn Hill Park should be sought.
- Develop opportunities for enhanced squares and additional nodal points within the town centre to enliven the public realm.



Existing Alder trees located within Middle Street



Existing London Plane trees within King George Street



Existing Lime trees provide a green boundary to St. John's Church precinct



Existing tree roots damaging paving area

DRAFT

3. Design Parameters

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3.1 Vision and Public Realm Framework

To ensure there is a wholistic approach to Yeovil's public realm it is important to set an overall vision that subsequent public realm guidance and public realm projects seek to attain.

An overall public realm framework concept is shown below, which seeks to deliver the vision. Further detail on individual facets of the public realm are dealt with separately within the following sections.

The Vision

Yeovil's future public realm must build on the town's identity and distinctive qualities. Future investment must be of high quality, creating a timeless public realm that is built to last. As well as respecting the history of the town, the public realm must also meet the needs of modern Yeovil, as a thriving economic and social centre, through the creation of a legible, coherent and sustainable environment which connects Yeovil's assets.



3.2 Spaces and Gateways

TOWN SQUARES

Two town squares have been identified in figure 3.2. These are existing hard landscaped spaces that should be strengthened and enhanced around the principles set out within the Yeovil Refresh and as developed below.

The Borough

- Develop a landmark square that unites the Borough and St. John's church gardens and offers a high-quality and flexible environment
- Create a safe pedestrian focussed space that reconciles bus and vehicular movements
- Incorporate an architectural lighting scheme to celebrate the existing war memorial and St. John's Church
- Develop bespoke street furniture and paving elements linked to a town centre arts strategy.

The Bandstand

- Create a high-quality public square and events space that acts as a key nodal point at the eastern end of the town and compliments proposed redevelopment of Glovers Walk shopping Centre
- Reconcile site levels to maximise the usable level space available for events
- Enhance the surrounding built form through façade enhancements and activate ground floor uses to encourage food & beverage uses and develop the night-time economy to enliven the space
- Consider the use of an electronic outdoor event screen



Artists impression of potential enhancements to The Borough



3. Design Parameters

TOWN CENTRE GATEWAYS

Twelve town centre gateways have been identified in figure 3.2. These locations have been chosen in recognition of their importance as entrance points into the town centre and visitors' first impressions, whether arriving by foot, bike, train or by car. The following overarching principles should be applied to the design of these gateways.

Overarching Principles

- The gateways should be designed as attractive arrival points to the town for pedestrians, cyclists and motorists. This should be achieved using a combination of methods, such as the removal of street clutter, use of planting, incorporation of artworks and/or gateway structures, feature lighting and use of better-quality surfacing to pedestrian routes.

- Each gateway should be designed to form a distinguishable threshold and distinctive gateway in order to assist in orientation.
- The gateways should be designed as pedestrian-friendly environments, with safe and attractive pedestrian crossings and clearly defined routes, supported by waymarking signage.
- The gateways should be coordinated with proposed 'At grade' crossing points as proposed by the access strategy.

The twelve gateways are listed in the table opposite.

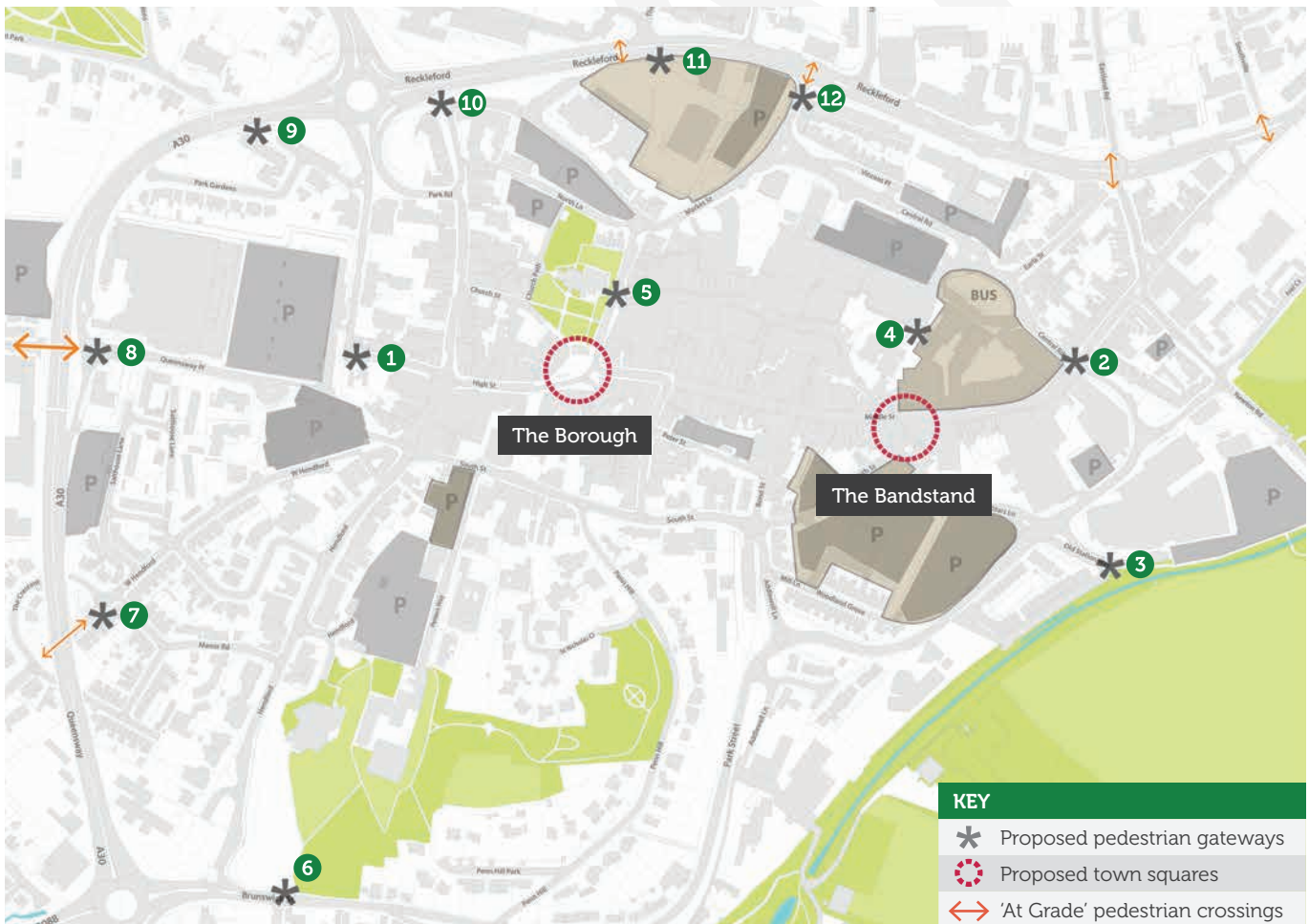


Figure 3.2 – Gateways and Town Squares

Proposed locations of town centre pedestrian gateways and squares. (Refer to table on opposite page for gateway descriptions).

Gateway Name	Description
1. Westminster Street Gateway	A key pedestrian arrival point from those entering the town centre core from the adjacent supermarket car park
2. Middle Street / South Western Terrace Gateway	A key pedestrian, bus and vehicular arrival point signalling arrival into the town centre core
3. Yeovil Country Park	A key pedestrian/Cycle arrival point from those entering the town centre from Yeovil County Park and Yeovil Pen Mill
4. Bus Station & Glovers Walk Gateway	An important gateway between Quedam Shopping Centre and the future redevelopment of the Bus Station and Glovers Walk Shopping Centre
5. Quedam / Vicarage Walk Gateway	A gateway into Quedam from St. John's Church precinct and the Borough.
6. Penn Hill Park Gateway	A key pedestrian gateway into Penn Hill Park linking from Ninesprings Park to the town centre. This also acts as a visual gateway for those entering the town Centre.
7. West Hendford Gateway	A future pedestrian gateway linked to an at-grade crossing point of Queensway that will connect the wider residential area with the town centre.
8. Queensway Place Gateway	A future pedestrian gateway linked to an at-grade crossing point of Queensway that will connect the wider residential area and Huish car park with the town centre.
9. The Park Gateway	A future pedestrian gateway linked to an at-grade crossing point of Queensway that will connect the wider residential area and Sydney Gardens with the town centre.
10. Court Ash Gateway	A significant pedestrian and cycle gateway from those entering the town centre via the existing underpass linking to Yeovil District Hospital and Yeovil College
11. Cattle Market Gateway	A future pedestrian gateway linked to an at-grade crossing point of Reckleford that will connect the wider residential area and redevelopment of the Cattle Market site with the town centre.
12. Market Street Gateway	A future pedestrian gateway linked to an at-grade crossing point of Reckleford that will connect the wider residential area with the town centre.



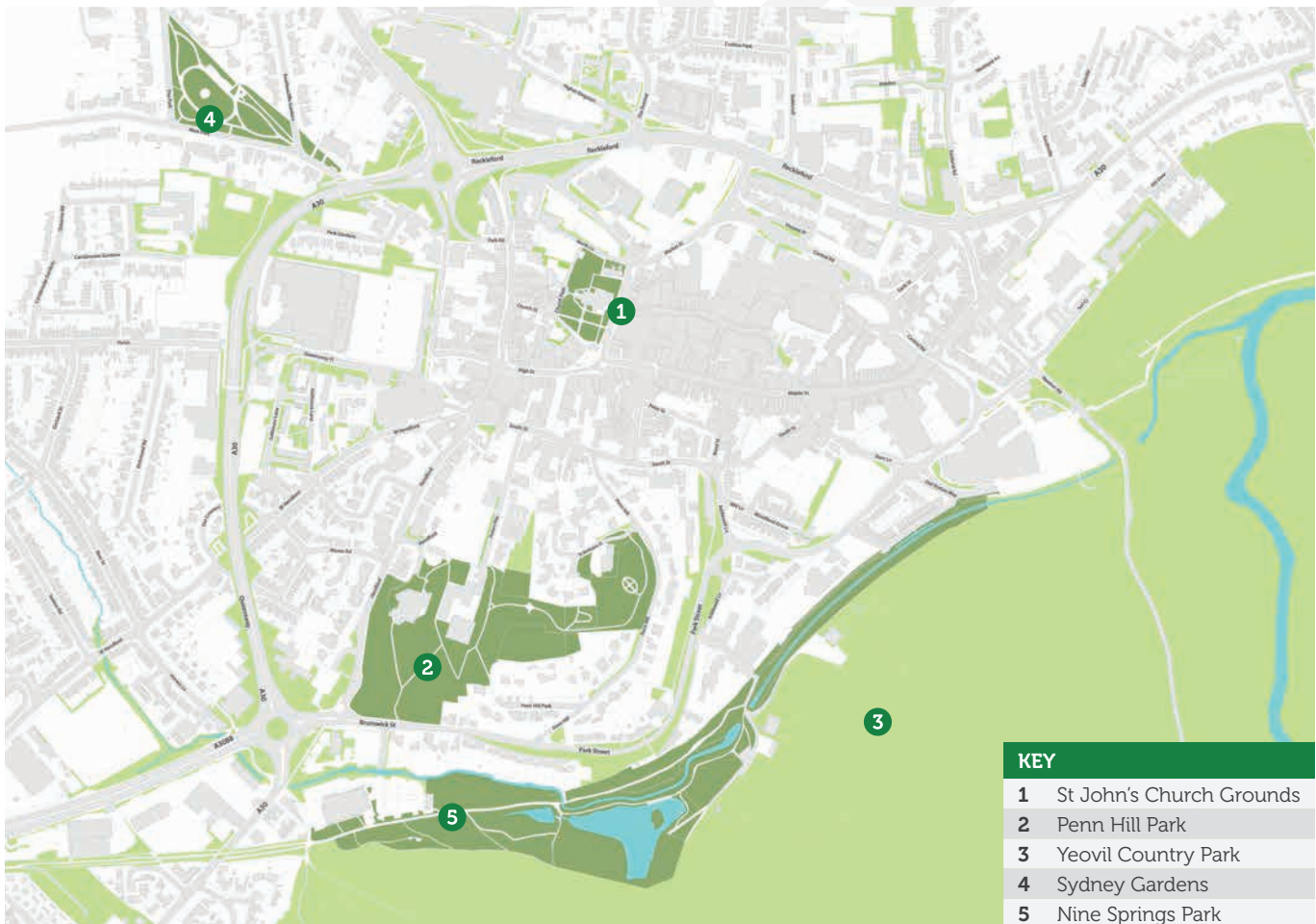
3. Design Parameters

PUBLIC GREENSPACES

Five key public greenspaces have been identified within the town centre (see Figure 3.3). These provide important amenity for residents, workers and visitors. The greenspaces should be strategically connected to town centre routes and will be designed and developed as visitor attractions in their own right.

Overarching Principles

- Existing greenspaces should be protected and enhanced to become an integral component of the public realm.
- Pedestrian connections between the town centre core and greenspaces should be enhanced to encourage pedestrian movement.
- The distinctive features and individual qualities of these public greenspaces will assist in orientating users.
- The primary function of these spaces must be as social and amenity places for people, providing a setting for recreational activities, play and events.
- Yeovil's green spaces should incorporate public art and wayfinding to support their interpretation and connectivity.





3.3 Street Hierarchy

In response to the vision for Yeovil's future public realm to prioritise the needs of pedestrians, the street hierarchy for Yeovil will seek to increase pedestrian and place focus and comprise a clear pedestrian street hierarchy.

At present, Yeovil's streets can be broken into the following categories and sub-categories:

1. PRINCIPAL PEDESTRIAN STREETS (MED – HIGH PEDESTRIAN USE)

1a) Pedestrianised Street

Pedestrianised Streets represent some of the most important streets within the town centre in terms of scale, architecture, history and function and as a result are required to support high pedestrian usage. Due to their importance for accommodating pedestrians and position within the movement framework they are not required to accommodate vehicles, except for emergency access and servicing, allowing for the use of higher quality materials throughout.

Currently, these street types are found at King George Street, sections of Middle Street and Vicarage Walk.

1b. Semi-pedestrianised Street

Semi-Pedestrianised Streets also represent some of the most important streets within the town centre occurring along the main east-west spine and support medium to high pedestrian usage. However, due to their position within the movement framework they are also required to accommodate vehicle access (bus, taxi, blue badge holders, servicing), which requires the use of a defined carriageway with kerb upstand.

Currently, these street types are found at Hendford, Westminster Street, High Street, Silver Street and sections of Middle Street.

2. SECONDARY PEDESTRIAN STREETS (LOW-MED PEDESTRIAN USE)

Secondary pedestrian streets play an important role in connecting the town centre with wider residential areas and destinations. These streets also provide strategic vehicle access within and the town centre, currently comprising the majority of the streets connecting into the Queensway/Reckleford ring road. The aspiration for these streets is to enhance

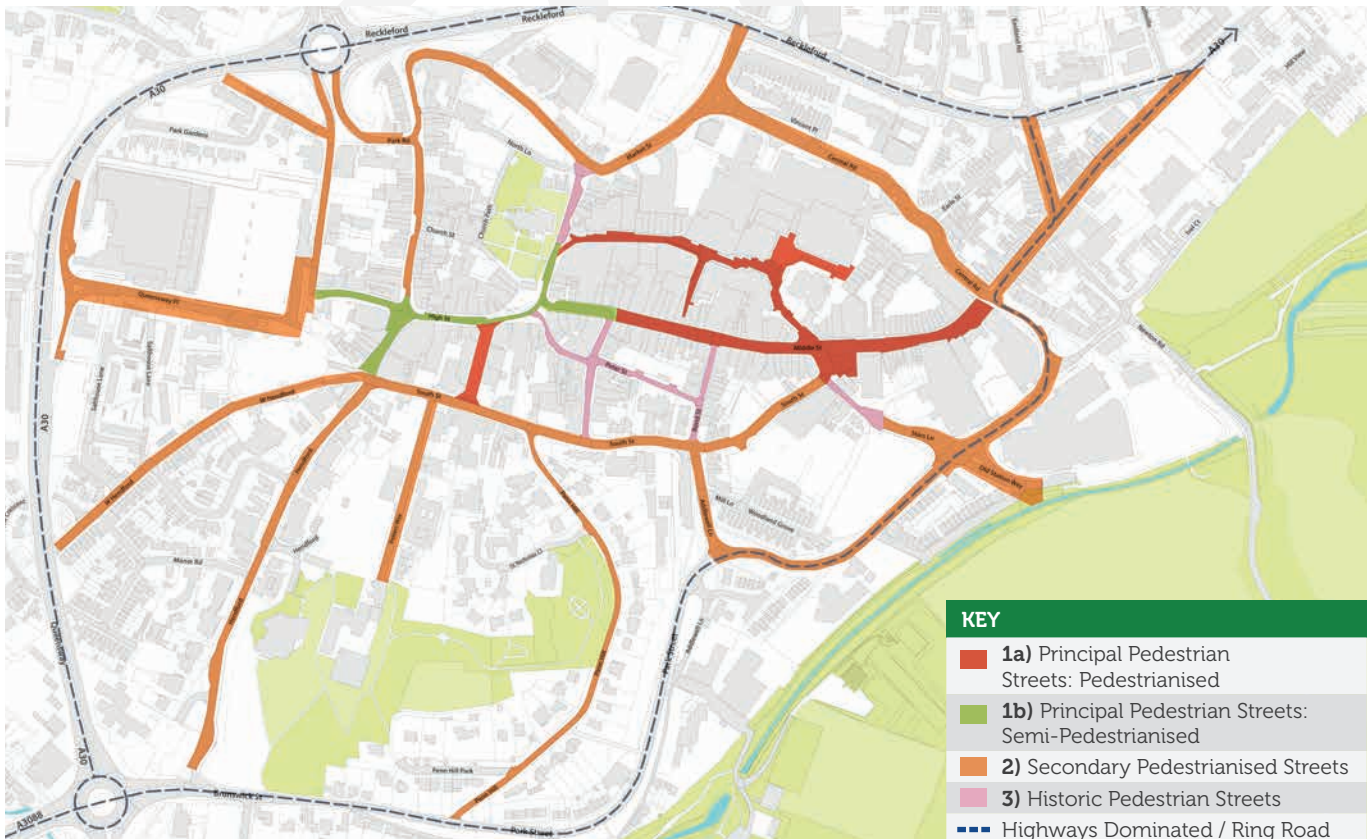


Figure 3.4 – Existing Street Hierarchy

the pedestrian focus through opportunities with street planting, wayfinding coupled with a review of carriageway narrowing whilst maintaining the access requirements.

3. HISTORIC PEDESTRIAN STREETS (LOW - MED PEDESTRIAN USE) HISTORIC

Pedestrian Streets form a narrow network of streets within the town centre core. They provide one-way vehicle access and informal pedestrian routes.

Currently, these street types are found at Stars Lane, Wine Street, Union Street, Peter Street and Bond Street.

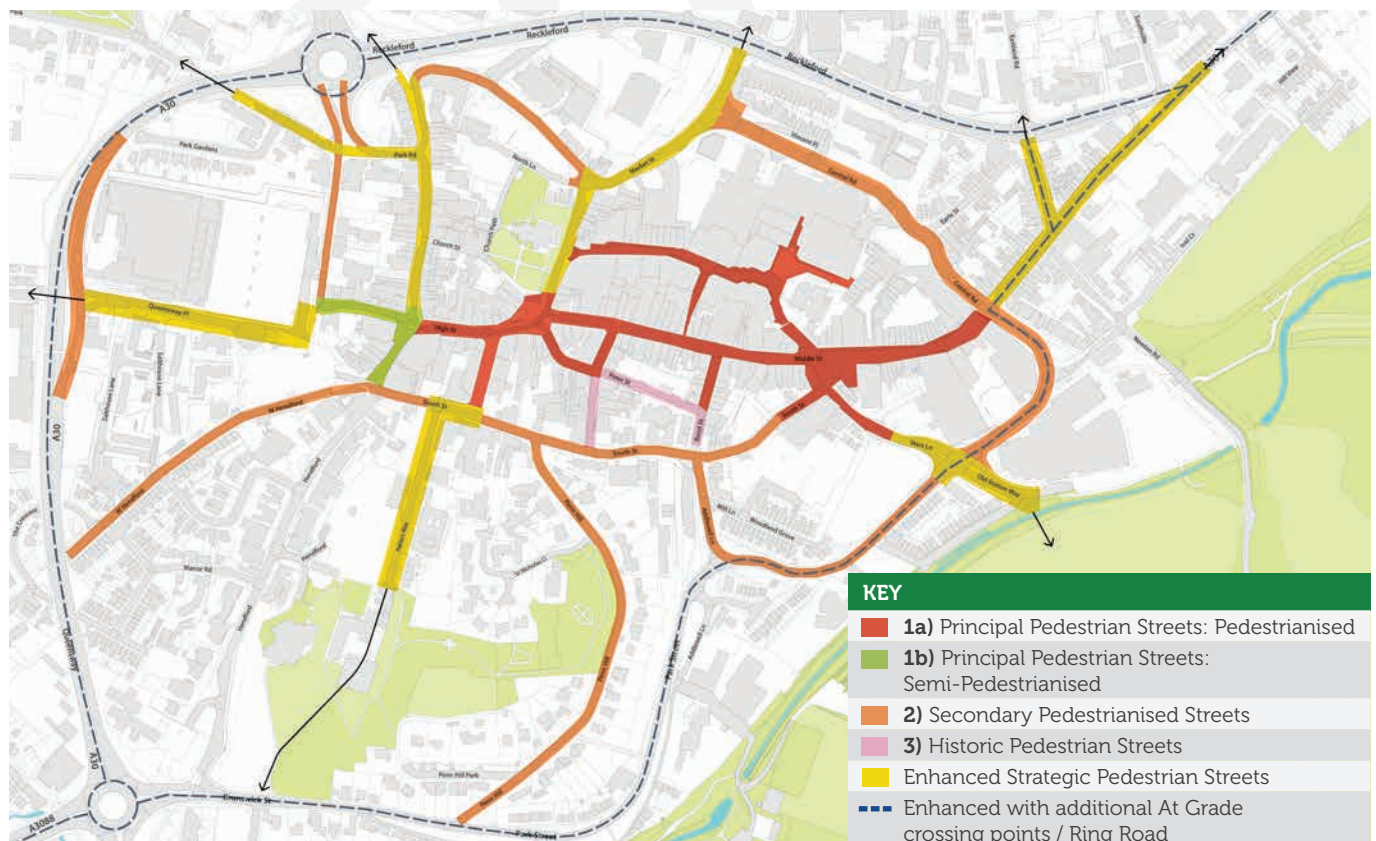
THE ASPIRATION FOR YEOVIL'S STREETS

The diagram below illustrates the aspirational changes to Yeovil's street hierarchy. These show the potential for future changes in hierarchy that will inform the associated street design and also identify where priorities should be focussed.

The aspirational changes to the street hierarchy can be summarised by

- Extending pedestrianised street types within the town centre's east-west spine via new vehicle restrictions to High Street, Middle Street, Wine Street and Bond Street.
- Enhancement of a number of strategic pedestrian streets, which provide an important role as pedestrian routes linking wider town areas with the town centre core. These coordinate with improved 'At-Grade' crossing points of Queensway/Reckleford as proposed by the Access Strategy.

It is necessary to allow for a degree of flexibility in the hierarchy in order to allow for changing priorities and unforeseen issues.



3. Design Parameters

3.4 Street Design

The aspirational street hierarchy will inform the street design appropriate to each location within town centre.

Street design codes have been provided for each category to inform design makers about key design parameters and principles.

STREET TYPE 1 – PRINCIPAL PEDESTRIAN STREETS

Role

Principal Pedestrian Streets have been selected based on the scale, character and importance of streets, as well as their current and potential future role as pedestrian routes connecting key visitor attractions. It is envisaged that these principal streets would support medium to high pedestrian use and would be designed to be pedestrian/cycle friendly, albeit accommodating varying levels of vehicle use associated with emergency servicing requirements.

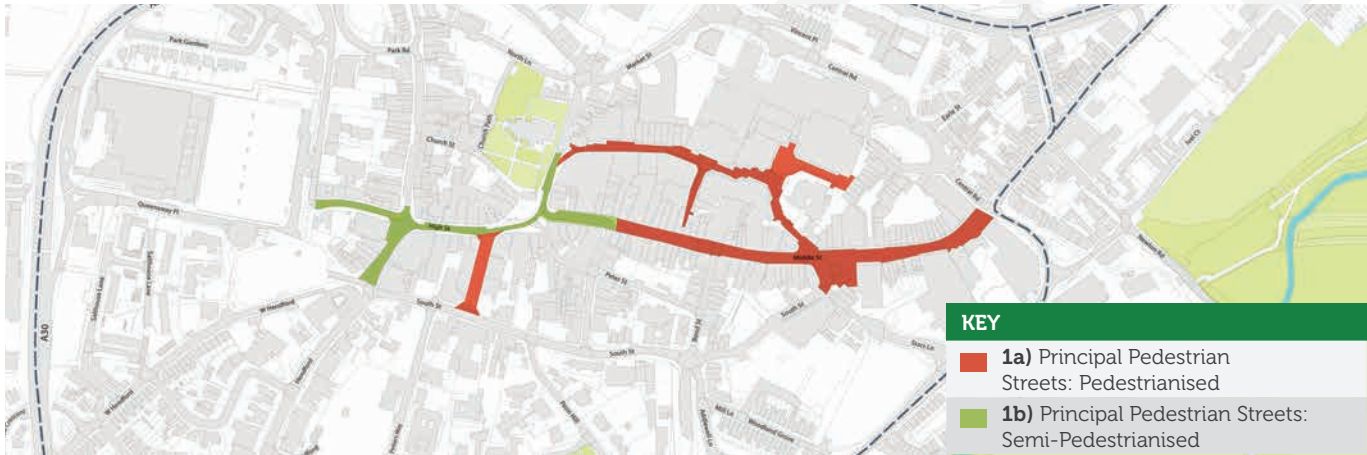


Figure 3.6 – Locations of Principal Pedestrian Streets 1a and 1b.

1a) Pedestrianised Street (High pedestrian use and no vehicles except access and servicing)	
Description	Key Design Principles
<p>Pedestrianised streets represent some of the most important streets within the town centre in terms of scale, architecture, history and function. As a result of this they are required to support high pedestrian usage. Due to their importance as pedestrian streets and position within the movement framework, they are not required to accommodate vehicles, except for access and servicing, allowing for the use of higher quality materials throughout.</p>	<ul style="list-style-type: none"> • Use of the highest quality natural stone materials and street furniture • Use of flush natural stone kerbs to indicate carriageway route • Potential to accommodate bespoke detailing and local variations in material detailing to add a richness and distinctiveness to individual streets. • Street design to include street tree planting and new lighting • The design of paving to withstand vehicle overrun • Target speed of 5-10mph for any vehicles entering for emergency access and servicing only • Minimal 3.7m carriageway widths required for emergency access
1b) Semi-Pedestrianised Street (High pedestrian use with bus and vehicle access)	
Description	Key Design Principles
<p>Semi-Pedestrianised Streets also represent some of the most important streets within the town centre occurring along the main east-west spine as a result are required to support medium to high pedestrian usage. However, due to their position within the movement framework they are also required to accommodate low to medium vehicle flows and bus use, which requires the use of a kerb upstand.</p>	<ul style="list-style-type: none"> • Use of the highest quality natural stone materials and street furniture • Use of a low 25mm upstand natural stone or conservation kerbs to delineate carriageway route • Target speed of 5-10mph for any vehicles • Potential to accommodate bespoke detailing and local variations in material detailing to add a richness and distinctiveness to individual streets. • Street design to include street tree planting and new lighting • The design of paving to withstand vehicle overrun and projected traffic movements • Servicing layby design to include similar material as footpath • Carriageway to be surfaced in buff anti-skid surfacing to harmonise with pedestrian areas • Minimal carriageway widths required for access requirements to maintain low speeds. (All sections are one-way)

3. Design Parameters

Figure 3.9 – Pedestrianised Street Type 1a
High pedestrian use with restricted vehicle access

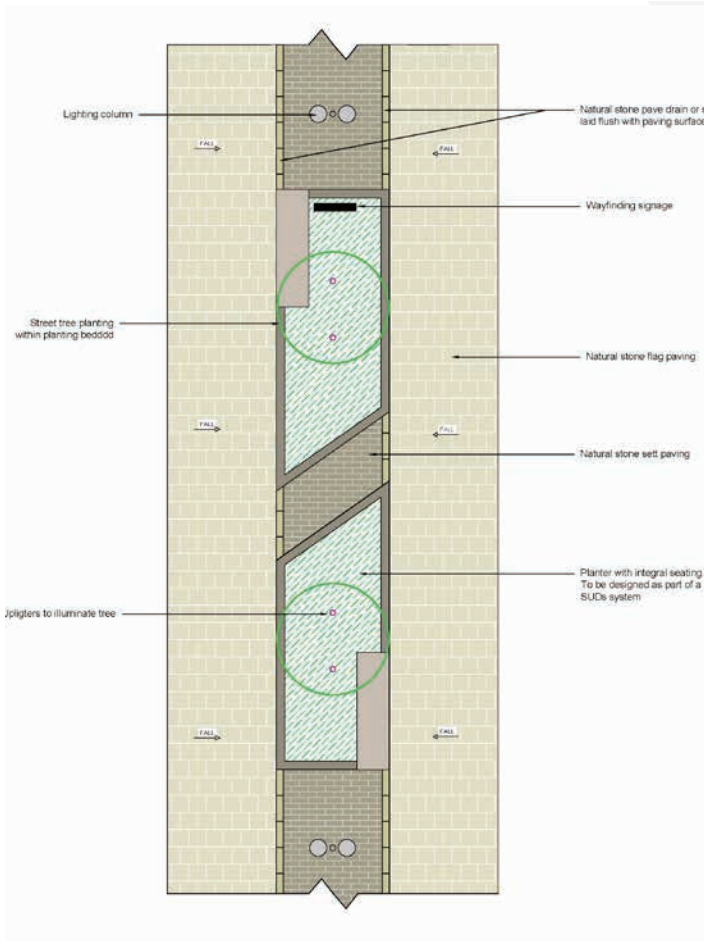
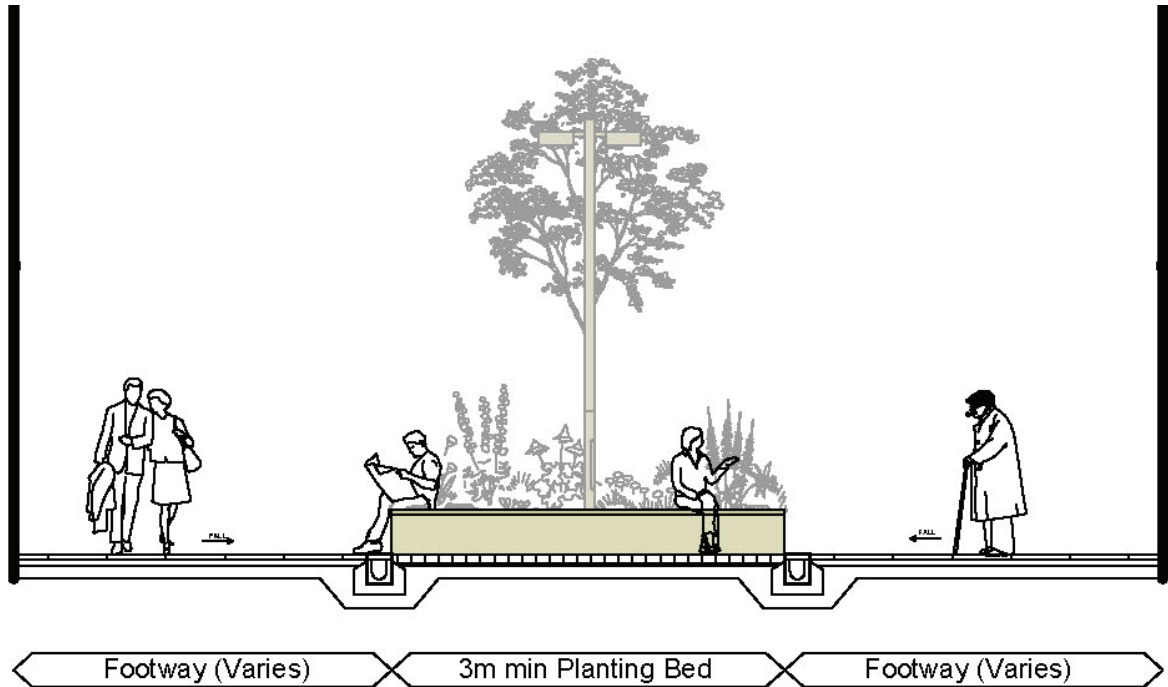


Figure 3.10 – Pedestrianised Street Type 1A

Figure 3.7 – Pedestrianised Street Type 1A
Allowing service Access

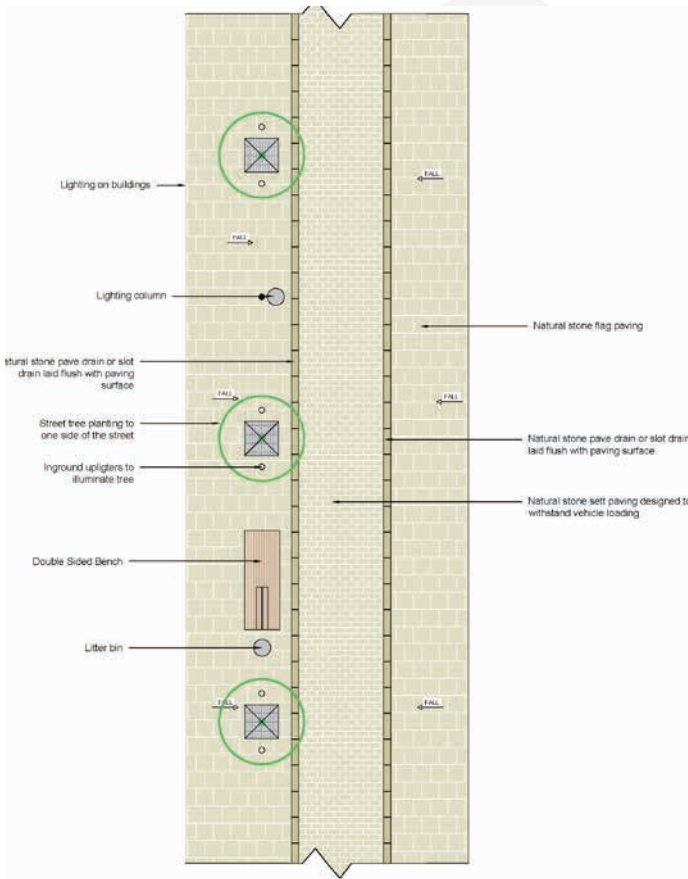
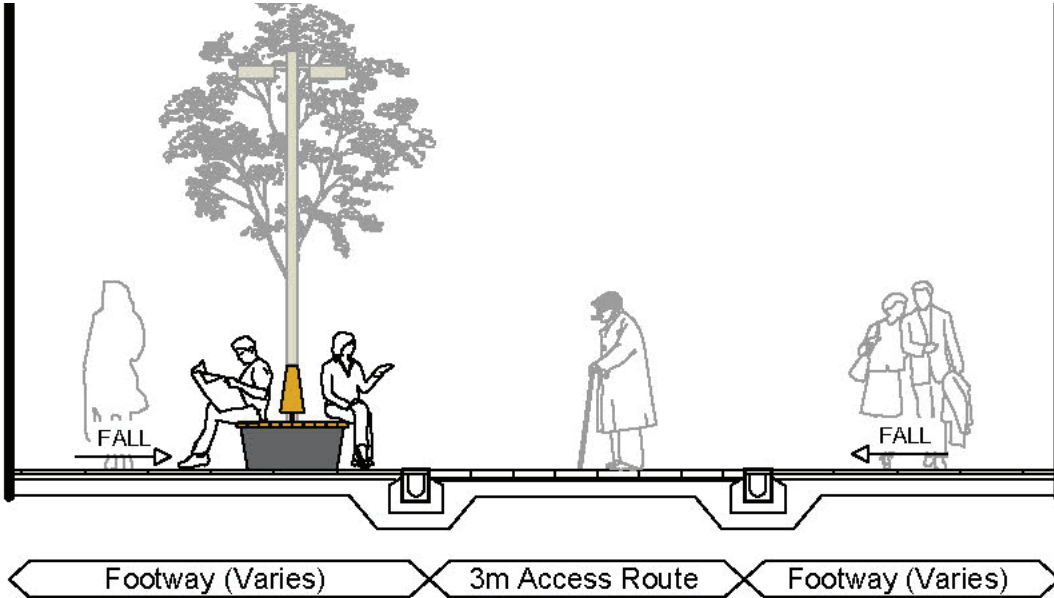


Figure 3.8 – Pedestrianised Street Type 1A

Figure 3.11 – Semi-pedestrianised Street Type 1b
 High pedestrian use with bus, tax and blue badge vehicle access

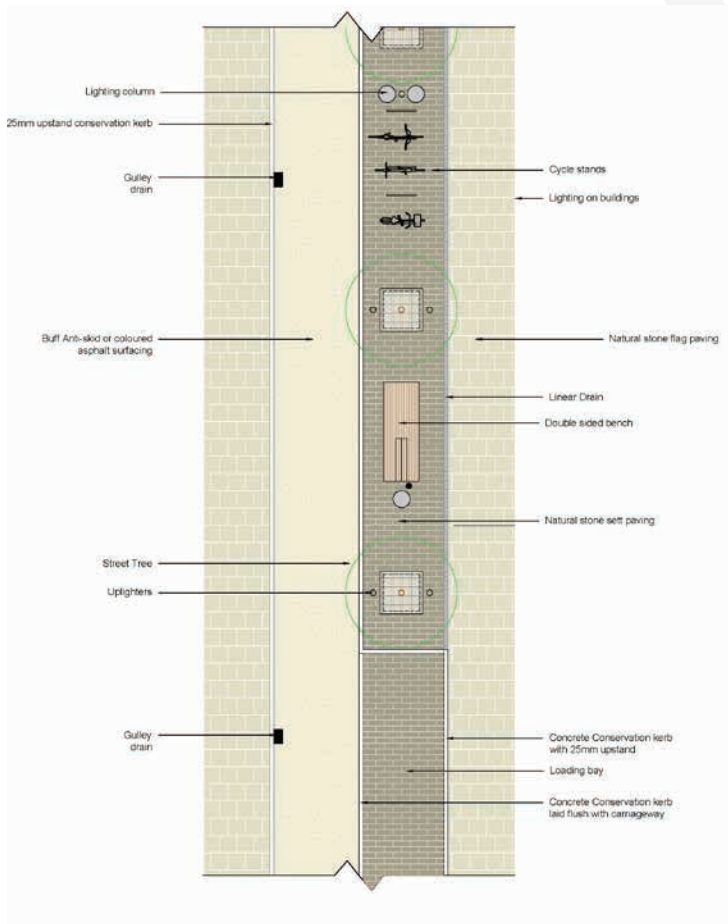
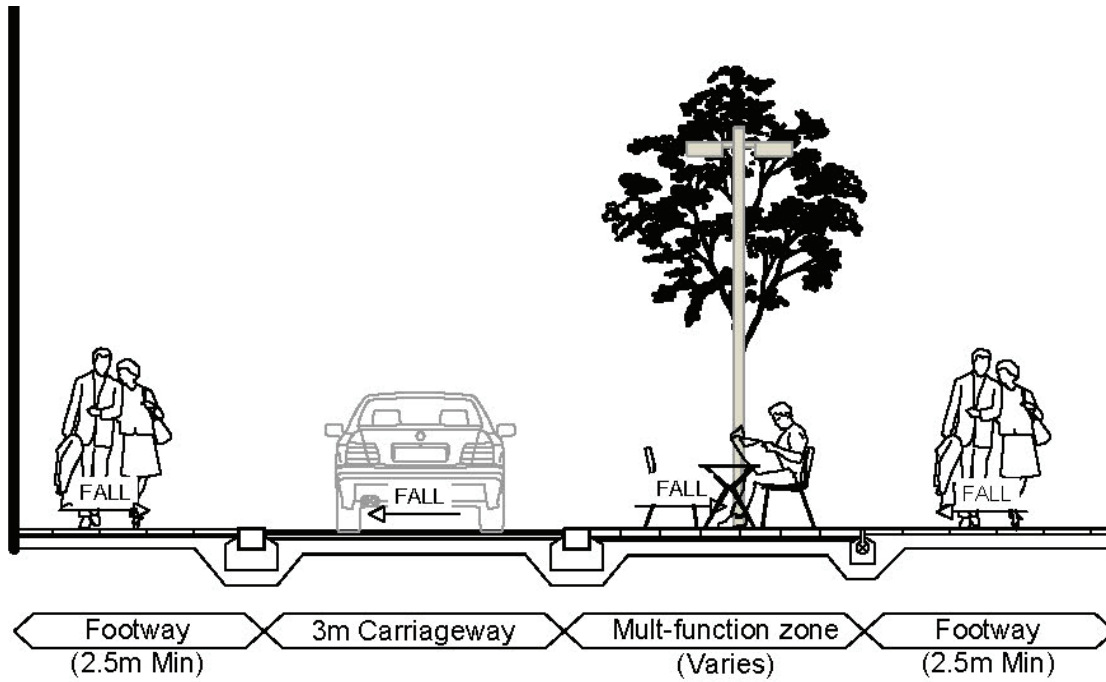


Figure 3.12 – Semi-pedestrianised Street

Example of a semi-pedestrianised street

STREET TYPE 2 – SECONDARY PEDESTRIAN STREETS

Role

Secondary Pedestrian Streets lead out from the town centre and play an important role in providing both strategic pedestrian and vehicle access routes. The design of these streets will be required to reconcile all uses within a safe, pedestrian focussed way.

A number of these streets have been identified as strategic pedestrian routes that should be enhanced to improve links with surrounding town centre and residential areas.

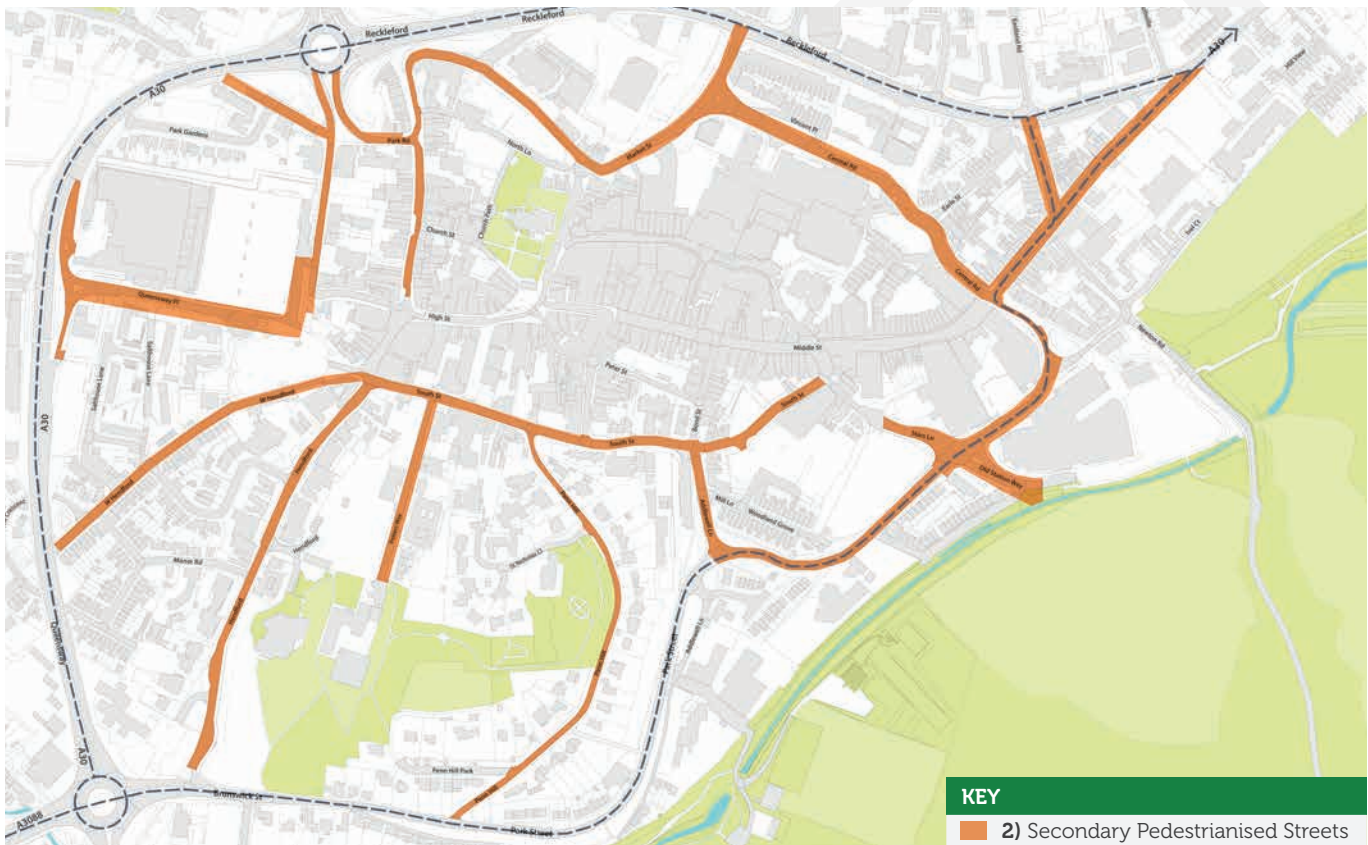


Figure 3.13 – Locations of Secondary Pedestrian Streets

Secondary Pedestrian Street	
Description	Key Design Principles
<p>Secondary and enhanced strategic pedestrian streets play an important role in connecting the town centre with wider residential areas and destinations. These streets also provide strategic vehicle access within and the town centre, currently comprising the majority of the streets connecting into the Queensway/Reckleford ring road.</p> <p>The aspiration for these streets is to enhance the pedestrian focus through opportunities with street planting, wayfinding and review of carriageway narrowing.</p>	<ul style="list-style-type: none"> • Use of functional concrete materials to pavements to reflect the lesser importance of the street for pedestrians. • Use of 125mm upstand kerbs to delineate carriageway route. • Target speed of 20mph for any vehicles. • Street design to include street tree planting where possible and new lighting. • Carriageway to be surfaced in tarmac to adoptable standards. • The width of pavements should be maximised, wherever possible through the narrowing of carriageways. • Wherever possible, two-way streets should function without central white lines in order to encourage a more cautious response from drivers and reduce traffic speeds. • Wayfinding signage or gateway signage to be included at key pedestrian gateways.

Figure 3.14 – Secondary Pedestrian Street
Strategic Access Streets

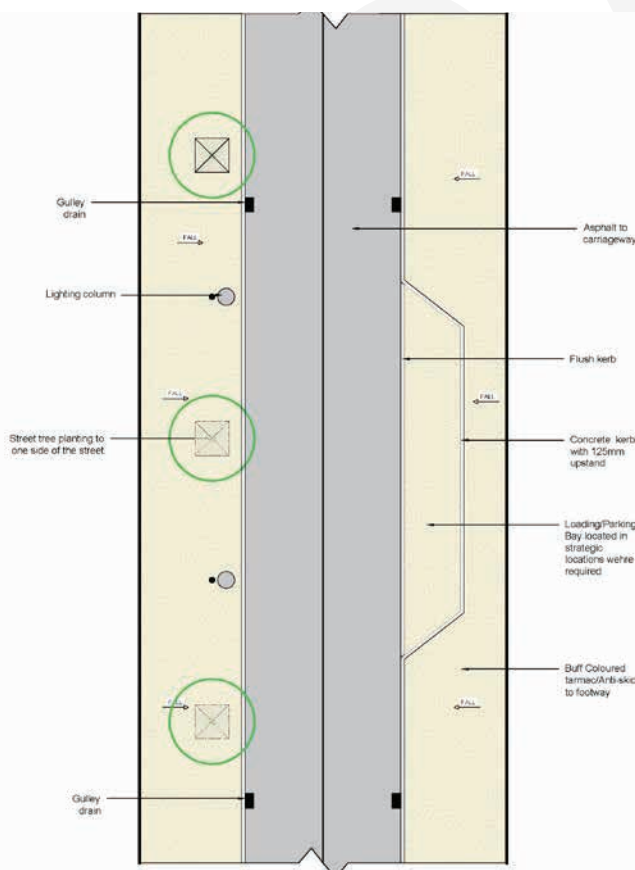
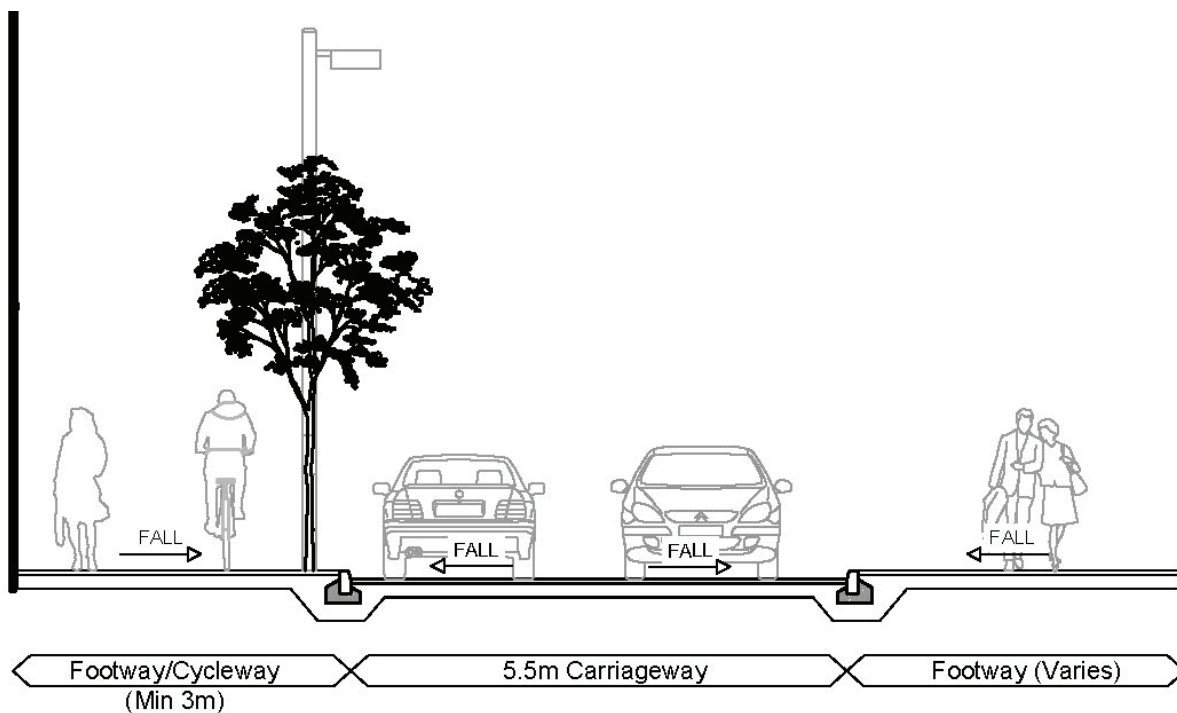


Figure 3.15 – Secondary Pedestrian Street
Strategic Access Streets

3. Design Parameters

STREET TYPE 3 – HISTORIC / MINOR PEDESTRIAN STREETS

Role

Historic / Minor Pedestrian Streets are much smaller in scale than the Principal and Secondary Pedestrian Streets and commonly comprise tightly grained historic streets surrounding the town centre core. These streets have a low – medium pedestrian flows linking to surrounding car parks and wider town centre destinations. They commonly perform a one-way vehicle access with on-street parking. It is considered that pedestrian movements could be enhanced within these streets through restriction of vehicle access and reduction of parking.

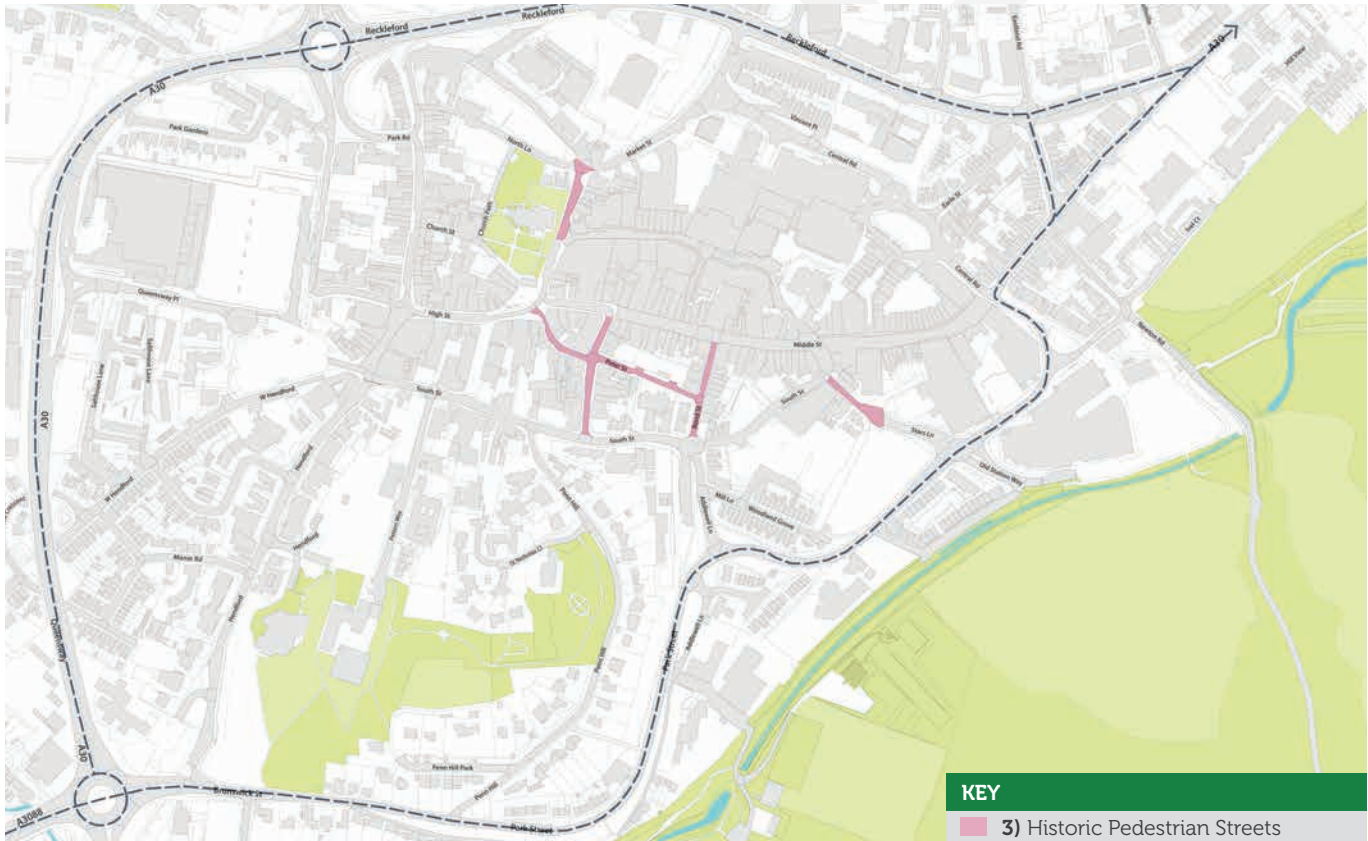


Figure 3.16 – Locations of Historic Pedestrian Streets

Secondary Pedestrian Street	
Description	Key Design Principles
<p>Historic/ Minor Pedestrian Streets form a narrow network of streets within the town centre core. They provide one-way vehicle access and informal pedestrian routes.</p> <p>The aspiration for these streets is to enhance the pedestrian focus through opportunities of carriageway narrowing, restriction of vehicle access and on-street parking provision.</p>	<ul style="list-style-type: none"> • Use of sympathetic materials palette • Use of a low 25mm upstand or flush kerbs to delineate carriageway route • Target speed of 5-10mph for any vehicles • Carriageway to be surfaced in buff anti-skid surfacing or coloured asphalt to harmonise with pedestrian areas • Minimal carriageway widths required for access requirements to maintain low speeds and maximise footways (All sections are one-way) • Building mounted lighting to be used where possible due to narrow street widths.

Figure 3.17 – Historic Streets

Minor pedestrian use, typically with one-way vehicle access

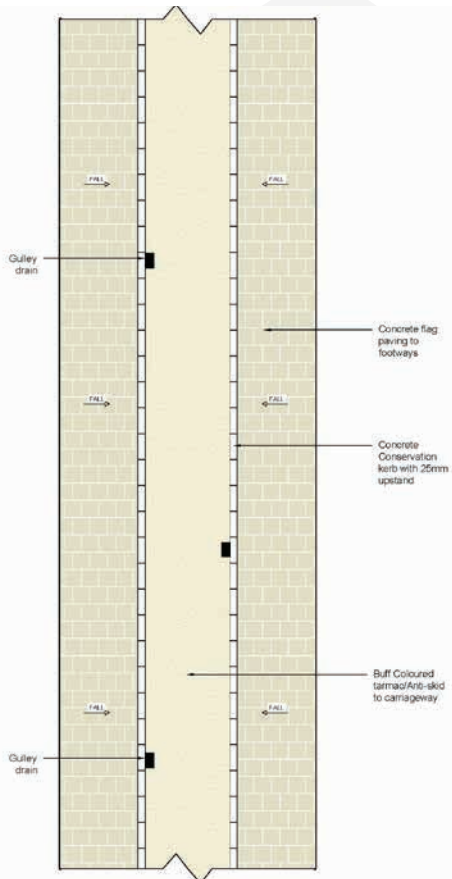
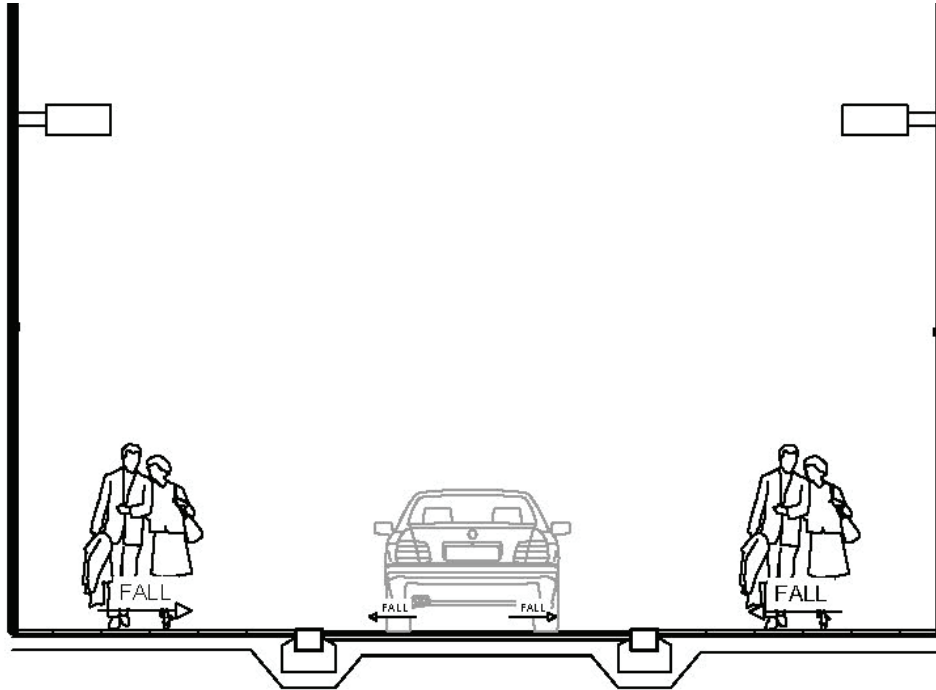


Figure 3.18 – Historic Streets

Minor pedestrian use, typically with one-way vehicle access

3.5 Cycle Links

At present cycle connectivity within Yeovil town centre is poor. Although, a well-used off-road cycle route is present running east-west through Ninesprings/Yeovil County Park to Yeovil Pen Mill station, there are no dedicated connections from this route to the town centre.

Cycle connectivity is being considered as part of the Access Strategy. However, it is considered important that enhanced cycle routes are provided along Hendford and Stars Lane, improving access into the town centre from the Ninesprings/Yeovil County park cycle route.

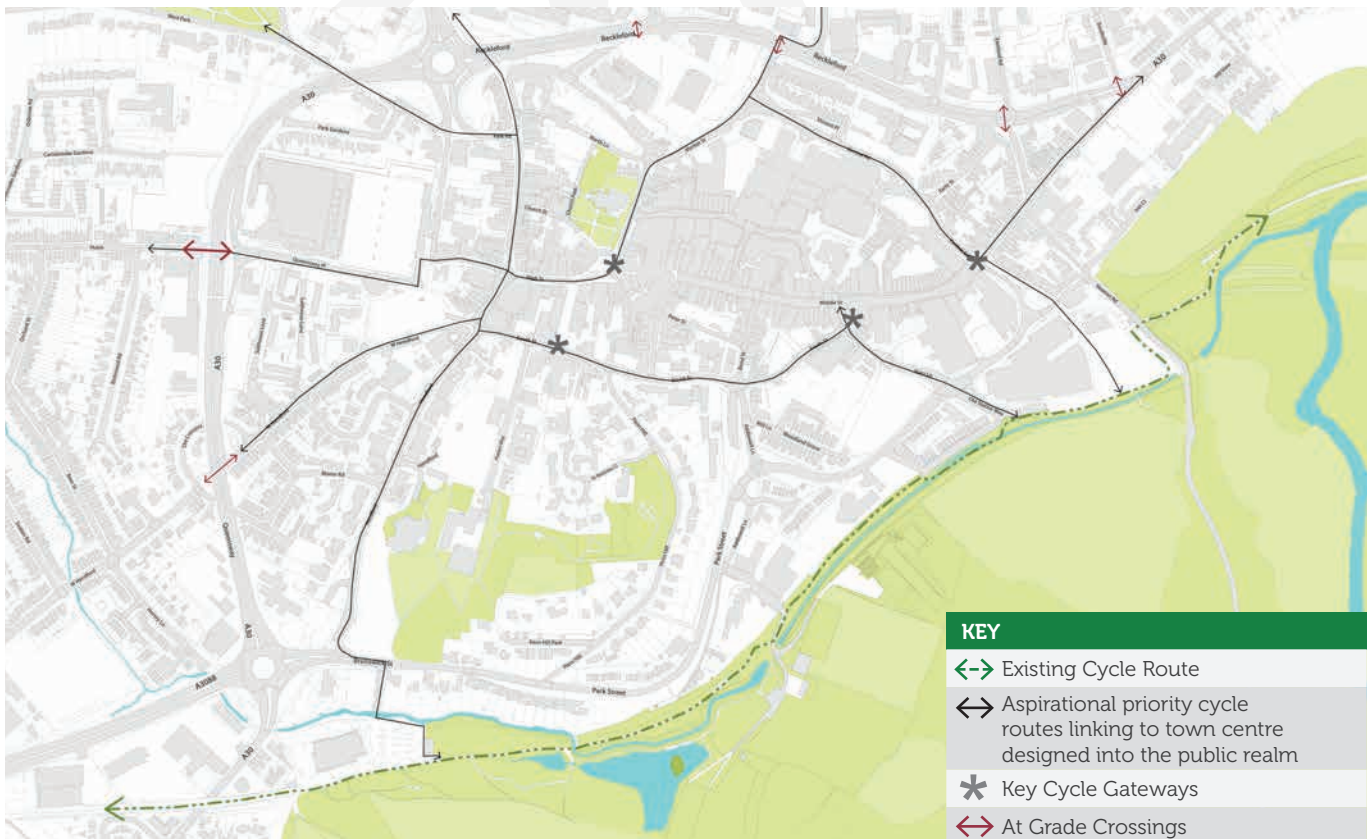
Cycle access should be designed into the public realm and streets wherever possible to encourage cycle use and particular focus should be made to provide cycle connectivity along the arterial streets running out from the town centre, which

link to the wider residential areas beyond the Queensway and Reckleford ring road.

This may require enhancement to existing underpasses, over bridges or the creation of 'At-Grade' crossings proposed as part of the Access Strategy.

Dedicated cycle routes should comprise suitable bound materials such as Asphalt, coloured tarmac or resin bonded surfacing. The use of self-binding gravel within green spaces could be considered where a more sympathetic material choice is required.

Good quality cycle storage and parking will be provided within the town centre to enable users to securely lock their cycles





4. Public Art

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4.1 Benefits of Public Art

A vibrant public art programme offers a range of benefits and opportunities for enhancing the urban environment, increasing the use and enjoyment of public space, and building social cohesion. Public Art provides a means of celebrating Yeovil's culture, community and rich history. It offers shared symbols which build social cohesion, contribute to civic pride and help forge a positive identity for the town. Through this art, the town projects its collective identity and vision.

Public art supports the creative industries, creating opportunities for artists and designers. Further, public art acts as a catalyst for development and economic growth through innovation, attracting visitors and stimulating investment.

Public art also:

- Energises our public spaces
- Expands our thinking
- Transforms the places where we live, work and play
- Creates places of interaction
- Contributes to tourism offering, attracting new visitors.
- Sense of civic pride which research shows leads to less crime

Public art should not be commissioned in isolation, but as part of a cohesive public art strategy. This chapter offers an overview of how public art could be successfully integrated into the public realm but does not intend to form cohesive public art strategy for Yeovil, which would take the form of a separate guidance document.

Public Art should not be seen as an add-on that can be delivered within an existing project as an after-thought and should be considered at an early stage. The artistic ambition of Yeovil needs to be taken seriously and aligned to economic, artistic and the social values of Yeovil to create a strong brand.

The nature of public art is collaborative and involves the public. It is therefore very important to engage communities through the development of the public realm. Community engagement is important in developing public art projects and appropriate mechanisms should be adopted for each project.

4.2 Existing Public Art

At present, there are few examples of public art within Yeovil's town centre.

These have occurred on a piecemeal basis over time, linked to individual developments as they have come forward and do not share a common language.



Existing bespoke street furniture within Princes Street



Existing sculpture, King George Street



Existing sculpture, Yeo Leisure Park

4.3 Public Art Opportunities in Yeovil

There are a number of opportunities to successfully design public art into the public realm, which may include;

- Interpretation of the town's history within the public realm
- Permanent pieces of sculpture
- Artists input in to bespoke elements of street furniture and paving designs
- Artists input into external lighting designs

The indicative images below demonstrate examples of public art within the public realm and figure 4.1 shows locations appropriate for public art work interventions.

The design of public art should be commissioned early within a scheme's progression to ensure that any interventions are well coordinated and develop a cohesive narrative.



4. Public Art



Figure 4.1 – Desired Public Art Locations Plan

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5. Lighting Strategy

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5.1 Existing Lighting Strategy and Lighting Review

The existing lighting in the centre of Yeovil is a mixture of new and old, public and private. Maintenance and management in some areas is good and in others could be improved. It is clear that a more coordinated approach to design, management and integration within the public realm could have a significant impact and contribute to a more attractive, safer and more economically viable city centre at night.

A review of the existing light profile has been undertaken through both a desk top study and a night-time, on-site survey of the area, identifying and commenting on the existing lighting profile across the entire site and immediately adjacent areas.

DESK STUDY

It is important to consider the local context to ensure that any future external lighting design appears in keeping with the immediate surrounds.

The site has been assessed against the ILP Guidance Notes for the Reduction of Obtrusive Light which classifies environmental zones into five categories; E0 – protected, dark environments to E4 – urban, high district brightness environments.

The site has been classified as Environmental Zone E4 as it is a town centre with a high level of night-time activity.

Sensitive receptors of the site have been classified as any residential apartments above retail units.

SITE SURVEY

The night-time survey was undertaken on Tuesday 4th June between 8.30pm and 10.30pm in accordance with ILP Professional Lighting Guide 04: Guidance on Undertaking Environmental Lighting Impact Assessments. The purpose of the survey is to identify existing sources of illumination, current illumination levels and condition of existing luminaires on site.

A range of luminaire types were found on site. The majority of areas were lit with older sodium or halogen column luminaires with a colour temperature of < 3000°K (see Figures 5.1 and 5.2 overleaf). These luminaires appeared to be beyond their average life expectancy which is classified as 15 years in CIBSE Guide M.

South Western terrace and the end of Westminster Street were lit with LED column luminaires with a colour temperature of 4000°K (see Figure 5.3 overleaf). These luminaires appeared to be relatively new and should be kept or re-used where possible.

The majority of areas surveyed are lit to current British Standard levels, however, some stretches of Middle Street are not currently lit, with background illumination solely from internal and/or signage lighting from retail units.

5. Lighting Strategy



Photos of existing lighting within Yeovil Town Centre

5.2 Design Requirements

The following documents should be consulted and adhered to when designing the external lighting strategy for the scheme:

- Environmental Protection Act 1990;
- Clean Neighbourhood and Environment Act 2005;
- National Planning Policy Framework (NPPF) 2018;
- South Somerset District Council Local Plan (adopted March 2015);
- ILP Guidance Notes for the Reduction of Obtrusive Light GN01:2011;
- CIBSE Lighting Guide 6 (LG6) – Outdoor Environment;
- CIBSE SLL Code for Lighting 2012;
- BS 5489-1:2013 – Code of Practice for Design of Road Lighting;
- BS EN 12464-2:2014 – Lighting of Work Places – Part 2: Outdoor Work Places
- CEN/TR 13201-1: Road Lighting – Part 1: Selection of Lighting Classes
- CIE – Guidelines for Minimising Sky Glow
- Royal Commission on Environmental Pollution – Artificial Light in the Environment.

As discussed in section 1.2.3, the site has been classified as Environmental Zone E4. As such, all lighting in the area should conform to the limits identified for an E4 site within the ILP Guidance Notes for the Reduction of Obtrusive Light. Limits for each Environmental Zone are set in terms of:

- Permissible maximum upward light %;
- Illuminance into windows;
- Source intensity; and
- 'building luminance' which sets upper values for decorative lighting of any structure, statue etc.

Particular care shall be taken in designing lighting near to any sensitive receptors identified. For the Yeovil Town Centre Refresh, this will include minimising light intrusion into windows.

The town centre is targeting a Purple Flag Status as part of the Yeovil Town Centre Refresh. The Key Performance Indicators of the Purple Flag assessment related to lighting are Crime and Anti-Social Behaviour, Footfall, Perceptions and Patronage.

Improved lighting will help to reduce crime and anti-social behaviour by improving facial recognition and providing clearer CCTV images. It will also increase footfall, perceptions and patronage at peak night economy times by creating a safe, welcoming and interesting environment for town centre users.

All luminaires and lighting equipment should be placed as discreetly and concealed as practical, and cause no danger to the public through inconsiderate placing. All equipment should be vandal-resistant and mechanically, electrically and thermally safe.

A cost exercise shall be undertaken for all lighting proposals to ensure that good quality fittings are chosen whilst maintaining affordability.

5. Lighting Strategy

LIGHTING HIERARCHY

The lighting hierarchy looks to inform the lighting design for each user area within the town centre.

User Areas	Features	Illumination Requirements
Pedestrian only areas	Pathways, shop entrances and street furniture.	Illuminated to the lux and uniformity requirements for correct P class as per BS EN 13201-2.
Vehicle areas	Roads and parking areas.	Illuminated to the lux and uniformity requirements for correct P/M class as per BS EN 13201-2.
Conflict Areas	Junctions, turning areas, traffic light areas, crossings and loading bays.	Areas that may require extra illumination due to difficulty of task or increased visual acuity requirement. Illuminated to lux and uniformity requirements for correct C class as per BS EN 13201-2.
Special Feature Areas	The Bandstand, The Borough, the War Memorial and other key orientation or heritage features.	Areas to highlight architectural, heritage or key orientation features. Illuminated in line with general guidance given in CIBSE Lighting Guide 6: The Exterior Environment.



Figure 5.1 – Proposed Lighting Hierarchy Plan

KEY	
■	Pedestrian only areas
■	Vehicle only areas
■	Vehicle conflict areas
■	Feature areas

5.3 Lighting Opportunities

The following lighting opportunities shall be considered throughout the design process and incorporated where feasible.

SAFETY AND SECURITY

Lighting can play an important role in reducing night time crime and vandalism; reducing accidents and making the town centre users feel safe. The design should ensure appropriate levels of illumination to identify potential hazards and highlight conflict areas to keep people safe and prevent accidents.

Modern, improved quality lighting provides good colour rendering to aid facial recognition and provide clearer CCTV images; this can act as a deterrent against crime and anti-social behaviour.

ACCESSIBILITY

The town centre public realm should be accessible for users of all ages and abilities.

Users with mobility scooters, wheelchairs, walking aids and pushchairs should be able to move through the public realm easily without street clutter limiting movement. To facilitate this, luminaires should be positioned outside of main thoroughfares.

Steps, ramps and changes in level should be well lit to avoid accidents.

Illuminance levels should be as uniform as possible to provide greater legibility after dark to assist with orientation and movement. The use of lighting as part of a wider wayfinding strategy should be considered as this can help individuals with varying cognitive abilities to intuitively navigate through spaces.

SUSTAINABILITY

Modern, LED technologies can provide a greater energy efficiency which will help to reduce the overall carbon footprint of the town.

Areas should not be over lit, with lighting directed towards the area of intent.

Lighting controls such as photocell detectors and passive infrared sensors could be employed to ensure that lighting is only switched on when necessary.

HEALTH AND WELLBEING

Human health, wellbeing and quality of life can be affected by obtrusive light. Common problems include excessive light intrusion into windows causing lack of sleep; and glare from high intensity lamps causing lack of visual perception due to large light differences within the visual field. It can also cause visual discomfort which can lead to impacts such as eyestrain and headaches.

In order to reduce negative impact to the health and wellbeing of residents and the public, lighting shall be directed towards the ground

Light intrusion into residential windows shall be assessed against the limits provided for the appropriate Environmental Zone within the ILP Guidance Notes for the Reduction of Obtrusive Light.

INTEGRATION INTO DESIGN

Lighting should be designed in an attractive form to appeal during both day and night time hours.

Architectural lighting should be considered in key locations to bring visual interest to spaces.

Structures created solely for lighting should not compete or overbeat other elements within the public realm. Lighting heights and mounting methods should be considerate of the scale and space of the street.

Tree canopy areas and projected tree growth should be taken into account when designing the lighting strategy.

5. Lighting Strategy

COLOUR

Typical street and amenity lighting falls within a colour temperature range of 2700°K, warm white light, to 4000°K, cool white light. The colour temperature of the public lighting systems should be suited to the individual environment; however, the colour temperature of adjacent fittings should be kept the same to maintain visual consistency.

A high-quality colour rendering index of Ra 80 or above should be used to ensure that colours look natural and accurate.

MOUNTING

Column lighting can provide a uniform spread of illuminance over wider areas such as walkways, roads and open areas.

Lighting mounted onto buildings can reduce the number of columns required. Any building mounted luminaires, fixtures or fittings should respect the heritage and design of the building.

The mounting height of equipment should be sympathetic to the height and width of the street.

Catenary lighting allows for an accurate and flexible design as luminaires can be positioned exactly where the light is required. Due to the height of installation, illumination can be uniform across wide spaces and reduce the need for columns which create visual clutter. The structural wires would also allow flexibility for event and festive lighting.

Ground recessed uplighter fittings can provide visual interest to building facades, architectural elements and landscaping elements. Lower intensity fittings which are well shielded and properly directed should be chosen when specifying fittings of this type as to not cause unnecessary obtrusive glare or contribute to upward sky glow.



6. Wayfinding and Signage Strategy

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6.1 Overarching Principles

The overall aim of the way-marking and signage strategy is to establish a legible and well interpreted place, where visitors are provided with adequate wayfinding and visitor information to enable and encourage them to explore the Yeovil town centre on foot and on bike, and interpretive information that adds to the richness of the experience.

However, the aim should not be to spoil Yeovil's streetscapes by over-signing and so in general, the aim should be to keep the number of wayfinding elements to a minimum located within key gateway and nodal points.

The main objectives of the wayfinding and signage strategy can be summarised as;

- To create a high-quality signage style used in wayfinding and interpretation that is distinctive and appropriate to Yeovil.
- To develop signage that is suitably robust in order to withstand the outdoor environment.
- To implement signage that is easy and cost effective to update over time, where it is anticipated that this will be required.
- To establish a holistic approach to wayfinding that includes consideration of landmarks and orientation points in the public realm.
- To consistently apply the wayfinding signage suite to the public realm framework in order to reinforce the hierarchy of routes and improve legibility.
- To prevent over signing of wayfinding elements in the public realm
- To present interpretation signage that is legible (including those with visual impairments), visually appealing, well written and relevant to a broad audience.
- To consider how flexibility to technological advancements can be built in to wayfinding and signage over time.

6. Wayfinding and Signage Strategy

6.2 Existing Wayfinding Strategy / Locations

Existing wayfinding takes the form of finger posts that have been located within the town centre over time. Many of these have an over-allocation of information that has become confusing to visitors.

There is also a proliferation of additional signage (including road signage) that adds unnecessary street clutter within the town centre, which should be removed or minimized through the public realm enhancements.

Key pedestrian routes into the town centre from beyond Queensway and Reckleford are poorly signed at present, leading to an unclear arrival into the town centre.

There are some recent examples of signage linked with the Quedam Shopping Centre, that offer effective wayfinding maps and information monoliths. These are more intuitive and clearer to visitors.



Common Finger Post



Country Park entrance signage



Quedam Shopping Centre



Quedam Shopping Centre



Public Information Board



Street Names

6.3 Proposed Wayfinding Strategy

A range of wayfinding signage elements are needed to provide the right amount of information and these should be used in the right locations. The information below sets out a hierarchy of signage elements along with details of materials to be used and signage character.

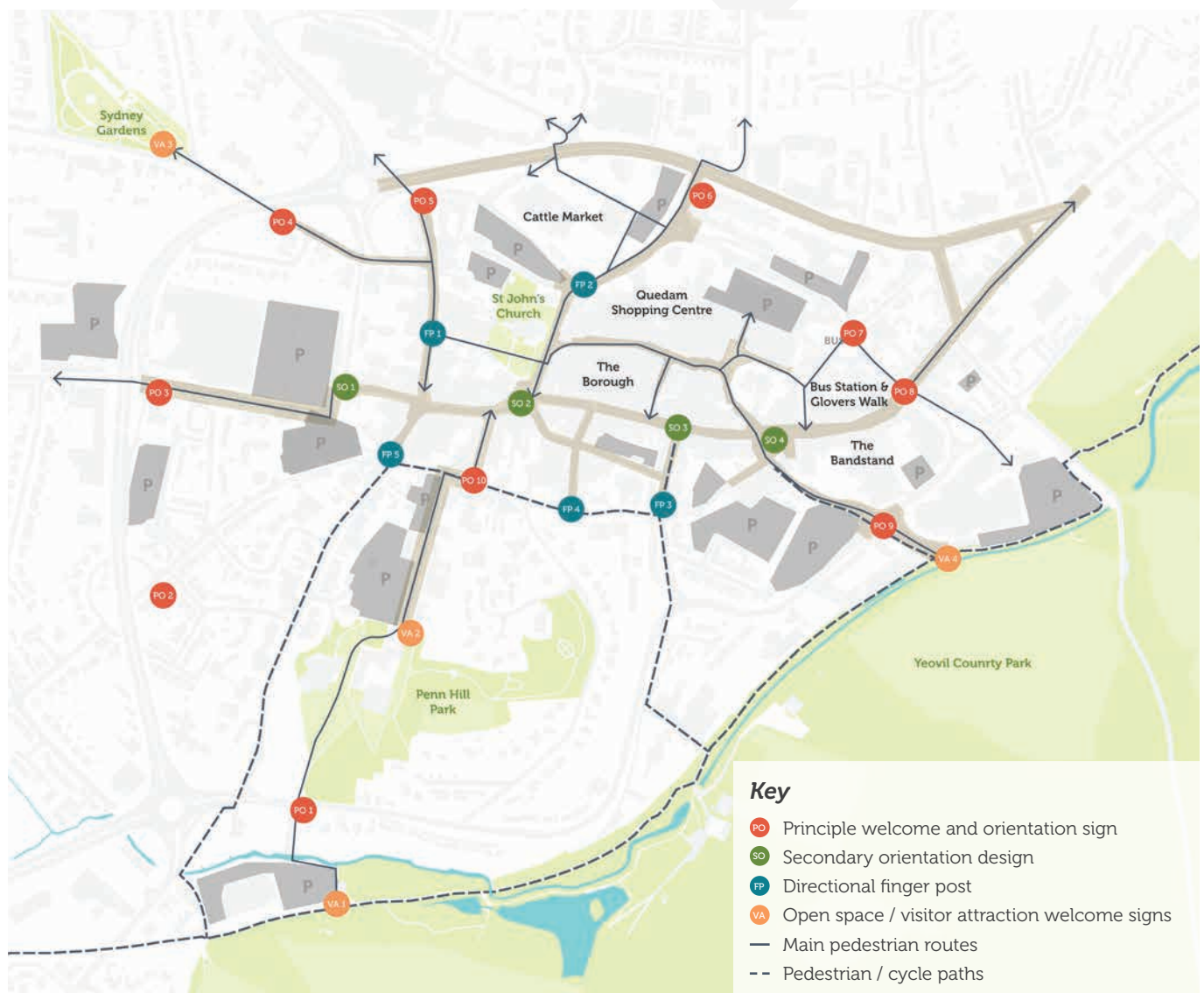
The guidelines provided within the wayfinding strategy are intended to set key principles and parameters. The individual content of each sign will be subject of a detailed design exercise.

The location of wayfinding and signage as part of the proposed strategy is shown below (Figure 6.1).

The design of any signage concepts will consider any requirements relating to the Disability Discrimination Act (DDA) relating to signage communications.

These may include (but not limited to):

- Size of typefaces, which will follow BSI/ISO recommendations for type size specifications.
- Typographic style, which will follow any recommendations for height to width ratios of individual characters, and their horizontal and vertical spacing.
- Colour contrast, which will be considered to ensure legibility.



6. Wayfinding and Signage Strategy



Principal Welcome and Orientation Sign

- These are located at key pedestrian gateways on key walking routes.
- These are the largest signs and should be located where there is most space for people to gather.

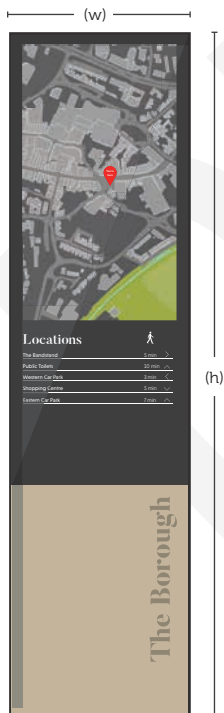
Materials

- Glass
- Resin-backed Vinyl
- DB703 Powder-coated Metal Frame
- Local Stone (e.g. Hamstone)
- Iroko Wood

Dimensions

- Height (h): 1750mm
- Width (w): 625mm

Figure 6.2 – Principle Welcome & Orientation Sign



Secondary Orientation Sign

- These are the preferred town centre wayfinding sign and are located at key orientation and nodal points.
- These narrow and tall signs can be accommodated on streets and will display map-based wayfinding information, as well as directional information and walking time contours.
- These signs should be located up against building lines on streets or within multi-functional zoned so as not to impede flow and also so that they can offer useful directional information.

Materials

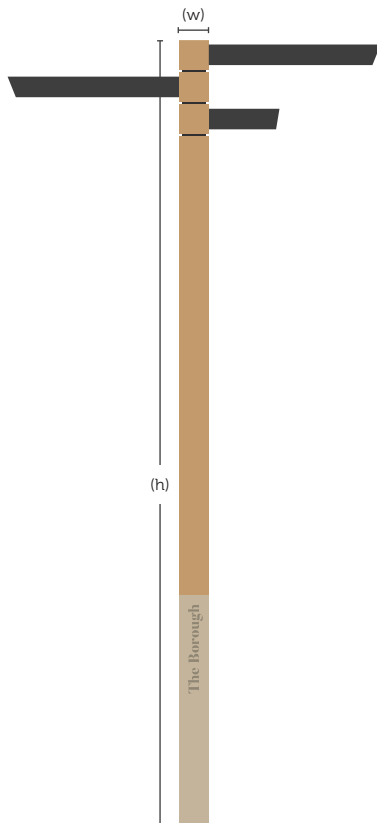
- Glass
- Resin-backed Vinyl
- DB703 Powder-coated Metal Frame
- Local Stone (e.g. Hamstone)

Dimensions

- Height (h): 1750mm
- Width (w): 450mm

Figure 6.3 – Secondary Orientation Sign

Please note, the details in the tables above do not represent the final specified materials. Those mentioned are only indicative for this proposed signage concept.



Directional Fingerpost

- These should be used sparingly within the town centre core.
- Generally, these are located at a limited number of locations at minor intersections/ orientation points, where it is considered space will be limited or where a Principal Welcome or Secondary Orientation are proposed nearby.
- These are also located to confirm direction along linear routes.

Materials

- DB703 Powder-coated Metal Frame
- Local Stone (e.g. Hamstone)
- Iroko Wood

Dimensions

- Height (h): 2400mm
- Width (w): 75mm

Figure 6.4 – Directional Finger Post



Open Space/Visitor Attraction Welcome Sign

- These are located at the main entrances to parks and open spaces within the town centre (at Yeovil County Park, Sydney Gardens and Penn Hill Gardens).

Materials

- Resin-backed Vinyl
- DB703 Powder-coated Metal Frame
- Local Stone (e.g. Hamstone)

Dimensions

- Height (h): 1050mm
- Width (w): 1500mm

Figure 6.5 – Open Space / Visitor Welcome Sign

Please note, the details in the tables above do not represent the final specified materials. Those mentioned are only indicative for this proposed signage concept.

7. Materials and Specification

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7.1 Paving and Surfacing

The paving palette is designed to respond to the existing vernacular and materials palette within the town centre and seeks to enhance the public realm setting further. Any materials used within adopted highways should aim to comply with the Somerset County Council's existing highway standards. Any deviation from the standards should be agreed with the County Council in advance.

All paving should be sourced from sustainable and recognised sources. Where historic natural stone surfacing exists, this should be retained. Consideration should only be given to repaving existing natural stone surfaces if accessibility becomes an issue.

The surfacing materials tables on the following pages provide details of the surfacing materials which may be used within the town centre. Different options are provided for the various applications within the public realm including key spaces and streets.

Paving designs may comprise single materials or combinations of materials where required.

Paving and Surfacing Materials – Setts

Material	Use / Application	Sizes	Colour / Finish
Setts			
Forest Pennant or Yorkstone Setts	Preferred base material within Key public spaces and footpaths within town centre core	A choice of 400x200 300x200/300x150 /200x100mm or as appropriate for application. Depth to be adequate for loading class.	Buff or Grey Diamond Sawn and smooth finish
Granite Setts	Alternative base note to Key public spaces and footpaths		Yellow/Buff mix Diamond sawing in Fine picked finish
Porthyr Setts	Contrast strips and accent paving areas within Key public spaces		Red/Pink Diamond Sawn in flamed or fine picked finish
Blue Lias Limestone	Contrast strips and accent paving areas within Key public spaces		Blue/Grey Diamond Sawn and smooth finish
High Quality Concrete Modular Paving	Within footways and public realm areas to secondary streets. To be used where the budget for natural stone is unavailable within the town centre core.	A choice of 400x200 300x200/300x100 /200x100mm or as appropriate for application. Depth to be adequate for loading class.	Exposed natural stone aggregate finish. Buff/cream base notes and red/brown or dark grey accent areas. Grey multi-mixes not to be used.



Blue Lias Paving



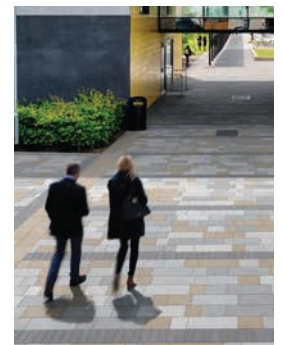
Yellow Granite Sett Paving



Forest Pennant / Yorkstone Sett Paving



Porthyr Setts



High Quality Concrete Modular Paving

7. Materials and Specification

Paving and Surfacing Materials – Tactile Paving Flags

Material	Use / Application	Sizes	Colour / Finish
Tactile Paving Flags			
Natural stone tactile (must comply with Department for Transport's current standards)	Uncontrolled crossings and hazard warning within key spaces and streets within town centre core.	400 x 400 x minimum 100mm (thickness must be adequate to withstand vehicle overrun)	Material to compliment surrounding natural stone paving.
Standard buff reinforced concrete blister and hazard warning	Uncontrolled crossings within secondary streets and spaces within town centre	400 x 400 x 65mm (for blister tactile), 50mm thick for other hazard warning tactile	N/A
Standard red fibre reinforced concrete blister tactile	Controlled crossings on Streets. To be restricted within the town centre core.	400 x 400 x 65mm	N/A



Natural Stone Tactile Blister Paving

Buff or Natural Colour Concrete Tactile Blister Paving

Red Colour Concrete Tactile Blister Paving

Paving and Surfacing Materials – Flag Paving

Material	Use / Application	Sizes	Colour / Finish
Flag Paving			
Forest Pennant or Yorkstone setts	Preferred base material within Key public spaces and footpaths within town centre core	600 x 600mm or random length as appropriate for application. Depth to be adequate for loading class.	Buff or Grey Diamond Sawn and smooth finish
Blue lias Limestone	Contrast strips and accent paving areas within Key public spaces		Blue/Grey Diamond Sawn and smooth finish
High quality Concrete flag paving	Within footways to secondary streets. To be used where the budget for natural stone is unavailable within the town centre core.	600x600x50mm or 600x450x50mm	Conservation textured in Harvest Buff or alternative textured Buff/Natural colour finish



Blue Lias flag paving

Forest Pennant/Yorkstone flag paving

Concrete flag paving

Paving and Surfacing Materials – Carriageway Materials

Material	Use / Application	Colour / Finish
<i>Carriageway Materials</i>		
Resin bonded surface dressing or coloured asphalt	Footways within secondary street types within the town centre	Buff
Anti-skid surfacing or coloured asphalt	To carriageways within the town centre core	Buff
Tarmacadam (40mm AC14 close surf 100/150)	Carriageway and footways to secondary street types	



Asphalt



Coloured Asphalt



Resin-bonded Aggregate / Anti-skid Surfacing

Paving and Surfacing Materials – Kerb & Channels

Material	Use / Application	Sizes	Colour / Finish
<i>Kerb & Channels</i>			
Natural stone kerb (Flush/25mm upstand)	Kerbs within town centre squares and Principal Pedestrian streets (pedestrianised & semi-pedestrianised)	150/300mm wide x random length Kerb height to be appropriate for intended upstand	Silver Grey Granite or yorkstone as appropriate to paving scheme
Concrete Conservation kerb (Flush/25mm upstand)	Kerbs to Semi-pedestrianised & Historic Streets where a cheaper alternative to natural stone is required.	255x205x915mm and 63x150x915mm (Edging)	Silver Grey
Concrete bus kerb	To bus stop bays in the Borough	As required	Silver to match surrounding kerb types
Standard concrete kerbs (HB2 with 125mm upstand)	Kerbs to Secondary Street types. Not to be used within the town centre core.	To BS EN 1340:2003	N/A



Natural stone kerb



Concrete Conservation kerb



British standard concrete kerb

7. Materials and Specification

7.2 Laying Type

All paving build-ups must be designed by a suitably qualified Engineer who must provide evidence of compliance with the requirements of BS 7533 or accredited replacement for this standard.

Rigid Pavements

Laying of Natural Stone should use a BS 7533 compliant mortar system, which consists of a bedding mortar, priming and bonding mortar and slurry jointing mortar laid upon a concrete road base or supporting structure.

Bedding, priming and jointing of modular paving (including natural stone) must comply with the requirements of BS 7533.

To achieve a bond strength of greater than 2N/mm^2 stipulated in BS 7533 a priming agent must be used between the paving element and the bedding mortar.

For heavily trafficked environments, or where recessed manhole covers are used, a high strength resinous mortar is required. High performance resinous mortar should also be used for water features.

Flexible Pavements

The use of modular concrete block paved finishes may be specified as flexible pavements.

The structural capacity of flexible pavements is attained by the combined action of the different layers of the pavement.

Build up of flexible layers are to be in accordance with Somerset County Council Highways requirements. Where full construction is required then foundation thickness (sub-base & capping layer) is to be based on in-situ CBR values.

Block Paved surfaces to be laid on 50mm sand laying course and 150mm type 1 in accordance with Somerset County Council Highways requirements.

Further Guidance

BS EN – 13108 – Bituminous mixtures – Material specifications, Asphalt concrete

BS 7533-13:2009 Pavements constructed with clay, natural stone or concrete pavers

Design Manual for Road & Bridges CD236 Surface Course materials for construction

Estate Roads in Somerset Specification construction notes

7.3 Road Markings

The surfacing materials tables on the following pages provide details of the surfacing materials to be used within the town centre. Different options are provided for the various applications within the public realm including key spaces and streets.

Road markings act as a visual detractor in the public realm. The following principles should be employed to minimise their impact whilst providing clear instructions to traffic.

- In collaboration with the Somerset County Council's highways department, road markings should be kept to a minimum across Yeovil town centre.
- Where future changes to street designs remove the need for road markings, traffic regulation orders should be introduced to cover these streets.
- Any required road markings to be in Thermoplastic material to be BS 3262:1989

7.4 Service Covers

Service covers should be aligned with paving to deliver a coordinated finish. The use of recessed covers allowing paving infill should be used where possible to provide paving continuity.



Paving infill cover



7.5 Drainage

Efficient, well integrated and unobtrusive drainage design is an essential component of any high-quality public realm scheme.

All drainage within adopted highways areas must be designed and agreed with the Somerset Council highways department. In particular the size and locations of new surface drainage outlets need to be discussed and agreed with the council.

EXISTING DRAINAGE

The existing drainage network through Yeovil High Street consists of a Wessex Water combined public sewer. This sewer receives surface water run-off from the High Street pedestrian and carriageway hardstanding areas, as well as foul discharge from the adjacent shops. The lower section of the High Street includes a dedicated public surface water sewer consisting of a 1050mm pipe and a 1200x1500 culvert. New SuDS systems connected to the existing combined system will need to consider the use of non-return valves to prevent foul flows from entering SuDS components such as tree pits and bio retention systems.

DRAINAGE OF FOOTWAYS

The general aim should be to drain water from footways onto carriageways or areas of soft landscape, using a minimum gradient of 1:60. within open spaces and 1:40 gradient for footpaths. The principle of draining onto carriageways can be successfully employed in all instances where a traditional kerb upstand is used, which will guide the water to road gullies.

All building down pipes should continue into the ground and connect with the existing Wessex Water combined/surface water sewer.

Generally, gullies located in footways should have galvanised steel flush grates with fixed hinges. Grates must be specified that are suitable for anticipated loading. All drainage gratings/chamber covers to be to D400 specification where vehicle loading is anticipated and should be in accordance with BS EN 124.

In order to be DDA compliant slots within the grate should be no wider than 13mm and the grate should be orientated to be at right angles to the main pedestrian flow.

For accessibility reasons dished channels should not be used.

LINEAR DRAINAGE SYSTEMS

Linear slot or pave drain system may be used within the public realm where a discrete finish is desired and is approved by the County Council Highways department.

Linear slot drains should not be used where there is a risk of soil or other debris washing into the drain, as this narrower type of channel is liable to block-up.

The use of natural stone pave drain products may be used in areas where natural stone paving is used and should match the specification of surrounding paving.

Linear slot or channel drains must be specified that are suitable for anticipated vehicle loading and accord with BS EN 124.

The use of bespoke linear drainage grilles may be considered within key town squares where a distinctive and high-quality design language is required.

SUSTAINABLE URBAN DRAINAGE (SUDS)

The use of Sustainable Urban Drainage (SUDs) systems should be incorporated wherever practicable to manage the quantity of surface water run-off, improve water quality, offer amenity and support biodiversity.

This may principally comprise the use of SUDs tree pits, where surface water run-off is directed into underground storage cells which regulate and reduce discharge rates.

The use of bio-retention planting beds may also be used, which are able to absorb surface water run-off from surrounding paving areas.

Surface water run-off may be directed into areas of new planting through linear drainage connections and inlet kerbs.

Where these systems are used it will be required to carefully select species types, which are tolerant to water.



Natural stone pave drain slot



Slot drain



Threshold drain



Decorative or artist designed linear drainage



7.6 Street Furniture

This public realm strategy promotes the use of street furniture palettes that are distinctive to Yeovil and which can be consistently applied to the town centre, to reinforce a sense of quality and identity that clearly sets Yeovil apart. A wide range of street furniture elements are found within Yeovil at present, resulting in an inconsistent street furniture palette. The proposed palettes seek to unify the character. Street furniture types are dealt with in the following pages.

SEATING

Siting

In siting seating (seats and benches) it is important to carefully consider key locations for seating opportunities, so as not to litter the public realm with empty seats. Seating should be provided at the busiest points of pedestrian activity.

- Generally, seats should be located within the designated multi-function zones within streets (as illustrated in the street typologies figure 3.5) at points of interest or nodal gathering locations.
- The aim should be to provide sheltered seating opportunities and seats in both shaded and sunny areas.
- Avoid locating seats too close to litter and dog bins.
- Space should be provided to accommodate wheelchairs next to seating and also allow space for circulation around elements
- Seats should be provided as resting points at regular intervals along well used routes (i.e. every 50m).
- Avoid locating seats in areas where they might cause an obstruction to other services/facilities (i.e. in front of information boards).

As well as locations for formal seating, in the design of routes and spaces, informal seating opportunities should be created. These could be in the form of seating steps, low walls or raised seating planters. These types of informal seating supplement formal provision and provide additional capacity at busy times, such as during events.

Fixing

Seats and benches should be root fixed (below ground) to provide a seamless tie-in with surrounding paving areas. Where solid concrete of monolith type seating is used these should rest upon the paving surface and adequate foundation.

General Design Requirements

There are a number of general requirements that all seating should conform;

- Seating products shall be applied in families which are complementary to one another and should reflect a contemporary and robust style.
- Shall be composite galvanized steel and powder coated to a specified RAL colour or brushed grade 316 stainless steel with FSC hardwood timber; or pre-cast smooth finished concrete.
- Seating should include backrests and armrests to support and assist users.
- Single sided benches should not be used within the within the town centre core. In these locations, double sided or open sided seating should be preferred to maximise usage.
- Shall include anti-skateboard devices appropriate to location.
- Concrete seating units will be of sufficient weight to resist movement.
- Bespoke seating design may be considered within the town centre core where it is combined with other street furniture such as planting islands or seating steps.
- All seating to meet DDA requirements.

OPTIONS FOR SEATING WITHIN THE TOWN CENTRE CORE

Product (or similar approved)	Materials / Finish	Sizes	Use
Bespoke seating steps	High quality pre-cast concrete with acid etched or natural stone finish	Min 500mm width x 450 – 550mm height	To be used within town centre key squares of the Borough and Bandstand where appropriate.
Bespoke or Modular raised seating planters	Pre-cast concrete, natural stone, steel or hardwood timber components	Varies dependent on design. However, seating element to be a min 500mm width x 450 – 550mm height for seat x 700mm perch height.	To be used within pedestrianised and semi-pedestrianised streets within the town centre core and key town centre squares.
Bailey Streetscene Double Sided Woking Seat	Galvanised and powder coated steel frame with hardwood slats	L:3000mm x D:1280mm x H:894mm	Town centre core streets and spaces where double sided seating can be accommodated.
Streetlife Long & Lean bench	Galvanised steel frame with hardwood slats	L:3230mm x D:890mm x H:770mm	Town centre core streets and spaces where double sided seating can be accommodated.
Bailey Streetscene Medway Seat	Pre-cast concrete with hardwood seat (Optional)	L:2000mm x D:1000mm x H:450mm	Town centre core where a flexible and robust seat is required.



Example of a raised seating island



Example of a raised seating planter



Precast concrete or natural stone seating steps



Bailey Streetscene Double sided Woking Seat



Streetlife Long & Lean bench



Bailey Streetscene Medway Seat

7. Materials and Specification

OPTIONS FOR SEATING WITHIN THE WIDER TOWN CENTRE PUBLIC REALM AND GREEN SPACES

Product (or similar approved)	Materials / Finish	Sizes	Use
Bailey Streetscene Retiro Seat	Iron frame with hardwood timber slats	L:1800mm x D:550mm x H:850mm	Within Green spaces and wider town centre areas where seating is required
Furnitubes Railroad Inline Seating & Tables	Galvanised and powder coated steel frame with hardwood slats	Varies dependent on design.	Modular seating system to be used within Green spaces and wider town centre areas where contemporary seating is required
Furnitubes Glenham seat	Teak	L:1795mm x D:645mm x H:900mm	Green spaces where a classic design is required within a sensitive and historical setting.



Bailey Streetscene Retiro Seat



Furnitubes Railroad Inline Seating



Furnitubes Glenham Seat

BOLLARDS

Siting

As part of the overarching principle to minimise street clutter, the use of bollards should be minimised and only used where there is a significant requirement on safety or security grounds.

In many instances, it will be possible to use other items of street furniture, such as seats, lighting and street tree planting to perform the same task.

Where bollards are used within adopted highways, they will be required to meet the relevant Highways standards and typically be spaced at 1200mm as a minimum. They should be located 450mm behind the front edge of the kerb line.

Consideration should be given to using a bollard of the appropriate size and type for its setting and use.

Design

- Generally, bollards should be root fixed into concrete. A square root is preferred where the bollard is to sit in paving (a round root would work better in tarmacadam).
- Surface fixing using a base plate should only be specified where there is a need to retain existing surfacing or where there are below ground constraints.
- Consideration should be given as to whether there is a need for an 'anti-ram' specification (to prevent any attempt at vehicle overrun), which would consist of a reinforced steel core and extended root. Timber bollards should not be used where an anti-ram specification is required.
- Removable bollards should be used where occasional access is required
- Automatic rising bollards are to be avoided due to ongoing maintenance issues.
- It is essential that all bollards either contrast in tone to their surrounding context/surfacing or incorporate a visibility band.
- The use of stainless steel, ferrocast, cast iron and timber bollards may be considered but must coordinate with the surrounding street furniture palette to develop a consistent design language.

Product (or similar approved)	Materials / Finish	Sizes	Use
Stainless steel banded bollard	G316 satin polished stainless steel with reflective bands	115 or 140mm diameter bollard with 1000mm above ground	Within the town centre core and key spaces
Woodscape Hardwood Timber Bollards	FSC Certified Hardwood	150mm square profile 1000mm above ground	Within town centre green spaces or within the public realm where appropriate



Stainless steel bollard



Steel low bollard



Timber bollard



Bespoke timber bollard

7. Materials and Specification

CYCLE PARKING

Cycle stands should be provided in areas with good natural surveillance and/or CCTV surveillance and located at key arrival and nodal points within the town centre.

Cycle stands should be located in the multi-function zones identified within the street designs (refer to figure 3.5) in groups of three, as a minimum and should be positioned so as not to impede pedestrian movement when the stands are being used.

The provision of electric cycle (and scooter) points should be considered as part of public realm designs to ensure that future trends are accounted for. The use of electric bike and scooter hire schemes and sustainable modes of transport are becoming increasingly popular and it is important that Yeovil's public realm is able to adapt to changes in sustainable transport.

Design

- Generally, cycle stands should be root fixed into concrete.
- Cycle stands should be spaced at 1000mm centres and with adequate free space to ensure cycles do not overhang carriageways or footways.
- Sheffield cycle stands in G316 stainless steel should be used within the core of the town centre.
- Galvanised steel polyester powder coated in black to be used in wider town centre areas.

Product (or similar approved)	Materials / Finish	Sizes	Use
Sheffield Cycle Stand	Stainless Steel Grade 316	800mm (H) x 715mm (W)	To be used with the core of the town centre.
Sheffield Cycle Stand	Galvanised & Polyester powder coated or Duracast Polyurethane finished in a specified RAL colour	800mm (H) x 715mm (W)	To be used within secondary areas within the town centre.
Bailey Streetscene Multiplicity Cycle Stand	Aluminium with timber	611mm (L)x 152mm (D)x 910mm (H)	To be used where cycle stands are used within key squares within the town centre core.



Sheffield cycle stand in stainless steel



Sheffield cycle stand in galvanised & powder coated finish to specified RAL colour



Bailey Streetscene Multiplicity cycle stand

LITTER BINS

Litter bins must be carefully located where they are most needed, close to seating areas and key spaces, bus stops and take-away food and drink outlets. The number and capacity of bins should respond to the expected levels of use.

Bins should be located within the specified multi-functional zone as specified in street designs (see figure 3.5).

Litter bins used in Yeovil should encourage recycling through the provision of independent or combined recycling bins. Bins should also have an ashtray to enable collection of smoking litter.

Bins should be 'seagull proof' with flaps used to discourage pedestrians from using recycling compartments incorrectly.

Generally, unless space is limited all bins should have a capacity of at least 80 litres.

All bins should be bolted to a concrete base.

It is recommended that the addition of town centre crests or motifs are laser cutting to maintain a clean and uncluttered look.

The same family or product lines should be used where possible throughout the town centre to secure a consistent character.

All painted components of litter bins should share the same RAL colour, which is common to the surrounding street furniture palette.

Litter bin types suitable to Yeovil's public realm are shown below. Where possible, a single style should be selected for any given space to develop a cohesive appearance.

Product (or similar approved)	Materials / Finish	Sizes	Use
Broxap Derby Eros Litter bin	Galvanised steel and polyester powder coated to specified RAL colour.	115 Litres – 1100mm high x 500mm diameter	Town centre core
Furnitubes Zenith Litter bin	Galvanised steel and polyester powder coated to specified RAL colour.	90 Litres -1100mm high x 500mm diameter	Town centre core
Broxap Maelor Trafflex Turvy High Security Litter Bin	Plastic with stainless steel inner	90 Litres -1100mm high x 500mm diameter	Secondary or periphery areas of the town centre where a more economic product is required
Bailey Streetscene Deacon Litter Bin	Timber with Galvanised steel and polyester powder coated to specified RAL colour.	120 Litres -650x500x1000mm high	Green spaces
Bailey Streetscene Buffalo recycling bin	Zintec Galvanised steel and polyester powder coated to specified RAL colour.	240Litres -960x480x1030mm high	To be strategically located within Key nodal points within the town centre.



Broxap Derby Eros litter bin



Furnitubes Zenith stainless steel litter bin



Bailey streetscene Deacon litter bin



Broxap Maelor Trafflex Turvy High Security litter bin



Bailey Streetscene Buffalo recycling bin

7. Materials and Specification

TREE GRILLES AND GUARDS

- Tree grilles should be used for all trees planted within hard paving areas.
- Tree grilles should be installed level with the surrounding paving surfaces to eliminate the risk of trip hazards.
- The use of square or rectangular tree grilles is preferred to ensure more effective and robust tie-in with surrounding paving.
- The following tree grilles have been selected as suitable for use within Yeovil. Grilles should be fixed as per the manufacturer’s specification
- A consistent use of tree grille design should be used where possible to develop a consistent character within the public realm.
- Where trees are located in hard surfacing they should be planted as rootballed semi-mature specimens (20cm girth +), with a stem clearance of 2.1m minimum. The size of tree and use of underground guying will preclude the need for tree guards.

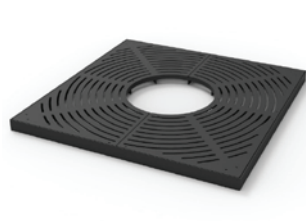
Product (or similar approved)	Materials / Finish	Sizes	Use
GreenBlue Urban Castle tree Grille	Galvanised steel	1200x1200mm	Heavy duty tray system allowing paving infill to match surrounding public realm. To be used within key town squares or within the town centre core where a discrete finish is required.
GreenBlue GBU ArboResin Precast tree grille	Galvanised steel and powder coated steel	1200x1200mm	To be used in streets and spaces where SUDs tree pit systems are proposed
GreenBlue Urban Themes tree grille	Galvanised steel and powder coated steel	1200x1200mm	To be used in secondary streets.
Streetlife Solid Grille Benches	Galvanised steel and powder coated steel with integral bench	1200x1200mm	To be used in public realm areas where seating opportunities considered beneficial.



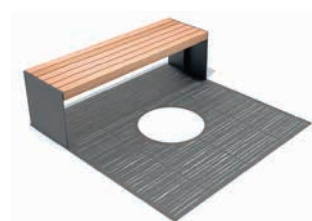
GreenBlue Urban Castle tree grille



GreenBlue Urban GBU ArboResin tree grille



GreenBlue Urban Themes tree grille



Streetlife Solid Grille Benches

PLANTERS

Permanent raised beds/planters

Raised planters may be considered where existing underground services preclude ground level planting within the public realm.

The location of permanent raised planters should be carefully considered and not impede pedestrian movements.

The preferred approach to provision of planters is that they should be bespoke and permanent features, which form an integral part of the design of new spaces within the public realm.

Consideration should be given to the provision of formal or informal seating in the design of permanent planters. It is recommended that all permanent planters be constructed from natural stone facing, which complements the surrounding paving character.

Modular raised planters could be considered, where their design and character compliments the public realm design.

Although it is anticipated that most permanent planters would be located in the town centre core this approach would also be appropriate in gateway spaces. The photographs opposite provide some examples.

The volume of the planter must be sufficient for the planting intended and must ensure good anchorage (otherwise a means of fixing must be supplied).

Portable Planters

Where there is a need for planters, but there is also a need for them to be moved to offer a more flexible space, high quality durable and portable planters may be incorporated into schemes.

Planters should be selected that are robust, easy to clean and utilise high quality materials, such as pre-cast concrete, plastic and hardwood. The following planters are considered suitable for use within the town centre.

Temporary Planters

Each year the council uses temporary planters and containers for seasonal bedding displays as part of 'Yeovil in Bloom'.

These should be located in coordinated locations on existing street light columns to avoid additional street clutter.

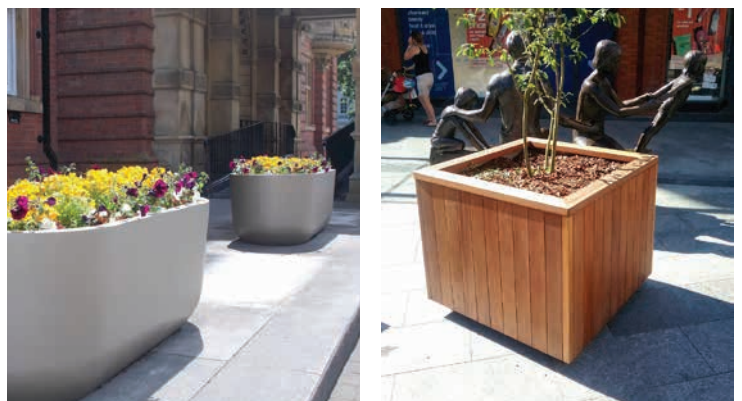
The following products show the types of containers considered suitable for use.



Examples of permanent raised beds / planters



Examples of Portable Planters



Examples of Temporary Planters

7.7 CCTV

CCTV cameras play an important role within Yeovil town centre in creating a sense of safety, as well as helping to police the public realm.

It is essential that operational requirements are considered from the outset in the design of CCTV systems. Component parts must be selected that are fit for purpose. The design of all CCTV systems must be approved by South Somerset County Council.

In order to reduce street clutter, CCTV units should be mounted on lighting columns and buildings, wherever possible, rather than on stand-alone columns.

Where CCTV cameras have to be mounted on stand-alone columns these should be located so as not to obstruct pedestrian access routes or block key views.

Cameras should be carefully located to ensure that they achieve maximum visual coverage and sited so they do not conflict with tree canopies or structures within the public realm which could block visibility.



CCTV camera mounted to building



CCTV cameras mounted to existing lighting column



Page 176
CCTV camera column to coordinate with street furniture palette

7.8 Accessibility

Public realm and street design should be carried out in accordance with current national and local accessibility policies and best practice. These factors must be considered from the outset, rather than requirements being applied retrospectively. The following provides design guidance on key principles as well as references to further information.

It is recognised that public realm enhancements will occur within the existing environment, which may present constraints in meeting all accessibility requirements. However, there will be an intent to attain best practice guidance wherever possible.

Level Changes

Where an access route has a gradient steeper than 1:60, but not as steep as 1:20, a level landing for each 500mm rise of the access route should be provided. Access routes on level ground should have resting places not more than 50m apart for people with limited mobility.

Level changes within the public realm should be at a maximum gradient of 1 in 20. Any steeper gradients should be designed as ramps and steps with handrails. Within new development, discrepancies in level between internal and external spaces should be made up inside the building, wherever possible.

Ramps

A ramp should have the lowest practical gradient within the range 1:20 to 1:12. No individual length of ramp should be more than 10m, or a rise of more than 500mm.

The width of ramp and landings should be consistent throughout and should not be less than 1500mm with a handrail on both sides.

Intermediate landings should be at least 1800mm with a maximum gradient of 1:60 along their length and cross fall of 1:40.

Steps

Dimensions for steps should be between 150-170 mm for the risers and 280-425mm for the going (tread). This should be consistent throughout the flight or series of flights.

No flight on an external stepped access route should contain more than 12 risers.

A stair should always be provided in addition to a ramp, unless the change in level is less than 300mm.

The width of a stair should be not less than 1200mm clear width between handrails. Where the width between handrails exceeds 1800mm, the stair should be divided into two or more channels with a distance between handrails no less than 1000mm.

Each step nosing should incorporate a permanently contrasting continuous material for the full width of the stair on both the tread and the riser. The material should be 50 mm to 65mm wide on the tread and 30 mm to 55 mm on the riser.

A level landing should be provided at the top and bottom of each flight of steps of a minimum 1200mm length.

To give advance warning of a step, 800mm tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight.

Handrails

A handrail should be provided on each side of a ramp or stair flight throughout its length (including intermediate landings)

The top of the handrail should be between 900-1000mm from the surface of the ramp or line of the stair and between 900-1100mm from the landing.

Consideration should be given to the use of a second handrail installed with its top surface 600 mm from the ramp surface or pitch line to assist children and those with a short stature. Where necessary, structural guarding should be provided of sufficient height to prevent a child falling if they climb on the handrail.

The handrail must be easy and comfortable to grip and provide adequate resistance to hand slippage. Suitable profiles include circular or oval. A handrail with an oval profile should have dimensions of 50 mm wide and 39 mm deep. The profile should have rounded edges with a radius of at least 15 mm. Any circular handrail should have a diameter of between 32 mm and 50mm.

7. Materials and Specification

The material selection for handrails be selected for robustness and resistance to vandalism. There will be a preference for G316 stainless steel, Hardwood timber or galvanised and powder coated steel.

Handrails should be terminated horizontally at least 300 mm beyond the start and finish of the ramp/stair and designed so that they do not catch clothing.

Tactile Paving

The use of tactile paving shall be in accordance with the current DfT guidance on the use of tactile surfaces.

Tactile paving must be well designed and implemented to ensure seamless integration with the surrounding public realm. Within the town centre core, the use of natural stone finishes, metallic studs or complimentary paving finishes should be explored where possible and their use is consented.

Elsewhere, signal controlled pedestrian crossing points should use red blister paving unless deviation from this is consented. All other types of tactile paving (including blister paving at uncontrolled crossing points) should avoid red and provide a sufficient contrast with surrounding materials.

Further Guidance

- BS 8300-1:2018 Design of an accessible and inclusive built environment. External Environment – Code of Practice.
- DfT - Guidance on the use of tactile paving surfaces, December 2005 (updated June 2007)
- Inclusive Mobility : A guide to best practice on access to pedestrian and transport infrastructure DfT 2005.
- Access to and Use of Buildings, 'Approved Document M', Building Regulations 2010, published 2015.

7.9 Trees and Planting

Trees and other ornamental planting within urban environments offer a number of benefits that improve the visual and environmental quality of the public realm. However, new planting should only be undertaken where it would make a positive contribution to the public realm and where adequate maintenance can be provided to keep it in good upkeep.

EXISTING TREES

There are a limited number of trees currently found within Yeovil's town centre public realm. The mature trees that are found tend to be associated with key spaces within the Borough and St. John's Church precinct and King George Street. These species comprise London Plane (*Platanus x hispanica*), Birch (*Betula pendula*), Common Lime (*Tilia x europaea*). There are also small groups of mature street trees within parts of Middle Street – these comprise Alder and Silver Birch.

There are very few street trees present within the streets within the town centre.

It is recommended that the town centre's existing trees are evaluated on their individual merit to determine whether they should be retained, removed or replaced. Consideration should be given to their current appearance, age, condition

and future management implications (particularly where they are close to buildings). Existing trees should be retained, wherever possible, where they add value to the public realm.

However, where significant public realm enhancement proposals would be compromised by existing tree constraints, selective removal should be considered as appropriate if the replacement trees can be provided as mitigation or where the resulting benefits outweighed any loss.



Picture of existing trees

Benefits of Urban Trees

There are a number of benefits associated with street tree planting. These are illustrated below.



A 10% increase in urban green space can postpone the onset of health problems by up to 5 years.



Students who have a green window view recover from mental fatigue faster and thus pay attention for longer.



Research has indicated that a 10% increase in tree canopy was associated with roughly a 12% decrease in crime.



Particulate levels on tree-lined streets can be up to 60% lower than those without trees.



Many species of wildlife depend on trees for habitat. Trees provide food, protection, and homes for many birds and mammals.



A series of international third-party studies have shown that trees can increase property prices anywhere from 5% to 18%.



There is up to a 24% reduction in particulate matter near a mature tree.



Trees can help reduce stormwater runoff. For every 5% of tree cover, stormwater runoff is reduced by 2%.

Source: GreenBlue Urban

7. Materials and Specification

LOCATING TREES WITHIN THE PUBLIC REALM

Trees should only be planted where it is appropriate and consideration should be given to the following factors that will influence siting:

- Adequate space for mature canopy and roots
- Natural surveillance/position of CCTV cameras
- Impact on night-time lighting levels
- Views of important and attractive building facades
- Underground services (in important locations and where budget allows consideration should be given to rerouting and grouping services in ducts).
- Proximity of vehicle and pedestrian routes

Generally, street trees should be coordinated in avenues or consistent lines within the street within dedicated multi-functional zones. The use of specimen trees that provide gateway features or focal points within the public realm should be carefully sited at gateways or to terminate key views.

Street Trees

Many of the streets within Yeovil's town centre lack tree planting. The use of street tree planting along these routes would help improve the quality of the streets for pedestrians in particular, creating attractive vistas and encouraging visitors to explore further afield. The use of suitable upright small/medium tree species, which can tolerate planting in urban environments, should be used in these locations. A selection of suitable street tree species are provided below.

STREET TREES

Species	Height/Spread	Form & Features
<i>Tilia cordata</i> (Greenspire)	10-15m+ height	A medium sized compact pyramidal tree suited to urban street planting. The use of <i>Tilia x euchlora</i> may be considered where aphid drop needs to be avoided.
<i>Pyrus calleryana</i> 'Chanticleer' (Callery Pear)	10-15m height	Medium sized tree with a conical crown suitable for urban street planting. Exhibits white flowers in spring and good autumn colour.
<i>Platanus x hispanica</i> (London Plane)	20m + mature height.	Large tree for use in avenues where there is sufficient space to grow. Bark Interest.
<i>Quercus palustris</i> (Pin Oak)	Up to 20m height	Medium size pyramidal tree for use in avenues. Good Autumn colour.



Tilia cordata 'Greenspire'



Pyrus calleryana



Platanus x hispanica



Quercus palustris

Specimen Trees within Gateways and Spaces

Ornamental tree planting should be planted within key spaces and gateways to announce arrival points and emphasise a change in character of the public realm. Species should generally be consistently used and will be selected for their distinctive colour, form or blossom. A selection of suitable street tree species are provided below.

Tree Planting within Surface Car Parks

Commonly surface car parks within the town centre are devoid of any tree planting and these act as a poor first impression of the town. Additional tree planting could do a great deal to assist in enhancing these spaces. A consistent use of species within a car park will help to develop a coordinated look. It is anticipated that trees would be small sized and able to cope with urban conditions.

SPECIMEN TREES WITHIN GATEWAYS AND SPACES

Species	Height/Spread	Form & Features
Prunus avium 'Plena' (Double Flowered Wild Cherry)	10-15m	Medium sized deciduous tree with spring blossom and autumn colour.
Liquidamber styraciflua (Sweet Gum)	Up to 25m	Large deciduous tree with intense autumn colour
Ginkgo biloba (Maidenhair Tree)	Up to 25m	Large deciduous tree with narrow habit and striking foliage and bright yellow autumn colour.
Betula pendula (Birch) or Betula utilis var. Jacquemontii (Himalayan Birch)	Up to 25m	Medium sized deciduous tree with elegant light appearance with attractive white bark.



Prunus avium 'Plena'



Liquidamber styraciflua



Ginkgo biloba



Betula Pendula

TREE PLANTING TO CAR PARKS

Species	Height/Spread	Form & Features
Acer campestre 'Elsrijk' (Field Maple)	7-12m	A medium deciduous tree with compact oval form. Suitable to urban planting.
Pyrus calleryana 'Chanticleer' (Callery Pear)	10-15m	Medium sized tree with a conical crown suitable for urban street planting. Exhibits white flowers in spring and good autumn colour.
Quercus robur 'Fastigiata Koster'	10-15m	Medium sized deciduous tree with columnar and narrow canopy.



Acer campestre 'Elsrijk'



Pyrus calleryana



Quercus robur 'Fastigiata Koster'

7. Materials and Specification

Tree Planting within Raised Planters

In some areas of the public realm the use of raised planters or tree tubs may be used. These may be particularly useful where a temporary or flexible feature is required, or where underground constraints necessitate the need for above ground planting methods.

Tree species used within raised planters will be small multi-stem trees and appropriate for the size of the intended planter.

TREE PLANTING WITHIN RAISED PLANTERS

Species	Height/Spread	Form & Features
<i>Amelanchier lamarckii</i> (Snowy Mespilus)	5-8m	Small multi-stem deciduous tree with spring blossom and autumn colour
<i>Prunus serrula</i> (Tibetan Cherry)	Up to 10m	Small multi-stem deciduous tree with striking copper red, peeling bark.
<i>Betula nigra</i> (River Birch)	10-15m	Medium multi-stem deciduous tree



Amelanchier lamarckii



Prunus serrula



Betula nigra

Tree Pit Design and Specification

All tree planting should have an appropriate tree pit detail for the location and application proposed and will achieve an adequate soil volume to sustain healthy growth over the lifespan of the tree. The design of tree pits will need to be considered on a case by case basis depending on site conditions and constraints.

Root barriers/root directors should be used as an aid to direct the spread of the root system and prevent damage to buildings, services and surfacing.

Where trees are planted within hard paved surfaces the use of a suitable structural root cell system such as the Green Blue Urban Rootspace or StrataCell should be used to provide both adequate soil volume and support the paving surface above.

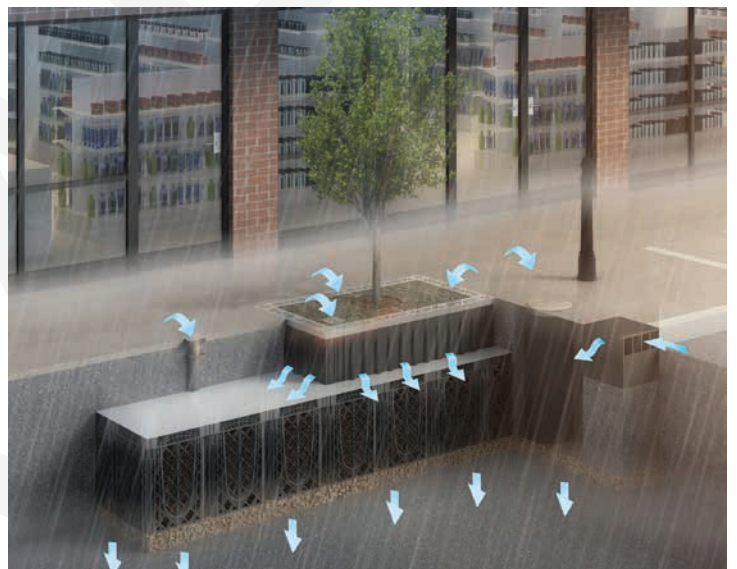
All tree planting within public realm areas should be specified at a suitably robust size of a semi-mature 20cm + girth with a 2100mm clear stem. This will offer immediate impact and also reduce the likelihood of vandalism.

Rather than using tree guards, it is proposed that trees are anchored using a suitable below ground tensioner and anchor system.

Tree pits should be filled with imported topsoil in accordance with BS 3882 and suitable for the tree species proposed.

The use of suitable rootball irrigation and aeration rings should be used to ensure adequate maintenance can be undertaken. Inlet caps should be suitable to the paving setting.

Where considered appropriate, tree pits may be designed as part of a coordinated SUDs or surface water management system using an appropriate system such as the Green Blue Urban ArboCell or ArborFlow product range or Hydro-International Hydro Bio-filter.



Examples of Tree Pits within hard paving areas.
Source: GreenBlue Urban

7. Materials and Specification

Ornamental Shrub and Perennial Planting

Ornamental shrub and perennial planting should be carefully incorporated into the design of the town centre public realm to maximise aesthetic benefits where there is adequate maintenance provision in place.

This planting should predominantly be located within key public spaces and pedestrianised areas within the town centre core such as the Bandstand, Middle Street and the Borough.

Generally planting within the public realm should be designed using simple bold, single species blocks, selected from a limited palette, which allows for repetition of species to unify a space or define

a route. The palettes of species chosen for any one planting scheme should provide year-round interest, with a good proportion of evergreens creating structure during the winter months. All species selected must be suitably hardy and robust to ensure survival in the public realm.

Where planting forms part of SUDs features within the public realm such as bio-retention planting beds, careful selection of water tolerant species will be required.

The use of ornamental grasses and perennial planting, which provides visual interest and a low maintenance contemporary planting type should be considered instead of annual bedding displays.



Annual Bedding Displays

It is recommended that wherever possible, ornamental shrub and perennial planting schemes are used to decorate the public realm. These schemes represent a longer-term investment and more sustainable approach to planting in comparison with annual bedding.

However, it is understood that 'Yeovil in Bloom' is valued by both residents and visitors and annual bedding does have a role to play in decorating some parts of the public realm and offering seasonal highlights.

The use of bedding plants should therefore be used to enhance and compliment more permanent ornamental shrub and perennial planting types and be focussed around key gateways and within the town centre core.

Amenity Grass Lawn and Wildflower areas

Amenity grass lawn areas can be particularly valuable space during the summer months, as well as offering visual relief to hard urban environments. These should be located to respect main pedestrian desire lines and located predominantly within green spaces.

The use of wildflower seed mixes within street verges and ancillary planting areas within the town centre should be considered as an alternative to amenity grass seed. This type of planting reduces the maintenance and mowing regimes required, whilst contributing positively towards enhanced aesthetics and biodiversity.



Annual Bedding Planting



Annual Bedding Planting within hanging baskets



Bulb Planting



Wildflower Verges



Wildflower Areas



Amenity Lawn

7.10 Water Features

Water features can provide a dynamic focal point within the public realm that elevate the character and sense of place.

However, the siting and design of water features should be carefully considered prior to implementation and be provided only within key public spaces where adequate maintenance and management is in place. It is currently proposed that a water feature forms part of the enhanced Bandstand at the heart of the town centre.

Where it is considered appropriate, the design of water features should be undertaken by a specialist water feature consultant and be considered at an early stage of a public realm project.

The use of inground water jets, which can be integrated into paving surfaces and controlled, are favoured to ensure that they do not provide any obstacles within the public realm. The use of standing water within features is not recommended due to concerns relating to user safety, risk of mis-use and ongoing maintenance issues.



7.11 Supporting Infrastructure

The function of public realm spaces can be enhanced by the provision of a number of supporting infrastructure.

Electric Power Points

The provision of pop-up or flip lid external power supplies should be provided within key town squares or spaces where it is intended that events or markets are likely to take place.

Such units should be carefully sited and be designed to coordinate with the surrounding paving scheme.

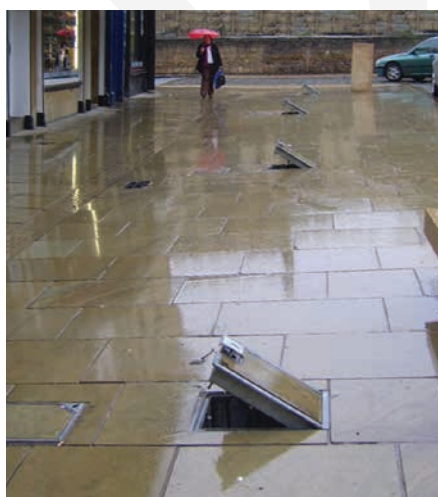
Portable Water Drinking Fountain

As part of a drive to reduce plastic waste, there is a growing movement towards the provision of potable water drinking fountains within public realm areas.

The siting of such features should be carefully considered and provided within key town centre squares or nodal points within the public realm.

Christmas Tree Support

An inground Christmas tree support will be provided within the Borough to support the annual festive season.



7.12 Management and Maintenance

To ensure that all public realm enhancements are adequately maintained it is important that a well-funded maintenance strategy and programme are put in place prior to the implementation of any significant new public realm schemes. The maintenance of implemented schemes must be budgeted for as an ongoing cost that is accounted for within initial project planning.

Where improvement works take place with adopted Highways areas, maintenance requirements must be discussed with Somerset Council Highways prior to implantation. It may be required that maintenance of the public realm features may require a commuted sum or by carried out under a separate license by South Somerset District Council.

It is important to recognise that in order to sustain the high-quality transformation of Yeovil's public realm, set out in this PRDG, an overall increase in annual maintenance budgets will be needed.

To enable adequate guidance regarding management of public realm enhancements it is recommended that the preparation of a maintenance strategy for individual schemes or the entire town centre public realm is produced prior to works. This strategy will need to identify the personnel within the council's maintenance departments that will be involved and their roles and responsibilities. It will also need to cover both the hard works and softworks and planting elements of the project.

Reinstatement works of paving or public realm features should maintain the original quality. Poor reinstatement of materials following public utility and public authority work is a nationwide issue. Wherever possible establishing good working relations and lines of communication between the council and utility companies is considered the best way forward.

To increase the chances of correct repair reserve or surplus stocks of materials at the implementation stage should be considered, in order that materials are readily available as repairs and reinstatement are required (without the problems of lead-in times and matching colours etc). If storage is an issue then an arrangement should be made with the supplier.

HIGHWAYS MAINTENANCE

The maintenance of the public highway is the responsibility of the Highways Authority. Somerset County Council are the Highways Authority for Yeovil. The Highways Authority have a duty to inspect the highway and make good defects under Section 58 of the Highways Act 1980 and so regular inspection and work already takes place.

It is important to be aware that in delivering the aspiration for a public realm of the highest quality in Yeovil, additional budgets will need to be set aside to enable the Highways Authority to maintain in the use of materials such as natural or concrete block stone surfacing, which are above normal adoptable standards.

The use of materials within the public realm will also need to be approved by the Highways Authority via an appropriate Highways Application/ Agreement or carried out under license.

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8. Making it Happen

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8.1 Delivery Process

The guidance contained within the PRDG is adopted as a Supplementary Planning Document (SPD). It will therefore be a material consideration in any planning application delivering public realm areas.

It will also provide guidance to any other party seeking to implement public realm within Yeovil town centre.

The guidelines will be used to inform the ongoing development of public realm proposals identified as part of the Yeovil Refresh, which are currently being progressed by SSDC.

8.2 Funding Mechanisms

A number of funding sources have been identified, including existing SSDC funds, potential borrowing, developer contributions via CIL or section 106 and receipts from the asset management strategy. The council has also successfully secured funding from the High Streets Fund, with potential to access additional future funding.

Private sector developments, which deliver public realm areas as part of their proposals will be required to fund their own public realm implementation.

8.3 Priorities and Phasing of Projects

Decisions relating to project phasing will be based upon a number of factors which include;

- Funding availability
- Stakeholder and public consultation feedback
- Landownership and planning issues
- Wider context i.e. if linked with surrounding development projects
- Relative benefit of the project
- Complexity and risk of the project

The order and extent of public realm enhancements will be the decision of the authority or private body responsible for the procurement of individual public projects.

QUICK WINS

Often funding becomes available for projects which must be delivered in a short space of time. Low cost, low risk projects or the carrying out of elements of long-term studies would be the most appropriate means of taking advantage of these funding opportunities.

The delivery of such quick win projects will be the decision of the authority or private body responsible for delivery of individual project proposals.

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Yeovil Shopfront Design Guide



- 1. Introduction
- 2. Shopfront Design
- 3. Repairs & Maintenance of Existing / Traditional Shopfronts
- 4. Contemporary Shopfronts
- 5. Consents
- 6. Checklist
- 7. References & Further Advice

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- 1.1 The Purpose of the Document
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- 2.1 Shopfront Geneses and History
- 2.2 Shopfront Elements:
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 - Columns and Pilasters
 - Shop Windows and Forecourt Displays
 - Stallrisers
 - Doorways
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 - Lighting
 - Blinds and Canopies
 - Security Measures
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- 2.4 Accessibility

3. Repairs and Maintenance of Existing / Traditional Shopfronts

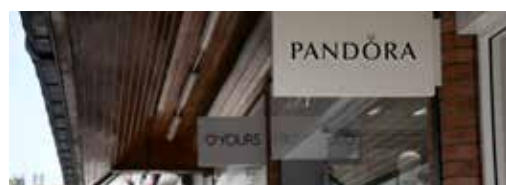
4. Contemporary Shopfronts

5. Consents

- 5.1 Planning Consent
- 5.2 Conservation: Listed Building Consent
- 5.3 Advertisement Consent
- 5.4 Building Regulations Consent

6. Checklist

7. Further Advice



Report No	Author	Checked	Rev	Issued
19006 – Shopfront Design Guide	CC	-	-	Sep 2019

1. Introduction

Changes in retail methodology demanding larger shop units alongside the widespread use of relatively cheap materials and the standardisation of shopfront designs have resulted in gradual changes in shopping centres across the country and a loss of local distinctiveness. Generally, the character and quality of the traditional shopping street has often been eroded by poor, careless and unsympathetic alterations. Unsuitable shopfronts and gimmicky, disproportionately sized signs adversely affect historically or architecturally important buildings and demote the whole shopping area.

This Shopfront Design Guide has been produced by LHC Design and endorsed by South Somerset District Council to provide advice on the design of shopfronts that will positively contribute to Yeovil's character. It updates and expands on elements and advice given in the previously published document entitled "The Design of Shopfronts, Signs and Security Measures". This Design Guide forms supplementary planning guidance and will be a material consideration for planning purposes when looking to comply with the following policies (but not restricted to) contained in the adopted South Somerset Local Plan (2006-2028) adopted March 2015:

- **SD1:** Sustainable Development
- **SS6:** Infrastructure Delivery
- **EQ2:** General Development
- **EQ3:** Historic Environment
- **EP13:** Protection of Retail Frontages

1.1 – The Purpose of the Document

The appearance of shopfronts in a town centre or local shopping area has a profound impact on the area's character. Poorly designed and badly maintained street frontages detract from the visual qualities of an area and affect the retail viability and local economy. Suitably designed shopfronts are crucial for the preservation of the character of buildings and areas, as well as for the attractive overall appearance of shopping streets and the impact on their commercial success.

This document's purpose is to provide guidance for the designs of new shopfronts as well as for alterations, replacement and restoration of existing shopfronts, both in historic and contemporary settings. It does not aim to suggest precise ways of designing or to discourage imaginative and innovative new design, rather to encourage a sensitive approach to shopfront design. These guidance notes aim to set out basic principles of good shopfront design and to help to create enjoyable and attractive shopping areas in Yeovil.

Each proposal will be assessed in its own merit with good contemporary designs that are appropriate and have a good relationship with their context supported equally with strongly traditional designs.

1.2 – Using This Guide

Owners are encouraged to research and establish what would be the best design approach to suit their business and the building they occupy. Is the building listed, in a conservation area or are there any surviving historical features that ought to be preserved? Would a more creative design approach be appropriate or desirable? This guide can be used to check the building and visualise a range of design options. The right designer should be chosen, with proven experience in achieving the quality of work that is needed. Designers can use this guide as a checklist. Not all the headings may apply but they will assist in achieving the best design options for the client. Thorough research into the historic context of the building and character of the street, as well as ample consideration of how to complement the building and the streetscape with the new design will lead to a successful shopfront. Furthermore, confirming what permissions are required and investigating the existing building fabric, looking for evidence of previous designs which could be repaired and/ or incorporated will produce desirable results and enhance the street scene.

2. Shopfront Design

2.1 – Shopfront Geneses and History

During medieval times retail trade generally took place in the market and early shops were usually just variations of the market stall. Toward the end of the 17th century the idea of the shop window was introduced whereas the shop as we know it today emerged in the 18th century facilitated by the greater availability of glass.

Shopfront design has always been influenced by fashion and the prevailing architectural style of the time with designs traced back to classical origins. These classical proportions and design elements proved to be successful in achieving a pleasing symbiotic relationship between the building as a whole and the shopfront. Classical elements such as the columns and entablature, were used in a variety of ways, creating a frame for the window display and emphasising the entrance to the shop. Classical proportions and balance have been used in various ways through the centuries and though this is not the only way to design a successful shopfront, these principles continue to inspire contemporary designs.

Broadly speaking, from late 18th century to mid-19th century shopfront designs are predominantly Georgian, mid-19th to early 20th they are Victorian and 20th century designs tend to be Edwardian. However, despite changing details and materials, the same key components and basic principles of design and proportion are retained:

- Columns turned into pilasters that terminate in elaborately carved console brackets;
- Stallrisers fill in the bases between columns/ pilasters;
- The fascia replaces the entablature and a cornice finishes off the top;
- Height is visibly increased along with the width and depth of the shopfront;
- Unbroken window panes from cill to fascia, often only vertically divided by mullions;
- Doorways are recessed and mosaic forms the threshold;
- A greater variety of materials is utilised, such as tiles or marble, particularly for the stallriser and shop surround.

An effective visual frame to a shopfront window display serves more than just setting off the display of goods; it also serves an architectural role of visually supporting the upper part of the building and positively contributing both to the building's facade and the wider street scene.

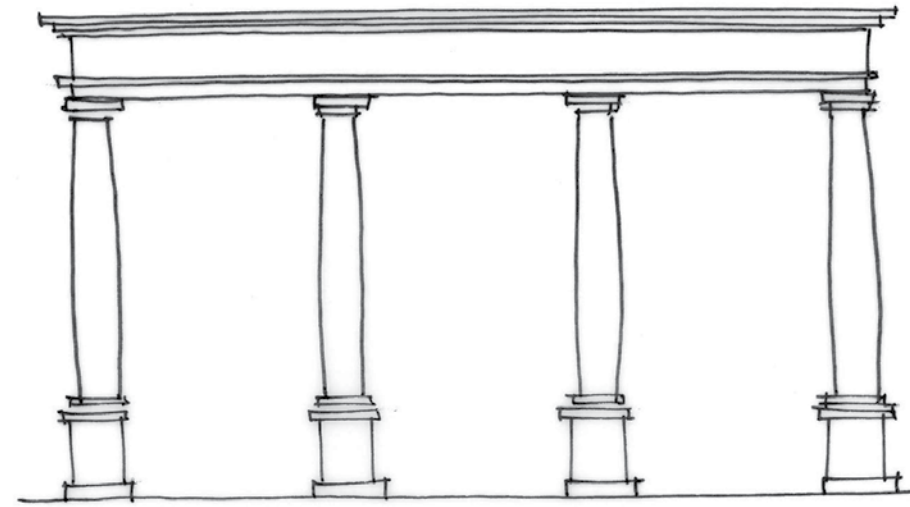


Figure 1. Classical Open Colonnade
Columns, plinths, entablature



Figure 2. Georgian Shopfront
Colonnade filled with glazing and stallriser

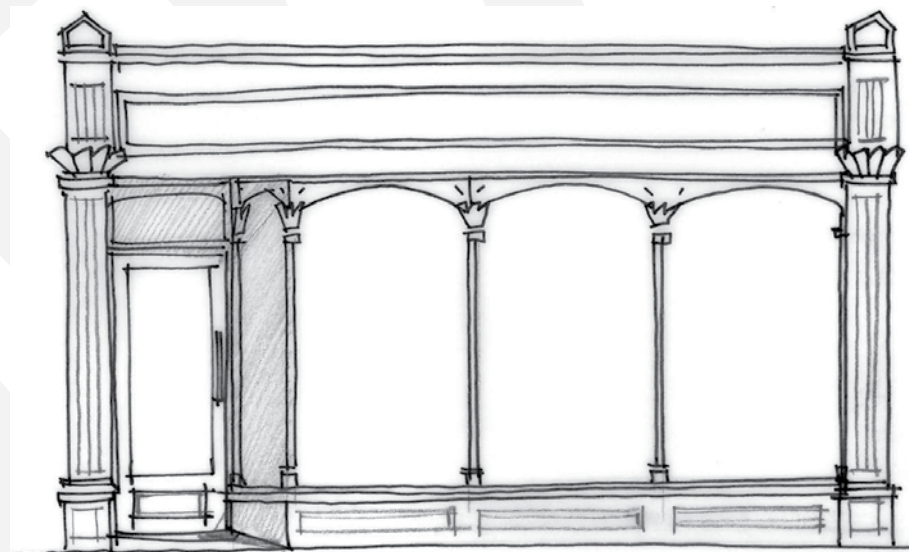


Figure 3. Victorian Shopfront
Highly decorative elements

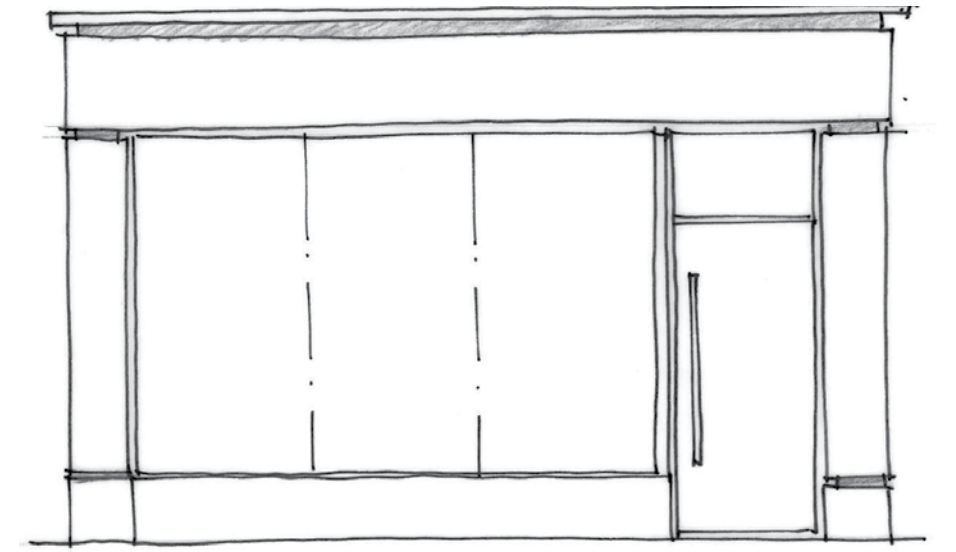


Figure 4. Contemporary Shopfront
Simplified design, retains classical proportions & main elements.

2. Shopfront Design

2.2 – Shopfront Elements

Shopfront designs can generally differ significantly in appearance, with varying styles, details and general design however, there are certain common features, which are identifiable in most variations such as the stallriser, fascia, and pilasters. Additionally, there are elements that echo consoles, cornices and fanlights, though these are often not in a traditional form. To produce a well-balanced shopfront these elements should be designed to be compatible in scale, proportion and materials with the overall building. Good design principles will also take into account the building's context in terms of scale, form and/or colours.

A new shopfront set in an historic building should generally incorporate these traditional elements, as such a design will likely form a successful relationship with the building that the shopfront occupies. It should also be noted that many historic buildings are broadly speaking, small in scale and overall have vertical proportions.

Cornice and Fascia

The fascia forms an important focal part of the shopfront as the space that advertises the business. Its style and proportion should therefore be designed to relate well to the surrounding building and shops. Furthermore, its design should be appropriate to the character and period of the building as it shapes the link between the ground and upper floors.

Georgian and Victorian shopfronts traditionally have upright fascias, set in a frame enclosed by capitals or console brackets, with either plain or decorated ends, supported by pilasters. Later fascia styles are often inclined outward so that they can be read more easily.

Fascias are customarily topped by a stepped, projecting cornice. The shadowing under the cornice provides a visual stop to the top of the shopfront and separates the shop from the upper floors of the building. Additionally the cornice serves a practical purpose in providing weather protection for the fascia signage below.

Good design principles

- Fascia dimensions should be directly proportional to the size of the shop and building that it occupies; as a rule of thumb should be between a fifth and a quarter of the shopfront height. Additionally, there should be a sufficient visual gap between the top of the fascia/ cornice and the upper floor window cills;
- Fascia height should not be increased in order to conceal internal suspended ceilings. Careful detailing of the shop window itself can be utilised to deal with such an issue, such as introducing an opaque transom light or setting the ceiling sufficiently back from the shopfront;



Figure 5. Traditional Shopfront Elements

Figure 6. Cornice & Fascia Proportions

KEY	
1	Cornice
2	Fascia
3	Blind Box
4	Console Bracket
5	Capital
6	Pilaster
7	Plinth
8	Window Display
9	Mullion
10	Transom
11	Transom Light
12	Fan Light
13	Shop Entrance
14	Cill
15	Stallriser
16	Entrance to Upper Floor

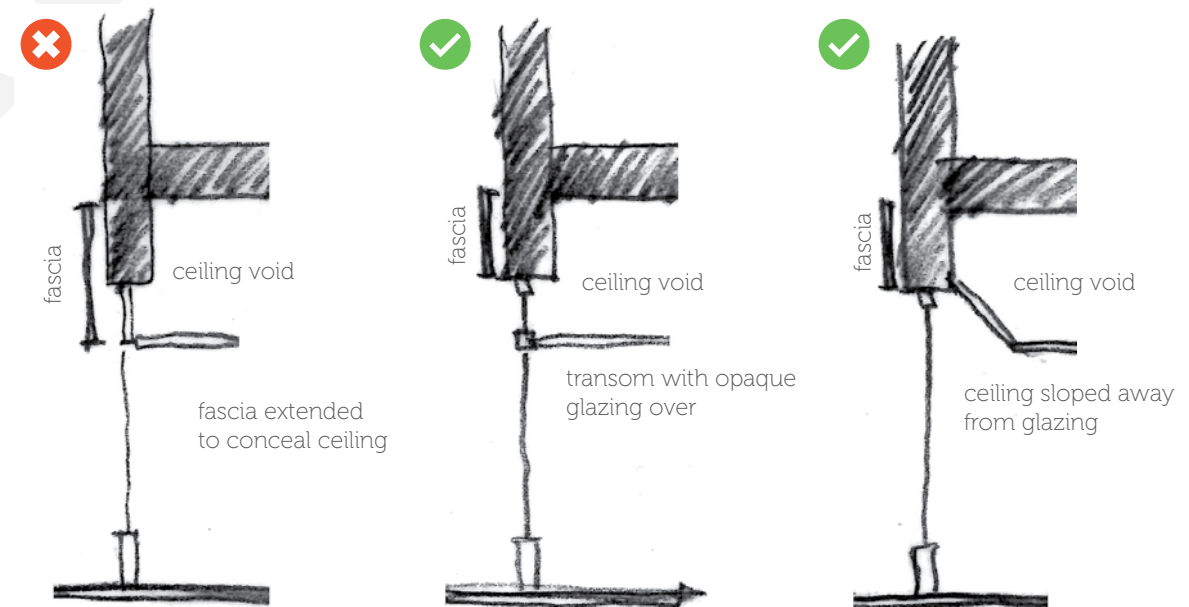


Figure 7. Ceiling Relationship to Fascia

Good design principles (continued)

- If a shop occupies two or three adjoining buildings, the architectural character, rhythm, height and scale of the buildings above should be reflected below; a single, large, overbearing fascia sign will not be supported;
- Fascias should be designed to be contained within the pilasters/vertical shop front surround and should not obstruct any other architectural detail, such as cornices and corbels;
- Modern, internally illuminated, boxed fascias, which project from the face of the building, detract from the building character and adversely affect the street scene;
- Signage should be applied directly to the fascia, avoiding new fascia boards additions over existing;
- Large flat fascias, or reflective/ polished materials are generally undesirable in existing historical buildings; the signage becomes difficult to read and the materiality is uncomplimentary to the building and context;
- Corporate organisations should adapt their advertising and signs to suit their sensitive surroundings.



Figure 8. Fascias designed disregarding individual buildings, features and street rhythm



Figure 9. Fascias designed sensitively to context and buildings' setting

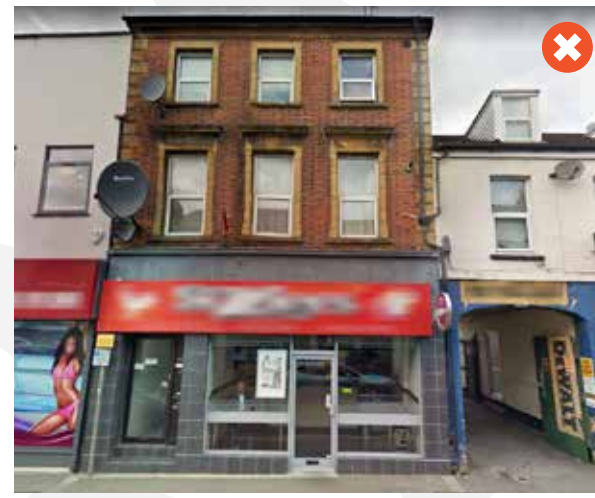


Figure 10. Fascia applied disregarding the original zone



Figure 11. Fascia applied disregarding the building and obscuring pilasters



Figure 12. Fascia applied obscuring archway



Figure 13. Corporate design successfully applied respecting the building



Figure 14. Corporate design successfully applied respecting the building

Consoles and Pilasters

Pilasters are shallow piers or rectangular columns projecting only slightly from the building's facade wall. They function as a frame to the shopfront and accentuate the subdivision of the frontage into separate units. They also provide a visual support to the fascia above.

Traditionally pilasters are made of wood, and tend to be thin and decorated. Much like their predecessors the columns, pilasters have a base, often reflecting the height of the stallriser. The top of the pilasters are finished with a projecting head: the console bracket. This will usually have the same height as the fascia and in many cases allows the latter to be installed at an angle. Console decorations tend to be elaborate in traditional designs.

It is highly recommended to retain original pilasters and repair them as required. Covering them will damage the character of the original design; reinstatement, uncovering, repairing and renewing is encouraged when any new shopfront design is proposed.

Good design principles

- Traditional shopfronts should incorporate pilasters and these should include a base and a capital;
- Contemporary shopfront designs may not necessarily require the inclusion of a pilaster. Nevertheless, in principle a clear division between shopfront units should be incorporated and the upper part of the building should be visually supported. This can be accomplished, for example, by incorporating or retaining flanking masonry piers and, where necessary, including piers within the shopfront itself.

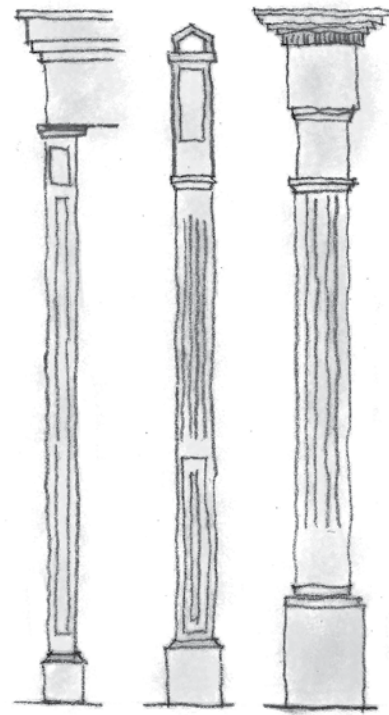


Figure 15. Traditional wooden pilaster designs



Figure 16. Successful pilasters design, the left incorporates a console bracket

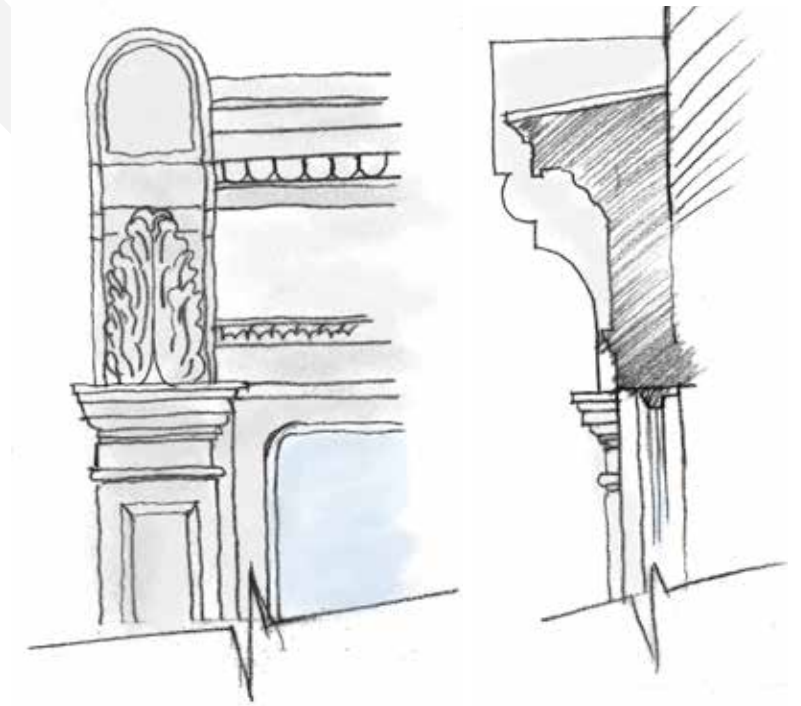


Figure 17. Ornate console bracket example



Figure 18. Projecting cornice, fascia and the capital topping the pilaster details respecting the building character – no console bracket.



Figure 19. Console brackets allow fascias to be installed at an angle

Shop Windows and Forecourt Displays

Shopfront windows' primary functions is to display the goods sold in the shop. However, they also allow inside activities to be seen from the outside thus enlivening the street scene and promoting natural surveillance. Varying glazing finishes, such as engraving, can add interest to the shopfront's appearance and can be utilised as a high quality advertising opportunity or a chance to show off the nature of the business.

Historically shop windows are subdivided by mullions and transoms, often in timber. These subdivisions reflect the proportions of the shop and the rest of the building's elevation and are in keeping with the character of the street. Additionally, this subdivision assists in the creation of human scale proportions to the frontage, gives stronger visual appearance and aids security.

In contrast, contemporary shopfront windows tend to have large expanses of glass as principal feature of the shopfront design and that can work well in contemporary buildings within modern shopping areas.

Shop forecourts containing an attractive display can significantly add to the appearance of a shopfront and the visual interest and vitality of the street. Private forecourts can be enclosed in materials complementary to the building and its context, subject to planning permission and listed building consent as and where required.

Good design principles

- Shopfront windows in historic buildings should be subdivided vertically, making them taller than wider, thus reflecting the smaller scale of the building and its overall vertical proportions;
- Large glazed areas should be avoided in historic areas as they have a disruptive and dominating effect;
- Where a business occupies more than one adjoining premises, the display windows should not expand over more than one building to avoid disrupting the street scene rhythm;
- Transom divisions should be positioned to divide the window at door height. Mullions should be positioned such that they line up above and below any transom divisions and can reflect the alignment of windows in the upper levels of the building;
- Timber profiles in traditional window subdivisions should not be rectangular in section, but moulded. Broadly speaking tapered, lambs-tongue or rounded sections are preferred as these give a more slender appearance and subtle shadow lines;
- Where a forecourt display of goods is proposed, public footpaths must not be obstructed or encroached upon and any paving materials proposed should be complementary to the adjoining paving. Wheelchairs, prams etc as well as the partially sighted must be considered when siting outdoor items such as tables, advertising boards and such like items that can pose an obstruction.



Figure 20. Timber mullions and transoms subdividing shopfront display

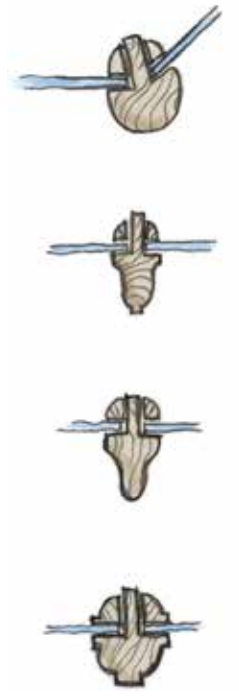


Figure 21. Timber mullions detail and various moulding profiles



Figure 22. Contemporary shopfront in historic building designed to incorporate historic details



Figure 23. Contemporary shopfront in modern building

Stallrisers

The stallriser is defined as the solid panel below the shop window. It functions to reduce the predominance of glazing and raise the level of the window display. It provides the building with a visual anchor to the ground and affords some protection to the shopfront against accidental knocks, and if suitably reinforced, against ram-raiding.

Conversely, modern shopfronts have large expanses of plate glass, down to ground level. This approach increases the view into the shop and breaks down the barrier between inside and outside. It results in a dramatic and effective display area however, such minimalist design is generally not appropriate in parades of shops where the display areas are more conventionally framed. It works better in internal shopping malls and for well-designed modern shopfronts, in contemporary settings

Stallriser heights vary according to the overall proportions of the building, as well as the nature of the business and how much window display area is needed.

Doorways

The doorway is an important visual element within the shopfront. Traditionally doorway entrances were recessed, sometimes with splayed sides, providing an inviting lobby area and offering protection from the weather. This also assists in increasing the available window display area and breaks up the scale of the shopfront, adding detail and interest to the street scene. The floor is usually decorated with tiles and mosaics, which sometimes incorporates the name of the original shop owner. The soffit in the lobby area was often panelled, and the glazed panelled doors had ornate ironmongery.

The entrance can be positioned centrally to the shopfront off to one side. Doors leading into the shops should reflect the design of the shopfront, having a kick plate or solid panel matching the height of the stallriser as well as a fanlight over matching the height of the transom division (if any) of the window display. Two thirds glazed doors are best for the shop entrance and solid timber doors are best for upper floors' access.

Good design principles

- Stallrisers should be incorporated into designs for new shopfronts in existing historical buildings;
- Stallriser height should not generally not exceed the base of the pilasters or approximately 450mm. However, there may be situations where the height could or should be increased, planning advice should be sought accordingly;
- Stallrisers should be made of substantial materials and be compatible with the shopfront frame and upper building. Suitable materials to be used are: painted timber panelling, ashlar stone, render, and brick in some situations. The following materials will not be supported and should be avoided: rubble stone, polished stone, marbles, granites and other non-local stones, mosaics, ceramic tiles, acrylic sheets, and composite or tongue and grooved boards;
- Where a stallriser is being replaced, the chosen material must relate to the building and its context;
- Proposed timber panelled stallrisers should have properly detailed panels and not applied surface mouldings to create a panelled appearance as a substitute for proper joinery.
- The stallriser should terminate in a moulded projecting cill and a sub-cill to create a clear horizontal distinction between the window and the base

Good design principles

- Entrance doors should be designed appropriately to match and be sympathetic to the period and style of the shopfront;
- Removing or changing a recessed doorway into an opening straight onto the pavement will not normally be supported;
- Doorways should be designed to be accessible to all, including those with physical impairments, and people pushing prams etc. New doorways in particular should be wide enough to allow for the passage of wheelchairs and preferably be a single leaf door in line with relevant regulations and standards.
- Thresholds should ideally be level, but if raised, a door recess can accommodate a ramp. This should be designed in line with relevant regulations and standards. Please also refer to the Accessibility section later in the document.



Figure 24. Recessed doorway and increased window display, door matches shopfront style



Figure 25. Recessed doorway, shopfront style matches building setting, panelled stallriser

Signage and Advertising

The fascia element of a shopfront is the primary location to advertise the name of the shop and nature of the business. A well designed sign will generally enhance the appearance of the shopfront and add interest to the street scene. It should be noted however, that planning, listed building and advertisement consent may be necessary for advertising and shop signage.

As mentioned earlier in the document, the fascia plays an important focal role in the overall shopfront design and as such the design of the shop signage located within this zone should be sensitively done and relate to the overall shopfront design.

Lettering within the fascia is a key component of signage design and should be considered and implemented sympathetically. Originally such lettering was hand painted onto the painted fascia and in traditional settings this approach yields successful results. Alternatively, individual letters made of wood, cast aluminium, bronze or brass are also an attractive solution. Letters should be sized appropriately for the size of the fascia and the setting of the shop and the degree of projection should be carefully considered.

For larger stores, and in wide streets, a larger scale of signage may be appropriate. However, oversized fascia signs that obstruct other building elements will not be permitted in any case.

Where a shopfront does not have a fascia zone, individual letters may be applied on the wall between the ground and first floor levels. However, signage above the first floor cill level will be strongly resisted. An alternative approach is to incorporate lettering and decorative signs into the window display.

New fascia boards should not project beyond the original facade. Modern, factory produced fascias of plastic, acrylic or similar materials, often internally illuminated, are unsympathetic and out of place on buildings of traditional design. They detract from the street scene and generally contribute to a low quality environment. This type of fascia is generally only acceptable on modern buildings, however, they must be appropriately integrated into the overall shopfront design, and be suitably sized.

Utilising A-boards and other similar type of on-street advertising creates visual clutter, obstructs pedestrian movement and therefore should be avoided. It would however be acceptable within the private forecourt of the shop, where it does not hinder pedestrian movement. Modest designs, sizes and colours should be used, in keeping with the fascia design.

The installation of Estate Agent 'for sale/ let' boards on or above shopfronts should be avoided over and above what is permitted as deemed consent in national regulations.

Other signage or advertising displayed at a high level will rarely be acceptable, particularly if it is large, on flank walls, or visible from residential areas.

Projecting signs are a traditional form of additional advertising of commercial premises. When carefully designed to complement the fascia colours and design, they can add interest and originality to a building and street scene. Other contemporary solutions to shopfront signage will not be discouraged and each case will be considered in its own merit.

Good design principles

- Signage in the fascia zone should be restricted to that necessary to identify the name and service of the shop and should be sensitively integrated into the overall shopfront design;
- Projecting boxed fascia signage should be avoided, particularly in conservation areas;
- Lettering font and application should be chosen to suit not only the business it advertises but also the building and its context. It should be applied directly to the fascia, avoiding adding new fascia boards over existing;
- Fascia signage consisting of lettering should be in proportion to the fascia dimensions itself, with sufficient margins around the actual letters and appropriate colour contrast to ensure legibility and decrease visual clutter and confusion ;
- Corporate signage of chain outlets should be adapted to suit sensitive surroundings as appropriate;
- Projecting signs should be modestly sized, slim-profile, non-illuminated, of a style that complements the fascia and constructed of materials which complement the shopfront. They should be fixed at fascia level, on the side that is commonly used by other shops on the street and ideally positioned centrally on a pilaster but not fixed to the console bracket. To prevent visual clutter only one small, projecting sign will be allowed per frontage.
- The maximum projection width of a projecting sign should be between 750-900mm and the height should be between 300-375mm. The bulky type, commonly used in modern shopfronts, and formed by a box steel casing with illuminated acrylic panels, downgrades the appearance of a shopfront and is not recommended.
- Projecting signs should not be used on listed buildings and in conservation areas, unless it has been identified as an original characteristic of the building or the area.

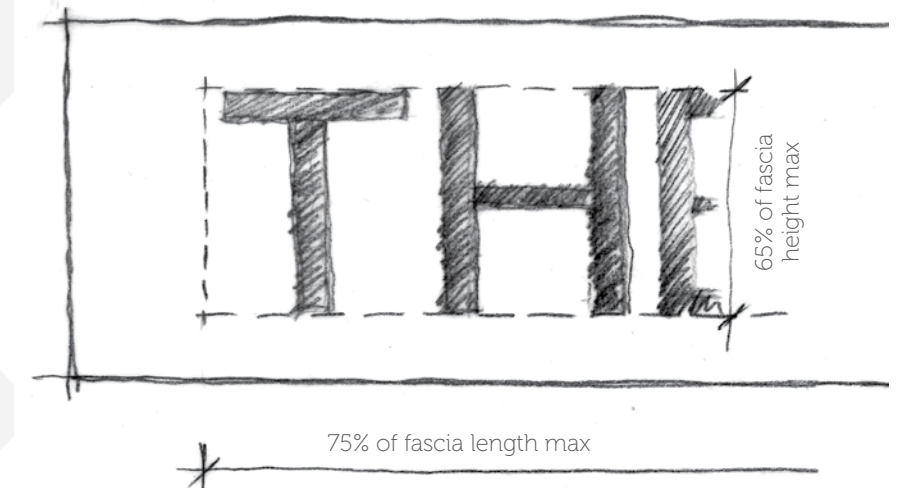


Figure 26. Signage lettering dimensions proportional to fascia dimensions



Figure 27. Legible and well proportioned lettering



Figure 28. Signage disregards building elements



Figure 29. Boxed and projecting fascia on the left detracts from the building

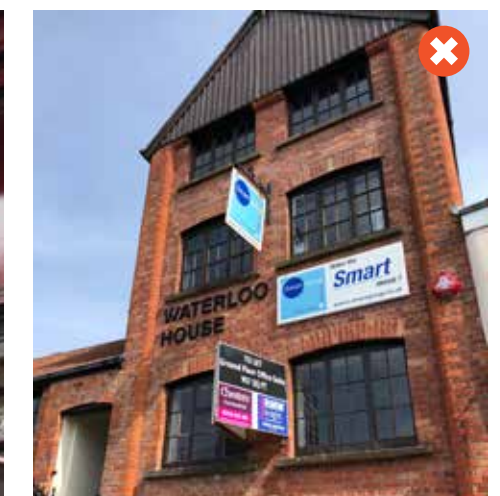


Figure 30. Excessive number of signs ill-positioned detracting from building



Figure 31. Successful signage strategy in historic setting



Figure 32. Successful signage strategy and overall shopfront arrangement, though the colour scheme could be improved

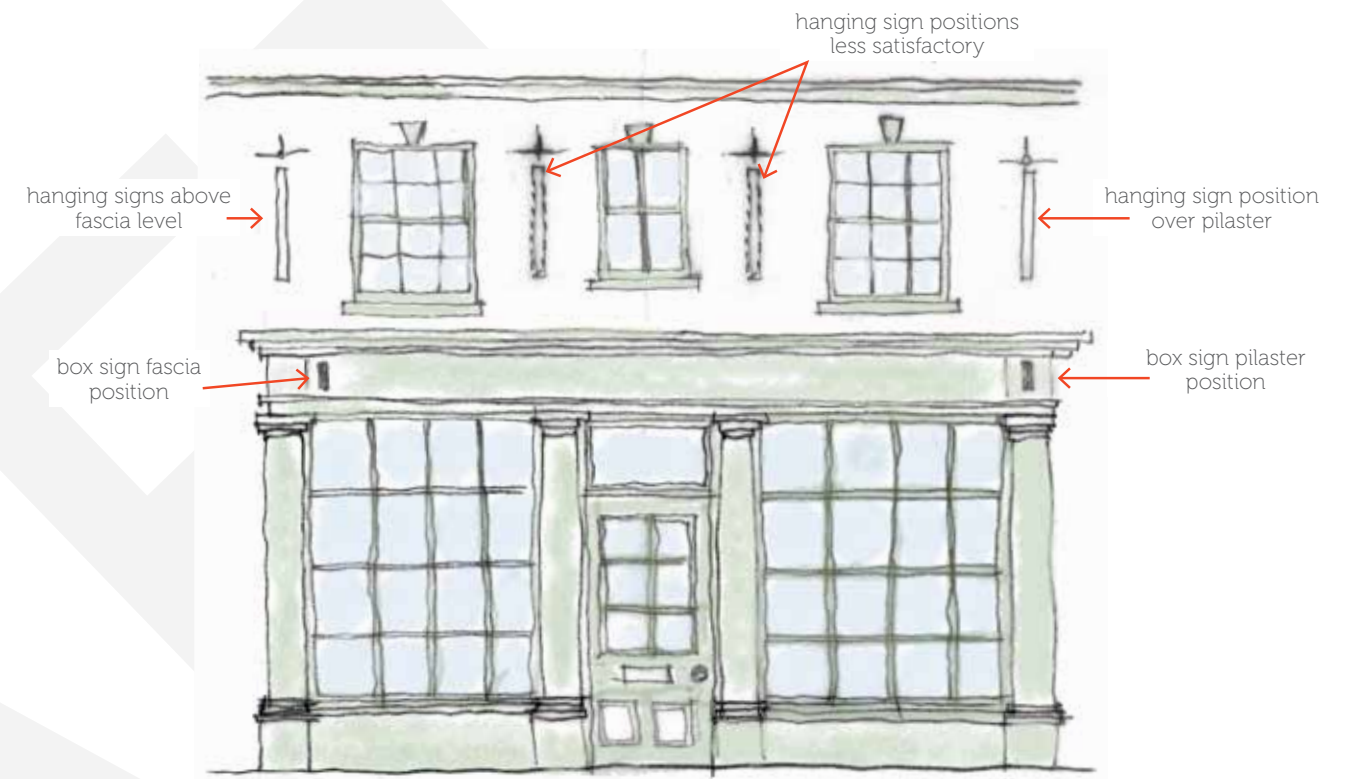


Figure 33. Hanging sign is well positioned but projecting box fascia sign detracts from building character



Figure 34. Hanging sign well positioned and proportional to building



Figure 35. Bulky internally lit hanging sign detracts from building



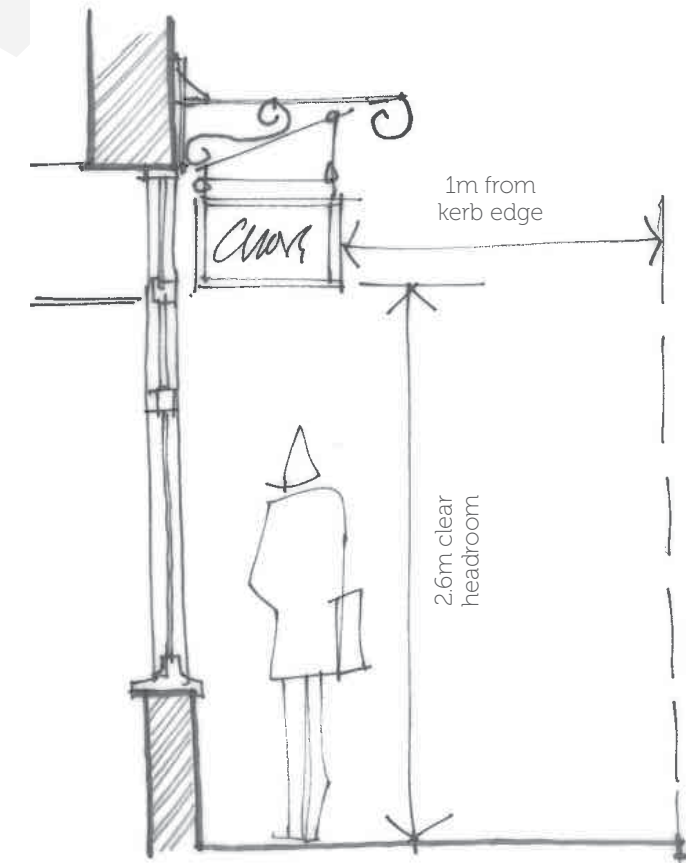
Figure 36. Modern box sign positioned on pilaster



Figure 37. Successful lettering on building



Figure 38. Successful lettering on building



Lighting

Internally illuminating the shopfront display will contribute positively to an area, encouraging window shopping during out of business hours and adding security by deterring vandalism and antisocial behaviour. Conversely, internally illuminated signs often look bulky and detract from the character of the shopping street. Similarly large, projecting light fittings can be just as intrusive, however, it is accepted that illumination of signs and fascias may be appropriate in some situations.

In conservation areas and for listed buildings illuminated signs will normally only be necessary for late opening premises, such as public houses and restaurants. In instances where additional lighting is required, much like the other elements of the shopfront, it must be designed to respect the building and be appropriate to the area.

Good design principles

- Where external lighting is required it should be restricted to an absolute minimum and discreetly positioned;
- Where fascias are proposed to be illuminated with external fittings, these must be carefully and unobtrusively be designed to avoid the lights themselves becoming permanent features on the face of the building. A good solution is to conceal the fittings within or beneath the cornice of the fascia;
- Lighting brackets should be either of a traditional or an unobtrusive, simple modern design and should be painted to match the background colour of the building (if this is rendered) or in black, or bronze anodised;
- Internally illuminated box signs, fascias and individual signs will not generally be acceptable, particularly in conservation areas and on listed buildings. If proposed, they should be strictly limited to a fascia located as an integral part of the actual shopfront. Additionally, careful detailing of the edges will be necessary to ensure an image of quality is portrayed;
- Acceptable forms of lighting could include individual letters halo illuminated or discreet hooded spotlights. Conversely, internally lit letters can be bulky, brash and difficult to read from the side; these will generally be resisted. In addition, neon and fluorescent lighting is out of place in historic areas and other areas of significant amenity value.



Figure 39. Successful discreet lighting



Figures 40 and 41. Successful discreet lighting



Figure 42. Lighting brackets misaligned and detract from building and sign



Figure 43. Lighting brackets too bulky and unattractive

Blinds and Canopies

Canopies and blinds function to provide protection to pedestrians and the shop window against the weather. They can be a lively addition to the streetscene, provided that they are designed as an integral part of the shopfront and are confined to it. They should not be introduced as a form of advertising space but always be functional and retractable.

Modern "Dutch" blinds are not appropriate as their form and the shape of the housing is does not relate well to existing shopfronts or historical buildings, thus this type of blind should be avoided.

Good design principles

- New blinds should be properly integrated within the design and construction of the shopfront. They should be positioned below the fascia so as not to obstruct the shop sign and, when retracted, should sit flush with the fascia;
- Proposed blinds should always be retractable when not required and ideally be of a traditional roller design. Fixed blinds or "Dutch" blinds are generally not acceptable;
- The proposed size, shape, and position for a blind should be compatible with the character of the building. Architectural details of both the shopfront and the building should not be obscured when blinds are installed;
- Materials for blinds should be nonreflective. Wet look material, shiny plastics, garish or fluorescent colours are unsuitable as additions to almost any shopfront;
- Where traditional canvas blinds and blind boxes are still in place, these should be retained and restored.



Figure 44. Well integrated retractable blind



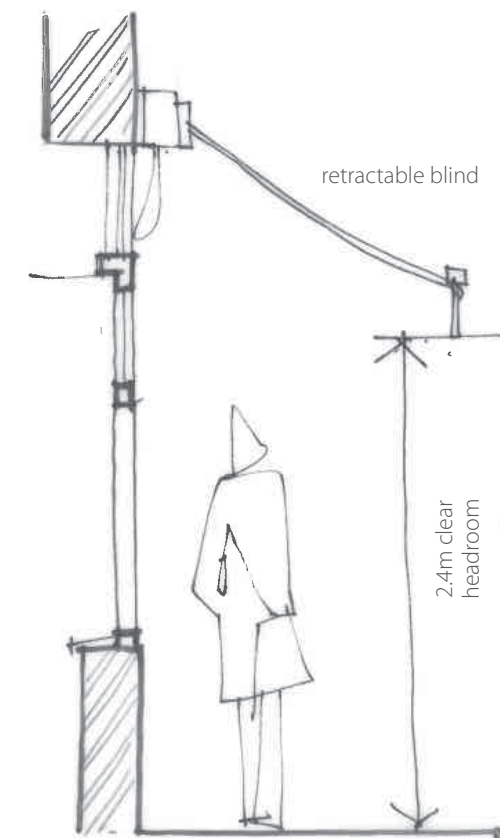
Figure 46. Well integrated retractable blind



Figure 47. Blind box not well integrated with shopfront



Figures 45. Dutch type blind too bulky and obstructive



Security measures

A major aspect of shopfront design which can affect the whole character of a shopping area is the method of implementation of security measures; external shutters, box housings, guide tracks, locking devices etc. can all add to the creation of a potentially lifeless and hostile atmosphere. The need to provide adequate security versus the maintenance of the quality of the environment of shopping areas must be carefully balanced. Shop owners are encouraged to discuss proposals and requirements both with their insurance company and the planning team before any work is carried out.

The three major elements of crime that ought to be considered where assessing security requirements are theft, vandalism and ram raiding. Risk levels will depend on a variety of factors, such as the nature of the business and its location, the way the street is laid out and lit, and the level of activity in the area outside normal shopping hours. The local Architectural Liaison Officer will be the main source of advice for particular problems in any given area.

Good design principles

In order to integrate security measures without adversely affecting the character and appearance of a building and the area where its situated, the following general principles apply:

- Security measures should be an integral part of the design for any new shopfronts. The shop frame should be used for designing protective measures and the shop window could be divided into several panes by mullions and transoms making it less susceptible to wilful damage and cheaper and more easy to replace as necessary;
- Planning consent will be required for installing, altering or replacing shutters or grilles on the exterior of a building.
- Any proposed alteration that affects a listed building's special architectural or historic character either externally or internally will require listed building consent as well as planning permission;
- Planning consent will not normally required for internal security grilles however, listed building consent will be necessary for listed buildings;
- External fittings such as alarm boxes will normally require planning permission as well listed building consent where appropriate;
- Each proposal will be assessed on its own merit, taking into account the need for security, the likely effect upon the shopfront and building itself, the adjacent buildings and the locality or streetscene.
- Planning consent may be granted with appropriate conditions to avoid the retention of certain security measures necessary for one type of business but not for another.
- The likely risk to any business and its shopfront should be assessed and the appropriate security measures then proposed. Advise should be sought from the insurance company and police whilst the security of the building as a whole should be considered; often the rear of a property is more vulnerable to break-ins whereas the front is more at risk of casual vandalism;
- A visible and illuminated shop window display will positively contribute to the street's character, permit after-hours window shopping and enhance natural surveillance. Additionally an internally illuminated display both in the windows and within the shop will increase light levels in the street after dark, enhancing security of both the interior of the premises as well as the area. Consequently security measures which do not obscure the window display will be preferred.

The following possible security measures are written in order of preference from a standpoint of limiting possible detrimental impact on a shopfront and the streetscene.

- Suitable security can be achieved through suitable specification of the shopfront glazing such as toughened and laminated glass.
- Alarm systems utilised in conjunction with internally illuminated glazed shopfronts constructed with security glazing will provide sufficient security to most shops. However as they can be rather unattractive devices, they should be sited as unobtrusively as possible and must not obscure or damage any architectural details. The most suitable location will be immediately above the fascia at one end, or, if the box is placed on the shop front itself, at one corner within the depth of the fascia. They should be painted to match the background colour.
- Where shutters for security are necessary, utilising internal grilles will be generally preferred over external shutters. Internal grilles are retractable during shopping hours and can be discreetly installed behind the shop window. An open link grille type will permit a clear view into the shop, thus allowing natural surveillance and lighting to spill into the street thus continuing an open appearance. The installation of internal grilles does not require planning permission, although it will require Listed Building Consent if the shop is part of a Listed Building.
- External, removable mesh grilles or wooden shutters are another traditional means of providing security. Fixed over the shop window and the entrance, they do not require any box housing and can be stored inside the building or folded back when not in use.
- External roller grilles may be considered if the above security measures do not suffice. Solid metal shutters will not be acceptable except in exceptional circumstances, where evidence, supported by the police, has proven that there is a particular security problem in the area and all other appropriate security measures have failed to address this. Where external grilles or shutters are permitted, the shutter box must be installed recessed into the shop. Traditionally this has been behind the fascia panel. Where this cannot be accommodated, an opaque transom light could be introduced to conceal the shutter box. Careful consideration should be given to the positioning of the shutter guides in the shop frame. They should be integrated into the shopfront design or be removable, and colour coated to match the shopfront.

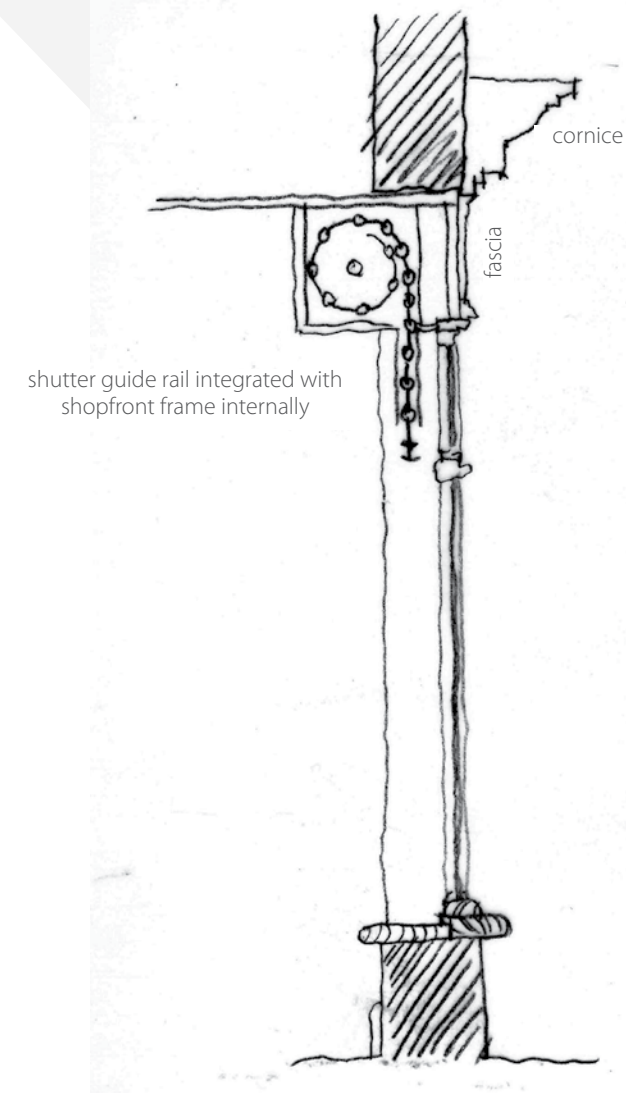


Figure 48. Internal roller shutter position, well integrated with shopfront



Figure 49. Closed type, external shutter unacceptable in any case



Figure 50. Open type, external shutter acceptable only in necessary situations



Figure 51. Alarm boxes haphazardly positioned on facade



Figure 52. Open type, internal shutter integrated with shop type, generally acceptable



Figure 53. Well integrated, open type external shutter acceptable in necessary situations



Figure 54. Alarm boxes haphazardly positioned on facade

2.3 – Materials and Colour Use

Selecting materials for shopfronts must always take account of the style and design of the proposed design, the building it will occupy and its setting.

A limited palette of good quality materials will always work better in integrating the proposed shopfront with its surroundings and positively contributing to the character of the street. Broadly speaking nonreflective finishes should be utilised and the use of plastics, mosaics, polished stone, ceramic tiles, smoked or mirror glass should be avoided.

Timber

Timber is traditionally used for shopfronts. It is versatile and the most appropriate material in all situations, whether in a historic setting, a conservation area, a listed building or for a contemporary design. The choice of timber should be carefully considered at the design stage as it will have a considerable bearing on the visual appearance and future maintenance requirements of the shopfront. The use of tropical hardwoods and all timber from non-sustainable resources should be avoided. The Timber Research & Development Association (TRADA) can provide advice and technical information regarding the availability, quality and performance of timbers.

Generally, timber should be finished with paint; varnish or stain may occasionally be suitable but not in conservation areas or for listed buildings. There are nearly infinite choices available in colour and design for timber and it can normally be easily repaired or altered and readily repainted for a fresh look.

Stone

Stone is broadly appropriate in all parts of South Somerset but typically only in the form of smooth ashlar. If stone is to be chosen for a shopfront, the type should be carefully selected and it should preferably be local to the area. Random or rough rubble finishes are not suited to shopfronts. It should be noted that for listed buildings and in conservation areas full details of the stone coursing, bedding, jointing, pointing and mortar mix will be required.

Brick

Brick may look out of place unless the building itself is constructed of brick. Each opening in a stone or brick building will require the wall's means of support to be physically expressed, weather as a beam or lintel or some form of arch.

Render

Render is only really suitable for stallrisers or, if executed to the highest possible standard to emulate ashlar stone.

Metals

Aluminium is often used for modern shopfronts; powder coated finishes have a good appearance and are available in a wide range of colours. Generally the use of self-coloured and anodised aluminium should be avoided.

Unfinished galvanised steel should be avoided. As with aluminium, powder coating can provide a good finish in a wide colour range.

Chrome plate, stainless steel and other polished metals are usually too hard and shiny in appearance but can be suited to very specific design solutions.

Plastic & Acrylic

Plastics are not generally appropriate in conservation areas or for listed buildings. They are however often used for modern signs, facias and lettering. Selecting and designing with plastics should be done carefully to avoid a thin, harsh, shiny appearance and detailing the finish at the edges of sheets should be well-considered.

Colour Use

A place's character and local distinctiveness is partly determined by colour as well as the predominant materials used. As such the choice of shopfront colour will play an important role in positively contributing to the locality perhaps by the use of a locally distinctive colour or variation upon it. Therefore, the choosing a colour should be done with regard to the colour qualities of the building as a whole as well as those of the neighbouring buildings and their setting, in order to avoid clashing contrasts.

Selecting colour requires skill and judgement. Generally colour schemes for historic shopfronts were kept simple, often single-coloured that puts the visual focus on the goods displayed in the shop window. Conversely, contemporary colour schemes are often used to make the shopfront itself a form of advertising. Corporate schemes in particular are often imposed without any regard to the design and location, which often contributes to the erosion of the character of an area. Thus, in historic areas corporate colour styles may need to be modified from their standard design. Listed building consent may be needed when repainting a listed building; advice should be sought from the Local Planning Authority.

Good design principles

- Dark coloured shopfronts will often help to highlight the display area especially if well lit. Dark shades of green, grey, blue, red, browns, or black are traditional colours for historic shopfronts.
- Fluorescent colours will be out of place almost everywhere and will not be supported. Bright shades of yellow, orange and pink are generally inappropriate in sensitive historic areas.
- Minimalist and monochrome paint combinations combined with the use of a stylish script will result in a high quality scheme. Garish and clashing colour combinations should be avoided altogether.
- Varnish and wood stains, which will allow the timber grain and character to show as part of the finish, have essentially none or a low amount of pigment and as such they are susceptible to discolouring from water and sun. Therefore, the suppliers' specifications should be carefully checked for these effects.



Brick, ashlar stone, painted timber



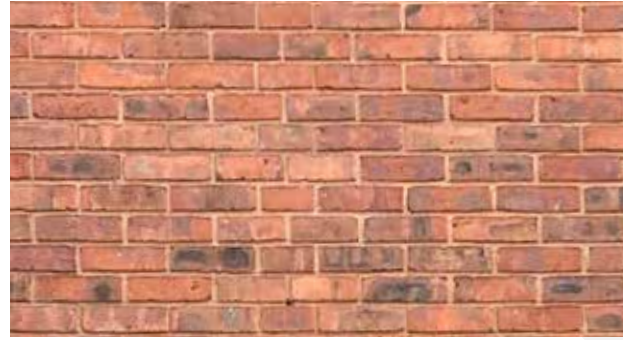
Ashlar stone, painted timber



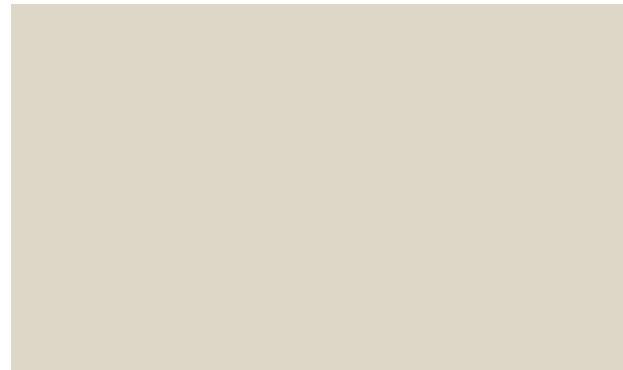
Painted brick and timber stallriser



Painted timber mullion



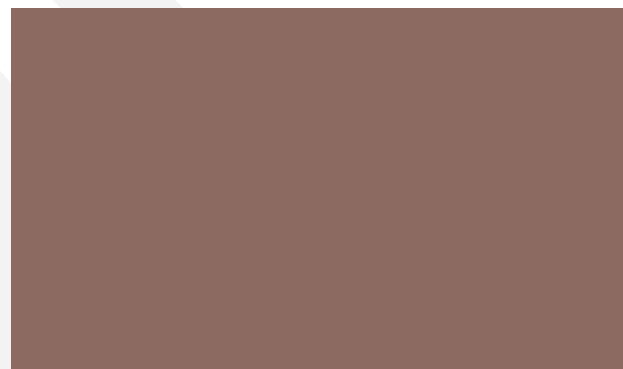
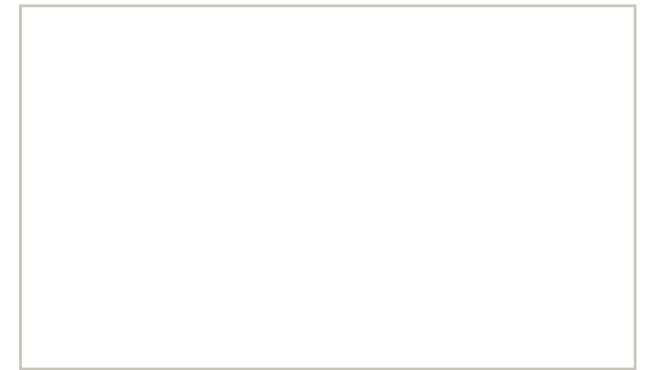
Red Brick



Aluminium



Ashlar Stone



Above: Colour swatches sympathetic to the local character of Yeovil

2.4 – Accessibility

In line with current regulations, new shopfronts should accommodate the needs of all people, allowing safe, easy and convenient access for all users of the building, including those with impaired abilities, elderly people and those with prams.

Good design principles

- Level access: where possible steps should be avoided and the shopfront entrance should be level and wide enough to allow entry for all users;
- Where a change of level is unavoidable, steps and ramps should be designed in line with Approved Document M of the Building regulations. Small changes in level may be able to be accommodated within the footway outside the shop; the Highway Authority for the area should be consulted in the first instance.
- Doors should be able to be operated easily by wheelchair users and those with limited strength;
- The needs of the partially sighted should be considered when designing a shopfront; distinguishing glass doors within large areas of glazing is difficult for the visually impaired. Incorporating stallrisers, glazing bars and suitable manifestation on the shopfront will assist in making the facade more legible.
- Forecourt displays and seating can enliven streets and will generally be permitted where it does not cause an obstruction to pedestrians or nuisance to any neighbouring residential occupiers. To prevent conflict, forecourts should be clearly delineated from the main pavement, allowing sufficient space for the free flow of pedestrians. Broadly speaking the required clearances are:
 - 3m for primary pedestrian routes, where there is heavy footfall (town centres, busy shopping areas and public transport nodes), and
 - 2m for all other pedestrian routes, where there is less footfall.
- These clearances should be kept free of any obstructions, including lamp posts and street furniture. As mentioned earlier in the document, the use of A-boards and similar type of on-street advertising should be avoided so as not to obstruct movement.
- The interior design and the shop service should also be considered, ensuring the layout is easy to navigate and providing assistance for people with hearing, visual, physical or mental impairments.

3. Repairs & Maintenance of Existing/Traditional Shopfronts

Where a traditional or historic shopfront exists, shop owners will be encouraged to retain and repair as necessary. Traditionally designed shopfronts are made of timber and sit within a traditional architectural framework around the opening. Across the country there are examples of historic timber shopfronts having survived for over two hundred years. This demonstrates that utilising good quality timber, detailed well and maintained adequately is a worthwhile investment. It is easily repairable without replacing the entire shopfront.

For repairs and maintenance, it is recommended to use good quality softwood suitable for external use, as such as Douglas Fir or British Columbian Pine, and hardwood for the cill.

The following principles should be followed for selecting timber:

- It should be suitable for outside use;
- It should be workable, i.e. it can be worked to the fine detailing;
- Its moisture content should be verified and the likelihood of movement;
- It should be that it is able to take a finish that will look good and be durable;
- It should be able to take a painted finish where varnish is not acceptable;
- It should be supplied from environmentally sustainable sources.

The life-span of the joinery will be extended if all the joint faces (especially the end grain) are primed before construction. Utilising suitable modern, microporous paint will assist timber that gets damp to dry out, however more traditional, linseed oil paints tend to be more flexible and less likely to crack. A good paint system, using long life paints, will mean less repainting over time and that includes good quality primers.

New shopfronts should incorporate trickle vents or opening lights to maintain adequate ventilation, which will prolong the life of the shopfront.

Annual checks and paint touch ups particularly around the cill and the joints in the framing will ensure a timber shopfront is maintained to a good standard. Where larger repairs are necessary, timber can be scarfed-in around the joints, whereas minor repairs can be undertaken using resins.

Rendered and timber-panelled stallrisers can be subjected to a fair amount of damage, particularly if they are carried down to the ground without any gap or damp proof course. Splash-back from the road and pavement surfaces will constantly leave them dirty and stained, causing long term damage if they are not regularly cleaned and maintained.

Overall building maintenance, ensuring that gutters and downpipes are clear will also protect the facade and shopfront below from rainwater overflow damage. Similarly, the flashing over the cornice should be regularly checked to ensure it is not cracked and properly tucked in to the wall above and not plant material is growing around it, causing damage to the building.



Figure 55. Resin repair to timber shopfront detail



Figure 56. Timber stallriser repair



Figure 57. A well maintained timber shopfront

4. Contemporary Shopfronts

As mentioned in earlier sections of this document shop owners are encouraged to repair original shopfronts, and/or to repair and re-establish the traditional architectural frame of the shopfront. However, there may be instances where it is necessary and/ or appropriate to propose a carefully proportioned, well resolved, high quality, modern design either within the traditional surround or within a carefully articulated new shop frame that reinterprets the proportions and form of the adjacent shopfronts in a contemporary manner. The design of modern replacement shopfronts should be of a high standard design in order to bring diversity and vitality to the street.

In new and contemporary buildings there can be more flexibility in the design of shopfronts which can enhance and enliven the local shopping environment. Nevertheless, these generally work better where a high degree of architectural or graphic design is input into the scheme. Innovative design solutions can be incorporated more easily in such instances, however the basic principles of traditional shopfront design which have stood the test of time should still be reflected, particularly in a street setting incorporating other more traditional shopfronts.

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Above: Contemporary shopfront examples

5. Consents

Most alterations to a shopfront will require planning permission however, routine maintenance works generally will not. In the case of listed buildings and buildings within conservation areas there are further restrictions. This is to ensure that alterations and additions do not harm the appearance of the area and are sympathetic to the integrity of the original building. In addition, Advertisement Consent may also be required to display a shop sign. It is advisable to contact the Local Planning Authority team before carrying out any alterations or displaying advertising. The Council's Planning Enforcement Team holds powers of enforcement to ensure compliance with legislation, policies and guidance.

Every application will require an application form and it can be submitted electronically via the Planning Portal. The Planning Portal was established by UK government in 2002 to allow planning applications in England and Wales to be processed electronically. It is not administered by the Local Planning Authority. Please visit www.planningportal.co.uk/applications for more information on applications. Assistance in calculating fees for planning applications can also be found on the Planning Portal website.

5.1 – Planning Consent

The Local Planning Authority has a Validation Guide detailing the documents required for any Planning Application submitted to be validated. For further information and advice please contact the Local Planning Authority team.

In addition to the documents listed in therein, planning applications for new shopfronts should include:

- Fully detailed plans and full elevation drawings of the whole building frontage, showing the new shopfront to a scale of no smaller than 1:50;
- Full details of all materials proposed.

5.2 – Conservation: Listed Building Consent

Listed building consent will be required for any changes which will 'affect its character as a building of special architectural or historic interest'. An application for listed building consent must be submitted to the local planning authority prior to works being carried out. It should be noted that it is a criminal offence to carry out work which requires listed building consent without obtaining that consent.

In conservation areas or when the building is listed, the submitted information should be supplemented by:

- Elevation drawings showing the complete neighbouring buildings in relation to the proposal no smaller than 1:50 ;
- A detailed elevation of the proposed shopfront to a scale of no smaller than 1:25;
- Full coverage of details including sections through cornices, fascia, blind boxes, window frames and glazing bars, stall riser, doors and pistons and security grill enclosures at a scale of 1:5 or 1:10;
- Full details of all materials and colours proposed.

5.3 – Advertisement Consent

The Advertisement control system rules are set out in the Town and Country Planning (Control of Advertisements)(England) Regulations 2007. It is the responsibility of the Local Planning Authority to decide whether a particular advertisement should be permitted or not under these rules.

Applications for fascia advertisements on poorly proportioned shopfronts will raise concerns and must be carefully thought through. An existing poorly proportioned fascia space will not be considered sufficient reason to permit an advertisement which will be detrimental to the visual amenity of the area. The applicant will be encouraged to redesign the shopfront or design the signage such as to compensate for the fascia's poor proportions. Guidance of fascia design and signage is set out earlier in this document and should be followed.

As with full Planning Applications, there is a validation checklist for applications for Advertisement Consent. In addition to the normal drawings required to be submitted with a Planning Application, Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable]) are required to be submitted. For more detailed information on the above requirements please see the National/Local Validation Checklist on South Somerset District Council's Website: www.southsomerset.gov.uk and/or contact the Local Planning Authority team for further advice.

The Planning Department
South Somerset District Council
Brympton Way
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Somerset
BA20 2HT

Tel: 01935 462462

Fax: 01935 462299

Email: planning@southsomerset.gov.uk

Website: www.southsomerset.gov.uk

5.4 – Building Regulations Consent

Depending on the extent of the works to be done to a shopfront, there may be the need to seek Building Regulations Approval. Building Regulations are concerned with the technical requirements associated with the construction process, including:

- The way in which the building is constructed;
- Structural stability;
- Means of escape;
- Fire precautions;
- Weather resistance;
- Energy conservation;
- Sound insulation;
- Access and facilities for all users.

As discussed above, many types of building work will require both planning and building regulations approval, applications for which are done separately.

6. Checklist

The following checklist should be used to ensure good design principles have been followed.

Shopfront relationship with building and wider street

- The shopfront should reflect and relate in scale, proportion and architectural style to the building in which it is set and to the wider parade of shops;
- The fascia proportions should respect the rest of the shopfront and the building in which it is set. It should not be too deep, wide or project forward from the face of the building. It should be positioned consistently with adjoining buildings;

Positive shopfront character

- Where an existing shopfront is to be retained and restored or an original shopfront to be reinstated, surviving historic features should be preserved and restored in a sensitive manner;
- Where a new shopfront is installed, it should draw particular attention to the component parts of good traditional shopfronts;
- Pilasters and consoles, decorated if appropriate, should be used to support the fascia as they form an important part of the overall shopfront design;
- Stallrisers provide a strong visual base to the shop window and add to security and protection of the window display;
- Entrance doors should be recessed and have a solid lower panel to match stallriser height.

Attractive display windows

- The shopfront window display should be subdivided by vertical and horizontal elements to avoid a large expansions of glass and a well-proportioned frontage. Glazing bars assist in to creating visual relief, rhythm and an attractive design;
- Obscured panels filled with advertising should be avoided.

Uncluttered shop signage and advertisements

- Generally signage should be kept to a minimum, avoiding visual cluttered, and integrated into the shopfront. It should serve to advertise the goods and services offered whilst respecting the character of the building and street scene;
- Projecting signage should be small, positioned at fascia level and not obscuring details of the shopfront or other parts of the building.

Preventing light pollution

- External illumination where necessary should be low key and discreetly positioned. It should be designed and sited so as not to cause disturbance to others, including residents and passing traffic;
- Internally illuminated fascia signs should be avoided altogether;
- Proposed lighting levels should be in keeping with the character of the area.

Fixtures, services and entrances integration

- Any canopies installed should be integrated into the shopfront, be retractable and allow sufficient clearance below for pedestrian movement;
- Suitable security measures, such as toughened glass, better internal lighting, internal video cameras and alarm systems are preferable to shutters and grilles;
- Where security shutters are necessary, they should be internally fitted, dark coloured and be of an open design. Guide rails and shutter boxes should be concealed and sensitively integrated into the shopfront design;
- Other fixtures, security features, services and secondary entrances should be integrate with and complement the building and shopfront;
- Services should generally be located to the rear of a building to remain out of view from the main street or screened from view as appropriate.

Materiality

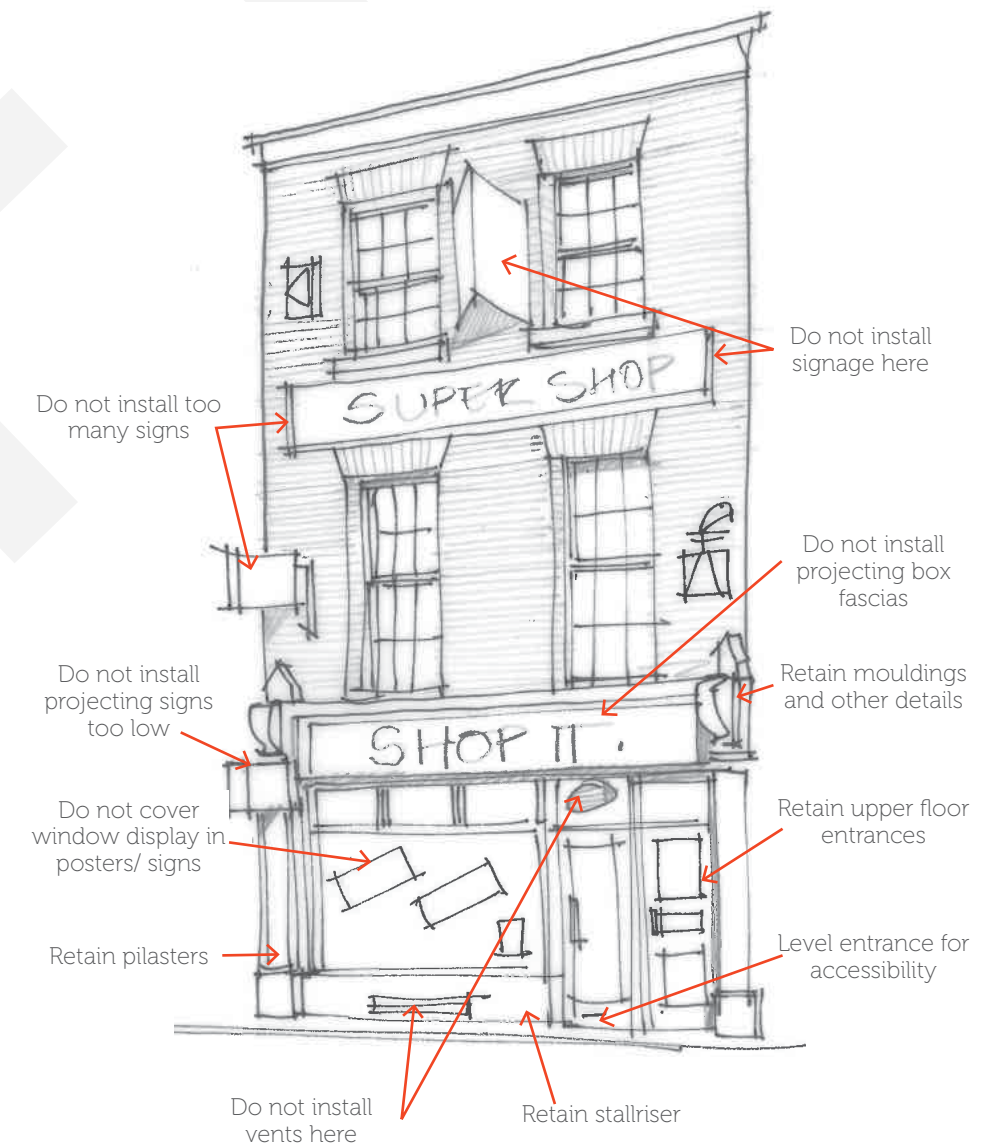
- High quality and robust materials should be used in shopfront construction. They should be in keeping with the character and appearance of the building;
- Where traditional shopfronts are restored, original materials could be replicated.

Equality Act: access for all

- The shopfront must allow equal access to all, regardless of abilities;
- Forecourts should be clearly delineated from the main pedestrian routes, allowing sufficient clear space for pedestrian movement.
- Historic shopfront alterations should balance the requirement to preserve historic character with the needs of adequate access.

Other considerations

- Material considerations such as conservation design guides should be considered as and where appropriate;
- The repair of traditional shopfronts should be considered as a first option, as opposed to replacement;
- The design of shopfronts in modern buildings can allow for innovation and more flexibility in the design. Nevertheless incorporating basic principles of traditional shopfront design should produce successful results that can be an effective advertisement for the quality of the establishment.



7. References and Further Advice

1. SSDC: South Somerset Local Plan (2006 – 2028) (Adopted March 2015)
2. English Historic Towns Forum: Book of Details & Good Practice in Shopfront Design
3. <https://www.southsomerset.gov.uk/services/planning/>
4. <https://www.planningportal.co.uk/info/200127/planning>
5. <https://legacy.southsomerset.gov.uk/your-area.aspx?addressid=001P5900LI000>
6. Department for Communities and Local Government: Outdoor advertisements and signs: a guide for advertisers, June 2007
7. Historic England: Making Changes to Heritage Assets, Advice Note 2
8. SSDC: Your Listed Building A Guide For Owners And Occupiers
9. SSDC: Validation Guide – What do I need?
10. SSDC: The design of Shopfronts, Signs and Security Measures
11. SSDC: South Western Terrace SPG
12. Secured by Design: Commercial Developments 2015
13. Technical advice on security can be sought from the local Architectural Liaison Officer and Crime Prevention Design Advisors through <https://www.securedbydesign.com/contact-us/national-network-of-designing-out-crime-officers?view=article&id=308#avon-somerset-constabulary>

Public Realm Design Supplementary Planning Document (SPD) SEA/HRA Screening Report

1. Introduction

1.1. This screening assessment is to determine whether the Supplementary Planning Document (SPD) which includes a shop front guide as an addendum requires:

- A Habitats Regulation Assessment (HRA) under European Directive 92/43/EEC on the Conservation of Natural Habitats and Wild Flora (the “Habitats Directive”) and associated Conservation of Habitats and Species Regulations 2010 (“Habitat Regulations”), and / or;
- A Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004. In the case of this being required then a wider Sustainability Appraisal (SA) may also be necessary.

1.2. The SPD will provide design guidance to supplement policies within the Local Plan (Part 1) 2014. The SPD will set out the local context and provide local design guidance for developers and decision makers on all future pre-application discussions and planning applications for public realm delivery in Yeovil town centre. It also sets out detailed approaches to the delivery of shopfronts in the defined area of Yeovil town centre. It does not provide new policies, elaborating only on policies within the Local Plan (Part 1) to assist implementation. The Local Plan (Part 1) policies have been subject to SEA as part of a SA.

1.3. The legislative background set out below outlines the regulations that require the need for this screening exercise. Sections 3 and 4 provide a screening assessment of the likely significant environmental effects of the SPD and examine the need for a HRA and an SEA respectively.

2. Legislative Background

2.1. In respect of HRA (which relates to internationally important nature conservation sites), the aim of this screening is to establish whether the SPD is likely to give rise to significant effects which have not been formally assessed in the context of the HRA of the Local Plan (Part 1). The requirement under the “Habitats Directive” is to consider potential impacts on sites of European importance for Nature Conservation. This is done through a process referred to as a Habitat Regulations Assessment which starts with a screening stage and may need to be followed with more detailed examination through an “Appropriate Assessment”.

2.2. The requirement for a Strategic Environmental Assessment (SEA) arises from the European Directive 2001/42/EC “on the assessment of the effects of certain plans and programmes on the environment” (SEA Directive). This Directive was transposed in UK law by the Environmental Assessment of Plans and Programmes Regulations 2004 (the SEA Regulations). This legislation places an obligation on local authorities to undertake a SEA on any plan or programme prepared for town and country planning or land use purposes and which sets the framework for future development consent of certain projects.

2.3. The 2008 Planning Act removed the requirement to undertake an SA for an SPD, although this did not replace the requirement to establish whether an SPD required SEA (see Explanatory Memorandum to the Town and Country Plan (Local Development) (England) (Amendment) Regulations 2009 No 401). Therefore this report focuses on screening for SEA and the criteria for establishing whether a full Assessment is needed. SPDs will only require SEA if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the Local Plan.

2.6. There is some potential overlap between the two types of assessment; in particular an identified requirement for an “Appropriate Assessment” under the Habitat Regulations will automatically trigger a requirement for SEA (unless a “local level” or “minor modification” exemption applies). In this report, Section 3 considers the potential need for HRA whilst Section 4 does the same in respect of SEA.

2.7. There is a duty to consult with specified environmental organisations (Natural England, Historic England and the Environment Agency) when determining the need for SEA for development falling within the criteria set by this Regulation. In situations where SEA is not deemed to be required, the Council has a duty to prepare a statement of its reasons for determining that SEA is not required. The SEA Screening Statement should provide sufficient information to demonstrate whether the SPD is likely to have significant environmental effects. If it is concluded that there are not likely to be significant environmental effects and therefore no need for SEA this statement will clearly indicate the reasons for such a decision.

3. Screening for HRA

3.1. It is a requirement under the Habitats Directive that the potential effects of “plans or projects” on designated European sites (Special Areas of Conservation / Special Protection Areas, also referred to as “Natura 2000 sites”) are considered, and where necessary are appropriately assessed. Regulation 61(1) of The Conservation of Habitats and Species Regulations 2010 states:

“A competent authority, before deciding to undertake, or give any consent, permission or other authorisation for, a plan or project which—
(a) is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects), and
(b) is not directly connected with or necessary to the management of that site, must make an appropriate assessment of the implications for that site in view of that site’s conservation objectives.”

The authority may agree to the plan or project only after having ascertained that it will not adversely affect the integrity of the European site (Regulation 61(5)).

3.2. Therefore, where a plan or project is *“not directly connected with or necessary to the management of a [Natura 2000] site”*, the first stage in the HRA process is to establish whether a *“significant effect”* is likely. This is referred to as the “screening stage”. If it is found that a significant effect is not likely then no further action is required but if potential effects are identified and deemed to be significant then further *“Appropriate Assessment”* is required and used as a tool to help modify the plan / project to ensure that impacts are removed or if this is not possible mitigated to prevent an adverse effect upon the integrity of the European

site.

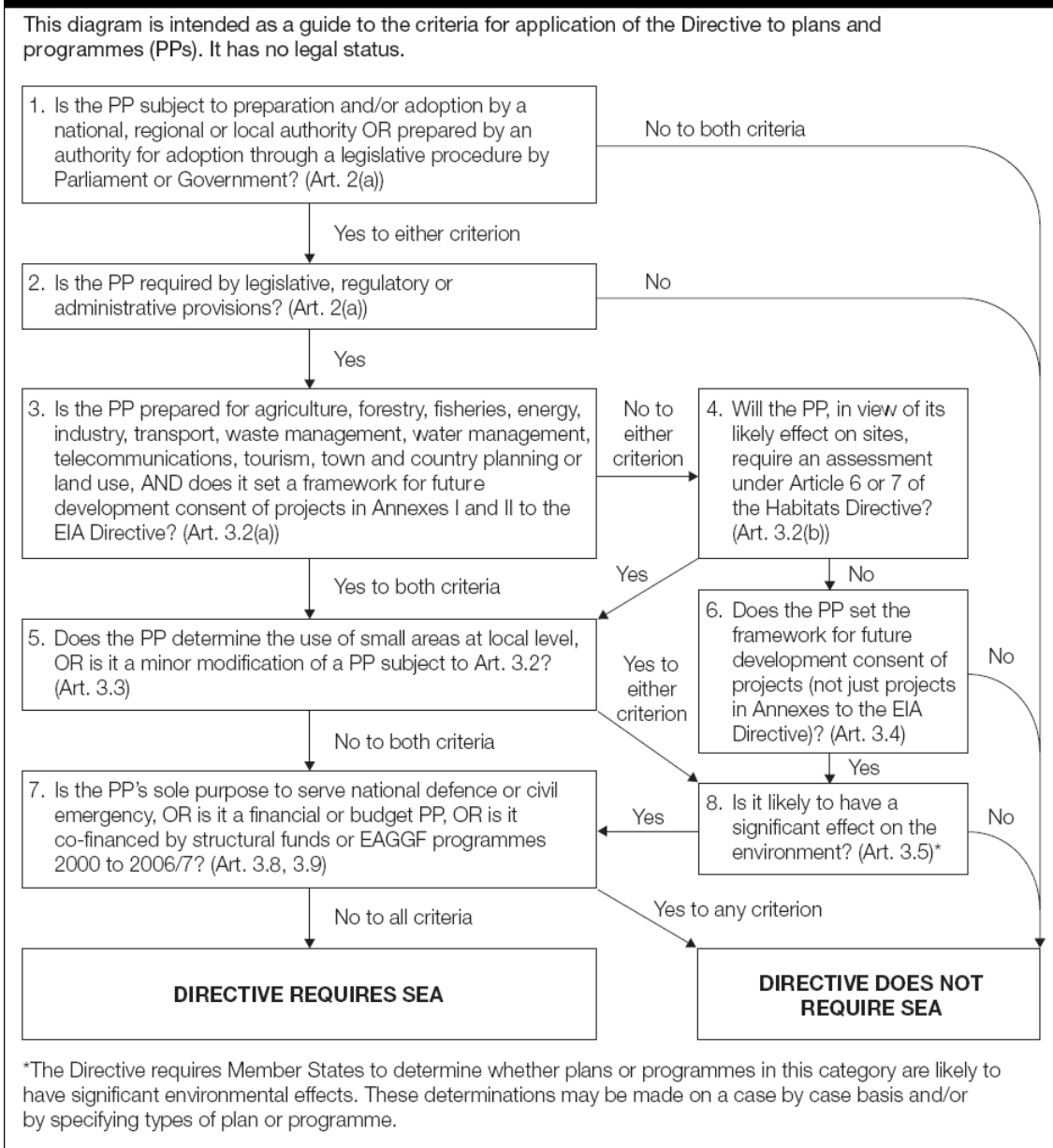
3.4. As the competent authority under The Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations) South Somerset District Council was required to assess its Local Plan through the HRA process as policies and site allocations in the plan could have potentially affected Natura 2000 sites within or near the District;

3.5. The Design SPD is not a plan or project which will be implemented in its own right – it expands upon historic policies within the Local Plan – most specifically EQ2 General Development. It is restricted to the defined area of Yeovil town centre. The policy within the Local Plan related to the SPD has already been subject to HRA and measures to address the identified likely significant effects on the integrity of sites from development proposals have been set out in Local Plan policies. The SPD does not introduce new proposals of a type and/or scale outside the parameters of the Local Plan or amend any of the proposed mitigation measures agreed. It is therefore considered that the Design SPD is not likely to have a significant effect on a European site which means that an “Appropriate Assessment” is not required.

4. Screening for SEA

4.1. The requirement to undertake SEA applies to plans and programmes which are subject to preparation or adoption by an authority at a national, regional or local level. In order to establish whether SEA is required the fundamental consideration is whether the document is likely to have ‘significant environmental effects’. The best way to determine this is to carry out a screening assessment. If the screening assessment indicates that there could be significant effects, an SEA is needed. The following diagram illustrates the process for screening a planning document to ascertain whether a full SEA is needed.

Figure 2 – Application of the SEA Directive to plans and programmes



Source: A Practical Guide to the Strategic Environmental Assessment Directive, ODP, 2005

Table 1 below sets out the Council's response to the above questions in order to clearly assess the need for an SEA. Table 2 provides the Council's assessment of likely significant effects, in accordance with the screening report process in Table 1.

Table 1: Screening of the Public Realm Design SPD

SEA Screening Questions	Screening Assessment of the Public Realm Design SPD
1. Is the plan or programme subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government (Art. 2(a))?	Yes – the SPD is prepared and adopted by a local planning authority, South Somerset District Council. (Yes to either criterion, go to question 2)
2. Is the plan or programme required by legislative, regulatory or administrative provisions (Art. 2(a))?	Yes – the SPD is produced to aid delivery of the statutory Local Plan. The SPD supports the regeneration of Yeovil Town Centre. (Yes – go to question 3)
3. Is the plan or programme prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use AND does it set the framework for future development consent for projects listed in Annexes I and II to the EIA Directive (Art 3.2(a))?	Yes – it is an SPD prepared for town and country planning and land use and provides detail and additional guidance to the Local Plan policy framework for future consent of projects listed in Schedule II of the EIA Directive (namely ‘urban development projects’). (Yes to both criteria- go to question 5)
5. Does the SPD determine the use of small areas at local level, OR is it a minor modification of a plan subject to Article 3.2? (Article 3.3)	Yes – the SPD will be a material consideration in the consideration of planning applications for new developments within Yeovil town centre. It provides detailed guidance to adopted Local Plan policy (‘minor modification’). (Yes – go to question 8)
8. Is it likely to have a significant effect on the environment (Art. 3.5)?	No. The purpose of the SPD is to provide guidance to assist in the interpretation of adopted policies in the Local Plan (Part 1). The policies to which the SPD relates were subject to SEA (incorporated within the SA) through the Local Plan preparation process. Therefore the SPD will not itself have any significant effects on the environment, and may assist in addressing potential negative effects identified in the SEA of the relevant adopted policies. See Table 2 for detailed assessment. (No - Directive does not require SEA).

Table 2: Determining the likely significance of effects on the environment

SEA Directive Criteria Schedule 1 Environmental Assessment of Plans and Programmes Regulations 2004	Summary of significant effects
1. Characteristics of the Public Realm Design SPD having particular regard to :	
(a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	The SPD will not set a framework for other projects or activities- it is providing additional guidance on existing policies within the Local Plan (Part 1) that have been subject to SEA.
(b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy	The SPD will have less material weight than the existing Local Plan (Part 1) policies, which have been subject to SEA. It sits below 'higher tier' development plan documents and does not set new policies.
(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development	The SPD provides guidance on the interpretation of existing local policy along with national guidance, all of which promote sustainable development. The SPD does not introduce new policy.
(d) Environmental problems relevant to the plan or programme	There are no negative environmental issues associated with this SPD, moreover the SPD seeks where possible to achieve environmental improvements via good quality, sustainable design.
(e) The relevance of the plan or programme for the implementation of [European] Community legislation on the environment (for example, plans and programmes linked to waste management or water protection)	The SPD is not directly relevant to the implementation of community legislation. However it could be used as a guide in helping to achieve some of the objectives set out in such legislation at site level scale e.g. waste management. It offers guidance on the implementation of existing Local Plan policies, which have been subject to SEA, to provide further positive effects.
2. Characteristics of the effects and of the area likely to be affected by the Public Realm Design SPD, having regard, in particular, to:	
(a) The probability, duration, frequency and reversibility of the effects	The SPD provides guidance aimed at ameliorating the negative impact of new developments. It is anticipated to have positive and beneficial effects on the built environment of Yeovil town centre. It offers guidance on the implementation of existing Local Plan policies, which have been subject to SEA, to provide further positive effects.

(b) the cumulative nature of the effects	The effects of this SPD will be largely beneficial- therefore any cumulative effects will also be beneficial e.g. the use of better quality design materials in several developments within local area will create a better quality built environment.
(c) the transboundary nature of the effects,	The SPD is unlikely to result in any transboundary effects, it is limited to areas in the vicinity of new developments within Yeovil town centre. Where developments may be transboundary, the SPD would only serve to ameliorate some of the possible effects of such developments.
(d) the risks to human health or the environment (e.g. due to accidents),	The SPD does not present any risk to human health or the environment; conversely it aims to encourage improvements in these areas.
(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),	The SPD will be applied to all relevant planning applications in Yeovil town centre so has very limited 'local' scale.
(f) the value and vulnerability of the area likely to be affected due to: - special natural characteristics or cultural heritage, - exceeded environmental quality standards or limit values, - intensive land-use,	The SPD covers Yeovil town centre so will be relevant in guiding decision making for proposed developments in conservation areas. It seeks to create quality design informing application of local plan policies. However, It is only offering guidance on the implementation of existing Local Plan policies, which have been subject to SEA, to provide further positive effects. It does not propose any new development over and above that assessed within the Local Plan (Part 1) policies.
(g) the effects on areas or landscapes which have a recognized national, Community or international protection status.	The SPD is specifically aligned to the area of Yeovil town centre only, so is only offering guidance on existing Local Plan policies which have been subject to SEA to aid implementation and provide further positive effects. It does not propose any new development over and above that assessed within the Local Plan (Part 1) policies.

5. Consultation

The Council are in the process of consulting the three statutory environmental bodies, Environment Agency, Historic England and Natural England on the draft SEA/HRA screening report. This consultation will reported to District Executive as part of the update report.

6. Determination

The Public Realm Design SPD has not been subject to HRA or SEA assessment because the SPD does not introduce new policies. It simply provides guidance on existing policies within the adopted Local Plan (Part 1). These policies have been sufficiently appraised via SAs and HRAs. The Council considers that the Public Realm Design SPD will not result in any additional significant effects to those already identified in the higher level SAs. It will provide more detailed guidance to developers and decision makers to ensure that the positive effects identified in the Local Plan SA are realized and that any neutral and/or negative effects are mitigated further.

Agenda Item 13

District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Housing and Strategy
Director: Netta Meadows, Strategy and Support Services
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:-

- a) approve the updated Executive Forward Plan for publication as attached at Appendix A
- b) note the contents of the Consultation Database as shown at Appendix B.

4. Executive Forward Plan

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

5. Consultation Database

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

6. Background Papers

6.1 None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2019	Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance	Portfolio Holder - Protecting Core Services	Director Service Delivery	Vicki Dawson, Lead Specialist (Environmental Health)	District Executive
December 2019	Commercial Asset Update Report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property Manager	District Executive
December 2019	Homelessness and Rough Sleepers Strategy	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Leisa Kelly, Specialist (Strategic Planning)	District Executive
December 2019	Draft 2020/21 Budget Update	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
January 2020	Future funding of CASS, SPARK and Access for All	Portfolio Holder - Health & Well-Being	Director Strategy and Support Services	David Crisfield, Specialist (Strategic Planning)	District Executive
January 2020	Somerset Waste Partnership Annual Report and Draft Business Plan 2020 - 2024	Portfolio Holder - Environment	Director Commercial Services & Income Generation	Chris Cooper, Environment Services Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
February 2020	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
February 2020	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
February 2020	2020/21 Revenue and Capital Budget	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2020	2020/21 Capital Strategy	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2020	2020/21 Investment Strategy	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2020	Council Plan 2020/21	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Jan Gamon, Lead Specialist (Strategic Planning)	District Executive South Somerset District Council
TBC	Dualling of A303 from Sparkford to Ilchester	Portfolio Holder - Protecting Core Services	Director Strategy and Support Services	Specialist (Strategic Planning)	District Executive

APPENDIX B - Current Consultations – November 2019

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Review of local authority financial reporting and external audit: call for views</p> <p>This call for views, for Sir Tony Redmond’s review of local authority financial reporting and external audit, invites views, information and evidence on, in particular:</p> <ul style="list-style-type: none"> • definitions of audit and its users • the expectation gap • audit and wider assurance • the governance framework • audit product and quality • auditor reporting • how local authorities respond to audit findings • the financial reporting framework <p>The call for views is aimed at anyone with a direct or indirect interest in local authority audit and financial reporting.</p> <p>https://www.gov.uk/government/consultations/review-of-local-authority-financial-reporting-and-external-audit-call-for-views?utm_source=7e939a7b-b522-4603-bdca-04f31d3f917f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>	Finance and Legal Services	Director – Strategy and Support Services	Officers in consultation with Portfolio Holder	Section 151 Officer	22 November 2019
<p>Local government finance settlement 2020 to 2021: technical consultation</p> <p>This consultation paper sets out the government’s intended approach for the 2020 to 2021 local government finance settlement.</p>	Finance and Legal Services	Director – Strategy and Support Services	Officers in consultation with Portfolio Holder	Section 151 Officer	31 October 2019

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>It will be of particular interest to local authorities, and representative bodies for local authorities.</p> <p>https://www.gov.uk/government/consultations/local-government-finance-settlement-2020-to-2021-technical-consultation?utm_source=6a66d4c3-9f32-40cf-b701-97a681b71618&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>					

Agenda Item 14

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 5th December 2019** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 15

Exclusion of Press and Public

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

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

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

Agenda Item 16

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

Document is Restricted