

Taunton Charter Trustees

Wednesday, 2nd October, 2019,
6.00 pm

The John Meikle Room - The Deane House



Members: Francesca Smith (Chair), Sue Lees (Vice-Chair), Lee Baker, Chris Booth, Simon Coles, Caroline Ellis, Marcia Hill, Richard Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Federica Smith-Roberts, Alan Wedderkopp, Danny Wedderkopp and Brenda Weston

Agenda

1. Apologies

To receive any apologies for absence.

2. Minutes of the previous meeting of the Taunton Charter Trustees

To approve the minutes of the previous meeting of the Committee.

3. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

4. Public Participation

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

(Pages 5 - 14)

5. **Petitions**
6. **Deputations**
7. **Communications**
8. **Motions to the Charter Trustees**
9. **Presentation of gift from Friends of Konigslutter (FOK)**
10. **Twinning Arrangements for 2020** (Pages 15 - 18)
To discuss options for Taunton Twinning associations for the future.
11. **Budget Options for 2020/21**
To discuss the budget options for the 2020/21 financial year.
12. **Community Infrastructure Levy (CIL) - Priorities**
A verbal update on the Community Infrastructure Levy for the Unparished Area of Taunton.
13. **CIL Funding Proposal - Cycling Infrastructure**
To receive information on the Taunton Town's Cycling Infrastructure Project.
14. **Community Governance Review Update** (Pages 19 - 20)
To consider the briefing note on the Community Governance Review.
15. **Consultation Response - Electric Vehicle Charging Points** (Pages 21 - 30)
16. **Consultation Response - Phone Boxes** (Pages 31 - 58)



JAMES HASSETT
CHIEF EXECUTIVE

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Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

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Taunton Charter Trustees - 7 August 2019

Present: Councillor Francesca Smith (Mayor)

Councillors Sue Lees (Deputy Mayor), Lee Baker, Chris Booth, Richard Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Alan Wedderkopp, Danny Wedderkopp and Brenda Weston

Officers: Jo Comer, Marcus Prouse and Amy Tregellas

Also Present: Councillors Dave Durdan and Kelly Durdan

(The meeting commenced at 6.00 pm)

17. **Apologies**

Apologies were received from Councillors Coles and Smith-Roberts.

18. **Minutes of the previous meeting of the Taunton Charter Trustees**

(Minutes of the meeting of the Taunton Charter Trustees held on 4th June 2019 were circulated with the agenda)

RESOLVED that the minutes of the Taunton Charter Trustees held on 4th June 2019 were confirmed as a correct record.

19. **Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Councillor or Clerk of a County, Town or Parish Council or any other Local Authority:-

Name	Minute No.	Description of Interest	Reason	Action Taken
Cllr L Baker	All Items	Cheddon Fitzpaine & SWT	Personal	Spoke and Voted
Cllr C Booth	All Items	Wellington and SWT	Personal	Spoke and Voted
Cllr R Lees	All Items	SWT	Personal	Spoke and Voted
Cllr S Lees	All Items	SWT	Personal	Spoke and Voted
Cllr L Lisgo	All Items	SWT	Personal	Spoke and Voted
Cllr M Peters	All Items	SWT	Personal	Spoke and Voted
Cllr H Prior-Sankey	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr F Smith	All Items	SWT	Personal	Spoke and Voted
Cllr A Wedderkopp	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr D	All Items	SWT	Personal	Spoke and Voted

Wedderkopp				
Cllr B Weston	All Items	SWT	Personal	Spoke and Voted

20. Public Participation

Councillor Kelly Durdan (Somerset West and Taunton Council) made a statement about the Taunton Christmas Lights. She had previously been involved in organising the event in 2012, 2013 and 2014. Councillor K Durdan was willing to organise it again for 2019 but wished to get a small working party of Councillors involved to support each other and work together to make the event successful.

During the discussion of this item, Members made comments and asked questions which included:-

- Councillor Prior-Sankey asked for more detail about the proposed timescale and monies involved, and whether there was already budget set aside in the District Council funds to support this?
- *Councillor Durdan confirmed that in 2012 the Council provided £10,000 and the event was organised in just six weeks. The possible budget would be looked at £40,000. If we did it again we would be able to collect revenue from other businesses attending in the daytime and through a variety of sponsorship and fundraising.*
- Councillor D Wedderkopp felt that the Christmas Lights was a perennial issue and needed to be resolved in the baseline budget.
- Councillor Lisgo recognised that the Christmas lights meant a lot to people and was unclear of the intentions of SWT with the lights for this year. This body was not a Town Council in the same respect of other town councils with their precepting abilities. The Christmas light's should be the responsibility of the District until then.
- Amy Tregellas reported that Craig Stone in Communications was believed to be leading on this issue within the District Council and Councillor Durdan was recommended to contact him in the first instance.
- Councillor Weston felt it would be good to have decent lights and queried whether any lights provided would be energy efficient and whether the costs and affordability of them could be investigated.
- *Councillor K Durdan confirmed that the money was not the main issue but that the support of other Councillors was vitally needed to make this event a permanent success in the Calendar. The lights were confirmed as energy efficient.*
- Councillor Booth spoke in favour of the plan and appreciated that whilst the finances need to be looked at, there was an opportunity with a Working Party to grasp this opportunity to put Taunton on the map regarding Christmas lights.

The Mayor confirmed that as representatives of the Unparished Area of Taunton it was important to do something to try and support this initiative. Interested Members were urged to contact Councillor Durdan subsequently if interested in serving on the working party. Councillor Durdan was also urged to look into

submitting a bid application form to the Charter Trustees Standing Committee if funds were required.

21. **Petitions**

No petitions from residents of Taunton had been received.

22. **Deputations**

No deputations from residents of Taunton had been received.

23. **Communications**

The Mayor confirmed that there were no communications to report.

24. **Motions to the Charter Trustees**

No motions to the Charter Trustees had been received.

25. **Budget for the Charter Trustees of Taunton for 2019/20**

The Clerk to the Charter Trustees introduced this item. The Charter Trustees had lodged a request for funding to the District Council (Somerset West and Taunton) at its inaugural meeting on 4th June 2019. This was because in their first year of existence Charter Trustees are not able to raise their own precept under legislation and had to have an amount provided for them by the District body.

Somerset West and Taunton Council had discussed this matter at their Full Council meeting on the 16th July 2019 and made the following resolutions:

- Transfer the 2019/20 Unparished Area budget of £46,399, to be allocated in line with the approved scope and governance of the Charter Trustees including the cost of the mayoralty, support costs and local grants scheme.
- Transfer the balance of unallocated legacy funds from previous years' TDBC Unparished Area Special Expenses Precept, to be administered by the Charter Trustees of the Town of Taunton.
- The transfer of legacy balance and future CIL Infrastructure Payments derived from the Unparished Area to the Charter Trustees of the Town of Taunton, once appropriate governance arrangements have been devised by the Charter Trustees to the satisfaction of the SWTC Head of Performance and Governance and the S151 Officer.
- Recommend the relevant Head of Function consults the Mayor, as representative of the Trustees, regarding the allocation of the legacy General Fund Unparished Area Play Equipment Capital Budget for use within the unparished area.
- The Charter Trustees be required to satisfy the SWTC S151 Officer that there are appropriate arrangements in place for the proper administration of and accounting for the funds to be transferred.

- Note that in future years, the Charter Trustees will be in a position to raise its own precept to fund its responsibilities.

During the discussion of this item, Members made comments and asked questions which included:-

- The Joint Independent Remuneration Panel were thanked for their work in calculating an allowance.
- It was requested that the figure provided for the Mayoralty in the final budget (18/19) for Taunton Deane Borough Council was provided to the Charter Trustees, which included costs for the Car and Driver for example.
- It was requested for further detail to be provided on the restrictions or criteria regarding the use of Community Infrastructure Levy (CIL) to be provided.
- *This information and guidance could be provided subsequent to the meeting by an officer in the Planning area that covered CIL. The former Unparished Area Committee had expressed a desire to explore the use of the CIL funding to improve cycling infrastructure within the Town Centre.*
- *The Clerk to the Charter Trustee's had had initial conversations with two officers in the Commercial Investment team about presenting to the Trustee's on a project that could potentially support the use of the CIL Funding on cycling infrastructure.*
- Members supported this and requested County Council involvement.
- *Regulation 59c states that a local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. £44,000 of that CIL budget was awarded in October 2015 and according to the regulations must be spent within a five year time limit.*
- A Member Briefing on CIL was considered a session to aid understanding of the topic.
- It was understood that the County Council were also seeking views on the CIL monies that had been received as part of the Killam's development.
- Clarification was sought on the detailed bids underneath the budget lines on amounts paid out against previously agreed commitments (£23,315) and amounts committed but not yet settled (£30,012).
- *The detail on these bids could be circulated to all Charter Trustees after the meeting and had been included in the response to David Orr, with all bid decisions to be published as before and available to members of the public.*
- Councillor Booth urged Councillors who were aware of capital improvements to be required to be made to Parks within the Unparished Area to contact himself and Cllr R Lees as there was a piece of work being undertaken looking at this area.

RESOLVED that the Taunton Charter Trustees:-

- a) Approved the Budget for the Charter Trustees of Taunton for 2019/20 until 31st March 2020 with the following allocations:-
- i. As recommended by the Joint Independent Recommendation Panel (JIRP) and the Shadow Council approved the award of a Special Responsibility Allowance for 2019/20 for the Mayor of Taunton at £2,930 and £1,570 for the Deputy Mayor for Taunton.
 - ii. That CPIH be used to inflation-index both Mayoral allowances in future years.
 - iii. That after a year's experience of the offices of Mayor and Deputy Mayor, the allowances be reviewed by the JIRP.
 - iv. Approved an amount of circa £500 for insurance costs associated with the Historic Civic Regalia, Insignia and Silver and associated property that vested with the Charter Trustees on 1 April 2019. (£505.85 was the cost in 18/19).
 - v. Ring-fenced an amount from the budget to be spent entirely on Mayoral activities such as travel expenses and event organisation and hosting within the unparished area. Based on estimates from previous years spend and depending on activities planned this is suggested as being an amount that should not exceed £10-£15,000.

26. **Confirmation of Special Responsibility Allowance for Mayor and Deputy Mayor for 2019/2020**

The Clerk to the Charter Trustees confirmed that The Charter Trustees predecessor committee the Unparished Area Committee formally requested that the Joint Independent Remuneration Panel look at the allowances for the Mayor and Deputy on 30th January 2019, whose recommendations were then supported at the meeting of the Shadow Council on 26th March 2019 at amounts of £2,930 and £1,570 for the Mayor and Deputy Mayor respectively.

As was customary, the use of the independent JIRP in advising Councillors enabled this to be looked at in an impartial manner with proposed allowances. If the Charter Trustees did wish to formally amend the Panel's recommendations this would have to be accompanied by clear reasons for departing from the recommendations and these needed to be publicised. The JIRP was keen to review the allowances after 12 months of operation.

RESOLVED that the Charter Trustees of Taunton:-

- a) As recommended by the Joint Independent Recommendation Panel (JIRP) and the Shadow Council approved the award of a Special Responsibility Allowance for 2019/20 for the Mayor of Taunton at £2,930 and £1,570 for the Deputy Mayor for Taunton.
- b) That CPIH be used to inflation-index both Mayoral allowances in future years.
- c) That after a year's experience of the offices of Mayor and Deputy Mayor, the allowances be reviewed by the JIRP.

27. **Civic Protocol**

The Civic Protocol document had been circulated with the Agenda. The Civic protocol was designed to help clarify the events and functions that the Charter Mayor and the Chairman of Somerset West and Taunton (SWT) Council would attend. The Civic role of the Chairman of the SWT Council included the following tasks:

- Prioritise and focus on promoting and enhancing strategic district - wide initiatives and promote public involvement in the Council's activities.
- Host high profile business and political visitors
- Attend events of regional, national or international significance
- Attend activities that enhance the economic, social and environmental wellbeing of the area.
- Be the conscience of the Council

It was anticipated that both the Chair role and Charter Mayor Role will complement each other but it will be vital that there is close liaison between the relevant office and Office-holders to ensure each role is afforded appropriate respect. The protocol arrangements would, as a consequence, require refinement as the new arrangements were embedded and the roles defined. This protocol was proposed to be reviewed after the first year of operation.

During the discussion of this item, Members made comments and asked questions which included:-

- It was suggested that the change to a two year presumption of service for the Mayoralty was adopted at the stage when Taunton had its own Town Council.
- It was suggested that the heading of 'Other Events' was amended to include other multicultural and religious events to show that the Town was inclusive.
- *Officers would amend the document.*
- It was suggested that the barrier to being Mayor and Deputy Mayor currently written into the documentation adopted of 3 years and 2 years respectively be looked at again by the Charter Trustee's with a suggestion of two and one year.
- *Officers suggested this was due to the need to have requisite experience of being a Councillor before taking up an intensive role such as the Mayoralty but it would be looked into and reported back to ensure there was no legislative barrier to this amendment being made to the Charter Trustee documents at the next meeting.*

RESOLVED that the Charter Trustees:-

- i. Approved the Civic Protocol detailing the relationship between the Chair of Somerset West and Taunton Council and the Mayor of Taunton.
- ii. Supported the presumption that the person taking up the Mayor of Taunton role was presumed to serve in the role for two consecutive years,

if so wished by that person, though still being selected on an Annual basis.

- iii. Supported the tradition as undertaken under the former Taunton Deane Borough Council Mayoralty that there was an expectation of the Deputy Mayor taking on the role of Mayor of Taunton upon completion of their term of service as Deputy, if so wished by that person.

28. **Functions and Responsibilities of the Charter Trustees**

The Clerk to the Charter Trustees introduced this item. The 'Functions and Responsibilities' Document of the Charter Trustee's had been agreed at the inaugural meeting, with the caveat that it was brought back to the next immediate meeting for final sign-off once certain points were clarified. The main issue had since been clarified with the assistance of the Association for Charter Trustee Town's and Councils, who clarified that the civic regalia, plate, portraits, civic robes and hats and other valuables related to Taunton and the Mayoralty vested to the Charter Trustee's on 1st April 2019 and were not owned by the District Council. This did mean that the Charter Trustees were now responsible for insurance of this property.

RESOLVED that the revised Functions and Responsibilities of the Charter Trustees were agreed as amended.

29. **Community Governance Review**

The Clerk to the Charter Trustees introduced this item which provided an update to the Charter Trustees of Taunton on the process and expected timeline of a Community Governance Review. It also included a brief overview of the legislation underpinning the Community Governance Review and included the Government guidance document for reference.

The Shadow Council had made a resolution in March 2018 when deciding to create a new Council that:

- "A Community Governance Review of the Unparished Area of Taunton be commenced at the earliest opportunity (taking into consideration the guidance from both the Local Government Boundary Commission for England and Ministry for Housing, Communities and Local Government)."

There was a process that had to be followed but the Charter Trustees and the community could petition the District Council to influence the Terms of Reference of said Community Governance Review, but this could be triggered by the District at any point without having to receive such a petition.

During the discussion of this item, Members made comments and asked questions which included:-

- Councillors had sought further clarity on a timetable for this process and to how it was to be resourced to undertake this piece of work and this had been raised with the CEO of the District Council.
- It was noted that Councillors in other localities in the District were keen to address this anomaly.
- The anomalous boundaries around the edges of the Unparished Area would need to be reviewed as part of this process.
- It was stated that the potential for Borough Status could be explored for the District of Somerset West and Taunton or for the Town Council, which would have to be obtained by Royal Assent.
- It was felt that the previous consultation on the creation of a new Council had not been as effective in reaching people. The people of the Town needed an opportunity to have the facts laid before them to enable them to make their own conclusions and perhaps a Citizens Assembly was a suggested method of undertaking this.
- A query was raised as to how long the process of undertaking the review?
- *The Monitoring Officer confirmed that the review would be around 12 to 18 months in duration, but that any new Parish or Town Councils could not be officially stood up until the next Elections were due in May 2023. A Communication and Engagement Strategy would form part of the Review process with members of the public, local Councils and other stakeholders that would not only use digital tools but traditional methods as well to be as inclusive as possible.*
- *Governance Review requests had already been received from other Parish Councils in the locality of Somerset West and Taunton, so it could make sense to undertake a wider review of the District at the same time.*
- *A further report would be brought back to the next meeting on the potential timescales and it would be a Standing Item at each meeting of the Charter Trustees.*
- It was suggested that the whole Council needed to get behind this Review, and Councillors from all parties would need to take this to their political groups and build good will and make it truly cross-party and unbiased. It was suggested that this be raised at Group Leaders meetings.
- It was suggested that when the implications of this were understood a presentation on the Community Governance Review be created for Councillors to present back to their own communities.

RESOLVED that the Charter Trustees of Taunton:-

- a) Requested that the District Council urgently undertake to devise a timetable and identify the resources needed for a Community Governance Review of the Unparished Area of Taunton.

30. **Appointment of Representative to Association of Charter Trustee Towns and Charter Town Councils**

The Clerk to the Charter Trustees introduced this item. As a Charter Trustee town the Charter Trustees were part of the Association of seventeen other localities that had this arrangement. It was recommended that the Taunton Charter Trustees appointed one of

their number to be their Representative to the Association of Charter Trustee Towns and Charter Town Councils, whose AGM is on Thursday 26th September 2019 in Chester and to attend if any issues or meetings arose during the next year.

RESOLVED that Councillor Francesca Smith as Mayor of Taunton be appointed as the Charter Trustee's representative to the Association of Charter Trustee Towns and Charter Town Councils.

(The Meeting ended at 7.30 pm)

The Charter Trustees of the Town of Taunton

A proposal to continue support for Taunton's Twin Towns

The Town of Taunton has two 'twin towns' – Lisieux in France and Konigslutter in Germany. The former twinning has been in existence for well over 60 years whilst the latter was formed in 1995.

Each twinning has a support group; the Taunton-Lisieux Civic Link and the Friends of Konigslutter and both operate on the basis of bi-annual visits to France or Germany taking place, with return visits occurring the year after.

Prior to the formation of Somerset West and Taunton Council, Taunton Deane Borough Council (TDBC) provided a degree of funding each year to both of these groups to perpetuate the twinning arrangements. Without a degree of funding there is little doubt the twinning groups would be seriously compromised with little prospect of them being able to continue after a relatively short time.

The funding comprised a grant of £1,000 per annum to the Taunton-Lisieux Civic Link which was used to provide trips for the French visitors to local and regional landmarks during their stay in Taunton. In addition, the Council had borne the cost of the attendance of the French visitors at the Civic Dinner which was attended by TDBC's Mayor.

A grant was not made to the Friends of Konigslutter as they undertook much of their own fund-raising. However, in recent years such fund-raising has become more and more difficult. It should be noted that TDBC did meet some of the costs associated with the Civic Dinner held in honour of the German visitors.

With the formation of the new Council and a number of other well-established twinning arrangements across the enlarged area, the support given to Taunton's twin towns in the past cannot be continued, as to do so will be seen as unfair on the other twinning groups elsewhere in the area.

As such, it is suggested that the limited cost of supporting both twinning organisations in Taunton should, in future, be derived from the Special Expenses precept levied in the Unparished Area.

This matter was discussed at the final meeting of the Taunton Unparished Area Committee held on 30 January 2019. The Councillors present at this meeting accepted that a degree of financial support ought to be provided to the twinning groups in future especially if Charter Trustees for Taunton were put in place. There was a view however that both groups should be treated in exactly the same way in future.

In the circumstances, the Charter Trustees are requested to consider making financial contributions to the Taunton-Lisieux Civic Link and the Friends of Konigslutter on the following basis:-

- (a) The sum of £1,000 per annum be awarded to each of the twinning groups from funding derived from the Special Expenses Precept levied on households in the Taunton Unparished Area; and
- (b) The further sum of up to £1,500 be made available to meet the cost of hosting the French or German visitors attending the Civic Dinners held in their honour. Should this amount be exceeded, the twinning group concerned will be expected to meet the balance of the overall cost.

Note : In any financial year there is only one visit from either France or Germany. Therefore in Year 1 if Taunton receives visitors from Lisieux (usually towards the end of May), a party from Taunton will travel to Germany to visit Konigslutter in August. In Year 2, the visits are reversed.

This means that in any one year, the amount of funding needed to support the twinning groups will be no more than £3,500.

CONSTITUTION OF THE TAUNTON-LISIEUX CIVIC TWINNING LINK

Approved at the Annual General Meeting held on 3rd October 2019

NAME

The organisation shall be known as the TAUNTON-LISIEUX CIVIC TWINNING LINK (The Link)

AIMS

- To establish and maintain links of friendship and understanding between the citizens of Taunton and Lisieux
- To arrange civic visits to Taunton from Lisieux and from Lisieux to Taunton in alternate years
- To encourage and assist the establishment of twinning cultural, sporting and other groups in both localities

FUNDING

The Link Committee shall apply for grants to appropriate funding bodies. It will also raise funds at least sufficient to cover the costs of civic visits abroad and to enable the two winners of the Parmin-Trevett prizes to travel free to Lisieux on these occasions. The Link will pay for the two Parmin-Trevett prizes awarded to students from Lisieux each year.

MEMBERSHIP

The membership shall consist of the following:

- The President – being the serving Mayor of Taunton
- Representatives of Somerset West and Taunton Council – both officers and councillors
- Representatives of actual or potential groups or organisations involved in twinning
- Other interested individuals or organisations who are able to advance the aims of the Link

OFFICERS OF THE COMMITTEE

The officers of the Committee shall consist of the following:

- The Chairperson or Vice-Chairperson - He or she should normally be a serving councillor or immediate past councillor
- The Honorary Secretary
- The Honorary Treasurer

Nominations for these posts shall be invited. Other Committee members shall be elected at the Annual General Meeting as required.

The Chairperson or Vice-Chairperson shall not normally serve for more than four years continuously and shall not offer him/herself for re-election until after a break of service.

ANNUAL GENERAL MEETING

A General Meeting of members shall be held annually normally before 15th October for the purpose of conducting the following business:

- Receiving and approving the Annual Accounts and the Honorary Treasurer's Report
- Receiving the Chairperson's Report
- Receiving the Honorary Secretary's Report
- The Election of Officers and other Committee members
- The appointment of an Examiner for the Accounts
- Any Resolutions for debate **as** notified to the Honorary Secretary – see below

Notice of the date, time and venue of the Meeting shall be issued at least twenty-eight days prior to the Meeting. Resolutions for debate and/or nominations for officers, duly seconded and with the written consent of the nominee, must be notified to the Honorary Secretary not less than fourteen days prior to the Meeting.

MEETINGS

The Committee shall meet at least three times per annum. In addition, there shall be a joint meeting with the Lisieux Civic twinning Committee during the civic visit at which possible dates for the following year's visit will be discussed and agreed provisionally.

GENERAL

In anticipation of the visit by the Lexovians, a small working party comprising the Chairperson and/or the Vice-Chairperson and at least three others shall plan the ensuing civic visit and present their recommendations to the Committee. The programme shall reflect the civic nature of the Link and include visits to community projects linked to local government and public authority departments.

AMENDMENTS

This Constitution may be amended either by calling a special general meeting for that purpose or at the Annual General Meeting. Any proposed amendment shall be subject to the normal rules of notification.

Community Governance Review Timetable

At the last meeting of the Chartered Trustees on the 7th August, it was agreed that a draft timetable be brought back to the next meeting to outline a proposed timetable for a community governance review.

It is suggested that a wider Community Governance Review is carried out to deal with any issues that arise from other Town and Parish Councils within the Somerset West and Taunton District area.

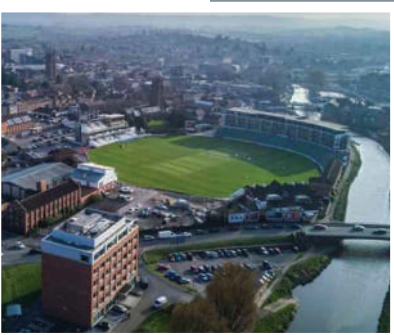
The key milestones in terms of a draft timetable are:

Date	Action
To be decided	Consideration of Terms of Reference by the Chartered Trustees
To be decided	Consideration of Terms of Reference by the Senior Management Team and Full Council
To be decided	Consultation period for Town and Parish Councils to raise issues
To be decided	Deadline for submission of issues to be looked at (from Town and Parish Councils and District Councillors)
To be decided	Final Terms of Reference to be Published (Community Governance Review Order to be completed one year from this date)
To be decided	Consultation to take place on the Final Terms of Reference including recommendations to be fed back to the Council and any changes to also then be consulted on (exact timetable for dates to be scoped out)
May 2022	Final report to Council and finalise the Community Governance Review Order
May 2023	Implement Order

The changes from the Community Governance Review would come into effect following the next round of District, Town and Parish elections in May 2023.

It would be prudent to leave at least a year for preparations to be made – e.g. if the direction of travel is a Town Council they will need a period of time to get their arrangements in place to take over from May 2023.

Our Commitment to Localities



Introduction

The newly formed Somerset West and Taunton Council covers a very large and diverse area, including Exmoor National Park, the Quantock and Blackdown Hills Areas of Outstanding Natural Beauty, an extensive coastline and the Somerset Levels and Moors. It is made up of sparsely populated rural areas, market and coastal towns and villages and Somerset's County Town of Taunton. We understand that different places have different needs, priorities and aspirations. Our commitment to localities is to understand and respect those differences and to work with our communities and partner organisations to improve the wellbeing of our people and places.

Our Localities Compass

Our localities compass will guide and inform our activity with communities, partner agencies, businesses and customers. It represents the whole Council's commitment to every locality across Somerset West and Taunton.



What can you expect of us?

We have a team of locality managers and engagement lead officers dedicated to bringing our localities commitment to reality. Together we will:

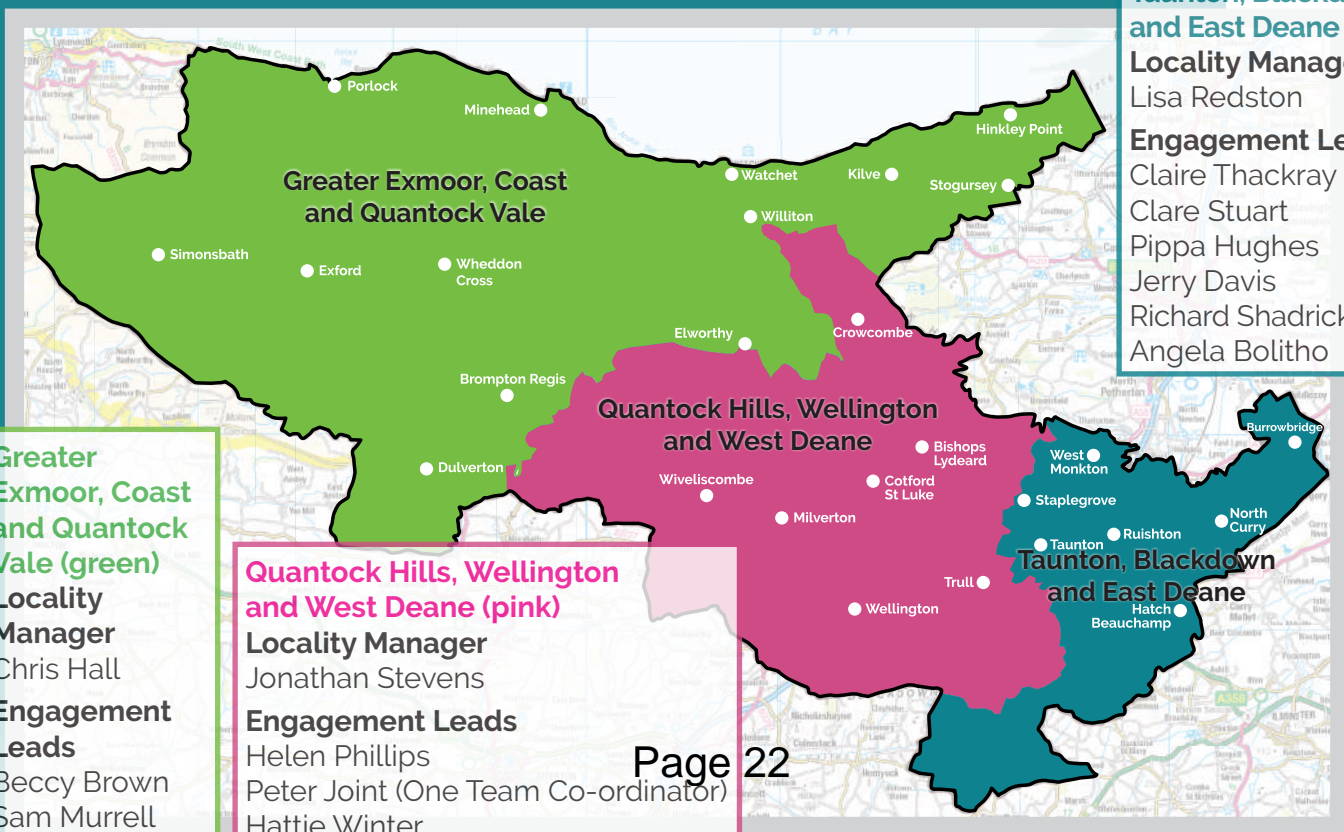
- Be available to our communities
- Work alongside ward councillors and partners to tackle issues and help to realise local aspirations
- Build strong links with town and parish councils, businesses, voluntary and community groups
- Help our customers and communities to access our services, promoting self-serve and being their advocate.
- Provide user friendly information to support local initiatives and funding bids
- Influence strategies and proposals affecting our communities, customers and places
- Promote awareness of Council and community responsibilities
- Celebrate achievements



We also employ a dedicated team of front line operational staff acting as Locality Champions – maintaining and improving our housing and property, our green surroundings and our open spaces.

Our Localities

The map below shows how our team of Locality Managers and Engagement Leads are working in different areas across Somerset West and Taunton. Engagement Leads will be the main point of contact for communities and partner organisations in the areas shown below:



Key Contacts



Area: Greater Exmoor, Coast and Quantock Vale (green area)

Locality Manager: Chris Hall

Tel: 01823 217578 Email: c.hall@somersetwestandtaunton.gov.uk

Engagement Leads and area responsibility:

Beccy Brown

Tel: 01984 600181 Email: b.brown@somersetwestandtaunton.gov.uk

Samantha Murrell

Tel: 01984 600167 Email: s.murrell@somersetwestandtaunton.gov.uk

Beccy and Sam collectively cover all wards in green area.



Area: Quantock Hills, Wellington and West Deane (pink area)

Locality Manager: Jonathan Stevens

Tel: 01823 217585 Email: j.stevens2@somersetwestandtaunton.gov.uk

Engagement Leads and area responsibility:

Helen Phillips

Tel: 01823 219438 Email: h.phillips@somersetwestandtaunton.gov.uk

Peter Joint (Wellington One Team Co-ordinator)

Tel: 01823 785582 Email: p.joint@somersetwestandtaunton.gov.uk

Hattie Winter

Tel: 01823 219514 Email: h.winter@somersetwestandtaunton.gov.uk

Helen, Peter and Hattie collectively cover all wards in pink area.



Area: Taunton, Blackdown and East Deane (blue area)

Locality Manager: Lisa Redston

Tel: 01984 600180 Email: l.redston@somersetwestandtaunton.gov.uk

Engagement Leads and area responsibility:

Claire Thackray

Tel: 01823 785903 Email: c.thackray@somersetwestandtaunton.gov.uk

Claire covers wards: Hatch & Blackdown, Creech St. Michael, North Curry & Ruishton and West Monkton & Cheddon Fitzpaine.

Clare Stuart

Tel: 01823 785009 Email: c.stuart@somersetwestandtaunton.gov.uk

Pippa Hughes

Tel: 01823 219584 Email: p.hughes@somersetwestandtaunton.gov.uk

Jerry Davis (Streetwise Co-ordinator)

Tel: 01823 785044 Email: j.davis@somersetwestandtaunton.gov.uk

Clare, Pippa and Jerry collectively cover wards: Manor & Tangier, North Town, Victoria, Vivary and Wilton & Sherford.

Richard Shadrick

Tel: 01823 219575 Email: r.shadrick@somersetwestandtaunton.gov.uk

Richard covers wards: Halcon & Lane and Blackbrook & Holway.

Angela Bolitho

Tel: 01823 785580 Email: a.bolitho@somersetwestandtaunton.gov.uk

Angela covers wards: Priorswood & Wellsprings and Rowbarton.

Chairs and Clerks of all parish and town councils in Somerset West and Taunton District

Date: 7th August 19

Dear Sir/Madam,

Electric Vehicle Community Charge Point Fund – Call for Applications from Parish and Town Councils

Somerset West and Taunton Council is committed to tackling climate change and has set a target to achieve a carbon neutral district by 2030. We want to work with parish and town councils, partners and communities to achieve what is undoubtedly a massive challenge for our district and indeed the whole planet.

Transport is a major contributor to climate change, accounting for nearly 40% of our annual national greenhouse gas emissions. As part of our emerging climate change strategy, we are planning a whole range of measures to address the challenge. Encouraging the use of electric vehicles is an important part of our strategy.

As an initial step, the Council has set aside a one-off budget of £20k to support the installation of electric vehicle charging points in communities throughout the district. This fund will be available to parish and town councils to apply for grants of **between £500 and £1500**. Further details on how to apply are provided below.

Applications must be submitted to the Council's governance team governance@somersetwestandtaunton.gov.uk by no later than 1 November 2019 and include the following information:

- Name of parish/town council (or grouping of parishes if submitting a consortium application)
- Summary description of the project
- Location of proposed charging point(s) and land ownership details, including map. *NB - Charge points must be publicly accessible.*
- Key benefits, intended outcomes and beneficiaries (quantified as far as possible)
- Total anticipated cost of the project. Please provide details/evidence

- Local and match funding contributions secured and/or awaited. Please provide evidence. *NB Match funding is not a requirement but will be helpful for SWT to assess deliverability of applications.*
- Description of ownership and long term management arrangements for the proposed charge point(s). *NB Somerset West and Taunton Council will not accept ownership or ongoing maintenance responsibility.*
- Details of the proposed timetable for installation of charging point(s), including start and end date, in the event that your application is successful.
- Named contact email and telephone number.

Applications must be submitted on the attached form. Supplementary information may be provided.

Single 'consortium' applications from clusters of parish and town councils will be welcome. No single application will attract more than the maximum £1500 grant.

Parish and town councils are encouraged to work with community groups in preparing any applications.

Decisions on all applications to the fund will be made as soon as possible after two key dates: those applications received by **16 September 2019** and those received by **1 November 2019**.

Further applications may be sought in future, depending on the number of successful awards made.

If you have any questions about this process, please contact the following Engagement Lead Officers covering your area (refer to map in attached leaflet):

Greater Exmoor, Coast and Quantock Vale: Samantha Murrell -

s.murrell@somersetwestandtaunton.gov.uk

Quantock Hills, Wellington and West Deane: Helen Phillips -

h.phillips@somersetwestandtaunton.gov.uk

Taunton, Blackdown Hills and East Deane: Claire Thackray -

c.thackray@somersetwestandtaunton.gov.uk

We look forward to hearing from you.

Yours sincerely,



Cllr Peter Pilkington
Portfolio Holder for Climate Change
Somerset West and Taunton Council

1. Name of parish/town council (or grouping of parishes if submitting a consortium application).

Click here to enter text.

2. Summary description of the project.

Click here to enter text.

3. Location of proposed charging point(s) and land ownership details, including map. NB
- Charge points must be publicly accessible.

Click here to enter text.

4. Key benefits, intended outcomes and beneficiaries (quantified as far as possible).

Click here to enter text.

5. Total anticipated cost of the project. Please provide details/evidence

Click here to enter text.

6. Local and match funding contributions secured and/or awaited. Please provide evidence. *NB Match funding is not a requirement but will be helpful for SWT to assess deliverability of applications.*

[Click here to enter text.](#)

7. Description of ownership and long term management arrangements for the proposed charge point(s). *NB Somerset West and Taunton Council will not accept ownership or ongoing maintenance responsibility.*

[Click here to enter text.](#)

8. Details of the proposed timetable for installation of charging point(s), including start and end date, in the event that your application is successful.

Click here to enter text.

9. Named contact email and telephone number.

Name: Click here to enter text.

Number: Click here to enter text.

Email: Click here to enter text.

Please email any supporting documents and this complete application to governance@somersetwestandtaunton.gov.uk

Guidance on procedures for the removal of public call boxes

1. Introduction and overview

1.1 Ofcom published on 14 March 2006 a Direction setting out:

- Procedures for the complete removal of Public Call Boxes (PCBs) and Call Box Services (CBS) from a Site¹;
- Procedures for requests for new PCBs and related CBS; and
- A requirement that at least 70% of PCBs offer cash payment facilities.

1.2 This guidance is intended to promote consistency of decisions between Relevant Public Bodies². It also provides examples of circumstances in which the Universal Service Provider (currently BT plc and, in the Hull, area Kingston Communications) might reasonably remove the cash payment facility from a PCB.

2. Status of this guidance

2.1 Compliance with this guidance does not guarantee compliance with any legal requirement.

2.2 Except insofar as the context otherwise requires, words or expressions shall have the same meaning they have in the Direction.

3. Overview

3.1 The following diagram shows the various stages in the procedures for the complete removal of PCBs and/or CBS from a Site. Each stage is described in more detail in this guidance

¹ Site means any area within a walking distance of 400 metres from that PCB.

² Relevant Public Body means: in relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly; in relation to Northern Ireland, the Unitary District; in relation to Scotland, the Unitary Council; in relation to Wales, the County or County Borough Council; or any successor bodies or organisations.

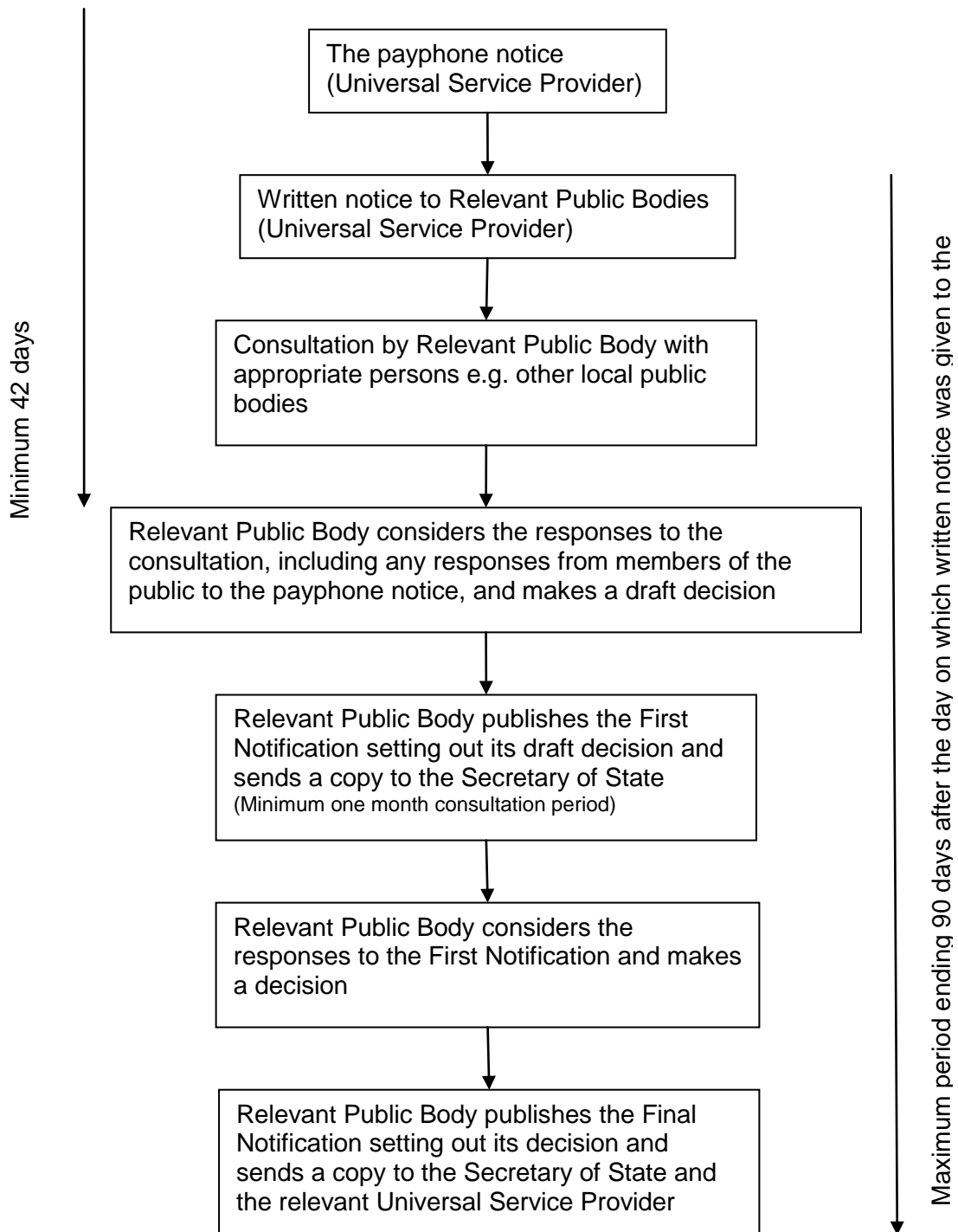


Diagram: Procedure for the complete removal of Public Call Boxes from a Site

4. The payphone notice

4.1 Under paragraph 2.2 of the Direction, the Universal Service Provider must display a notice in a prominent place on the PCB which it proposes to remove or re-site and/or to which it intends to cease to provide CBS ('the payphone notice') informing the public of the proposed change and setting out:

- The nature and effect of the proposal;
- The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
- A free-call telephone number which can be used by the public to check the location of the nearest alternative PCB providing CBS; and
- The Relevant Public Body to whom representations may be made about the proposal.

5. Written notice to relevant public bodies

5.1 Under paragraph 2.3 of the Direction, the Universal Service Provider must also give written notice of its proposed removal or re-siting of a PCB and/or the cessation of the provision of CBS to the Relevant Public Body ('the written notice') setting out:

- The nature and effect of the proposal;
- Any information in support of the proposal;
- The date on which the payphone notice was first displayed on the PCB (and provide a copy);
- A web link to Ofcom's guidance on procedures for the complete removal of PCBs and/or CBS from a site; and
- That objection may be made to the Universal Service Provider by the Relevant Public Body.

6. Consultation

6.1 The Relevant Public Body should bring the contents of the payphone and written notice to the attention of such persons as it considers appropriate, asking for comments on the proposal to be made to the Relevant Public Body within a stipulated period.

6.2 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, the Relevant Public Body should also consider which local community groups, if any, to consult with.

6.3 It is likely that Relevant Public Bodies will already have in place various consultation mechanisms and procedures which allow local issues to be discussed with local communities, for example local strategic partnerships and neighbourhood-based systems of local meetings.

7. Responses to consultation

7.1 The Relevant Public Body should consider the responses to the consultation, if any, received within the stipulated period, and including responses from members of the public received by them within the 42 days period after the payphone notice was first displayed on the PCB.

7.2 In deciding whether to consent or object to the proposal, the Relevant Public Body must be satisfied that its decision is:

- Objectively justifiable in relation to the networks, services, facilities, apparatus or directories to which it relates;
- Not such as to discriminate unduly against particular persons or against a particular description of persons;
- Proportionate to what it is intended to achieve; and
- In relation to what it is intended to achieve, transparent.

7.3 The Relevant Public Body must also be satisfied that it acted in accordance with the six Community requirements set out in section 4 of the Communications Act 2003 ('the Act'). These are:

- To promote competition in the provision of electronic communications networks and services, associated services and facilities and the supply of directories;
- To contribute to the development of the European internal market;
- To promote the interests of all persons who are citizens of the European Union;
- Not to favour one form of, or means of, providing electronic communications networks or services i.e. to be technology neutral;
- To encourage network access and service interoperability for the purpose of securing competition in the electronic communication networks and services markets and the maximum benefit for customers of communications providers; and
- To encourage compliance with standards necessary for facilitating service interoperability and securing freedom of choice for the customers of communications providers.

7.4 Where it appears to a Relevant Public Body that any of the Community requirements conflict with each other they must secure that the conflict is resolved in a manner they think best in the circumstances.

7.5 To assist Relevant Public Bodies to consider the responses, and to make a decision to consent or object to the proposal, Ofcom has included at Annex 1 in this guidance factors which it considers relevant to the decision. Relevant Public Bodies should refer to these factors.

8. First notification

8.1 Having considered the responses to the consultation, if any, the Relevant Public Body must publish its draft decision in the form of a notification ('the First Notification'). To assist Relevant Public Bodies, Ofcom has included in this guidance at Annex 2 a specimen notification. The First Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the draft decision to consent or object to the proposal;
- Set out the effect of the draft decision to consent or object to the proposal;
- Give reasons for the draft decision to consent or object to the proposal;
- Specify the period within which representations may be made about the proposal to the Relevant Public Body;
- Confirm that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the draft decision, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification has been sent to the Secretary of State.

8.2 Except in exceptional circumstances justifying the use of a shorter period, the period mentioned in paragraph 8.1 for representations must be one ending not less than one month after the day of the publication of the First Notification.

8.3 The publication of the First Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

8.4 Such persons might include other local public bodies, for example, the parish or community council. In Northern Ireland, it might include local community groups. Ofcom would expect the Relevant Public Body to send a copy of the First Notification to the relevant Universal Service Provider.

8.5 The Relevant Public Body must also send a copy of the First Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

8.6 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the First Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

9. Final Notification

9.1 The Relevant Public Body may consent or object to a proposal only if it has considered every representation about the proposal that is made to it within the period specified in the First Notification and has had regard to every international obligation of the UK (if any) which has been notified to Ofcom for the purposes of this requirement (none to date).

9.2 Having considered the responses to the First Notification, if any, the Relevant Public Body must publish its decision in the form of a notification ('the Final Notification'). To assist Relevant Public Bodies, Ofcom has included at Annex C in this guidance a specimen notification. The Final Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the decision to consent or object to the proposal;
- Set out the effect of the decision to consent or object to the proposal;
- Give reasons for the decision to consent or object to the proposal;
- Confirm that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the decision set out in the Final Notification, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification was sent to the Secretary of State; and
- Confirm that a copy of the Final Notification has been sent to the Secretary of State.

9.3 The publication of the Final Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

9.4 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, it might include local community groups.

9.5 The Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider.

9.6 The Relevant Public Body must also send a copy of the Final Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

9.7 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the Final Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

10. The local veto

10.1 The Universal Service Provider must not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which written notice was given by the Universal Service Provider to the Relevant Public Body ('the local veto'). It is for this reason that the Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider – see paragraph 9.5 above.

Annex 1

Relevant factors

Purpose

A.1 It is the Universal Service Provider's obligation to ensure the adequate provision of PCBs and/or CBS to meet the reasonable needs of end-users in terms of numbers, geographical coverage and quality of services. It is against this obligation that a Relevant Public Body must assess a proposal for the complete removal of PCBs and/or CBS from a Site.

A.2 This is intended to give guidance on the factors to take account of when considering a proposal for the complete removal of PCBs and/or CBS from a Site. It is intended also to promote consistency of decisions between Relevant Public Bodies. Relevant Public Bodies may consider other factors such as the proximity of the nearest alternative PCB, the nature of the area (for example, a tourist area or close to a children's home or similar accommodation) or, in the case of text phones, use by deaf users. However, any decision of a Relevant Public Body must comply with the requirements in paragraphs 7.2 and 7.3 of this guidance.

A.3 It is likely that Relevant Public Bodies will already have access to information against which they can make an assessment. While the following is not an exhaustive list of sources of information, Relevant Public Bodies might consider:

- ACORN is a demographic tool used to identify and understand the UK population – www.caci.co.uk;
- PRiZM is a commercial product built from lifestyle and demographic data at postcode level - www.claritas.co.uk;
- The National Statistics Service offers access to a range of social and economic aggregate data relating to small geographic areas - www.neighbourhood.statistics.gov.uk ; and
- UpMyStreet let you search and compare detailed information about a specific postcode, city, town, district or region – www.upmystreet.com

Factors

A.4 Set out below are some (not exhaustive) important factors which might be assessed when considering a proposal for the complete removal of PCBs and/or CBS from a Site.

Housing type in the area

A.5 A Relevant Public Body may consider whether the area within the same postcode as a PCB is predominately owner-occupied, privately rented or council housing. The more owner-occupied housing in the area the more likely it is that people living in that area would have access to mobile and fixed telephones. If there is predominantly private rented or council housing in the area, this may suggest

people on a lower income without access to mobile and fixed telephones and support the view that a PCB should be retained.

Number of households in the area

A.6 There may be concerns about alternative access to telephone services for low population densities. A Relevant Public Body may determine the number of households within the same postcode as a PCB. The number of households within 400 metres of a PCB could be seen as the catchment area for that PCB.

A.7 The number of households in the area would not however include any passing traffic or reflect that a PCB might be situated on a main road or busy terminus. Such detail should be assessed on a case-by-case basis.

PCB revenue

A.8 BT and Kingston may be willing to provide information about the revenue generated by a particular PCB. This should help measure PCB usage and could be an indicator of its value to the community. The lower the annual revenue that a PCB generates, there could be grounds for its removal.

A.9 Consideration may be given by a Relevant Public Body to the other factors listed above before it relies on annual revenue alone to support a decision to consent or object to the complete removal of PCBs and/or CBS from a Site. The annual revenue of a PCB should be assessed on a case-by-case basis.

Emergency calls

A.10 Many people place great value on having the option to use a PCB in an 'emergency'. However, not all calls considered as emergency calls by the public are calls to the emergency services, for example police, fire, ambulance and coastguard services. For example, people often cite calls to roadside breakdown as being emergency calls.

A.11 The importance of retaining a PCB for 'emergency calls' should be assessed on a case-by-case basis. The body needs to think about whether a particular PCB is more likely to be used for emergency calls than another. For example if there are alternative means of making calls available locally and/or there is good coverage for mobile phones, this may suggest that there is a reduced need to retain the phone box on emergency grounds. But if, for example, the call box is near a known accident black-spot, it may suggest it should be retained.

Mobile phone coverage

A.12 While three-quarters of adults now personally use a mobile phone, people often cite poor, sporadic or the lack of mobile network coverage at a location as being an important factor for retaining a PCB.

A.13 The main mobile networks, including 3, O2, Orange, T-Mobile and Vodafone allow you to check the network coverage in any given postcode area on their websites. While this might not be conclusive, it should help to assess network coverage within the same postcode as a PCB.

Annex 2

First Notification: example templates

Notification under section 49(4) of the Communications Act 2003

Draft decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. [Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.
2. The draft decision is set out in the Schedule to this Notification.
3. The effect of, and [public body] reasons for making, the draft decision is set out in the Schedule to this Notification.
4. [Public body] consider that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal.
5. In making the draft decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
6. Representations may be made to [public body] about the draft decision by [time] on [date].
7. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

[Name]

A person authorised by [public body] to sign this Notification

[Date]

Schedule

[Draft] decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – First Notification

Telecommunications Team
Department for Culture, Media and
Sport
4th Floor,
100 Parliament Street,
London SW1A 2BQ

Dear Sir

Draft decision by [public body] in response to proposals by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make a draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49(4) of the Act. A copy of the First Notification is enclosed herewith.

Yours faithfully

Annex 3

Final Notification: example templates

Notification under section 49 of the Communications Act 2003

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. On [date], [public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), issued a notification setting out its draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
3. In the First Notification, [public body] invited representations about the draft decision by [time] on [date].
4. [Public body] has considered every representation about the draft decision duly made to it and Ofcom has not notified [public body] of any international obligation of the United Kingdom for this purpose.
5. The decision is set out in the Schedule to this Notification.
6. The effect of, and [public body] reasons for making, the decision is set out in the Schedule to this Notification.
7. [Public body] consider that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.
8. In making the decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
9. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
10. The Schedule to this Notification shall form part of this Notification.

Schedule

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – Final Notification

Telecommunications Team

Department for Culture, Media and Sport

4th Floor,

100 Parliament Street,

London SW1A 2BQ

For the attention of Simon Moseley

Dear Sir

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49 of the Communications Act 2003 ('the Act'), hereby make a decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49 of the Act. A copy of the Final Notification is enclosed herewith.

Yours faithfully

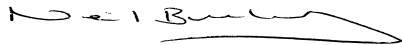
PCB Direction

Notification under section 49(1) of the Communications Act 2003

Notification modifying a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of the Schedule to a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

1. Ofcom, in accordance with section 49(4) of the Communications Act 2003 ('the Act'), made a proposal to modify the 2003 Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
3. Ofcom invited representations about the proposal set out in the First Notification and the consultation document accompanying the First Notification by 28 September 2005.
4. By virtue of section 49(9) of the Act, Ofcom may give effect to any proposal to modify conditions set out in the First Notification, with or without modification to the proposal, where:
 - (a) they have considered every representation about the proposal that is made to them within the period specified in the First Notification; and
 - (b) they have had regard to every international obligation of the United Kingdom (if any) which has been notified to them for this purpose by the Secretary of State.
5. Ofcom have considered every representation duly made to them in respect of the proposals set out in the First Notification and the accompanying consultation document; and the Secretary of State has not notified Ofcom of any international obligation of the United Kingdom for this purpose.
6. The modification of the 2003 Direction is set out in the Schedule to this Notification.
7. The effect of, and Ofcom's reasons for making, the modification of the 2003 Direction is set out in the accompanying explanatory memorandum and statement.
8. Ofcom considers that the modification of the 2003 Direction complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.

9. In making the modification of the 2003 Direction, Ofcom has considered and acted in accordance with their general duties in section 3 of the Act and the six community requirements in section 4 of the Act.
10. Copies of this Notification and the accompanying explanatory memorandum have been sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
11. The Schedule to this Notification shall form part of this Notification.



Neil Buckley

**A person authorised by Ofcom under paragraph 18 of the Schedule to the
Office of Communications Act 2002
14 March 2006**

Schedule

Modification of a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

Part 1: Definitions and Interpretation

1.1 For the purpose of interpreting this Direction the following definitions shall apply:

"Relevant Public Body" means:

- a) In relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly;
 - b) In relation to Northern Ireland, the Unitary District;
 - c) In relation to Scotland, the Unitary Council;
 - d) In relation to Wales, the County or County Borough Council; or
- any successor bodies or organisations from time to time.

"Site", in relation to a Public Call Box, means any area within a walking distance of 400 metres from that Public Call Box; and

"The Universal Service Notification" means a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 designating British Telecommunications plc and Kingston Communications (Hull) plc as universal service providers and confirming the universal service conditions;

"Universal Service Provider" means British Telecommunications plc and Kingston Communications (Hull) plc";

1.2 Except insofar as the context otherwise requires, words or expressions shall have the meaning assigned to them in this Direction (including in the Parts) and otherwise any word or expression shall have the same meaning it has in the Act the Universal Service Notification (including in the Annexes) the Universal Service Regulations or the Condition as appropriate.

1.3 For the purpose of interpreting this modified Direction:

- (a) Headings and titles shall be disregarded; and
- (b) The Interpretation Act 1978 shall apply as if this Direction were an Act of Parliament.

1.4 This Direction shall take effect on the day it is published.

Part 2: The Direction

Complete removal of Public Call Boxes and/or Call Box Services from a Site

- 2.1 The Universal Service Provider shall not remove or re-site any of its Public Call Boxes and/or cease to provide Call Box Services where such removal re-siting or cessation of provision would result in the complete removal of Public Call Boxes and/or Call Box Services from a Site unless the requirements set out in paragraphs 2.2 to 2.4 of this Direction have been satisfied.
- 2.2 The Universal Service Provider shall display a notice in a prominent place on the Public Call Box which it proposes to remove or re-site and/or to which it intends to cease to provide Call Box Services informing the public of the proposed change and setting out ('the payphone notice'):
- a) The nature and effect of the proposal;
 - b) The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
 - c) A free-call telephone number which can be used by the public to check the location of the nearest alternative Public Call Box providing Call Box Services; and
 - d) The Relevant Public Body to whom representations may be made about the proposal.
- 2.3 The Universal Service Provider shall give written notice of its proposed removal or re-siting of a Public Call Box and/or the cessation of the provision of Call Box Services to the Relevant Public Body setting out ('the written notice'):
- a) The nature and effect of the proposal;
 - b) Any information in support of the proposal;
 - c) The date on which the payphone notice was first displayed on the Public Call Box (and provide a copy);
 - d) A web link to Ofcom's guidance on procedures for the complete removal of public call boxes and/or call box services from a site; and
 - e) That objection may be made to the Universal Service Provider by the Relevant Public Body.
- 2.4 The Universal Service Provider shall not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which notice was given under paragraph 2.3.

Cash payment

- 2.5 The Universal Service Provider shall ensure that at least 70 per cent of Public Call Boxes providing Call Box Services shall offer cash payment facilities.

Request for new Public Call Boxes

2.6 In considering a request for the provision of a new Public Call Box and related Call Box Services in order to meet the reasonable needs of a local community the Universal Service Provider shall take into account:

- a) The size of the local community which is said to require the provision of a new Public Call Box and related Call Box Services;
- b) The quality of housing which exists in the said local community; and
- c) The distance from an existing Public Call Box to the proposed new Public Call Box.

2.7 The Universal Service Provider shall allocate a score to the proposal as appropriate by reference to each of the factors in paragraph 2.6 and shall decide whether or not to grant the request on the basis of the total score. The available scores are:

Size of community	Score	Housing type	Score	Access to existing PCB	Score
<100	1	Quality private	0	Within 5-10 minutes walk	1
100-200	2	General private	2	Within 10-15 minutes walk	3
200-500	3	Private rented or multi-occupancy	4	No provision within one mile	4
500+	4	Good social housing	4	No provision within three miles	5
		Poor social housing	6	No provision within six miles	6

2.8 Where the total score is 10 or more the Universal Service Provider shall grant the request for a new Public Call Box and related Call Box Services. Except in exceptional circumstances, where the total score is eight or less the Universal Service Provider need not grant the request. Where the total score is nine the Universal Service Provider shall give due consideration to the request and shall grant the request if appropriate.



Chief Planning Officer
Taunton Deane Borough Council
The Deane House, Belvedere Road
Taunton
Somerset
TA1 1HE

6 August 2019

TIME SENSITIVE - 90 Day Consultation period end date: 4 November 2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 21 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 4 November 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf

On the 14th March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

removal of payphone service

https://www.ofcom.org.uk/data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones

pp 4th Floor Monument TE
11 – 13 Great Tower Street
London
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely

Rick Thompson
Payphone Planning Officer

British Telecommunications plc
Registered office:
81 Newgate Street
London EC1A 7AJ
Registered in England No 1800000
www.bt.com

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.

A separate sheet can be used for further comments if required.

If you would like an electronic copy of this letter, please e mail btp.authorisation.team@bt.com

Taunton Deane

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01823275237	PCO PCO1 STAPLEGROVE TAUNTON	TA2 6PX	3	31/07/2019		
2	01823275408	PCO PCO1 PRIORSWOOD ROAD TAUNTON	TA2 7PL	83	31/07/2019		
3	01823283643	PCO PCO1 MIDDLEWAY TAUNTON	TA1 3QH	8	31/07/2019		
4	01823289150	PCO PCO1 NORMANDY DRIVE TAUNTON	TA1 2JT	109	31/07/2019		
5	01823333694	PCO PCO1 CHEDDON ROAD TAUNTON	TA2 7AX	72	31/07/2019		
6	01823337273	PCO PCO1 CROWCOMBE ROAD TAUNTON	TA2 7NH	3	31/07/2019		
7	01823337527	PCO PCO1 EASTWICK ROAD TAUNTON	TA2 7HG	167	31/07/2019		
8	01823337621	PCO PCO1 LADYMEAD ROAD TAUNTON	TA2 7RS	0	31/07/2019		
9	01823337684	PCO PCO1 WORDSWORTH DRIVE TAUNTON	TA1 2HJ	56	01/08/2019		
10	01823337746	SHEPHERDS REST PCO1 GALMINGTON ROAD TAUNTON	TA1 5NZ	17	31/07/2019		

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	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01823352726	PCO PCO1 HOLWAY GREEN TAUNTON	TA1 2YJ	161	01/08/2019		
12	01823412211	MONKTON HEATHFIELD PCO1 WEST MONKTON TAUNTON	TA2 8NP	24	31/07/2019		
13	01823421411	NR. THE CHURCH PCO1 CORFE TAUNTON	TA3 7AJ	0	01/08/2019		
14	01823480597	PCO PCO1 SLOUGH GREEN TAUNTON	TA3 5RR	0	01/08/2019		
15	01823490220	PCO PCO1 THE PAVEMENT NORTH CURRY TAUNTON	TA3 6LU	16	01/08/2019		
16	01823601319	O/S VILLAGE HALL PCO2 HONITON ROAD CHURCHINFORD TAUNTON	TA3 7QZ	0	01/08/2019		
17	01984623211	PCO PCO1 PLAIN POND WIVELISCOMBE TAUNTON	TA4 2LG	0	31/07/2019		
18	01984623226	PCO PCO1 LANGLEY MARSH WIVELISCOMBE TAUNTON	TA4 2UJ	0	31/07/2019		
19	01984623241	PCO PCO1 BATHEALTON TAUNTON	TA4 2AJ	0	31/07/2019		
20	01984623348	OPP ROCK INN PCO1 WATERROW TAUNTON	TA4 2AX	0	31/07/2019		

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	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
21	01984623352	JUBILEE GARDENS PC01 WEST STREET WIVELISCOMBE TAUNTON	TA4 2JP	78	31/07/2019		

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Signature:
Area: Taunton Deane

 **Delivered**

Tracking no. WM129195371GB

Your item was delivered on **15-07-2019**.

Service used:

Royal Mail Signed For™ 



Signed for by: TDC

Delivered: 10:12am

 Print



Updated on: Monday 15 July

10:12am

Delivered and Signed
Newton Abbot DO

