



District Executive (Informal)

Thursday 2nd December 2021

9.30 am

**Virtual Meeting
using Zoom meeting software**

The following members are requested to attend the meeting:

Jason Baker
Mike Best
John Clark
Adam Dance
Sarah Dyke

Peter Gubbins
Henry Hobhouse
Val Keitch
Tony Lock
Peter Seib

Any members of the public wishing to address the meeting at Public Question Time need to email democracy@southsomerset.gov.uk by 9.00am on Wednesday 1st December 2021.

The meeting will be viewable online at:

https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

For further information on the items to be discussed, please contact democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 24 November 2021.

Jane Portman,
Chief Executive

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

Information for the Public

In light of the coronavirus pandemic (COVID-19), District Executive Committee will meet virtually via video-conferencing to consider reports. As of 7 May 2021 some interim arrangements are in place for committee meetings.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;

For full details and to view the report please see -

<https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=2981&Ver=4>

Further to the above, at the meeting of Full Council on 8 July 2021, it was agreed to extend the arrangements for a further 6 months to 8 January 2022.

For full details and to view the report please see -

<https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=3033&Ver=4>

District Executive

Meetings of the District Executive are usually held monthly, at 9.30am, on the first Thursday of the month (unless advised otherwise).

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.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site: <http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

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

Public participation at meetings (held via Zoom)

Public question time

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email democracy@southsomerset.gov.uk for the details to join the meeting.

If you would like to view the meeting without participating, please see: https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

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

If you would like to address the meeting at Public Question Time, please email democracy@southsomerset.gov.uk by 9.00am on Wednesday 1st December 2021. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

District Executive (Informal)

Thursday 2 December 2021

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 04 November 2021.

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. Corporate Health & Safety Policy (Pages 6 - 34)

7. Chard Shop Front Design Guide (Pages 35 - 80)

8. COVID Recovery and Renewal Strategy: six months' progress report (Pages 81 - 99)

9. 2021/22 Revenue Budget Monitoring Report for the Period Ending 30 September 2021 (Pages 100 - 115)

10. 2021/22 Capital Budget Monitoring Report for the Period Ending 30 September 2021 (Pages 116 - 132)

11. Yeovil Refresh - Implementation (Pages 133 - 138)

12. District Executive Forward Plan (Pages 139 - 146)

13. Date of Next Meeting (Page 147)

14. Exclusion of Press and Public (Page 148)

15. Briefing on Local Government Reorganisation (Confidential) (Page 149)



Corporate Health & Safety Policy

Executive Portfolio Holder: Val Keitch, Portfolio Holder - Strategy and Housing
Strategic Director: Nicola Hix, Director of Strategy and Support Services
Lead Officer: Jessica Power, Lead Specialist Strategic Planning
Contact Details: jessica.power@southsomerset.gov.uk

Purpose of the Report

1. To provide District Executive with an updated Health and Safety (H&S) Policy.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 2nd December 2021.

Public Interest

3. The Council is committed to ensuring the health, safety and wellbeing of all its employees, Members and other persons who may be affected by the Council's activities. The Council's Health & Safety policy is concerned with meeting its statutory responsibilities under the Health & Safety at Work etc. Act 1974 and sets out the aims, responsibilities and arrangement for achieving this.

Recommendations

4. That District Executive recommend that Council:-
 - a Note the contents of the report;
 - b Approve the adoption of the updated Health and Safety Policy as detailed in Appendix A;
 - c Delegate the power to make any minor amendments to the Health and Safety Policy to the Lead Specialist – Strategic Planning in consultation with the Director of Strategy and Support Services and the Portfolio Holder for Health and Safety.

Background

5. The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure so far as reasonably practicable, the health and safety of their employees whilst at work. The duty also extends to persons other than employees who may be affected by that work. Under the same law, employees have a statutory duty to take care of themselves and others who may be affected by their actions at work. Under this Act,



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there is a legal requirement to keep a written record of their health & safety policy. The Management of Health and Safety at Work Regulations explains the steps that must be taken to manage health and safety.

- 6. The Council currently has a policy for managing health and safety that sets out its aims, responsibilities and arrangements, explaining who does what, when and how. However, it does not reflect the organisational changes post transformation and needed updating as it had not been reviewed recently. A review process commenced early in 2021 to bring this policy up to date. As part of this work, in April 2021, the Council appointed a health and safety consultant to support the development of this new policy, working in collaboration with both the Council’s Health and Safety Steering Group and its Working Group to progress this.

Health and Safety Policy

- 7. The appended revised health and safety policy reflects best practice that elected members have shared responsibility for health and safety, with the Leader having joint sign off with the head of paid staff. The method of reporting health and safety to the Leader would be through Audit Committee, as currently happens annually. Health and safety incidents are being monitored and reported to the H & S Working Group, Steering Group and at least quarterly to SLT.
- 8. The Unions have been consulted on the revised health and safety policy. The feedback has been reflected in the policy. The Unions were satisfied with the agreed minor amendments.
- 9. The Policy consists of the following sections:-

| | |
|-----------|---|
| Section 1 | The statement sets out the aims for the Council and its overarching approach. |
| Section 2 | This sets out the responsibilities. |
| Section 3 | This sets out the organisational arrangements for managing health and safety. |
| Section 4 | This refers to the service level arrangements that are in place across the different areas, as appropriately identified. A review and update of these separate policies are under development with representatives across the Leadership Management Team and these will later emerge as a set of reference links to separate documents. |
| Section 5 | The remainder of the policy explains the systems applied to achieve the aims of the statement. |

- 10. The policy also sets out a series of key performance indicators (KPIs) identified for measuring the effectiveness of the arrangements in place and will be incorporated into the Performance report taken to District Executive each quarter.
- 11. The policy will be reviewed annually and whenever there is a change in signatories. Members are being asked to delegate the power to make any minor amendments to the Health and Safety Policy to the Lead Specialist – Strategic Planning in consultation with



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the Director for Strategy and Support Services and the Portfolio Holder for Strategy and Housing.

- The policy will be communicated to the wider organization through Staff Awareness sessions, direct communications and will be available on the designated Policy Area for staff to review.

Financial Implications

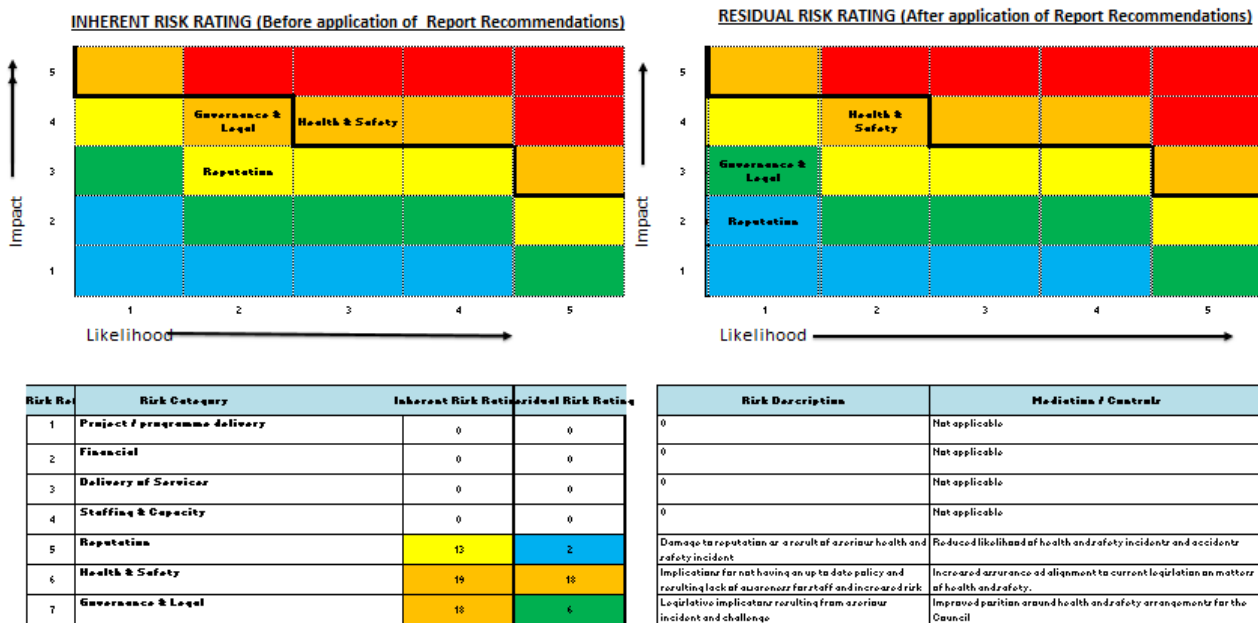
- There are no new financial implications as a result of approving this policy.

Legal implications (if any) and details of Statutory Powers

- The policy has been formed incorporating the following legislation:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations
- Safety Representatives and Safety Committees Regulations 1977

Risk Matrix



Council Plan Implications

This Policy is concerned with the safety and health of its employees and all those affected by the Council’s activities and therefore works towards ensuring ‘a modern, efficient and effective council that delivers for its communities’.

Carbon Emissions and Climate Change Implications

No notable implications.

Equality and Diversity Implications

An equality impact relevance check was completed and is appended to this report. This check identified the policy has no negative impacts on staff, members, contractors or the public who share Protected Characteristics. In view of this, a full Equality & Diversity Impact Assessment is not required.

Privacy Impact Assessment

No personal data is held within the Policy.

Background Papers

None.



Health & Safety Policy

Version Details:

| | |
|--------------|--------------------------------------|
| Version: | 1.0 |
| Author: | Lead Specialist - Strategic Planning |
| Review Date: | August 2022 |

Sub heading:

| | |
|---------------|----------------|
| First Draft: | August 2021 |
| Second Draft: | September 2021 |
| Third Draft: | October 2021 |
| Fourth Draft: | November 2021 |

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2. Responsibilities

2.1 Council Leader

- Will take responsibility for the health and safety of the Council in respect of employees and others affected by the Council's work
- Will sign this policy annually

2.2 Council Portfolio Holder for Health and Safety

- Will ensure that all Council decision making covers the health and safety implications of each option
- Will bring to Council attention any serious accident or enforcement action

2.3 Elected members

- Will adequately resource the health and safety requirements of the Council in terms of finance, personnel and time
- Will devote time at one meeting a year of the Audit Committee to considering the Council's Health and Safety Performance Review
- Will work with concern for their own health and safety and that of others whilst carrying out their activities
- Will report all accidents and incidents in which they are involved, however minor
- Will report any near misses or hazards of which they become aware
- Will attend all health and safety training offered and put it into practice

2.4 Chief Executive Officer

- Will take full and final delegated responsibility for ensuring the health and safety of the Council in respect of employees and others affected by the Council's work
- Will sign this policy annually

2.5 Support Services and Strategy Director

- Will ensure that all Senior Leadership Team decision making covers the health and safety implications of each option
- Will chair the Steering Group
- Will present the Health and Safety Performance Review to the Senior Leadership Team

2.6 Senior Leadership Team

- Will take reports from the Steering Group
- Will consider the Health and Safety Performance Review at meetings quarterly
- Will approve this policy and lead on its implementation
- Will ensure that the safety management systems described in this policy are implemented in full across the Council
- Will resource the health and safety requirements of the Council

2.7 Steering Group

The Steering Group is the executive group for health and safety within the Council, which collectively determines and applies the safety management systems of the Council. It reports directly to the Senior Leadership Team, and is chaired by the Support Services and Strategy Director. See Appendix for full Terms of Reference.

2.8 Working Group

The Working Group serves a consultative function, and also carries out much of the underpinning health and safety work of the Council, supporting the development and

assures delivery of SSDC's H&S Policy at the operational level. Its members review safety inspections, accident investigations and risk assessments. It is chaired by a member of the Steering Group and reports directly to the Steering Group. See Appendix for Terms of Reference.

2.9 Lead Specialist – Strategic Planning

- Will have responsibility for liaising with the Competent Person for the Council
- Will write the quarterly Health and Safety Performance Review with input from the Steering Group
- Will arrange the annual Health and Safety Audit
- Will make any reports required under RIDDOR

2.10 Competent Person

- Will advise the Council's management on all aspects of health and safety
- Will ensure that all health and safety documentation and systems are legally compliant and suitable
- Will support specialists within the Council with the details of their role
- Will advise on legal matters; notably, RIDDOR reporting

2.11 Lead Specialists, People Managers, Managers and Specialists

- Will implement the policy in the areas under their control
- Will ensure their staff are suitably trained and records kept
- Will carry out and review the risk assessments to cover the jobs, tasks and activities undertaken by their teams
- Will produce safe systems of work for tasks as required
- Will investigate all accidents and incidents reported by their teams and adjust relevant risk assessments as necessary
- Will arrange or provide first day induction for new starters
- Will carry out or ensure the carrying out of COSHH assessments for substances held or used by their team
- Will manage any lone working risk
- Will carry out the training analysis for their direct reports and volunteers to identify required health and safety training for the specific work or role
- Will arrange all the relevant health and safety training, liaising with the Learning and Development specialist as appropriate
- Will record all training delivered, and maintain training records for their teams
- Will arrange refresher training at the required intervals
- Will hold the Approved list of contractors for their areas.

2.12 Facilities Management Specialist

- Will hold the asbestos register for all premises
- Will hold the property safety compliance documentation for each premises
- Will hold the relevant risk assessments including fire for each premises
- Will arrange for any necessary remedial actions, and will also arrange for reassessments or re-inspections as they become due

2.13 Digital Services

- Will provide and support Health and Safety Technology solutions

2.14 Specialist – Learning and Development

- Will set out corporate expectations for new starters, including health and safety, through an induction framework

- Will maintain an SSDC training standards framework which includes elements of health and safety training
- Will arrange required health and safety training on request from operational managers and team leaders

2.15 Specialist – People

- Will liaise with the Occupational Health provider
- Will ensure that details of accidents, incidents and work related health problems are maintained on individual's personal files

2.16 Team leaders

- Will ensure that their team are familiar with the risk assessments and safe systems covering their work
- Will supervise to make sure that the safe systems are adhered to in practice
- Will encourage the reporting of any accident, incident, near miss or hazard
- Will monitor their team to ensure their well being

2.17 All Staff

(This category includes every employee, whether they have additional responsibilities or not, also agency and temporary staff and volunteers)

- Will report all accidents and incidents in which they are involved, however minor
- Will report any near misses or hazards of which they become aware
- Will be familiar with the risk assessments and safe systems covering their work and work in accordance with them
- Will check and take note of the COSHH information on any substance they use at work
- Will work alone only on low risk work with the approval of their line manager
- Will participate in the risk assessment process, the safety inspections, and any accident investigations that involve them
- Will work with concern for their own health and safety and that of others
- Will attend all health and safety training offered and put it into practice in their work

2.18 Health and Safety Co-ordinator

- Will hold the master copies of the policies and guidance notes and issue them as required
- Will control access to the risk assessments and safe systems database
- Will flag up actions not complete or risk assessment in need of review
- Will control access to the accident and incident reporting and investigation database
- Will pass reports to the relevant manager for investigation
- Will monitor reported accidents and incidents with resulting absence and flag up to the Lead Specialist – Strategic Planning a need for a RIDDOR report
- Will flag up any actions found necessary as a result of accident investigation which have not been completed
- Will produce data and analysis for monitoring and reporting purposes
- Will control access to the COSHH database
- Will upload data sheets and completed COSHH assessments
- Will flag up when COSHH assessments require review or when actions found necessary are not complete
- Will produce reports of accidents/incidents, near misses and hazards and pass these to the Working Group

- Will gather the information needed to process performance on the KPIs and pass it to the Lead Specialist – Strategic Planning
- Will support the Lead Specialist – Strategic Planning in regulating, administering and auditing the management system, and in liaising with the Competent Person
- Will coordinate the H&S working group and steering group
- Will coordinate the lone working personal safety device system
- Will flag up training issues identified through the working group and coordinate with the Specialist Learning and Development manager/People team to ensure appropriate training is coordinated

2.19 Senior First Aider

- Is the Appointed Person for first aid at the Council
- Ensures that all first aid kits are checked and the checks recorded
- Orders required first aid supplies
- Makes sure that first aid is always available when staff are working
- Posts signs to identify the first aiders
- Ensures that first aid given is recorded on the accident form
- Monitors first aid training
- Will ensure that first aid risk assessments are carried out for the Council

3. Organisation

3.1 Health and Safety Leadership

The Elected Members, particularly the Leader, take responsibility for the safe working of the Council, and therefore for any mishap which could befall staff or the public as a result of the actions or inactions of the Council. The Leader is a signatory to this policy.

A Councillor is appointed as portfolio holder for health and safety, and has a duty to act as the conscience of the Council in respect of health and safety. This Councillor will challenge any decision making which has not fully evaluated the risks of all options. They will also bring to the attention of the other Councillors any serious or significant accident.

The Audit Committee will consider the health and safety performance of the Council annually at their meeting which covers health and safety. In particular, the Health and Safety Performance Review will be tabled and considered by the Committee.

In practice, the Councillors delegate the implementation of the policy, and the application of the safety management systems, to their Chief Executive Officer.

The Chief Executive Officer, in conjunction with the rest of the Senior Leadership Team, is primarily responsible for ensuring that a suitable policy and safety management systems are in place, and that these are implemented in full across the Council. The Senior Leadership Team leads on the health and safety effort and resources the work requires. The Chief Executive Officer is a signatory to the policy.

The Support Services and Strategy Director is the nominated Director with particular interest in health and safety at the Council. They chair the Steering Group. They also present the Health and Safety Performance Review to the Senior Leadership Team quarterly. They ensure that health and safety is a prime consideration in the decision making of the Senior Leadership Team.

The Senior Leadership Team have appointed the Steering Group to lead the organisation on health and safety matters. The Steering Group reports to the Senior Leadership Team.

3.2 Committee and Group Structures

The Audit Committee has top level oversight of health and safety at the Council. They delegate responsibility to the Steering Group for developing policies and systems, and for the regular management of health and safety matters. The Steering Group is made up of lead specialists/managers representing all service areas of the Council.

The health and safety Working Group is the consultative group on health and safety for the Council and is made up of a cross section of interested individuals from across all areas. It reports to the Steering Group.

3.3 Steering Group

The Steering Group is chaired by the Support Services and Strategy Director. Annually, the Steering Group commissions an audit and receives the resulting report, revises the policy and puts forward the report to the Senior Leadership team and the Audit Committee. The Steering Group agrees the Key Performance Indicators for use for the following year.

The Chair of the Working Group also attends the Steering Group and feeds back.

The Steering Group meets quarterly. See appendix for Steering Group Terms of Reference.

3.4 Working Group

The Working Group is chaired by the Specialist Service Manager.

The Working Group acts as a consultative forum in which proposals made by the Steering Group can be shared with the wider staff group. The Working Group also originates and carries out projects as required. They have a voice in all decision making. The members of the Working Group are representing their staff team, teams and Union members.

The Working Group meets quarterly. See appendix for Working Group Terms of Reference.

3.5 Health and Safety Documentation and Administration

The Health and Safety Co-ordinator holds the master copies of the policy and guidance notes. They also control access to the database of risk assessments and safe systems of work. They control access to the accident/incident database, and also manage the flow of information via the near miss and hazard reporting system.

The Health and Safety Co-ordinator has the duty of flagging up when policies, risk assessments and safe systems of work require review, and when accident investigation is not completed.

The Health and Safety Co-ordinator collects the information from which the Key Performance Indicators are calculated quarterly and provides it to the Lead Specialist – Strategic Planning.

3.6 Consultation and Communication with Employees

Consultation with employees is largely managed via the Working Group. A Working Group representative is appointed to represent every team and group of workers and Union members. The representative will make themselves available to their group, and will carry forward to meetings any concerns or comments which have not been resolved locally. The representative will also have an involvement in the dissemination of information about new policies and practices, but this is largely managed at organisational level. There is extensive use of the intranet for the communication of health and safety information. As not all employees have access to computers, briefings and the dissemination of written information is used at the base where out of office workers are situated. Consultation with employees, or their representatives, on health and safety matters applies according to the Safety Representatives and Safety Committees Regulations 1977.

3.7 Competent Person

The Competent person role for the Council is fulfilled by an external Health and Safety consultant, who works in close conjunction with Council personnel to understand and integrate with the Council management. The Competent Person is a Chartered Member of the Institution of Occupational Safety and Health. The Competent person provides advice to management at all levels on request, and monitors the general compliance of the Council.

3.8 Key Performance Indicators

Key Performance Indicators are set for each year by the Steering Group and signed off as part of the policy review. These KPIs are established to provide meaningful measures of the organisation's health and safety performance, with an emphasis on proactive rather than reactive measures. A small number of KPIs are chosen, and these are logged and measured day to day by the Health and Safety Co-ordinator. The KPIs for the current

year are contained in an appendix to this policy. KPIs are reported on to the Steering Group quarterly. See Appendix 5

3.9 Health and Safety Performance Review

The Health and Safety Performance Review is a brief report which is drawn up annually and quarterly. It contains the annual performance against KPIs as well as accident and incident statistics and audit findings. This report is drawn up by the Lead Specialist – Strategic Planning in conjunction with the Steering Group and goes to the Senior Leadership Team and the Audit Committee.

3.10 Risk Assessment

Risk assessments are carried out by team leaders and managers to cover any task or activity where there is a significant risk. The risk assessment template is available on the risk assessment database. This database holds all the Council's risk assessments, and flags up risk assessments where actions are needed, and risk assessments which are due for review. Risk assessments uploaded onto the system are reviewed and initialled by the appropriate Manager. This declares that the risk assessment is suitable and sufficient, and that it is approved for action by the organisation.

Risks, which are significant, are those that are not trivial in nature and are capable of creating a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against. Any queries can be clarified with the H&S coordinator, as appropriate.

3.11 Safe Systems of Work

Safe systems of work are produced where the risk assessment raises a need. This will always be the case where behavioural controls on risk are prescribed. The safe systems of work are also recorded on the database, and approved by the Lead Specialist in the same way as the risk assessments above. The safe systems of work are also sent to every worker who carries out the task or activity concerned, and are gone through at induction with new starters.

3.12 Permit Systems

Permit systems are needed for risks which are high, and cannot be fully controlled by the risk assessment controls alone. Examples of situation where permits are required include: hot work, work on or near live electrical systems, entry to confined spaces and access to an unguarded roof or any other unprotected place of work at height. Permits are issued by the relevant manager and held by the individual or team leader for the people doing the work. The permit will state all the precautions to be followed. It is valid for a limited period, and must be signed off by the issuing manager at the end of the allocated time period.

3.13 Control of substances Hazardous to Health (COSHH & DSEAR)

Hazardous substances require COSHH assessment. Flammable and explosive substances require control under Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). The policy of the Council is that flammable and explosive substances shall not be held or used by Council employees or on Council premises with certain tightly controlled exceptions. See DSEAR assessment.

The COSHH register is held online. A bank of datasheets and COSHH assessments is accessible from the Register, which also contains abbreviated risk information for each substances. Again, the Council's policy is that toxic and carcinogenic substances will not be held or used, with limited exceptions.

The use of pesticides is subject to further controls. Special training is required for users, together with designated storage equipment and protective clothing.

3.14 Training

Overall Policy and Objectives:

All employees, no matter at what level they are within an organisation, must be competent to undertake their tasks. One method of achieving competency is through the provision of adequate and appropriate training. The Training Matrix captures the core, corporate principles and expected corporate standards for Training and Development by job family across SSDC. On that basis it provides a training framework that can be used dynamically: in establishing and maintaining training standards for job families at an SSDC level, these can then be cascaded to specific job roles and work areas.

This is achieved by matching each role within the council to the expected qualifications and training requirements for that position, as determined by the recruiting manager. Assessment of these requirements is the responsibility of the recruiting manager on a case by case basis; according to the demands and context of work to be delivered.

Training and development records should be maintained by the manager and reviewed regularly; ensuring staff competencies are the fit for purpose and cover the scope of expected work. It is also the manager's responsibility to ensure compliance to all and any legal requirements of each role. This is supplemented by Risk and Method statements for operations that define training and qualification requirements, where applicable.

Implementation of Training:

Managers have responsibility for identifying training needs for members of their team, with staff encouraged to play an active role in their own professional development. The manager must approve individual training requests and ensure these requests are aligned to the corporate standards captured in the Training Matrix.

When a training requirement is identified, by an employee or manager, the Self-Assessment form should be completed with the Needs Analysis Guide also utilised. The manager should review, approve and forward the request to the L&D Specialist for further approval and processing.

3.15 Monitoring

The Council arranges for a full health and safety audit to be carried out annually, to assess the adequacy of policies and systems, and the adherence to them in practice. This audit is arranged by the Lead Specialist – Strategic Planning on behalf of the Senior Leadership Team. The audit is usually arranged to be complete before the start of the policy review period, in order that its findings can be taken into account. A summary of the audit findings goes to the Senior Leadership team and the Audit Committee as part of the Health and Safety Performance Review.

Safety inspections for each premises and work area are carried out quarterly. These are done by a nominated person from each area, often a member of the Working Group. A checklist for the purpose is held electronically, and completed on a phone or similar device. The completed safety inspection is passed to the manager responsible for the premises or area for remedial action if required and signature. This person will hold the checklists on file.

The premises manager, or person in charge of the work area, will check each part of the area every morning for general and fire safety. In particular, they will walk all fire escape routes and operate fire exits. No record is made of these checks.

The fire marshal for a premises or area will complete the fire checks weekly. These are recorded in the fire log book, and include the testing of the fire alarm.

3.16 Accidents and Incidents

Reporting is required of every accident and incident, however minor. Reporting is electronic, via the accident and incident Microsoft form, which is managed by the Health and Safety Co-ordinator. Send an email to the H&S email address with details of the accident or incident if you have any difficulty in using the database.

An accident or incident form is for when a physical injury is sustained or for any incidents involving violence and aggression. A near miss form is for an unplanned event that did not result in injury, illness or damage – but had the potential to do so. This will include near misses involving either employees or non-employees.

Once an accident or incident is reported, the form thus initiated is sent to that person's line manager for completion of the investigation section. The actions recommended as a result of the investigation are overseen by the Working Group, and are signed off when complete.

RIDDOR reporting is initiated in the first instance by the Health and Safety Co-ordinator, who will identify any major injury, or absence following an injury by their monitoring of the accident incident form database. The Health and Safety Co-ordinator will send the information about the accident to the Lead Specialist – Strategic Planning, who will confirm that it is reportable and make the report on behalf of the Council.

3.17 Near Miss and Hazard Reporting

The reporting of near misses and observed hazards is strongly encouraged. A near miss could be classified as something that has happened in the workplace unexpectedly, which hasn't caused any personal injury, but may or may not have caused damage, and that warrants reporting. It is deliberately made as quick and simple as possible. A report can be made by completing the Near Miss Microsoft form, which is managed by the Health and Safety Co-ordinator. This information will be routed to the appropriate area of responsibility for resolution. The Working Group will monitor progress.

3.18 First Aid

Anyone requiring first aid can identify a first aider from the signs posted in every staff kitchen. The names and photographs of nearby first aiders are posted. These individuals will have a first aid kit to hand, and will be able to attend to minor injuries or ill health, and obtain further help if required.

The senior first aider is the Appointed person for first aid at the Council. They will ensure that first aid kits are checked and there is always first aid available. The People team arrange first aid training, but the senior first aider will prompt if necessary.

At premises open to the public, first aid is routinely made available to members of the public requiring it. Any accidents or incidents affecting members of the public must be reported on the accident incident database in the same way as accidents to staff. The first aider must initiate these reports.

All first aid given must be briefly recorded, usually with the accident report.

3.19 Control of Contractors

Contractors carry out some of the work of the Council. This is still part of the work of the Council, and the Council can outsource the work, but not the responsibility for having it done safely. It is therefore necessary to manage contractors closely, and to ensure their competence and capability in the management of the risks of their work.

This is primarily achieved by asking all contractors working for the Council to accredit with one of the SSiP schemes, such as CHAS or SafeContractor. The Council maintains an Approved List of contractors, and for admission to the list, the contractor must provide their certification from one of these schemes. In addition, the contractor will have to give evidence of insurance, and membership of trade bodies, and, if new to the Council, provide at least two satisfactory references from previous clients.

The Approved List is held and managed by the relevant team. Every contractor on the list is rechecked annually. Information from any member of staff about contractor behaviour and performance can be fed back to the overarching management for adding to the Approved List.

3.20 Asbestos

Any building for which the Council is responsible which was built before 2000 must have an asbestos register. This register must be made available to any contractor or other person who is planning to work on the building. The register lists the known occurrences of asbestos containing material in the building, and also allocates them a risk rating. The information in the register should be shared with contractors in advance, so that arrangements can be made properly if there is any foreseeable likelihood of them disturbing asbestos. The Facilities Management Specialist maintains the asbestos registers and keeps them up to date with regular re-inspections as required. The Registers are available via the Property Services Portal.

At the same time as the register is issued to those planning work on the building, they must be reminded that despite our best efforts, there is always a risk of further unidentified asbestos being present, and they must be alert to encountering it.

3.21 Premises Risks

The Facilities Management Specialist maintains the records for all premises owned or managed by the Council. Amongst those records there must be:

- A current Condition Survey for the wiring with a satisfactory outcome
- A current Gas safety Inspection or Landlord's Gas Safety Record
- A current safety inspection for any oil fired appliances
- A legionella or water hygiene risk assessment
- Insurance examination reports for any passenger lifts or pressure systems
- A fire risk assessment and accompanying records eg fire alarm, emergency light servicing etc

All these documents must be in date, with all recommendations complete or underway.

3.22 Fire and Emergencies

The manager in charge of every premises or work area must have considered the risk of fire and other emergencies. A fire evacuation plan must be in place and known to all those in the premises. This must include:

- A means of raising the alarm
- Awareness of the alarm or signal by all those present
- Guidance and equipment for fighting fire
- Instruction on calling the fire service
- Instruction on leaving the building and safe routes of escape
- An assembly point
- Looking after the public
- Consideration of those with disabilities Personal Emergency Evacuation Plan (PEEPs)

The fire evacuation plan must be in writing, and on display. Fire action notices should also be posted.

If a plan is needed for other emergencies, this may be based on the fire plan. Consider flood, bomb threat, power cut or terrorist incident.

3.23 Lone Working

Whenever a task or activity may be undertaken alone, this should be identified and assessed in the relevant risk assessment. Control on risk are required, and these must include systems to ensure that a colleague knows the whereabouts of a staff member at all times. It is also important that there is a system to ensure that the staff member has finished work safely and gone home.

Not every individual should carry out the more risky lone working. Any health or personal reason why lone working should not be permitted should be identified at the recruitment stage or by way of routine health surveillance. This restriction must be clearly communicated to the line manager of the individual.

Some work should never be done alone. This includes work at heights, work with dangerous machinery, work with large animals and anything for which a permit is issued. See lone working policy.

3.24 Personal Safety

Like employees of any public facing organisation, there is a risk of employees and contractors encountering challenging behaviour from the public. Although physical violence is rare, verbal attacks are not, and can cause great distress. It is important that the line manager for any public facing team is aware of problems affecting their staff, and has systems in place to ensure that no individual becomes overwhelmed.

Managers / team leaders should identify where it may be appropriate for personal safety device(s) to be provided and specific awareness training as appropriate.

Training is available to support staff in dealing with challenging behaviour, and will help to provide strategies that work.

The Council keeps a record of people who have a history of violent or aggressive behaviour towards Council employees but this is not held centrally and is maintained by managers of the relevant services.

3.25 Infectious Disease Prevention & Pandemic Management

(Including but not limited to COVID 19)

The Council strongly encourages that employees follow Government and NHS advice with regard to all potentially infectious diseases or matters relating to public health. The health and safety, both mental and physical, of our employees remains a priority.

This is applicable to all employees, councillors, visitors, contractors, tenants and other persons who enter premises occupied by SSDC.

Where it is necessary, the Council will release guidance of measures by way of changes to procedures and/or working practices to prevent the spread of disease.

Concerning the current COVID-19 pandemic, employees are asked to familiarise themselves with and to follow [Government Guidance](#) with regards to restrictions, social distancing and self-isolation and advice on infection control from the NHS and other public bodies.

The [COVID-19 FAQs](#) are available on the portal and answer questions around leave, self-isolation and sickness. Employees who attend Council premises should follow the

guidance set out in the [COVID-19 workplace guidance](#) or any location-specific guidance, which can be obtained by the relevant member of the LMT.

If employees have any questions they should contact their line manager in the first instance.

3.26 Agile Working (Including working from home)

The SSDC has adopted [agile working principles](#) to facilitate flexibility. Some of the [agile work methods](#) can include home working or working remotely (where the employee's location is not an SSDC premises).

Regardless of where they work, employee's health and safety, both mental and physical, is a priority to SSDC. Managers and employees need to work together to ensure that those who work remotely receive the same health and safety provisions as any other employee.

Managers should ensure that:

- employees complete and regularly update the home working self-assessment checklist
- have access to wellbeing support
- keep in touch and have regular and meaningful one to one meetings
- recognise and act upon the signs of signs of stress
- undertake the appropriate risk assessments
- ensure that employees complete and regularly update their DSE workplace assessment
- source any DSE equipment required
- ensuring that any accidents or ill-health directly related to working from home arrangements are reported in the usual way.
- read the [HSE guidance](#) on protecting home workers for more information.

Employees also have a responsibility to take reasonable care of their own health and safety at work, whether that is at home or elsewhere. They should:

- keep in regular contact with their manager
- tell their manager about any physical or mental health and safety risks or any working arrangements that may need reviewing
- familiarise themselves with guidance from the HSE on [First Aid](#) whilst working remotely. This [Infographic](#) may be useful for other health and safety considerations whilst working from home.

3.27 Statement on Public Safety

The Council has a duty of care not only to its own staff but also to the public who use its facilities, building and public spaces. The Council provides a range of different operations across South Somerset and is concerned to ensure that all its interactions with the public are neutral or positive for the people concerned.

The Council carries out proper risk assessments and safe practices of work at each site. The Council follows the guidance for good practice from the [Institute of Directors and the Health and Safety Executive \(HSE\)](#) in order to meet its legal obligations under the Health and Safety at Work Act 1974.

The Council will:

- Provide premises for public use, which are physically safe, clean and welcoming. These premises will be well signed, accessible, and controlled.
- Warn the public, by means of signs, of risks which are not otherwise fully apparent
- Fit the services given to the public to the individual as far as possible

- Treat each member of the public with respect and courtesy
- Protect the public from risks which are under the Council's control
- Ensure that third party providers of Council Services to the public for example Leisure facilities actively have their own site specific health and safety practices in place.

Any accident affecting a member of the public which results or might have resulted from any action or inaction of the council is to be recorded on the accident incident database.

3.28 Equalities

In accordance with health and safety best practice, this policy and the systems it describes will be interpreted such as to meet the health and safety requirements of individuals, with due regard to their needs and vulnerabilities. This interpretation takes place at the point of use of the systems, where a manager carries out a risk assessment or applies a safe system of work to an individual.

3.29 Occupational Health

The Council accesses an Occupational Health service which includes;

- Pre-employment health screening
- Providing specialist guidance for managers on health conditions and absence
- Health surveillance
- Audiometric testing

The Council also provides an Employee Assistance programme, which is available for use by any employee. This also provides:

- Counselling
- Drug and alcohol advice
- Health promotion initiatives, amongst many other physical, mental and financial related support

4. Arrangements

The Arrangements section of the policy explains how the risks of the organisation shall be managed in practice, applying the systems from the previous section. It can take a number of different forms.

The recommendation in this case is that the Policy Arrangements should take the form of a series of brief policies and Guidance Notes, one for each of the Council's teams, and written by the people concerned. The more risk a particular team is exposed to, the more detail will be required in the Guidance Note.

The Guidance Note should succeed in explaining the safe ways of working in place to a reader with no previous knowledge.

The Policy Arrangements are held locally within the teams.

5. Appendices

5.1 Risk Assessment Template

| Task/Activity: | | Date: | Client: | Assessor: | | |
|-----------------------|------------------------------|-----------------------------|--|-----------------|-----------------|------|
| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
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5.2 Health & Safety Steering Group – Terms of Reference

Purpose. The purpose of the Health and Safety Steering Group (H&SSG) is to support the development and delivery of SSDC’s H&S Policy at the strategic level.

To discharge this remit it will;

- recommend H&S processes, procedures and arrangements
- determine and direct risk assessment activity, and
- agree training requirements.

Scope and Outputs. The H&SSG will;

- be responsible for operational risk ownership corporate risk assessment
- conduct and maintain the corporate training needs analysis
- agree competency standards
- maintain managerial oversight and review safety performance across SSDC, including audits and major incidents
- oversee the work and input into the work plan of the H&S Working Group
- submit an annual report to the Audit Committee summarising the Council’s H&S position and work undertaken during the year

Membership

| | |
|--|-------------------------|
| Director Strategy and Commissioning and Support Services | Chair |
| Environment Services Manager | Risk Owner ¹ |
| Leisure and Recreation Manager | Risk Owner |
| Lead Specialist Property, Land and Development | Risk Owner |
| Lead Specialist People | Risk Owner |
| Locality Team Manager | |
| Lead Specialist Environmental Health | |
| Lead Specialist People, Performance and Change | |
| Lead Specialist Strategic Planning | |
| Strategy and Commissioning Specialist/Case Officers | Secretariat |

Quorum. The H&SSG will be quorate with the chair or a nominated stand-in, 3 Risk owners and 2 others.

Frequency of Meetings. Routine meetings of the H&SSG will be every 12 weeks, with extraordinary meetings convened as required by the Chair.

Reports to:

SLT

Audit Committee

Groups reporting to this committee:

- Health and Safety Working Group

5.3 Health & Safety Working Group – Terms of Reference

Purpose: The purpose of the Health and Safety Working Group (H&SWG) is to support the development and assure delivery of SSDC’s H&S Policy at the operational level. The group will:

- Implement H&S processes, procedures and arrangements
- promote a positive H&S culture throughout SSDC
- consult and represent the SSDC workforce on H&S matters, cascade and communicate decisions

Scope and Outputs: The H&SWG will:

- review reports of accidents, incidents and near misses, the lessons learned from them and appropriate action
- identify training requirements for staff, schedule and request funding for training
- ensure that safe systems of work are reviewed and updated
- review the Health and Safety Policy (at least) annually to ensure it remains fit for purpose
- carry out specific projects as requested by the Health and Safety Steering Group (H&SSG) and also make requests of them
- Develop a work plan to be reported to the H&SSG quarterly and Audit Committee annually or as required. The plan to be realistic, achievable and focussed on delivering the organisations key priorities and strategies.

Membership

| | |
|--|--------------|
| Service Delivery People Manager | Chair |
| Unison representative | H&S rep. |
| GMD representative | H&S rep. |
| Service Delivery Specialist – Environmental health | |
| Service Delivery Team manager – Customer focused | |
| Service Delivery Specialist team manager | |
| Service Delivery Lead Specialist - vulnerable customers | |
| Support Services Specialist team manager | |
| Support Services case officer (insurance) | |
| Commercial Services Team leader - Environment services | |
| Commercial Services Operations manager – arts & entertainment | |
| Commercial Services Specialist – asset management | |
| Strategy and Commissioning case officer (health & safety) | Co-ordinator |
| Yeovil Crematorium manager | |
| Commercial Services case officer (environment services) | |
| Commercial Services YIC manager | |
| Commercial Services Countryside manager | |
| Commercial Services case officer (property) | |
| Service Delivery Specialist – Economic Development | |
| Service Delivery Specialist – Building control | |

Quorum. The H&SWG will be quorate with the chair or a nominated stand-in and:

- One trades union representative
- One from each of the 4 Directorates
- At least four others

Frequency of Meetings. Routine meetings of the H&SWG will be every 12 weeks, with extraordinary meetings convened as required by the Chair.

Reports to:

- Health and Safety Steering Group

5.4 Key Performance Indicators 2021 - 2022

| Category | Measure | Description | Reason | Source | Target | Reporting frequency |
|------------------|--|--|---|--|--|---|
| Safety provision | Accidents: to staff, where injury has occurred | Amount of accidents reported. RIDDOR reportable Type Service area Location | Legal requirement to record type and report RIDDOR Analysis will help establish root cause and follow up preventative action. Reduction in insurance claims | TEN system exports and analysis spreadsheet/ H&S database | % Reduction in accidents from previous year with aspiration of nil. | Qtly, in line with WG meetings Monthly data analysis |
| | Near miss | Amount reported Type Service area Location | Analysis will help establish root cause and follow up preventative action. | TEN system exports and analysis spreadsheet/ H&S database | Comparison with previous years Increase in near miss should indicate reduction in accidents | Qtly, in line with WG meetings Monthly data analysis |
| | Risk assessments and safe systems of work | New RAs for new activities Existing RAs must be up to date reminder by service area, date required | Legal requirement for up to date RAs and SSoW | TEN system/ H&S database RA storage spreadsheet | Number of annual reviews completed compared with number of current/relevant RA held on system Rolling target based on review date due None outstanding | Annual number of outstanding risk assessments by date |

| Category | Measure | Description | Reason | Source | Target | Reporting frequency |
|---------------------------------------|---|--|--|--|---|---|
| Place of work | Inspections | Number of inspections carried out on plant, machinery and safety systems Service area follow up actions | Legal requirement | Service area records | None overdue 100% inspections complete | Dependant on machinery and service area |
| Information, instruction and training | Training courses completed | Practical and e-learning courses completed in a year. Number of staff to complete them. | Legal requirements such as: New starter basic training Number of qualified First aiders and Fire marshalls required for size of organisation Training required by service areas - working at height etc | Training matrix Skills Audit LMS | All staff to undertake Learning Management System (LMS) training Specific appropriate training undertaken in line with legal requirements depending on their role. | Annual |
| Welfare | Incidents/Violence, Terrorism and Security (VTS): An act of violence or aggression (Physical, verbal or threatened) or incident that has left a member of staff feeling uneasy | Amount reported Service area Location | Analysis will help establish root cause and follow up preventative action. | TEN system exports and analysis spreadsheet/ H&S database | % Reduction from previous year. | Qtly, in line with WG meetings Monthly data analysis |

| Category | Measure | Description | Reason | Source | Target | Reporting frequency |
|-----------|--|--|---|--|--|---|
| Community | Accidents to public: where injury has occurred | Amount of accidents reported. RIDDOR reportable Type Service area Location | Analysis will help establish root cause and follow up preventative action. Reduction in insurance claims | TEN system exports and analysis spreadsheet/ H&S database Insurance claims | % Reduction from previous year with aspiration of nil. 3 year rolling average | Qtly, in line with WG meetings Monthly data analysis |

Chard Shop Front Design Guide

Executive Portfolio Holder: Cllr Jason Baker, Chard Regeneration Portfolio Holder
Strategic Director: Jan Gamon, Director of Place & Recovery
Lead Officer: Anna Matthews, Chard HSHAZ Project Manager
Contact Details: anna.matthews@southsomerset.gov.uk or 01935 468958

Purpose of the Report

1. To seek approval from the District Executive for the draft Chard Shop Front 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 Chard Shop Front Design Guide as a Supplementary Planning Document supporting the South Somerset Local Plan 2006-2028.

Forward Plan

3. This report appeared on the District Executive Forward Plan with an anticipated committee date of 2nd December 2021.

Public Interest

4. This report is requesting that District Executive approve the draft Chard Shop Front Design Guide for formal consultation. The Guide is part of the Chard Regeneration work and High Street Heritage Action Zone. It is intended to support the policies of the Local Plan and contribute to the improvement of the town centre environment by giving clear guidelines on style and quality of shop fronts. A similar document was produced and adopted for Yeovil town centre in 2019.

Recommendations

5. That the District Executive recommends that the Chief Executive approves the attached draft Chard Shop Front Design Guide (Appendix A) for formal consultation.

Background

6. Chard Regeneration focuses on regenerating the centre of the town, including the new Leisure Centre, and revitalising the high street. Chard Regeneration sets out to boost the economy and make Chard a more attractive, engaging and vibrant place for people to live, work and spend time. The objectives of the programme are:
 - To provide compelling reasons for residents and visitors to visit and use Chard town centre



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- To bring the key sites and buildings in Chard Town Centre back into economic and community use to stimulate physical regeneration and improve the vitality of the town centre
 - To increase the footfall within the town and support existing businesses
 - To improve the leisure and health offer in Chard for both local people and new visitors
 - To reinvigorate and bolster the role of Chard as a Market Town and economic centre.
7. Due to its historic character, SSDC was successful in bidding for Chard to become a High Street Heritage Action Zone (HSHAZ), attracting over £1m from Historic England as part of the £95m government-funded scheme and matched by more than £1m from SSDC. This award supports a programme of investment in the town centre, with a focus on improving public realm, historic buildings on the high street, and shop fronts.
 8. This report deals with the Chard Shop Front Design Guide which is a key component of the High Street Heritage Action Zone. Shop fronts and their associated signs and advertisements naturally play a very important part in the appearance of the commercial areas of our towns. Most of the buildings in these areas contain a shop front on the ground floor, which is the principal focus of attention and falls in the direct line of sight for people in the street.
 9. The purpose of the new Shop Front Design Guide will be to offer advice towards achieving successful shop fronts in Chard, when new or replacement frontages are installed. Chard's High Street Heritage Action Zone also provides some grant funding for these sorts of improvements.
 10. The draft Shop Front Design Guide has been prepared in support of the policies contained in the South Somerset Local Plan 2006-2028 and the National Planning Policy Framework, in particular to Local Plan Policies EQ2: General Development and EQ3: Historic Environment. It will be adopted as a Supplementary Planning Document, following due process.

Process of Adoption/Consultation Statement

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 a Supplementary Planning Document, there are a number of steps to follow to ensure that the document has been subject to appropriate consultation. The following has been delivered to date:
 - a. An early-stage public consultation on what features of shop front design are important – asking consultees for their views on what makes a shop front attractive/what makes them choose to visit. Three in-person consultation events were held at Chard Guildhall during October 2021 and an online survey ran via the Council's consultation portal (Citizen Space).
 - b. At the same time, statutory Local Plan consultees for Area West were notified by letter of the development of the new Chard Shop Front Design Guide and were invited to participate in this early-stage consultation.



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- c. The results of the early-stage consultation have informed the development of the draft Chard Shop Front Design Guide. A report on consultation to date is included as Appendix B.
 - d. A screening report to determine whether the Chard Shop Front Design Guide SPD requires a Habitats Regulation Assessment/Strategic Environmental Assessment has been carried out and sent to statutory consultees for their comment. This is attached as Appendix C.
12. The draft Chard Shop Front Design Guide must be subject to a formal consultation in order to be adopted as a Supplementary Planning Document, which must be a minimum of 4 weeks. This must be approved by District Executive.
 13. It is proposed that this consultation will launch on Friday 10th December 2021 run until Friday 21st January 2022, which is 2 weeks longer than the basic consultation period to account for the Christmas period.
 14. In order for the Shop Front Design Guide to be adopted before the Council enters the pre-election period, the proposed timetable is as follows:
 - a. *Formal consultation:* 10th December 2021 to 21st January 2022
 - b. *Amended document and consultation statement submitted to District Executive for recommendation to Full Council for adoption:* 3rd March 2022 meeting.
 - c. *Document submitted to Full Council for adoption:* 17th March 2022 meeting.
 15. 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 shop fronts in Chard town centre, intended to support the wider regeneration of the area.

Financial Implications

16. The Shop Front Design Guide creates a backdrop for the repair and improvement of shop fronts in Chard. Until March 2024, the High Street Heritage Action Zone will provide grant support for shop front improvements (funded by SSDC and Historic England, funding already ring-fenced) and the Guide will therefore assist with the effective implementation of the grant scheme.

Legal implications (if any) and details of Statutory Powers

17. None arising from this report.

Council Plan Implications

18. The delivery of Chard Regeneration and the High Street Heritage Action Zone are amongst the Council's key priorities. This report therefore directly links to and supports these priorities.

Carbon Emissions and Climate Change Implications

19. The Shop Front Design Guide provides guidance aimed at ameliorating the negative impact of new developments. It is anticipated to have positive and beneficial effects on



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the built environment of Chard town centre. It offers guidance on the implementation of existing Local Plan policies, to provide further positive effects.

20. A screening report for the environmental implications of the Shop Front Design Guide is included as Appendix C, which provides further detail. The statutory environmental consultees have been invited to comment.

Equality and Diversity Implications

21. This report is making no specific proposals that have an implication for equality and diversity but the proposed consultation will seek views on the principles of design of shop fronts in the town centre.

Privacy Impact Assessment

22. The consultation will encourage public feedback. Information will be processed to support the production of the Shop Front Design Guide in accordance with the legislation. A Data Protection Impact Assessment has been carried out which considers the information collected in detail – this is available on request.

Background Papers

- Draft Chard Shop Front Design Guide – Appendix A
- Consultation Report – Appendix B
- HRA/SEA Screening Assessment – Appendix C.



Chard

Draft Supplementary Planning Document

Shop Front Design Guide

November 2021





- 1 Traditional shop front setting and use as original intent
- 2 Detail of doorway on High St. of Chard, fanlight detail above
- 3 Nameplate indicative of blind designer, mid 20th century
- 4 Detail of cornice above pilasters on shop entrance, masked by extended shop fronts
- 5 Palette of materials within Chard
- 6 Timber detailing of the mid to late 19th century in Chard
- 7 Chard Guildhall
- 8 Detail of front combining colours and signage
- 9 Recessed entrance to shop with terrazzo detailing on threshold
- 10 Detail of designer of terrazzo threshold
- 11 Door handles indicative of mid 20th century
- 12 Bronze frames fashionable in 1940s and 50s
- 13 Combination of signage, cornice and original shop front
- 14 Detail evident beneath removed modern sign board
- 15 Shop front no. 9 Fore Street - unchanged since built.
- 16 Cornice and fascia detail, timber and decorated plaster
- 17 Carved corbel and pilaster, of Hamstone material common within Chard

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- Principles of Design: new shop fronts
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Section 3 Elements of shop front design

- 11 • Fascias
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- 13 • Stall risers
- 14 • Windows and displays
- 15 • Canopies and blinds
- 16 • Signage
 - Projecting Signs
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 - House style and corporate image
- 17 • Illumination
- 18 • Access
- 19 • Security
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Section 4 Elements of shop front design

23 Checklist and opportunities for Chard.

25 Appendix - Consents and Planning

Conservation Areas and Listed Buildings
Is Planning Permission Necessary?
What Information Will Be Needed?

Images on front cover and historical images throughout supplied by

- Historic England
- Chard Museum
- Community Heritage Access Centre - C.H.A.C
- Contributors to Chard History FaceBook Group.

Preface

This design guidance has been prepared in support of the policies contained within the South Somerset Local Plan 2006 - 2028 and the National Planning Policy Framework.

Policies from the Local Plan to be considered:

- EQ2: General Development
- EQ3: Historic Environment

Having been subject to consultation, it carries the status of Supplementary Planning Guidance under the terms of Planning Policy Guidance note 12.

Whilst the initial principles set out in this booklet apply throughout the district, it is not intended they should be treated as blueprints. This document has been specifically tailored to be used within the locale of Chard Town Centre, concentrating on the evidence of shop fronts remaining and the historical records to prepare the principles.

Good Design Principles are offered as guidance to help towards achieving successful designs for shop fronts and street scapes.

Each subsequent proposal put forward by shop owners for planning and/or Listed Building Consent will be judged on its own merits. Good contemporary designs which are appropriate and relate well to their surroundings are as likely to be supported as strongly traditional designs.

An outline of information required for Planning Permission is within the Appendix to this document.



1. View to the East along Fore Street, early 1900's
2. View at Cornhill crossroads, looking East, 1890
3. View to the West from the bottom of Fore Street, 1930's
4. View to the South along Holyrood Street, 1950s

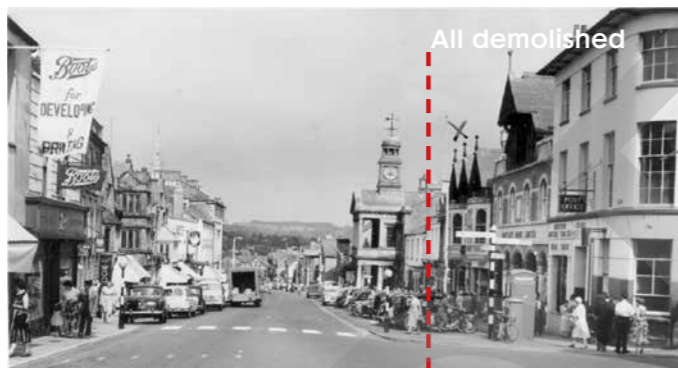
1. INTRODUCTION

The Purpose of the Document

Poorly designed and maintained shop frontages tend to create a run-down appearance of not just the individual buildings, but of whole streets and areas and this can have a negative effect on the visiting public's perception of an area's economic health.

It is not difficult to understand why commercial activity performs poorly in such areas.

The purpose of this document is to provide guidance for the designs of new shop fronts as well as for alterations, replacement and restoration of existing shop fronts, 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 shop front design. The guidance notes aim to set out basic principles of good shop front design, to help create a town wide attractive identity for Chard.



Fore Street 1950's - looking east



Fore Street today - looking east

Using this Guide

Owners are encouraged to use this document as a supplement to their own research and to establish the best design approach to suit their business and the building they occupy..

There is a wealth of reference material for Chard, held by bodies willing to share archives. Questions to address when considering initial approaches to the shop front area:

- Is the building listed?
- Is the building in a Conservation Area?
- Are there any surviving historical features to be revealed that ought to be preserved?
- Would a more creative design approach be appropriate or desirable?

If undertaking alteration works, owners are encouraged to employ a designer to assist them.

Designers can use this guide as a checklist, using relevant sections to assist in achieving the best design options for the client/shop owner.

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 street scape with the new design will lead to a successful shop front.

Furthermore, confirming what permissions are required and investigating the existing building fabric, looking for evidence of previous design elements which could be repaired and/or incorporated will produce desirable results and enhance the street scene.



All high street shop frontage should be of a reasonable standard rather than looking run down. ...

A pride should be taken in shop fronts....

Shops fronts should be sympathetic to entire buildings in our high street, Guildhall, Lloyds, Tudor buildings ...

The town centre is in need of a face lift...The high street needs to be visually appealing to draw in visitors renovating the now many empty units.

Encouraging artisan trades into the town would be a huge leap forward.

I would like Chard Town Shops to be presented clean, not tired with missing letters and to not appear down at heel. The shops could and should be able to make the most of the history available

.....Some shops are perfectly fine if you know them well, but if trying a new place, something that looks unkempt is discouraging...

A storefront has to be eye catching to draw attention. It should be showing something aspirational, that intrigues you to find out more,..... Window displays should be simple and modern, displaying the products on offer and not overstimulating.....

A selection of comments taken from initial public consultation in Chard October 2021

Purpose of a Shop front

The term 'shop front' is used as a short-hand for the complete assembly of entrance display window(s), frame and signage that we are all familiar with. Frontages are a highly visible part of a town centre's physical fabric, most of the buildings in these areas contain a shop front on the ground floor which is the principal focus of attention in the direct line of sight for people in the street.

Their outward appearance plays a key role in our perception of a street or wider area. A high standard of shop front, whether traditional or modern, gives a favourable first impression of both the business behind the shop front and the area the shop is located in.

Individuals who participated in the initial consultation on Chard's shop fronts (October 2021) reinforced the premise that, for the business, the shop front, its signage and window display give potential customers an indication of the quality of the goods and services on offer.

Visual Frame

The shop front is an integral part of the frontage of a building fulfilling the following multi purposes

- To advertise the presence of the shop
- To project an image for the business inside
- Providing an attractive welcome and a framed area for the display of goods and services
- The surrounds to the windows act as a visual frame to the display, the impact of which is enhanced by its setting within an attractive shop front.
- Providing natural light into the shop.
- Providing a strong visual and physical support for upper storeys contributing to the architectural appearance of the whole building frontage.

Albeit designed to attract attention the effectiveness of a shop front is ultimately dependent upon the quality of its design and the display within its windows. Poor quality, badly proportioned and discordantly designed shop fronts will let down the display and project a poor image for the shop.

Potential within change

Retail is a dynamic activity with premises subject to frequent changes in response to the fashion of branding and image. Some premises can be subject to regular refurbishment to accommodate changes of tenant

The pressure of commercial competition results in retailers feeling the need to 'shout' to advertise their presence, often with little consideration given to the wider visual impact. Garish colours, attention seeking oversized or over-illuminated signage, excessive advertising can result in unattractive, uninviting shops and streets, which do not encourage shoppers or other businesses to invest.

Thus by their actions, businesses are inadvertently counteracting what they are trying to achieve.

In contrast to garish shop fronts, the projection of an image of quality and confidence can be achieved by careful design which shows respect for the characteristics of the building and its street scape. If it is well-proportioned, well-designed and respectful to its surroundings, the shop front and associated signage are more likely to make a positive first impression.

It is recognised that towns with attractive, locally distinctive and well-maintained shopping centres have a better prospect of retaining, or even improving, their economic well-being. The quality of shop fronts has therefore a significant role to play in attracting inward investment to towns and is a major contributor to an area's distinctive identity and character.



Boden Street Corner - early 1900's



Boden Street Corner - 1990's



Boden Street Corner - present day

2.0 SHOP FRONT HISTORY

Historic Principles

The concept of the shop front as we know it today evolved in the 18th century (the Georgian Era) using the classical architectural principles in fashion at the time. This proved to be successful in achieving a satisfactory relationship between the shop front and the building as a whole.

The various classical elements were used in a variety of ways to create a frame for the window displays and to emphasize the entrance to the shop. Since that time the same ideas of proportion and balance based upon classical orders have been used in countless adaptations and continue to inspire designers today. While this may not be the only way to design a shop front, many successful contemporary designs have their origin in the same principles.

Design of New Shop Fronts

Good Design Principles

- These historic principles can be used today either for the reproduction of a traditional-style shop front for a historic setting or, by creative interpretation, as the basis for a shop front in a contemporary building.
- In all circumstances, a design which demonstrates an understanding of appropriate details and the application of the principles of proportion will be more likely to achieve a satisfactory result.
- Remember that a shop front is subject to close inspection by the public and its detailed appearance as a piece of quality construction needs to be designed with as much care as its general proportions.
- Carefully considered details and mouldings do not necessarily add much to the cost but can add considerably to an impression of quality.

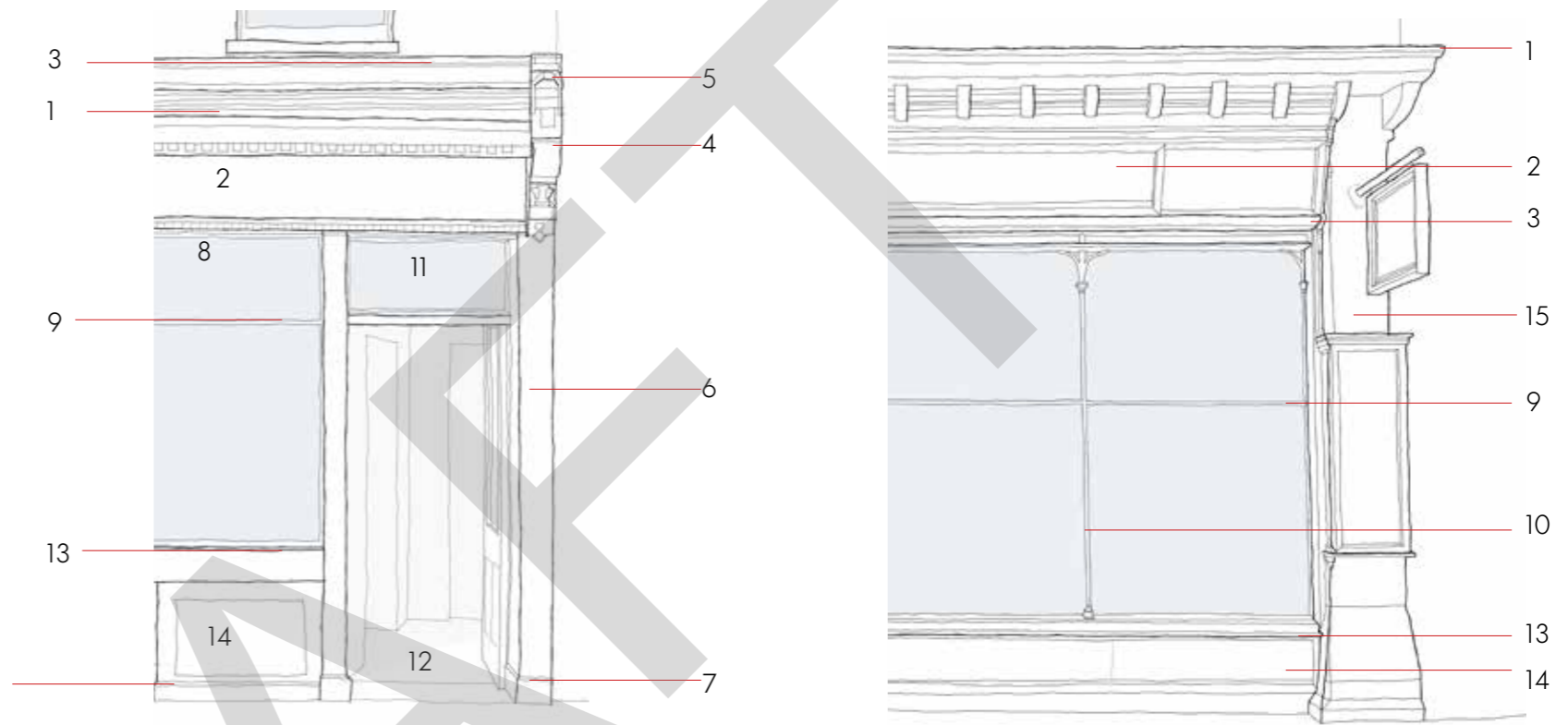


1. Early 18th century shop front in London, the projecting
2. Window giving the impression of a market stall within the street scape
3. Victorian shop front
4. Art Nouveau interpretation of shop front taken from "Modern Shop front Construction" Trevor Perry 1933
5. Late 20th century shop front still employing all original intent

History of Design

The visual frame traditionally consists of a **fascia** providing space for advertising protected from the weather by an overhanging **cornice** above and acting visually as the horizontal beam which supports the building above. The sides of the frame which suggest support for the fascia and cornice are often finished to represent columns either as true free standing columns or, more commonly, flat-faced **pilasters** whose design is based upon the classical column. Pilasters are used in the design to visually express the structure, to mark the separation of one building and its shop from the next and sometimes to emphasize the shop entrance.

The frame is completed by the **stall riser** which provides physical protection at ground level and gives visual weight to the base of the composition.



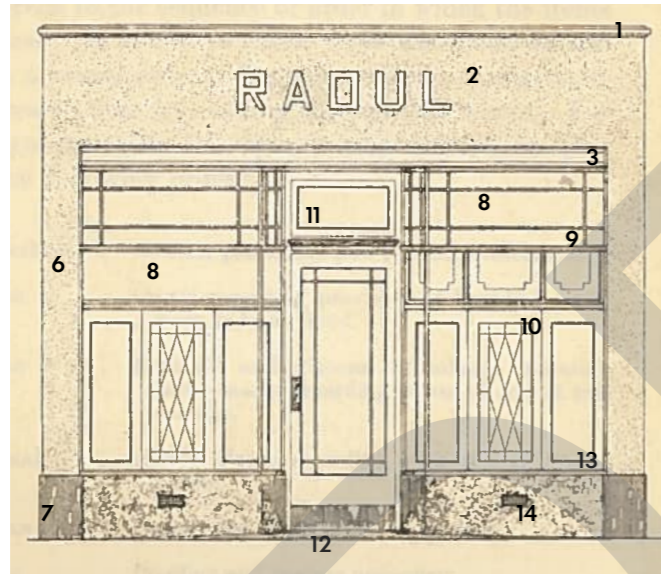
Traditional Victorian shop front Design - principles established based on the classical elements of architecture
Some elements are repeated in both examples, some are specific to just one of the illustrations.

Above left:

- Employing all elements of the classical order:
- no vertical window bars (mullions)
- blind box sited above cornice between the capitols

Above right:

- angled fascia below the cornice
- pilasters rising to meet the fascia without capitols
- frontage of pilasters used for signage
- blind box sited below the fascia



Left: 1930's interpretation of the shop front
Employing original intent, losing the decorative elements of the pilaster, corbel and capitol, but still framing the shop window.



Left: Late 20th century interpretation of the shop front
Employing original intent, pilasters insinuated with a string detail, incorporating the cornice and fascia in stone within the elevation.

Glossary

1. **Cornice:** An ornamental moulding extending horizontally, demarks head of shop frontage
2. **Fascia:** a flat board, traditionally used to support signage
3. **Blind Box:** traditionally stored blinds within the shop front
4. **Console/Corbel:** a structural piece of stone, wood or metal as a bracket delineating the horizontal extent of the front
5. **Capitol:** crowning member of a column or pilaster, providing a structural support for the cornice.
6. **Pilaster:** an ornamental element with the appearance of a supporting column articulating the extent of the frontage
7. **Plinth:** the lowest part of the base of an architectural column.
8. **Transom Light:** A glazed light above the transom.
9. **Transom:** a transverse horizontal crosspiece separating areas of a window.
10. **Mullion:** a vertical bar between the panes of glass in a window.
11. **Fan Light:** a small semicircular or rectangular window over a door.
12. **Entrance:** an opening, such as a door that allows access to a place.
13. **Cill:** a shelf or slab of stone, wood, or metal at the foot of a window.
14. **Stall riser:** In a traditional shop front, the material installed between the window cill and the ground
15. **Piers:** an upright support for a structure/ sections of structural walls between openings

Outline History of Chard - a trading town

Settlement History

Chard is a small town in south Somerset, close to the border with the County of Devon. It lies in a geologically complex area providing greensand, chalk and chert as building materials.

Before the borough of Chard was founded in the early 13th century, the settlement, dating back to at least the Saxon period, was probably in the area round the church, known as the Old Town, where roads converge.

In the early 13th century a borough was founded, north of the Old Town. Bishop Jocelyn's charter of 1236 may mark the foundation. This granted burgage lots of an acre per person willing to build for 12d each yearly and **in 1253 a market and fairs were granted**, or the grant formalised. The burgage plots were on either side of the street now called High Street (west) and Fore Street (east) where a shambles, guildhall and market house were developed in the centre of the roadway.

It is not known whether the roadway was created as part of the Borough or was part of the pre-existing road network. Parts of a continuous flint and mortar wall, which may originally have marked the backs of the plots, survive. Aston and Leech wonder whether the town's water supply in open conduits in Fore Street (a rare survival) might date from the creation of the Borough.

Chard was on the main road between Exeter and Salisbury in the late medieval period. By 1690, traffic passed to its south through Axminster, but late 18th century turnpikes brought the main route back through the centre.

By the late medieval period the woollen cloth trade dominated the economy of the manor and Chard was an important local hub. This is made plain in the wording of a request for donations to the town following a town fire in 1577:

'Whereas in the town of Chard a great and most profitable trade hath of very long time been used in making woollen cloth to the benefit of our whole realm, and especially of all the inhabitants of our county of Somerset, to whom the said town hath been a great aid in employing many a thousand poor people within ten miles compass in working the said trade and whereas by the apt situation of the town it hath been the convenientest town within the western part for the receipt of people trading from London to the Mount and from Devon and Cornwall and also for the holding of the Assizes'

The document goes on to describe 'the sudden adventure of fire' on 12 June 1577 resulting in the 'destruction of the chiefest and greatest part of the building and houses necessary for the said trade and of wool and goods, to a value of more than £9,000'. The good men of Chard had exercised diligence and the expenses of their goods 'to the uttermost' but needed help in rebuilding Chard so that the poor could be employed again.' Town fires were frequent in west country towns where thatch was a common urban roofing material. Even if the cost of the fire damage is exaggerated (which is very likely), the sum suggests a fire of catastrophic proportions.

There are records of Chard having functioned as an Assizes town on the Western Circuit in the 13th century and the 16th and 17th centuries. It seems to have been less important than some of the other Assizes towns and may have been visited only once a year, rather than twice a year. However, even if held only annually, the Assizes made a major contribution to the status and urban culture of any town, bringing to it not only the judges and lawyers who dealt with cases too serious to be heard by local magistrates, but attracting the gentry into town and encouraging, for a few days, social interaction unknown in rural areas.

Gerard's Survey of Somerset refers to the impact that hosting the Assizes had on Chard: 'it lying soe just in the judges way, by means whereof they have much amended their buildings'. In his History and Antiquities of the County of Somerset, John Collinson states that 'a public edifice stands near the middle of the principal street, which served formerly for an assize-hall; and now occasionally for a market house'.

The market house, sited in front of the inn now called the Phoenix, was the last of the buildings to survive between the burgage plots on the north and south sides of Fore Street. It was demolished in 1834 because it posed an obstruction to traffic.



Fore Street 1950's - looking east



Fore Street 2021 - looking east - north side largely unchanged bar the removal of the church and introduction of modern build below Lloyds bank

CHARD SHOP FRONT DESIGN GUIDE

The growth of Chard from a market town in the 1700's onwards can be examined through looking at the maps produced of the area, which show the development of the town from buildings set around St. Mary's Church towards the important crossroads at the meeting of Holyrood Street, Fore Street, High Street and Combe Street.

Previously called Cornhill Crossroad, this was the main meeting of the roads, that established the trading of Chard. Its importance is no longer legible within the road layout nor the way in which the public travel through the town due to

- the bollarded 'no entrance' from High Street/Fore Street into Combe Street.
- The width of Holyrood Street, as a one way street and
- the introduction of new, major roads leading from Combe St. Nicholas/Wadeford, entering Fore Street much further west and the A358 taking the traffic that would have travelled to the south from the High Street, around to the south.

Early photographs of buildings set around this area show the importance of this junction within the town. The Post Office was on the south east corner, in the 19th century, at a key point for messaging with use of telegrams and also a point at which collection was easy for those delivering and collecting post. This grand building was mirrored on the south west side with a building that became a bank at the turn of the 20th century - now occupied by Greenslade, Taylor, Hunt. On the north west corner, the entrance to the building related directly to the crossroads. On the north east corner, the building remains but has been significantly altered at ground floor level, being a much more prominent shop front in the early 1900's.

With the introduction of a new road system, that can be seen in maps from 1970's onwards, the importance of the key buildings at the crossroads diminished and as such, the architecture of this area changed as well, with a number of gable fronted Victorian buildings erected at the turn of the 20th century between the old post office corner and the Guildhall being quickly demolished and replaced with mid century buildings with integrated shop fronts at ground floor level.

The town centre of Chard has changed and could be considered to be more adjacent to the Guildhall, however the importance of the shops on Holyrood Street should be emphasised and any proposals for development at this key point of Fore Street and High Street.



Holyrood Street



Holyrood Street - pre-1890



Fore Street, 1900 New builds to the east of the Post Office



Holyrood Street junction circa 1900's
N.P. Bank - now Greenslades in crossroad



Post office on the corner of the crossroads pre 1890



1 Fore Street
Marching through Cornhill crossroad 1920's, when it was the main crossroads in town



1887 Map of Chard



Cornhill Crossroads 1889



Cornhill Crossroads 1920



Cornhill Crossroads 1947



Cornhill Crossroads 1961

Maps sourced from Know Your Place
www.kypwest.org.uk

Outline Building Principles

The Building and its Setting

- The design of a shop front will ideally relate to the architectural design of the building into which it is to fit. It must be designed to unify the whole and not divorce the ground floor from the remainder of the building.
- The complete frontage represents the public face of the building and forms part of the street scene in its wider context. In order to avoid incongruous clashes of scale, form or colour the features of the adjacent buildings must be taken into account

Understanding Shop Front Design

- Whether modern or traditional, a shop front with a poor design can be the consequence of cheap materials, poor workmanship and lack of thought but, more often than not poor design is due to a lack of understanding of the value and importance of the basic design elements that make the shop fronts a cohesive part of the building as a whole and the wider street scape.
- When considering works to a shop front, whether modern or traditional, a good starting point is to understand the history of shop fronts and the general design principles arising.

Existing Shop fronts

- A good quality existing shop front which contributes positively to the character of the building and its setting should be retained whenever possible. This does not only apply to older styles; there are good examples of more recent shop fronts which are a familiar part of the local scene and add to its richness and variety. They may not necessarily be listed buildings. Bear in mind that it is often cheaper to repair an existing shop front than to replace it. Many shops retain interesting earlier features of good quality beneath later additions. These may be capable of reuse to form the basis for the refurbishment of an older shop front.

Purpose built Victorian Town Centre Terrace Building
3 shop fronts set on the ground floor supporting 3 number house units above.



Left hand shop

Holistic decorative scheme.
Considered signage.

- Pilasters topped with corbels and capitols, aligned with vertical separation in the building fabric above, separating the units horizontally.
- Cornice retained
- Recessed and angled entrance
- Fan light above door

Alterations

- Fascia deepened - overbearing
- Stall riser removed to allow greater window display beneath the fascia
- All window bars removed

created a confusing visual hybrid

- However, overall appearance of a modern shop front - with lowered window and enlarged fascia, proportions alter the frontage of the building
- Colour and lettering shows consideration given to design choice.

Central shop front

Original design intent remains
Holistic decorative scheme
Considered signage.

- Pilasters topped with corbels and capitols, aligned with vertical separation in the building fabric above, separating the units horizontally.
- Cornice and fascia retained
- Stall riser beneath high cill
- Recessed and angled entrance
- Fan light above door

Alterations

- Transom window bar is now at mid point.
- New door within the doorway.

considered to be most appropriate

- Respecting original design intent of shop front and building: proportions retained
- Signage/lettering within fascia.
- Overall impact of a considered design choice.

Right hand shop

Original design intent lost
Branded corporate signage

- Pilasters topped with corbels and capitols, aligned with vertical separation in the building fabric above, separating the units horizontally.
- Cornice retained

Alterations

- Timbers planted over original corbel and capitol detail.
- Entire shop front removed and remodelled
- Modern design incorporated with little consideration for the building above or neighbouring shop fronts

considered to be an unsuitable remodelling of the original shop front.

- No response in new design to the neighbouring frontages
- No response to the original building
- oversized fascia in contrasting colours overpowering shop front.

3.0 ELEMENTS OF SHOP FRONT DESIGN

Cornice and Fascias

Of all the parts of a Shop front the fascia probably has the greatest effect upon the street scene, functioning as part of the frame for the display, providing a place to advertise the name of the shop.

Fascia designs should suit the character of the building as a whole, the style and proportion relating to the architecture.

Fascias are generally topped by a projecting cornice, which provides a visual stop to the shop front on the elevation. It also serves the practical purpose of providing weather protection for the signage below.

Good Design Principles

- New Shop front designs should incorporate a fascia unless a high quality unified design for a particular situation can be shown not to require one.
- New oversized fascias should not be applied on top of existing ones. The resulting appearance is generally undesirable and can eventually lead to the decay of original material behind.
- The fascia must not obstruct other significant elements of the building. The top of the fascia or cornice should be clear of the first floor window cills.
- Fascia dimensions should be proportionate to the size of the shop front and building. The fascia should not be too deep. Traditional fascias are usually no more than 380mm deep. As a guide, keep the fascia and cornice element of the Shop front to less than one quarter of the height of the whole Shop front.
- A fascia usually requires a visual "cap" in the form of a projecting cornice. This will also serve to protect the fascia and the Shop front from the weather.
- If there is the need to visually obscure an internal lowered ceiling, this can be done with other architectural methods, such as an opaque transom light.
- Corporate organisations should adopt their signage to fit the surroundings
- Avoid the use of projecting box fascias, whether internally illuminated or not, particularly in conservation areas and on listed buildings.



Loss of original features with the addition of a large sign. Oversailing the fascia, pilasters, and window heads.



Removal of face mounted larger boards
Allowing re-instatement of window heads, side pilaster details.
Introducing cornice which offers protection from weathering above the sign



Signboard applied disregarding the detail of the window cill above



Oversized Fascia sign with overly large lettering detracts from the uniformity of the streetscene.

Plastic finishes in garish colours also detract from the quality of the fascia and can make a shop front look cheap.



Two fascias applied obscuring the original design and intended position of the signage, lower set over original blind box



lead covered cornice providing protection for signage below.



Individual mounted letters set on fascia working within existing dimensions. Opaque transom light, used for signage.



Original angled fascia used for discrete signage, emphasised with vertical sign

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 shop front 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 stall riser. 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. Avoid covering them which will damage the character of the original design; reinstatement, uncovering, repairing and renewing is encouraged when any new shop front design is proposed.

Good Design Principles

Traditional shop fronts should incorporate pilasters, with a base and a capitol.

Contemporary shop fronts should maintain the principle incorporating a clear division between shop front units, if not including a physical pilaster - using masonry piers between buildings, or piers within the shop front.



Treatment of original pilasters intended to separate shop fronts varying within adjacent shop frontages dependent upon which shop owner takes responsibility for the architectural element. The detail, if intact, should remain visible and not hidden in favour of bland over boarding matching inappropriate fascias.



stone pilaster, ornate corbel and capitol at head all remains in-situ



ornate corbel and capitol retained, inappropriate facing material placed on pilaster, with unsatisfactory detailing between old and new



timber pilaster supporting fascia, with no capitol.



Original capitol overridden with enlarged fascia.

Stall Risers

Stall risers are the solid panels beneath the windows, generally incorporated into traditional designs. The architectural function is both to protect the base of the shop front and give it visual weight and strength as it connects to the ground.

A stall riser is also an advantage from the point of view of security in physically strengthening the shop front and reducing the size of the glazed opening.

Stall riser 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

Conversely, modern shop fronts 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 shop fronts, in contemporary settings, not so suited to a traditional town street scape

Good Design Principles

- Stall risers should be incorporated into designs for new shop fronts in existing historical buildings;
- Stall riser height should 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;
- Stall risers should be made of substantial materials and be compatible with the shop front frame and upper building.
- Where a stall riser is being replaced, the chosen material must relate to the building and its context;
- Proposed timber panelled stall risers should have properly detailed panels and not applied surface mouldings to create a panelled appearance as a substitute for proper joinery.
- The stall riser should terminate in a moulded projecting cill and a sub-cill to create a clear horizontal distinction between the window and the base

Suitable finish materials within traditional shop fronts

- timber panelling painted
- ashlar stone
- render
- brick in some situations

Further suitable within contemporary shop fronts :

- polished stone
- marbles, granites and other non-local stones
- mosaics, ceramic tiles

The following materials will not be supported and should be avoided

- rubble stone
- acrylic sheet,
- composite or tongued and grooved boards



Inappropriate material will decay quickly near ground level, creating undesirable appearance



Inappropriate decoration of panelled scheme, applied as a copy of an original stall riser. Colour emphasises the difference in design detail of window frame and planted riser



Original panelled risers stand proud of the window frame, with a protecting cill, sitting against internal structure which supports the glazing above.



rendered stall riser

Windows and Displays

Shop front windows' primary function 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 shop front's appearance and can be utilised as a high quality advertising opportunity or a chance to show off the nature of the business.

The ability to see into a shop, to determine the quality and nature of the goods on sale, is a significant driver in the footfall over the threshold of an independent business, an assertion that was underlined in the initial public consultation for this document.

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.

Contemporary shop front windows, set within contemporary builds, tend to have large expanses of glass as a principal feature of the Shop front design; this can work well within modern shopping areas, but does lead to a lack of individual identity for towns and cities.

Shop forecourts containing an attractive display can significantly add to the appearance of a shop front and the visual interest and vitality of the street.

Good Design Principles

- Within historic buildings, very large areas of glass are best avoided in favour of subdivided areas. Subdivision introduces the perception of human scale and can be a means of helping the design reflect the rest of the building.
- Subdivision is more successful vertically, making windows taller than wider, reflecting the scale of the building and its overall vertical proportions.
- Transom divisions should be positioned to divide the window at door height. Mullions should be positioned to line up above and below any transom divisions, appearing to run through the horizontal rail.
- Timber profiles in traditional window rails should reflect historical styles, not being rectangular in section, but moulded. Tapered, lambs-tongue or rounded sections give a more slender appearance and subtle shadow lines;
- Windows should not be used for extensive display of temporary posters: they can give a low quality image. If posters are needed, the display of a few, well positioned and designed will be more effective than filling the windows.
- The display of goods outside a shop front can look attractive if well organised, but take care to avoid displaying too much which could result in a chaotic appearance. Do not obstruct the public highway or footway with displays. Pavement displays can normally only be sited on privately owned forecourts.



The shop front offers nothing to the street scene. No visual connection, no opportunity for lighting after hours, encouraging debris to be left against facade.



Large plate glass, set within original shop front, vertical separation maintained to introduce scale



Accessible forecourt display reflecting the general appearance of the internal shop



Carved timber mullions introducing vertical lights, shadow producing depth to the frame

Canopies and Blinds

Canopies and blinds act to provide shelter for pedestrians and protect the shop display from damage by weather. They should not be introduced as a form of advertising space but always be functional and retractable. They can be a lively addition to the street scene if integrated within the shop front.

Premises which face north or are situated in very narrow streets should have no need for blinds.

Occasionally a canopy may be required to offer shelter to goods displayed on a private forecourt, but this should also be retractable.

Good Design Principles

- Materials for blinds should be non-reflective. Wet-look material, shiny plastics, garish or fluorescent colours are unsuitable as additions to almost any shop front
- Design the housing for the retractable blind to form an integrated part of the shop front fascia this way the blind will relate to the form of the shop front.
- Dutch blinds are considered inappropriate on the high street since their form when open and the shape of the housing is unlikely to relate well to an existing shop front
- Proposed blinds should always be retractable when not required, ideally of a traditional roller design. Fixed blinds are generally inappropriate within the scale of the townscape
- If traditional canvas blinds and blind boxes are in place, these should be retained and preserved



Modern roller blinds set proud on a shop front; preference is to integrate a blind box above/below the cornice, not appearing as independent added 'furniture'.

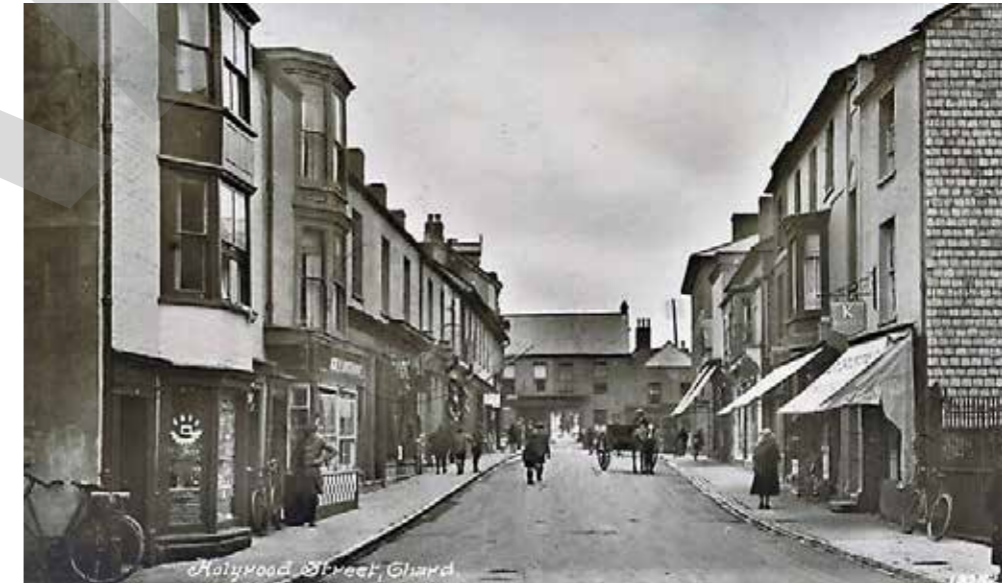
Blind boxes incorporated into fascias, hidden with inappropriate modern signage.



Dutch canopy dominating street scape and shop front
Oversailing original shop front design.



Historical precedent for roller blinds being prominent shading/advertising device on Holyrood Street.



20th century metal shop front.
Blind box incorporated at head of windows



Blind box installed above cornice and fascia



Example of blind advertising the shop front, working in tandem with the building design

Signage

Lettering Techniques

- Fascia lettering is a key component of a design and needs designing and executing carefully as an integrated part of the whole shop front, on both the fixed shop front and the hanging signs associated with the shop
- Lettering should normally be confined to the shop fascia and identify the name of the shop only. Too much lettering and information crowded onto a fascia sign greatly reduces its effectiveness and results in clutter and confusion.
- To have visual impact lettering does not need to be enormous. Over large lettering and signs can easily give a shop a poor image and appear overpowering in the street scene.
- Where a shop has no fascia the application of individual letters to the wall between ground and first floor level may be appropriate. Lettering or fixing signs above the usual shop fascia level will not normally be permitted, except in the case of some hanging signs.
- Where a business is located on an upper floor, only lettering applied directly to windows will usually be permitted. Such signs should be simply designed and not overcrowd the window area. Individual letters should be limited to 100mm in height. Generally avoid lettering and signs applied to ground floor windows.
- Hand painted sign writing on a timber fascia is the traditional method of lettering a shop front, and remains one of the most adaptable and effective. The range of styles is almost unlimited and images of great decorative interest and character can be easily achieved by a competent sign writer. Gold or light coloured letters on a dark background are effective in all lights and particularly suit traditional shop fronts.
- An image of quality can also be created with profiled wooden or cast brass letters. Flat plastic cut-out letters usually look cheap and undignified and their plain reflective surfaces are not always appropriate.

Good Design Principles

- The style of lettering should be selected to suit the nature of the building, the content of the wording, the shop itself and its setting.
- Keep lettering in proportion to the length and depth of the fascia. A sufficient margin above and below the actual letters and space on either side are necessary to ensure the visual effectiveness of the sign.
- Take account of the distance at which the sign will be read. There is no point in large lettering if the street is narrow. In practice, 50mm high lettering can easily be read at an adequate distance in the average street. Remember, projecting lettering is hard to read at oblique angles and so may not be effective in narrow streets.
- In conservation areas and on listed buildings painted sign writing will usually be the best solution.

House Style and Corporate Image

- Companies with multiple retail outlets will be expected to adopt a flexible approach to the design of their shop fronts and signs.
- Almost all house styles can be adapted to suit a particular situation without serious loss of a familiar identity.
- Imposition of standardised solutions which disregard the form and character of the individual building and its setting has resulted in many a poor design.



Brash branding over sailing the shop fronts - advertising taking priority



Lettering applied directly to the original fascia and sized accordingly



Projecting Signs

Projecting box signs

These will not usually be permitted in conservation areas or on listed buildings whether internally illuminated or not.

This type of sign should be limited in size to

900mm projection x 300mm deep

750mm projection x 375mm deep

A size between these dimensions

Hanging signs

These will be in the form of a free-swinging board hanging from a projecting bracket.

Good Design Principles

- The design of the sign and the bracket must both be of high quality. The shape of the sign will usually have a vertical emphasis but the use of a symbol rather than a board to denote the trade may be appropriate in some cases.
- Normally only one sign per building will be permitted. Hanging boards should be no larger than:
 - 600mm wide x 860mm high for two storey buildings;
 - 700mm wide x 990mm high for three storey buildings.
- The size must relate to the scale of the building, the shop front and its situation, not be too intrusive or too small to be effective.
- Hanging signs are usually best located to hang above and clear of the fascia and cornice, with the bracket mounted between the first floor and ceiling levels. Positions on or near to party walls are usually better than central positions but the nature of the building and its surroundings will be the final determinant.



street scape brought to life with vertical hanging signs

Illumination and Lighting

- Internally illuminated hanging signs are not usually acceptable but external illumination may be included provided that it is carefully designed as part of the whole sign. In conservation areas and on listed buildings illumination may not be appropriate at all.
- External lights must be arranged to avoid the danger of dazzling passers-by and drivers of vehicles and shining into neighbours' windows.
- All signs projecting over the public footway must have at least 2.2m clearance, although there may be more flexibility in pedestrian precincts. In-situations where the footway is narrow, the maximum projection may need to be reduced to avoid an obstruction. Signs which project within 450mm of the edge of the footway will need to provide 5m clearance for vehicles.
- Generally it is preferable to illuminate the display rather than the shop front itself but it is accepted that illumination of signs and fascias will be appropriate in some situations.
- In conservation areas and for listed buildings illuminated signs will usually only be considered for premises which are open during the evenings. Lighting must be carefully and unobtrusively designed to respect the building and be appropriate to the area.
- Internally illuminated fascia signs can be visually overpowering in the street scene and project a poor image. They should only be used if strictly limited to a fascia located as an integral part of the actual shop front. They will never be acceptable spread across the whole building frontage in an uncontained manner. Careful attention to the edges of these signs is essential as exposed strips of aluminium trim will always result in a cheap and crude appearance.
- Internally illuminated fascias will not be permitted in conservation areas or on listed buildings.
- Fascias can be lit effectively with external sources, but care is needed to avoid the lights themselves becoming prominent features on the face of the building.
- Individual letters halo illuminated or internally lit can be bulky, brash and difficult to read from the side. A flat fascia sign is often easier to read and, well designed, can give a better image.



Corporate illuminated external sign projecting beyond the shop front



Corporate signage respecting the elevation with equally effective lighting



Projecting sign that overshails details on the original window



Well integrated fascia, signage and lighting designed as a whole

Access

New shop fronts should always accommodate the needs of disabled people. Wherever possible steps should be avoided and doors arranged to be both wide enough for and capable of being opened by people in wheelchairs.

Good Design Principles

- Level access: where possible steps should be avoided and the shop front 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 shop front; distinguishing glass doors within large areas of glazing is difficult for the visually impaired.
- Incorporating stall risers, glazing bars and suitable manifestation on the shop front will assist in making the facade easier to navigate.
- Forecourt displays and seating can enliven streets and will generally be permitted where it does not cause an obstruction to pedestrians. 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.
- 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.

Security

A major aspect of the shop front design is the appearance on the street scape out of opening hours, this is often governed by the security measures employed.

The ability to have a visual connection to a shop's interior through the window was considered in the initial public consultation in October 2021, to be the most important aspect of shop front design, closely followed by the window display. The consideration was that this should be available 24/7.

The character and appearance of existing shop fronts can be radically altered by the addition of external shutters, box housings, guide tracks, locking devices etc. Such alterations can have a detrimental effect upon the character of a whole street or area. A close-shuttered shopping street will present a drab, lifeless and even hostile atmosphere which, while offering a degree of security to the individual shop premises, is not in the best interests of a town's image or perceptions of safety.

There is a need for a careful balance between the provision of adequate security and the quality of the town's environment.

Historically shops suffer from a number of different forms of criminal damage: vandalism (graffiti for example), thefts and burglaries (including ram raids).

Persons involved in shop front design should be encouraged to seek guidance from their local Crime Prevention Design Adviser within Avon and Somerset Constabulary who will advise on Secured By Design (SBD www.securedbydesign.com).

Security is not something that should be ignored. There will always be the need to balance the physical appearance of the built environment against the need to incorporate proportionate crime prevention measures to combat the possible risks a shop front may present. These risks may vary due to the nature of the business, its location, the built environment around it, lighting and level of activity outside of normal business hours.

Good Design Principles

- Security measures should always be appropriate to the likely risk. Before deciding upon any one measure it is advisable to consider the security of the building as a whole taking advice from the police and insurance company.
- Always engage with South Somerset District Council for pre application advice before carrying out any work. Planning permission is required for installation, alterations or replacement of shutters or grilles on the exterior of a building, as well as alarm boxes - whilst planning is not required to replace internal shutters, listed building consent will be necessary
- All proposals will be judged on merit taking into account the need for security, the likely effect upon the Shop front and building itself, the adjacent buildings and the locality or streetscene.
- Visible and illuminated shop window displays contribute significantly to the general attractiveness of the street and permit after hours window shopping. Maintaining internally illuminated displays both in the windows and within the shop will add to light levels in the street after dark acting as an additional measure of security as well as enabling police supervision of the interior of the premises. Therefore measures which do not obscure the window display are preferred.
- The system is designed as an integral part of the shop front and does not detract from any architectural features.
- The colour finish matches the shop front.
- Planning permission and listed building consent may be granted on a personal or temporary basis in order to avoid certain security measures which may be needed for a particular business being retained when no longer required.
- Planning permission would not normally be required to replace glass unless the replacement is etched, smoked or reflective. Early shop fronts on listed buildings may contain old glass which it is desirable to retain and listed building consent will usually be needed to make changes.

Security Measures for Shop Fronts Good Design Principles

The following security measures may be appropriate depending upon circumstances. They are listed in order of preference from the point of view of limiting their detrimental appearance on Shop fronts and shopping streets. All the measures are recognised by the Association of British Insurers although the degree of security each provides is different. It is recommended that any products considered have SBD certification

Internal systems

Alarm systems

- Alarm systems can be linked directly to the police, triggered by a contact, infra-red or movement activated device.
- Care should be taken over the siting of alarm boxes. They should be visible but not intrusive and sited to be inaccessible without the use of ladders.
- Suitable locations will depend upon the nature of the individual building but just below eaves level is often the easiest and least prominent site. The boxes may be required to be painted a colour to suit the building or the setting.

Glazing

- Toughened, laminated or anti-bandit glass can be used in place of ordinary float glass. Ensure the frame strength is adequate in relation to the strength of the glass.

Internal lighting

- Secure glazing and alarms, used in conjunction with suitable lighting will allow a level of visibility into the shop for the passing public, as well as illuminating the streetscape.
- If a grille is thought to be required, it should be considered in tandem with the lighting and glazing systems.

A Building in use

- The use of upper floors for residential purposes can give the benefit of the presence of people on the site after hours and will help to generate activity within town centres in the evenings and at weekends which can help to reduce vandalism and crime.

Shutters/Grilles –

A street full of shops with external solid shutters may provide a high level of security to the front of the premises, but can create the feeling of dead space. This in turn discourages passers by, reducing natural surveillance opportunities.

This type of fitting, while probably the most secure, is the most visually intrusive and unattractive when in a closed position and will be most likely to result in an unwelcoming out of hours appearance.

Approval will not normally be granted for this type of fitting unless very special circumstances prevail. Any planning permission granted is likely to be temporary. Where shutters are considered necessary, there are options considered preferable to **solid** external shutters.

Internal Grilles

- Internal portcullis grilles of open mesh will maintain the effectiveness of the window display and permit visual security. Careful attention must be paid to the arrangement of guide tracks and housing especially in the case of listed buildings. The housing may possibly be fitted either above the ceiling lining or below a stall riser to keep it out of sight. Always use the lightest grille appropriate and have it finished to a suitable colour. Dark colours are less prominent.
- Combined with internal lighting, this is an effective way of securing both the shop and providing life to the street scape.

Removable external mesh grilles or wooden shutters

- These are generally secured to fixed channels over the shop front, removing the need for boxed housing. The shutters are removed during trading hours, or, if wooden, folded back when not in use.
- Care must be taken with the design of fixings to ensure they do not damage the architectural character of the shop front nor leave dangerous projections.
- Externally mounted solid timber shutters will be suitable only in a very few traditionally designed shop fronts.

External portcullis rolling grilles of open mesh

- Very careful attention must be paid to the siting of guide tracks, fixing devices and above all the box housing and motor control gear in order to satisfactorily integrate them into the design of the shop front as a whole; but, if set within the window line, and taken to above the stall riser, this method can be employed as a successful external shutter.
- The housing will have to be placed behind the fascia and guide tracks fitted within window mullions. The system is unlikely to be appropriate for a listed building unless a shop front replacement is agreed and the device is carefully designed as an integral part of the new front.
- The grille mesh should be rectilinear in form and the grilles should not obscure shop front details such as pilasters and stall risers but be designed to fit between and protect the glass areas.

External translucent rolling shutters

- These follow the form of the rolling grille but with glazed panels introduced to form a complete screen. The window display remains reasonably visible and visual security is maintained.
- Requirements similar to those for external portcullis grilles will apply to the detailing of this system but it is unlikely to be appropriate on listed buildings or in conservation areas and only in special circumstances elsewhere.

Other Measures

- Reinforced stall risers constructed into the base of the shop frontage will reduce the risk of ground level attacks or ram raiding type incidents. In addition, how the stall riser is incorporated into the window is important. Ledges at the top of the stall riser that can then be used as seating, should be discouraged ad hoc, these can become congregating points and may lead to anti-social behaviour and other associated offences
- Recessed doorways should be avoided in new shop fronts if possible

EXTERNAL GRILLES

Solid grilles present bland and closed street images after hours: **Not desirable**



A fine mesh external shutter, with sufficient internal lighting allows the interior of the premises to remain visible after dark. By day however the appearance of this type is similar to a solid shutter.

Grille protecting stall riser, allowing visual clarity, preferable to solid full depth grilles, though not desirable

INTERNAL GRILLES

permitting the shop front to be visible
Varying degrees of visibility through to the interior.



Internal grilles set behind glazing, that disallow visual access - **less desirable**



Internal grilles that provide visual connectivity to shop interior:
preferable security option



External security grilles set within the window frontage of a Grade II listed building, allowing visual access to shop window combined with successful way of securing a recessed entrance. The shop signage and fascia extends down in front of the blind box, but retains acceptable proportions in relation to the front elevation.



Internal lighting proves effective, illuminating window displays behind protective mesh grille - allowing illumination of the street scene and adding to the sense of a safer environment after dark: **ideal security option**

Materials for Shop fronts

The selection for materials for a shop front must always take account of the style and design of the proposed front, the building in which it is to be fitted and its setting.

Do not use too many different materials in the design.

It is generally preferable to use non-reflective finishes. Wherever possible avoid the use of plastics, mosaics, polished stone, ceramic tiles, smoked or mirror glass.

Timber

- The traditional material for shop fronts. The most versatile and appropriate material for all situations, whether a historic setting, a conservation area, a listed building or for a contemporary design. Infinite choice available in colour and design.
- Should be finished with paint as a general rule. Varnish or stain may occasionally be suitable but not in conservation areas or for listed buildings.
- Avoid tropical hardwoods and all timber from non-sustainable resources.
- Timber can normally be inexpensively altered and easily repainted for a fresh look.

Stone

- Appropriate in all parts of South Somerset but usually only in the form of smooth ashlar. Random or rough rubble finishes are not suited to shop fronts. Take care with the selection of the type of stone. Use stone types local to the area for preference.
- For listed buildings and in conservation areas full details of the stone coursing, bedding, jointing, pointing and mortar mix will be required.

Render

- Only suitable for stall risers or, if executed to the highest possible standard to emulate ashlar stone. Consider using an appropriate self-coloured mix rather than relying on painting with its long-term maintenance commitment.

Brick

- May look out of place unless the building itself is constructed of brick.
- Each opening in a stone or brick building needs the wall's means of support above to be visibly expressed, whether as a beam or lintel or some form of arch.

Aluminium - suitable for Contemporary fronts

- Not normally considered suitable for listed buildings nor traditional historic frontages.
- Much used for modern shop fronts but avoid the use of self-coloured and anodized aluminium whenever possible. Powder coated finishes have a much better appearance and are available in a wide range of colours.
- Aluminium cladding is not suitable for Chard shop fronts

Steel suitable for Contemporary fronts

- Generally avoid the use of unfinished galvanized steel. Powder coating is available and can provide a good finish in a wide colour range.
- Steel plate cladding is not suitable for Chard shop fronts

Chrome plate, stainless steel and other polished metals

- Usually too hard and shiny in appearance but can be suited to very specific design solutions.

Plastics

- Much used for modern signs, fascias and lettering. Care is needed in design and selection to avoid a thin, harsh, shiny appearance and with detailing the finish at the edges of sheets.
- Not usually appropriate in conservation areas or for listed buildings.

Flooring

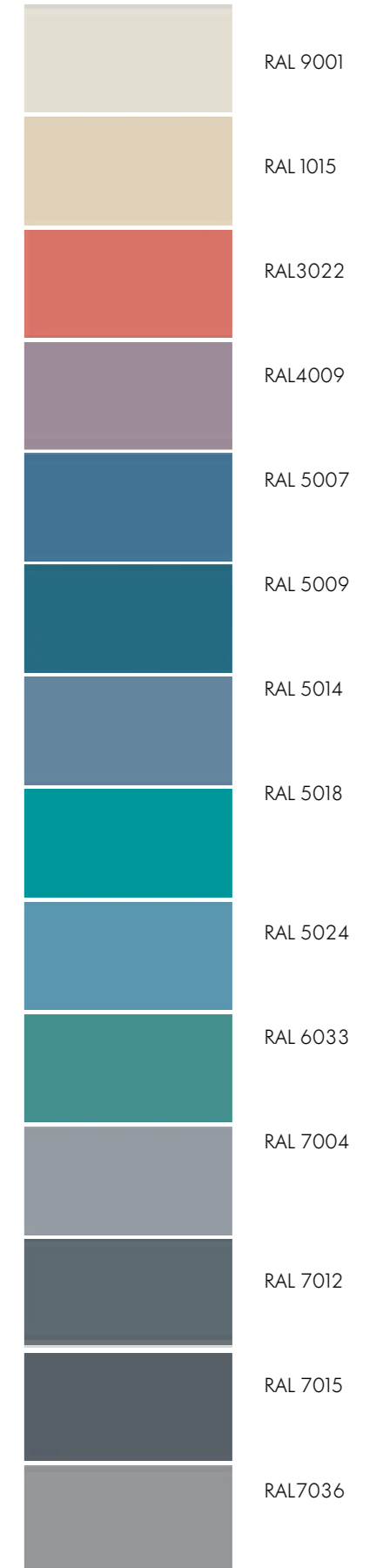
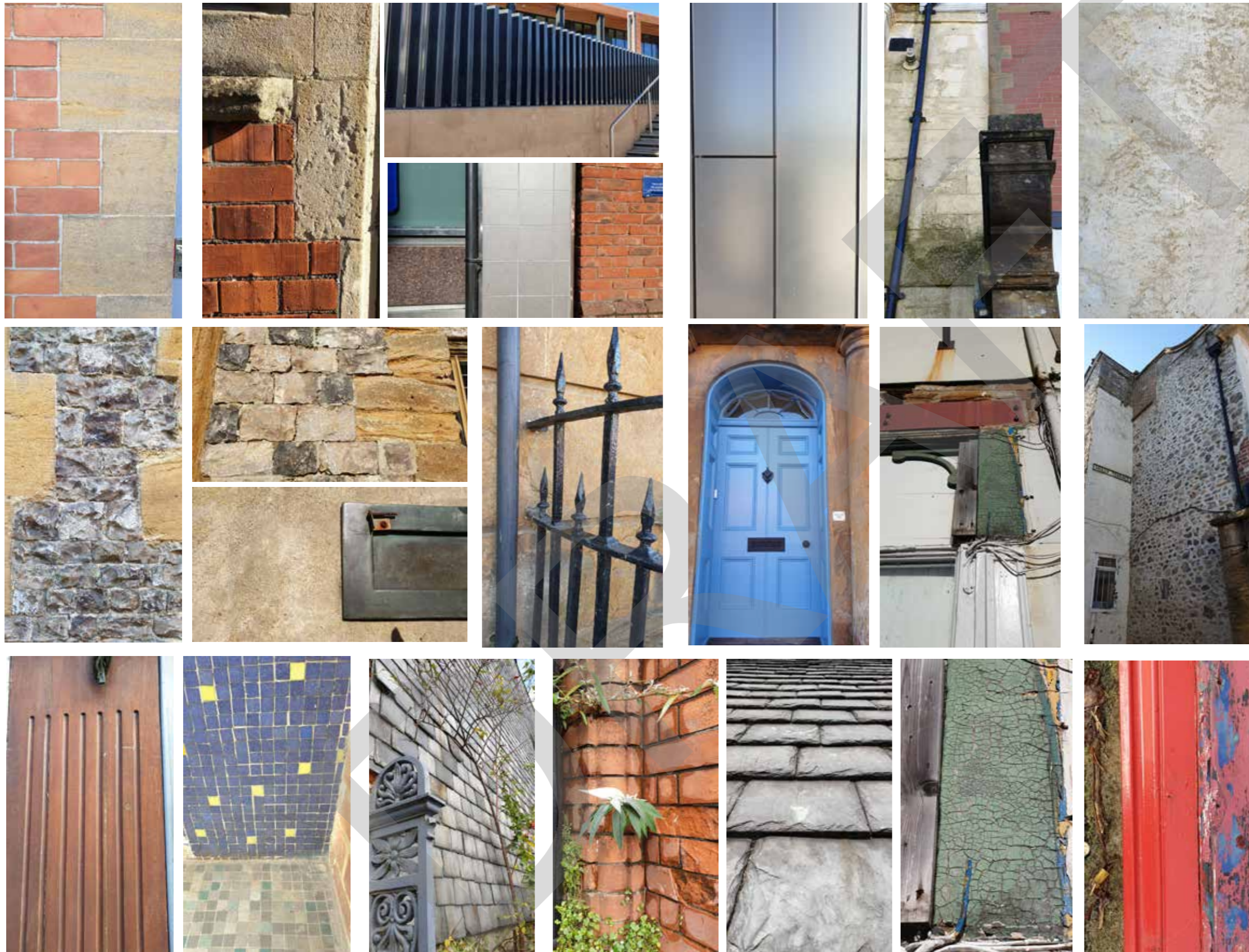
- Consider terrazo, marble, tiles: any material that contrasts with the external pavement

COLOUR

- Shop front colour should have regard for the colour qualities of the building as a whole and that of neighbouring buildings and their setting, in order to avoid clashing contrasts.
- The local distinctiveness of a place is partly determined by its colours; the colours of the surrounding landscape, the colour of local materials and local traditions of paint colour, all contribute to a local sense of place which can be strengthened by continuity of use. Shop fronts can add to this, perhaps by the use of a locally distinctive colour or variation upon it in some situations. Particularly on a listed building or within a conservation area, some colours may not be appropriate. Corporate colour styles may need to be modified to take this into account. Listed building consent may be needed for repainting a listed building: seek advice.
- Selecting colour requires skill and judgement. This is particularly so for strong colours which well selected may add vitality and interest to a street, or appear too strident and intrusive if chosen without care.
- Dark coloured shop fronts will often help to highlight the display area especially if well lit. Fluorescent colours will be out of place almost everywhere.

CHARD SHOP FRONT DESIGN GUIDE

Materials and Colours found within Chard - with a suggestion of complimentary tonal colour palette.



CHECKLIST

The following checklist should be used to ensure good design principles have been followed:

Shop front relationship with building and wider street

- The shop front 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 shop front 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 Shop front character

- Where an existing shop front is to be retained and restored or an original shop front to be reinstated, surviving historic features should be preserved and restored in a sensitive manner;
- Where a new shop front is installed, it should draw particular attention to the component parts of good traditional shop fronts;
- Pilasters and consoles, decorated if appropriate, should be used to support the fascia as they form an important part of the overall shop front design;
- Stall risers 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 stall riser height.

Attractive display windows

- Within the existing buildings of Chard town centre, the shop front window display should be subdivided by vertical and horizontal elements to avoid large expansions of glass and create a well-proportioned frontage. Glazing bars assist in creating visual relief, rhythm and an attractive design;
- Obscured panels filled with advertising should be avoided.

Uncluttered shop signage /advertisements

- Generally signage should be kept to a minimum, avoiding visual clutter, and integrated into the Shop front. 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 or in a discrete position on the building above
- not obscuring details of the shop front 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 Shop front, 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 shop front design;
- Other fixtures, security features, services and secondary entrances should be integrated with and complement the building and shop front;
- 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 shop front construction. They should be in keeping with the character and appearance of the building;
- Where traditional shop fronts are restored, original materials could be replicated.

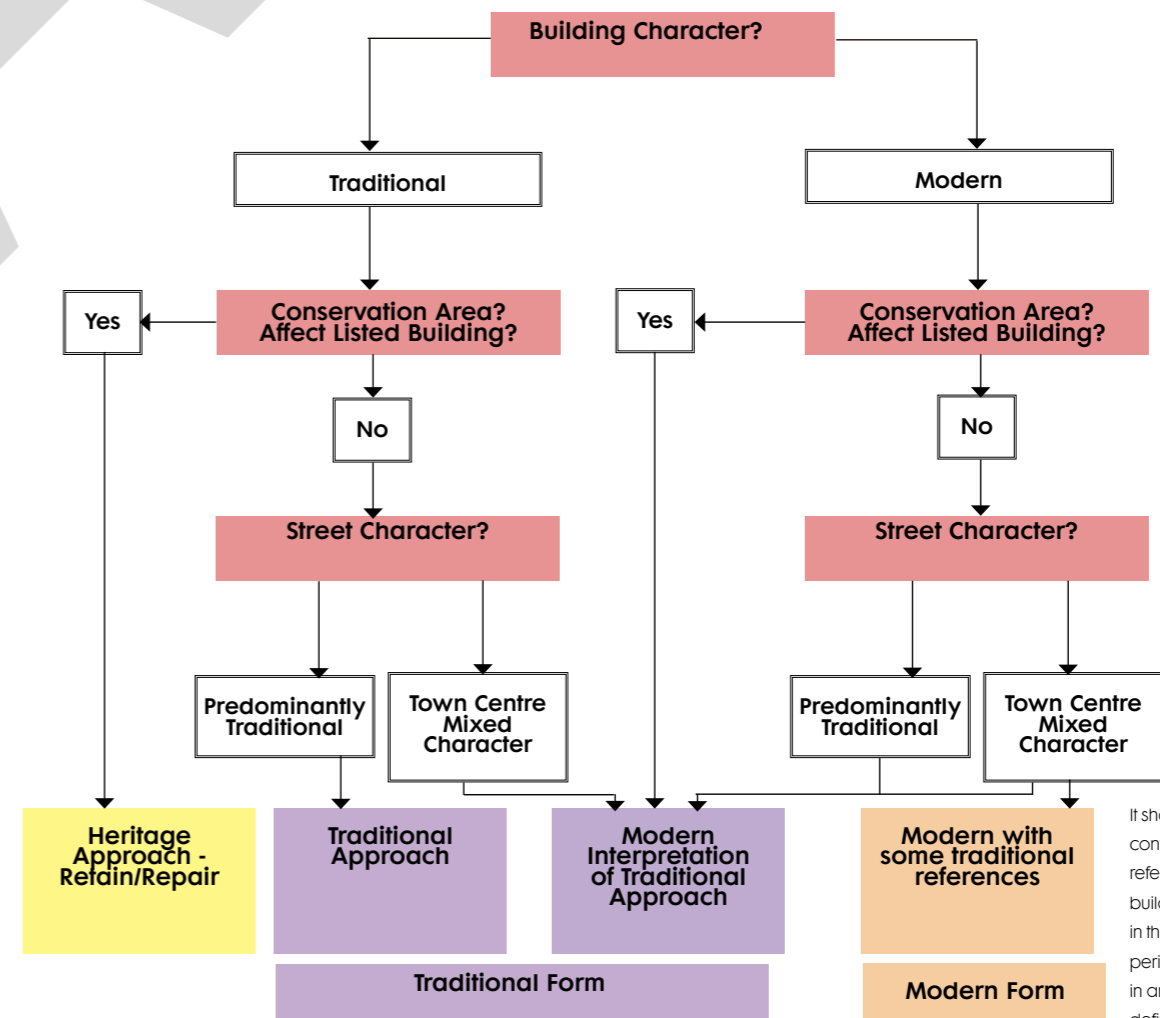
Equality Act: access for all

- The shop front 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 shop front 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 shop fronts should be considered as a first option, as opposed to replacement;
- The design of shop fronts in modern buildings can allow for innovation and more flexibility in the design. Nevertheless incorporating basic principles of traditional shop front design should produce successful results that can be an effective advertisement for the quality of the establishment.

Design Approach Assessment Chart



It should be noted that in the context of the above 'Modern' refers to the character of any buildings or developments built in the Post-War (1945 onwards) period rather than buildings built in any specific architectural style defined as part of the 'Modern' or 'Modernist' movement.

OPPORTUNITIES FOR CHARD

Applying design principles to Holyrood Street

- The shop front 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 shop front 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;
- Where an existing shop front is to be retained and restored or an original shop front to be reinstated, surviving historic features should be preserved and restored in a sensitive manner;
- Any canopies installed should be integrated into the shop front, 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 shop front design;

Existing Scenario

- Signage on building elevations above shop front
- Further fascia boards planted over line of original box blinds below the original fascia, with security measures obscuring the window head fascia
- Extended Dutch blinds obscuring original fascia and window detail
- Altered elevations - doorways blocked
- Loss of original features.
- Contrasting colours in decoration

Opportunities

- Removal of overboards, re-instatement of original details, referencing historic photographs
- Establishment of horizontal line of fascias respecting the original intent of the building above the shop front
- Fascias used for signage, letters mounted or signwritten.
- Reinstatement of canopies in the form of roller blinds
- Establish original openings within shops.
- System of decoration for each individual shop with a single colour scheme providing identity for independent stores
- Vertical sign boards set at a regular height for each frontage



Existing Scenario

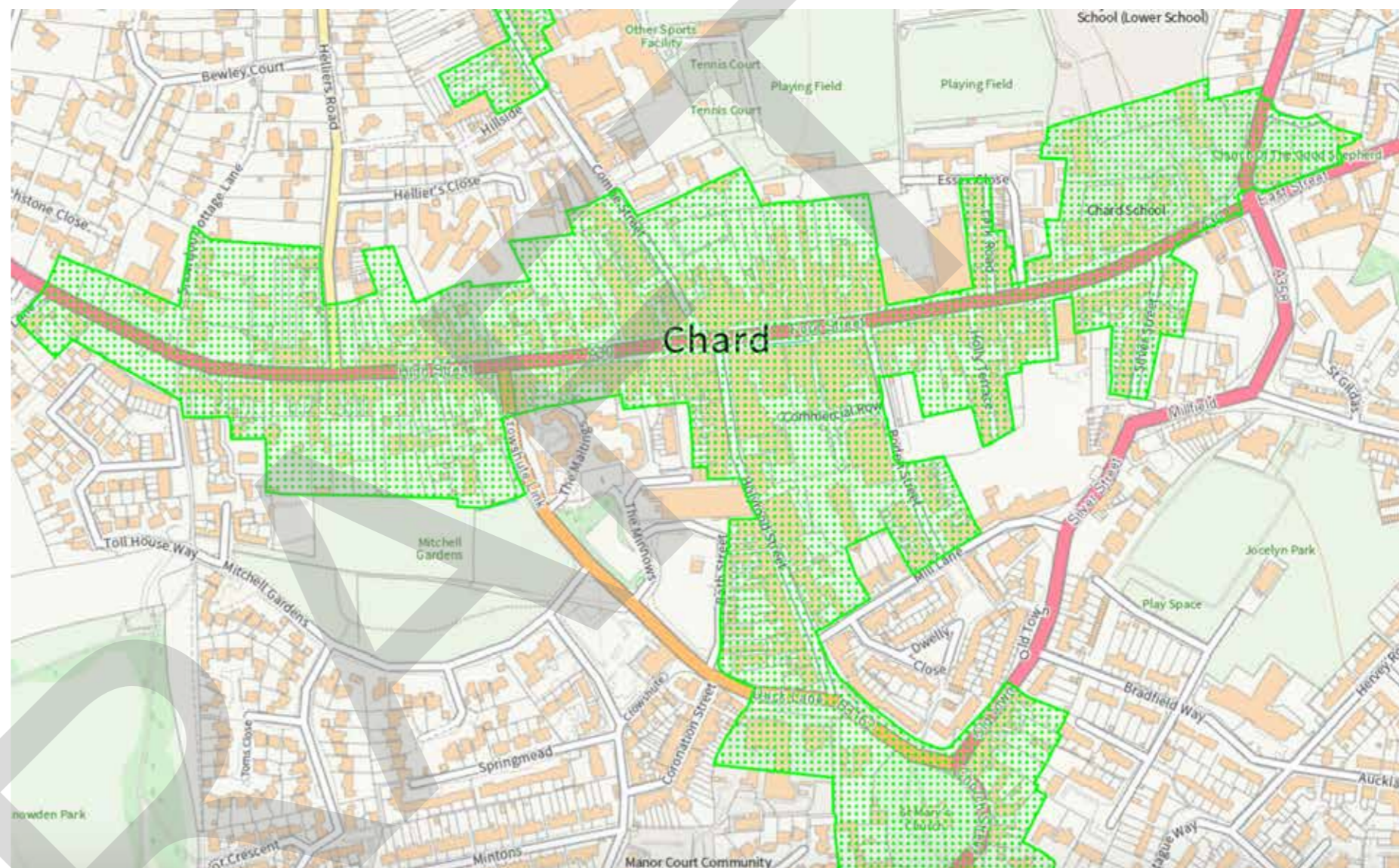


Opportunities

DRAFT

Conservation Areas and Listed Buildings

- A conservation area is an area of special architectural or historic interest whose character should be preserved or enhanced. There are over 90 conservation areas in the South Somerset District Area and many contain shops or shopping areas.
- A listed building is a building which is included in the Statutory List of Buildings of Architectural or Historic Interest. Specific consent known as listed building consent is required for any work of alteration or demolition. It is a criminal offence to carry out such works without consent. There are over 5,000 entries in the South Somerset list including many shops and commercial premises.
- The South Somerset District Council internet site can help you establish whether your shop is either listed or is situated in a conservation area - referencing maps such as that illustrated for Chard. Note that the majority of Chard town centre is a conservation area.
- Where a building is listed or located in a conservation area the highest standards of design and construction will be expected and special requirements may apply. The retention and repair of good quality shop fronts even if not original will usually be expected. In some circumstances there may be a case for the replacement of poor quality or badly designed shop fronts with appropriate new installations, provided it can be shown that the result will be an enhancement of the building and its setting.



IS PLANNING PERMISSION NECESSARY?

- The installation of a new shop front or the alteration of an existing shop front is development which requires planning permission under the Town and Country Planning Acts.
- In addition other permissions may be required:
- Advertisements and signs are controlled by the Control of Advertisements Regulations. Obtain pre application advice from the Planning Authority before proceeding.
- Listed building consent will usually be needed if the building is listed.
- Planning Permission will be needed if the proposal involves demolition or the complete removal of a shop front from an unlisted building within a conservation area
- It is always advisable to obtain pre application advice regarding the consents necessary from South Somerset District Council at an early stage.
- Note that the addition of external security measures (e.g. grilles, alarm units) will require planning permission.

APPLICATIONS FOR PLANNING PERMISSION WHAT INFORMATION WILL BE NEEDED?

Planning applications for new shop fronts should include:

- Fully detailed plans and full elevation drawings of the whole building frontage, showing the new shop front to a scale of no smaller than 1:50.
- Full details of all materials proposed.
- In conservation areas or when the building is listed, this information should be supplemented by:
 - Elevation drawings showing the complete neighbouring buildings in relation to the proposal no smaller than 1:50 scale.
 - A detailed elevation of the proposed shop front to a scale 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 pilasters and security grille enclosures at a scale of 1:5 or 1:10.
- Full details of all materials and colours proposed.

Further design advice can be obtained by completing a request for pre application advice.

<https://www.southsomerset.gov.uk/services/planning/apply-for-planning-permission/>

<https://www.southsomerset.gov.uk/services/planning/pre-application-advice/>

This guide has been prepared by South Somerset District Council.

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Holyrood Street 1900's



Holyrood Street - modern day



Fore Street Jubilee

POLICY AND LEGISLATIVE CONTEXT

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

This legislation sets out that planning permission is required for development likely to significantly change the external appearance of a building - this includes circumstances where:

- the development is within the curtilage of a listed building;
- any alteration would be within a Conservation Area;
- the development would consist of or include the construction or provision of a verandah, balcony or raised platform;
- any part of the development would extend beyond an existing shop front;
- the development would involve the insertion or creation of a new shop front or the alteration or replacement of an existing shop front; or
- the development would involve the installation or replacement of a security grill or shutter on a shop front

The list is not exhaustive and as a general guidance the Council should be contacted for advice prior to commencing any work.

Planning (Listed Buildings and Conservation Areas) Act 1990:

Listed building consent is required for any works to demolish any part of a listed building or to alter or extend it in a way that affects its character as a building of special architectural or historic interest, irrespective of whether planning permission is also required.

For all grades of listed building, unless the list entry indicates otherwise, the listing status covers the entire building, internal and external, and may cover objects fixed to it, and also curtilage buildings or other structures. This includes re-painting a shop front in a different colour, installing blinds or shutters, altering the shop interior, or installing a security alarm or extractor fan.

There is no fee for submitting an application for listed building consent.

Conservation Areas are areas of special architectural or historic interest and controls are in place to protect buildings within those areas. Planning permission is required for demolition of a building/shop front in a conservation area. Any development should have regard to Section 72(1) which states that "special attention shall be paid to the desirability of preserving or enhancing the character or appearance of [a conservation] area."

Advertisement consent

The display of advertisements with the associated structure is controlled through Advertisement Consent and separate planning permission is not required in addition to the consent. There are three different categories of advertisement consent which are set out in the Town and Country Planning (Control of Advertisements)(England) Regulation 2007.

Detailed guidance is available in the Government publication 'Outdoor Advertisements and Signs: A Guide of Advertisers'

In general, some illuminated signs, fascia signs and projecting signs on shop fronts or business premises where the top edge of the sign is more than 4.6m above ground level, and most advertisements on gable ends, would require advertisement consent. As regulations on advertisement can be difficult to interpret, with certain criteria and conditions to be met, the Council should be contacted for advice prior to commencing any work.

National Policy:

National Planning Policy Framework (NPPF) 2021:

The NPPF places an emphasis on the creation of high quality, beautiful and sustainable buildings and places. This is fundamental to what the planning and development process should achieve, creating better places in which to live and work and helping make development acceptable to communities (paragraph 126). Design guides and codes are expected to provide maximum clarity about design expectations, which reflect local character and design preferences. This helps to provide a framework to create distinctive places with a consistent high quality standard of design that allows a suitable degree of variety (paragraph 128). Such design guides should be produced as part of a plan or as supplementary planning documents, and should be based on effective community engagement and reflect local aspirations for the development of their area, taking into account the guidance contained in the National Design Guide and the National Model Design Code (paragraph 129).

The NPPF also supports development in town centres which reflects their distinctive characters (paragraph 86). In determining applications, local planning authorities should take account of the desirability of sustaining and enhancing the significance of heritage assets and the positive contribution that conservation of heritage assets can make to sustainable communities (paragraph 197).

In paragraphs 199 and 200, the NPPF clearly states that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). Any harm to, or loss of, the significance of a designated heritage asset (e.g. a listed building or conservation area) should require clear and convincing justification.

National planning practice guidance provides advice on the key points to take into account on design, in terms of planning for well-designed places, making decisions about design, tools for assessment and improving design quality and effective community engagement on design.

National Design Guide 2020 (NDG) and National Model Design Code 2021 (NMDC)

Together these documents illustrate how well-designed places, that are beautiful, healthy, greener, enduring and successful, can be achieved in practice.

Amongst the components of design, the NDG states that appearance of a building is the visual expression the building makes, including its external built form, its architecture, materials, decoration, lighting, colour and texture. Additionally, the materials used for a building affects how well it functions and lasts over time. It is recommended that materials should be practical, durable, affordable and attractive to ensure they fit harmoniously with their surroundings. The detailing is equally important and the individual components and how they are put together contribute to the appearance of a building and how it is experienced.

An understanding of context is one of the ten design characteristics. This means an understanding of the context, history and the cultural characteristics of an area. The NDG states that creating a positive sense of place helps to

1. <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>
- 2 <https://www.gov.uk/guidance/design>

contribute to well-being, inclusion and community cohesion. Well-designed development is demonstrably based on the architecture prevalent in the area including the local vernacular and other factors that relate to identity. The identity of a place comes from the way that buildings, streets and spaces, landscape and infrastructure combine together and how people experience them. Well-designed, sustainable places with a strong identity give their users, occupiers and owners a sense of pride, helping to create and sustain communities and neighbourhoods.

Lifespan is also an important component of design cited in the NDG, as well-designed places sustain their beauty over the longer term and add to the quality of life of their users, while also feeling welcoming to visitors and passers-by.

South Somerset Local Plan 2006-2028

South Somerset's Local Plan was adopted in March 2015 and is available on our website: <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/planning-policy/local-plan/>

This supplementary planning document provides additional detail to, and should be read in conjunction with the following policies:

POLICY EQ2: GENERAL DEVELOPMENT

Development will be designed to achieve a high quality, which promotes South Somerset's local distinctiveness and preserves or enhances the character and appearance of the district.

Development proposals, extensions and alterations to existing buildings, structures and places will be considered against:

- Sustainable construction principles;
- Creation of quality places;
- Conserving and enhancing the landscape character of the area;
- Reinforcing local distinctiveness and respect local context;
- Creating safe environments addressing crime prevention and community safety;

- Having regard to South Somerset District Council's published Development Management advice and guidance; and
- Making efficient use of land whilst having regard to:
- Housing demand and need; i Infrastructure and service availability;
- Accessibility;
- Local area character;
- Site specific considerations

Innovative designs delivering low energy usage and/or wastage will be encouraged. Development must not risk the integrity of internationally, nationally or locally designated wildlife and landscape sites. Development proposals should protect the residential amenity of neighbouring properties and new dwellings should provide acceptable residential amenity space in accordance with Policy HW1.

POLICY EQ3: HISTORIC ENVIRONMENT

Heritage assets will be conserved and where appropriate enhanced for their historic significance and important contribution to local distinctiveness, character and sense of place. Their potential to contribute towards the economy, tourism, education and local identity will be exploited.

All new development proposals relating to the historic environment will be expected to:

- Safeguard or where appropriate enhance the significance, character, setting and local distinctiveness of heritage assets;
- Make a positive contribution to its character through high standards of design which reflect and complement it and through the use of appropriate materials and techniques;
- Ensure alterations, including those for energy efficiency and renewable energy, are balanced alongside the need to retain the integrity of the historic environment and to respect the character and performance of buildings, adopting principles of minimum intervention and reversibility.

As set out in the policies above, the Council will have regard to a range of issues when considering planning applications involving new or replacement shop fronts, including:

- that design should be of a high quality creating quality places
- local distinctiveness should be reinforced and local context respected
- the creation of safe environments
- the historic environment should be safeguarded or where appropriate enhance the significance of heritage assets and their settings
- a positive contribution to the character of heritage assets through high standards of design

DRAFT

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Appendix B: Consultation Report

1. Consultation Format

- 1.1 Informal consultation was carried out during October 2021 to shape the drafting of the Chard Shop Front Design Guide.
- 1.2 A press release was issued and letters were sent by email to the statutory Local Plan consultees in the Area West, as well as all District Councillors, to notify key stakeholders and the public that a new Shop Front Design Guide for Chard was being drafted, and to invite them to put forward their views in the early-stage consultation. As a funding partner in the High Street Heritage Action Zone, Historic England also reviewed an early draft of the document.
- 1.3 The consultation took the form of three public consultation events at Chard Guildhall – running alongside the Future Chard Strategy consultation – and an online consultation on the Council’s consultation website.

2. Consultation Response

- 2.1 Over 100 people attended the in-person public consultation events with 46 people providing their comments. A further 29 people participated online. Respondents to the public consultation included members of the public as well as representatives of local businesses, Abri, Chard Baptist Church and Historic England.
- 2.2 In addition, we received letters from Avon & Somerset Police and Natural England, and an email from Historic England.

3. Public Consultation Results

- 3.1 We asked: “What invites you to enter a shop? What makes a shop attractive to you?” Respondents were asked to tick 3 choices from a list of shop-front characteristics.

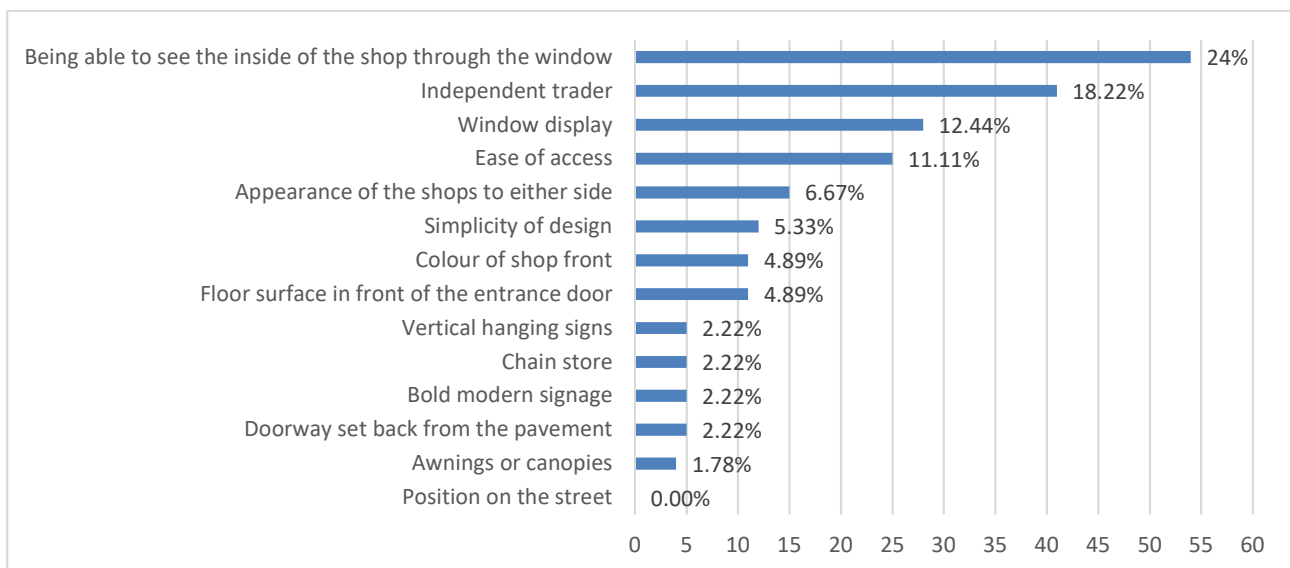


Figure 1: Quantitative Data: “What invites you to enter a shop? What makes a shop attractive to you?”

3.2 The results show that being able to see into the shop through the window is very important, with nearly a quarter of all respondents selecting this. Independent traders are considered to be more attractive than chain stores. Window displays are a draw, and ease of access is also important.

3.3 A free-text section to the questionnaire invited people to provide their own commentary. The qualitative data collected here backed up the points made above, but also highlighted some other key themes:

- A good standard of decoration makes a shop attractive – clean and tidy, not dirty or paint peeling, a need to renovate (17%)
- Good window dressing makes a shop attractive, including creative seasonal display and product display (7%)
- Shops should be in-keeping with the local character/history/tradition (7%)
- Individuality is important (5%)

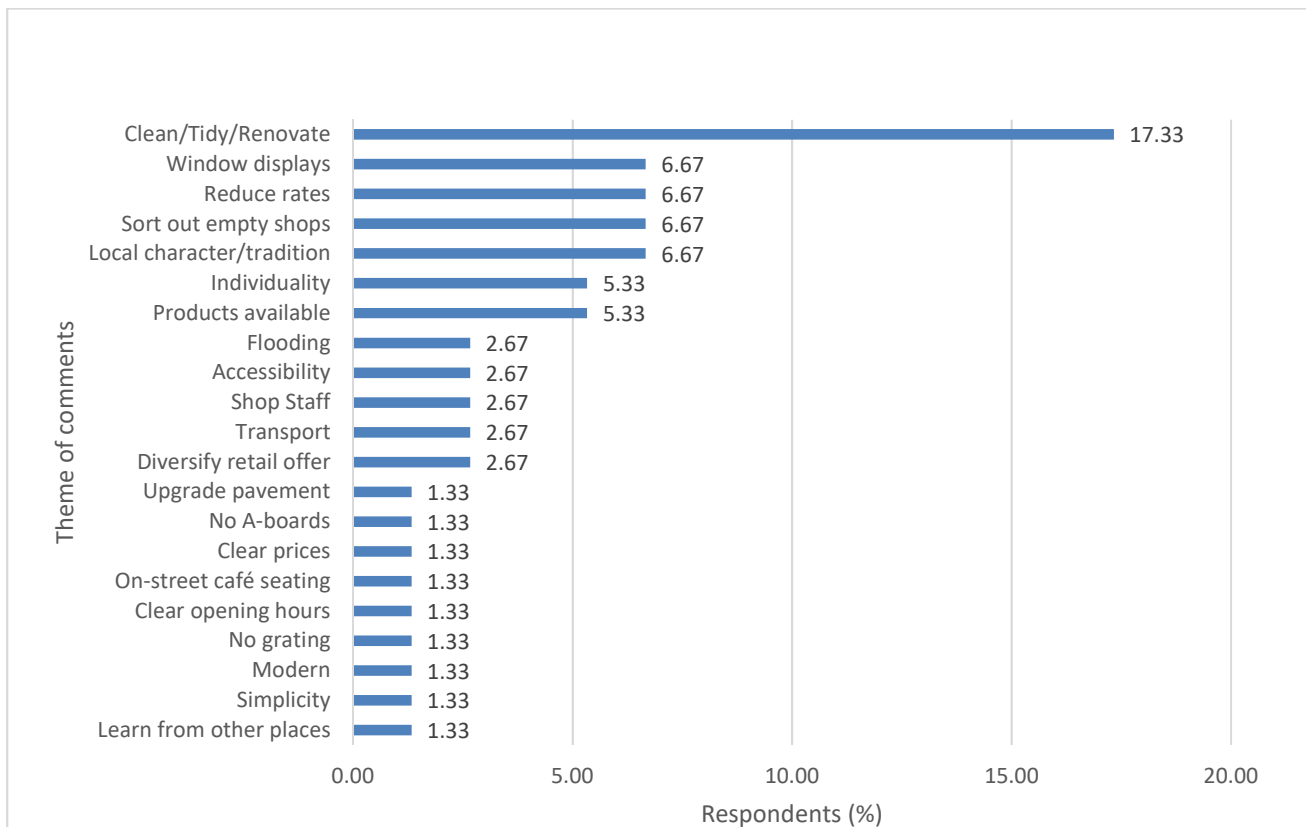


Figure 2: Coded Qualitative Data: "Any further comments?"

3.4 The consultation attracted suggestions to fill the empty shops (7%), reduce business rates (7%) and diversify the town centre retail offer (3%). Although the Shop Front Design Guide cannot directly address these sorts of issues, it is one part of a package of Chard Regeneration/High Street Heritage Action Zone interventions which are set to revitalise the town centre.

3.5 There were also comments on the importance of parking or public transport, and the need to address local flooding issues, which are beyond the scope of the Shop Front Design Guide.

3.6 The comments from the public have been used during the development of the draft Chard Shop Front Design Guide to shape its intent and recommendations. Reference to the consultation is woven throughout the document, with direct quotes used to give weight to its key principles.

4. Statutory Consultee Responses

Avon & Somerset Police

4.1 Avon & Somerset Police submitted a response concerning shop front security, including shutters/grilles, glazing, stall risers, alarms and doorways. The information provided has been referenced in detail in the draft Chard Shop Front Design Guide.

Natural England

4.2 Natural England declined to provide specific comments, noting that the Shop Front Design Guide was unlikely to have major effects on the natural environment. The general comments that were provided are more applicable to the green infrastructure policies of the Local Plan, rather than those which this Shop Front Design Guide is supporting.

Historic England

4.3 Historic England provided direct comments on an early draft of the Chard Shop Front Design Guide. These included support for:

- including a summary of Chard's shopfront features across different periods, and a summary history of Chard;
- the proposed colour palette;
- the level of detail;
- including illustrations and historic photographs, and sketches of how things could look.

4.4 Suggestions were also made for including post-war shop front examples, examples of good alternatives to poor design, and reference to the Conservation Area and National Heritage List for England. All of these comments have been incorporated into the draft.

5. Next steps

5.1 The environmental stakeholders (Natural England, Historic England and Environment Agency) have now received a copy of the draft Guide along with the Strategic Environmental Assessment/Habitats Regulations Assessment screening assessment for their comment.

5.2 Once approved by District Executive, statutory consultees and members of the public will be invited to make comments on the draft Chard Shop Front Design Guide through the formal consultation.

**Chard Shop Front Design Guide
Supplementary Planning Document (SPD)
SEA/HRA Screening Report**

1. Introduction

1.1. This screening assessment is to determine whether the Chard Shop Front Design Guide Supplementary Planning Document (SPD) requires either or both of the following:

- 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;
- 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 for Chard shop fronts, to supplement policies within South Somerset’s adopted Local Plan 2006-2028. The SPD sets out detailed guidance on the design and delivery of shopfronts in Chard town centre. It does not provide new policies, elaborating only on policies within the Local Plan to assist implementation (namely EQ2 General Development and EQ3 Historic Environment). The Local Plan 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 or in the context of issues that might have arisen in relation to protected sites since this time. 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 Habitats Regulation 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 Habitats Regulation Assessment (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 —



South Somerset District Council

- 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 or 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 Chard Shop Front Design Guide SPD is not a plan or project which will be implemented in its own right – it expands upon adopted policies within the Local Plan – most specifically EQ2 General Development and EQ3 Historic Environment. It is restricted to the area of Chard town centre defined on the Local Plan Policies Map. The policies within the Local Plan related to the SPD have 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.

3.6. Since the adoption of the Local Plan, this Council, along with the other Somerset Council's as well as Dorset Council received a [letter](#) from Natural England concerning high levels of phosphates in the Somerset Levels and Moors and stressing the need to protect them from further phosphate pollution. In light of a court judgement (known as Dutch N), Natural England have advised SSDC that, in light of the unfavourable condition of the Somerset Levels and Moors Ramsar Site, before determining a planning application/submission that may give rise to additional phosphates within the catchment, competent authorities should undertake a Habitats Regulations Assessment (HRA).

3.7. As the SPD is only guidance on the design of new shopfronts, it is not proposing



development that will give rise to additional phosphates within the Somerset Levels and Moors Ramsar Site catchment.

3.8. It is therefore considered that the Chard Shop Front Design Guide SPD is not likely to have a significant effect on a European site. This means that an “Appropriate Assessment” is not required.

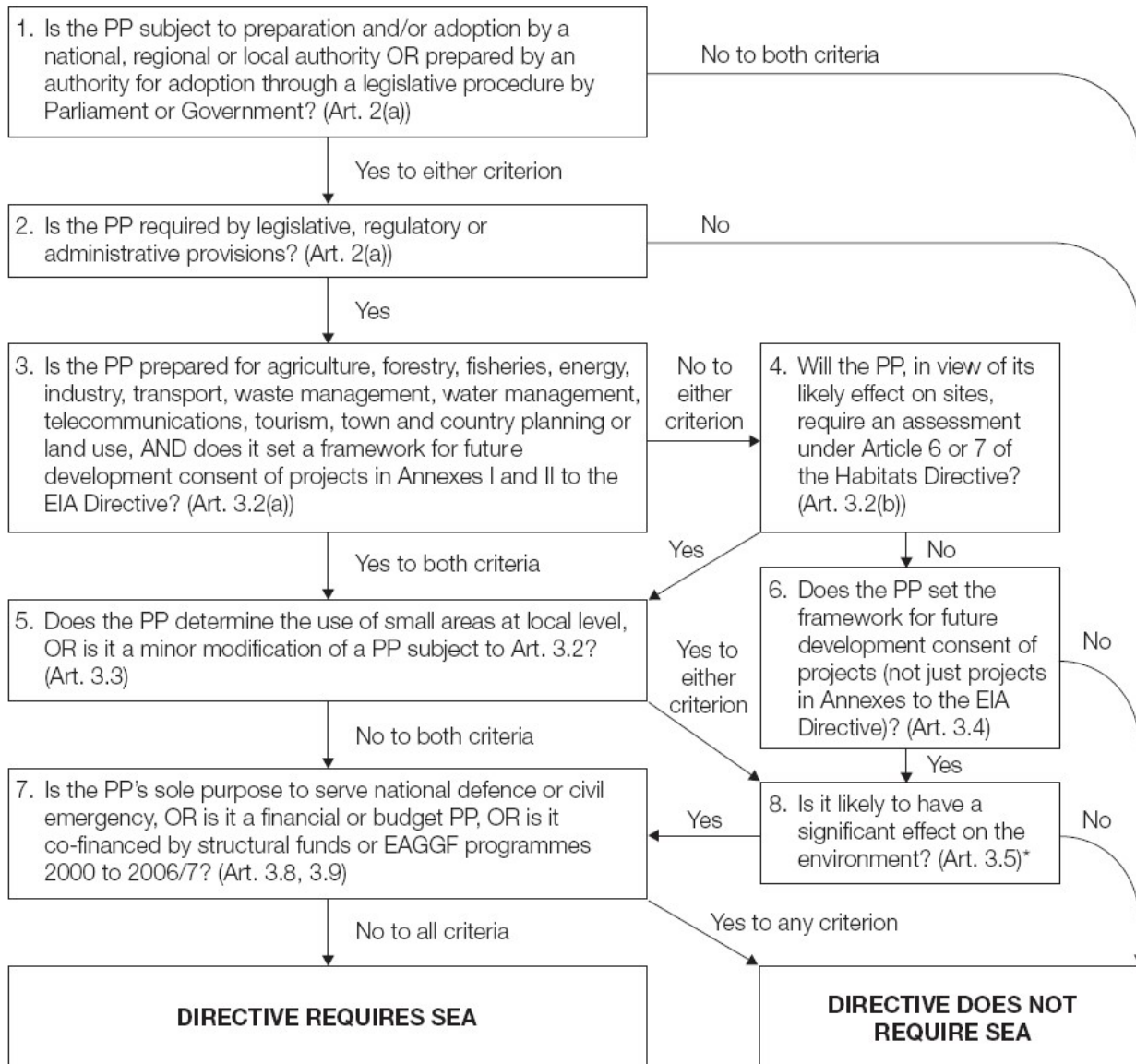
4. Screening for Strategic Environment Assessment

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’.

4.2. The best way to determine this is to carry out a screening assessment. If the screening assessment indicates that there could be significant environmental 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

This diagram is intended as a guide to the criteria for application of the Directive to plans and programmes (PPs). It has no legal status.



*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.

Source: *A Practical Guide to the Strategic Environmental Assessment Directive*, ODPM, 2005

4.3. 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: SEA Screening of the Chard Shop Front Design Guide SPD

| SEA Screening Questions | Screening Assessment of the Chard Shop Front Design Guide 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 subject to adoption by a local planning authority, South Somerset District Council. <i>(Yes to either criteria – go to question 2)</i> |
| 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 Chard town centre. <i>(Yes – go to question 3)</i> |
| 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 new shopfronts. No – this does not include projects listed in Annexes I & II of the EIA Directive or Schedules 1 and 2 of the The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 <i>(No to one or both criteria – go to question 4)</i> |
| 4. Will the plan or programme, in view of its likely effect on sites, require an assessment under Article 6 or 7 of the Habitats Directive (Art 3.2(a))? | No – it is an SPD prepared to guide the design of shop fronts within the defined area of Chard Town Centre. It is considered that this form of development is not likely to have a significant effect on a European site. <i>(No – go to question 6)</i> |



| | |
|---|--|
| <p>6. Does the plan or programme set the framework for future development consent of projects (not just projects in Annexes I & II of the Directive)?</p> | <p>No – this is the development plan (the adopted Local Plan). The SPD will be a material consideration in the consideration of planning applications for new shop fronts within Chard town centre. It provides detailed guidance to adopted Local Plan Policy EQ2 General Development. <i>(No – Directive does not require SEA)</i></p> |
|---|--|

Table 2: Determining the likely significance of effects on the environment

| <p>SEA Directive Criteria Schedule 1 Environmental Assessment of Plans and Programmes Regulations 2004</p> | <p>Summary of significant effects</p> |
|---|--|
| <p>1. Characteristics of the Chard Shop Front Design Guide SPD having particular regard to :</p> | |
| <p>(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</p> | <p>The SPD will not set a framework for other projects or activities- it is providing additional guidance on existing policies within the Local Plan that have been subject to SEA.</p> |
| <p>(b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy</p> | <p>The SPD will have less material weight than the existing Local Plan policies, which have been subject to SEA. It sits below 'higher tier' development plan documents and does not set new policies.</p> |
| <p>(c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development</p> | <p>The SPD provides guidance on the interpretation of existing local plan policies and national guidance, all of which promote sustainable development. The SPD does not introduce new policy.</p> |
| <p>(d) Environmental problems relevant to the plan or programme</p> | <p>There are no negative environmental issues associated with this SPD, moreover the SPD seeks where possible to achieve environmental improvements via good quality design to enhance the historic urban environment.</p> |



| | |
|---|---|
| <p>(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)</p> | <p>The SPD is not directly relevant to the implementation of community legislation. It offers guidance on the implementation of existing Local Plan policies, which have been subject to SEA, to provide further positive effects.</p> |
| <p>2. Characteristics of the effects and of the area likely to be affected by the Chard Shop Front Design Guide SPD, having regard, in particular, to:</p> | |
| <p>(a) The probability, duration, frequency and reversibility of the effects</p> | <p>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 Chard town centre. It offers guidance on the implementation of existing Local Plan policies, which have been subject to SEA, to provide further positive effects.</p> |
| <p>(b) the cumulative nature of the effects</p> | <p>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.</p> |
| <p>(c) the transboundary nature of the effects</p> | <p>The SPD is unlikely to result in any transboundary effects, as it is limited to Chard town centre.</p> |
| <p>(d) the risks to human health or the environment (e.g. due to accidents)</p> | <p>The SPD does not present any risk to human health or the environment; conversely it aims to encourage improvements in these areas.</p> |
| <p>(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)</p> | <p>The SPD will be applied to all relevant planning applications in Chard town centre so has very limited 'local' scale.</p> |
| <p>(f) the value and vulnerability of the area likely to be affected due to:</p> <ul style="list-style-type: none"> • special natural characteristics or cultural heritage • exceeded environmental quality standards or limit values • intensive land-use | <p>The SPD covers Chard town centre so will be relevant in guiding decision-making for proposed developments in a conservation area. 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,</p> |



| | |
|--|---|
| | to provide further positive effects. It does not propose any new development over and above that proposed by the Local Plan 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 Chard 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 proposed by the Local Plan policies. |

4.4. This screening indicates that a SEA is not required for the Chard Shop Front Design Guide SPD.

5. Determination

5.1. The screening indicates that the Chard Shop Front Design Guide SPD is not 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.

5.2. The Council considers that the Chard Shop Front Design Guide SPD will not result in any additional significant effects to those already identified in the higher level SAs or in the context of the phosphates issue identified in 2020 within the catchment of the Somerset Levels and Moors Ramsar Site. It will provide more detailed guidance to developers and decision makers to ensure that the positive effects identified in the Local Plan SA are realised and that any neutral and/or negative effects are mitigated further.

6. Consultation

6.1. The Council are in the process of consulting the three statutory environmental bodies – Environment Agency, Historic England and Natural England – on the above draft SEA/HRA screening assessment.

6.2. The SPD will be subject to any changes in response to these statutory agencies on the SEA screening assessment and as such this consultation will be reported to District Executive as part of the update report in March 2022.

COVID Recovery and Renewal Strategy: six months' progress report

Executive Portfolio Holder: Val Keitch, Council Leader, Strategy and Housing
Director: Jan Gamon, Director of Place & Recovery
Lead Specialist: Peter Paddon, Lead Specialist Economy
Contact Details: Peter.paddon@southsomerset.gov.uk or 01935 462462

Purpose of the Report

1. To provide District Executive with a six months' progress report regarding delivery of the Recovery and Renewal Strategy.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 2nd December 2021.

Public Interest

3. South Somerset District Council (SSDC) produced a Recovery and Renewal Strategy that was approved by District Executive on 1st April 2021, which set the next steps in rebuilding from the Coronavirus pandemic (COVID19). It contained the recovery and renewal vision and ambition objectives based on eleven steps, covering the environment, economy, community, places and protecting core services. It is important that we provide information on the extent to which we are delivering the priorities identified to provide assurance that we are on track and can receive any recommendations about possible improvements.

Recommendations

4. That District Executive recommend that the Chief Executive:
 - a) Notes the good delivery progress made within the first six months' (Appendix 1)
 - b) Agree that rather than establishing a new Recovery Board that Members and Officers continue to have representation on the groups identified (in Appendix 2) and co-ordinate to ensure alignment with SSDC's Recovery and Renewal Strategy delivery.

Background

5. The SSDC Recovery and Renewal Strategy contains eleven key objectives. Each of these has been adopted by one of SSDC's Communities of Practice (CoPs), as set out in Appendix 4 of the Recovery and Renewal Strategy for:

- Economy
 - Healthy, self-reliant communities
 - Environment
 - Places where we live
 - Protecting core services
6. The Strategy also refers to the partnership approach to delivery through a South Somerset Recovery and Renewal Board. When the strategy was adopted, it was anticipated that this would be established with membership including the most relevant Council Portfolio Holders and appropriate Council senior officers including the Director of Place and Recovery. Additional Board members invitations from external stakeholders would include other local authorities, substantial businesses, health and care bodies, leading educational providers, charities and other public expert agencies. This Board would oversee and review progress of the Strategy on behalf of the District Executive.

Report Detail

7. The attached summary table (included within Appendix 1) demonstrates that good progress is being made with ten of the eleven step objectives on target (green RAG rating) and planned activity to stay on target in the next quarter. Only one area is currently behind (red RAG rating) and a plan is in place to improve that situation (amber RAG status) over the next quarter.
8. The Recovery Board was intended to bring key South Somerset stakeholders together to deliver a collaborative approach to recovery and renewal within the District. However, upon review, the need for a formal Board has been replaced by SSDC's involvement in existing partnerships, which are already aligned to the eleven step objectives. The attached table in Appendix 2 summarises the existing groups already operating and their relevance to the recovery objectives.
9. Due to involvement within the various groups outlined in Appendix 2 it is recommended that members and officers continue to have representation on the groups identified and co-ordinate to ensure alignment with SSDC's Recovery and Renewal plans. This is instead of creating a new Board that would run the risk of duplicating existing activity and partnership working.

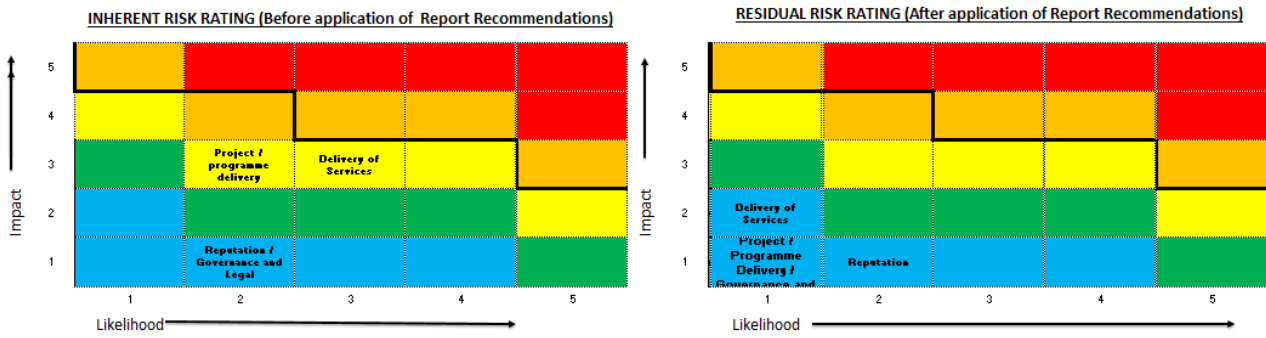
Financial Implications

10. A Recovery budget of £464,140 from reserves was approved by District Executive on 1st April 2021. A spending action plan, including authorisation governance, is being worked up for approval by SLT. Any spend will be reported to District Executive with the next Recovery and Renewal Progress Update.

Legal implications and details of Statutory Powers

11. There are no legal implications that relate directly to this report.

Risk Matrix



| Risk Ref | Risk Category | Inherent Risk Rating | Residual Risk Rating |
|----------|------------------------------|----------------------|----------------------|
| 1 | Project / programme delivery | 13 | 1 |
| 2 | Financial | 0 | 0 |
| 3 | Delivery of Services | 14 | 2 |
| 4 | Staffing & Capacity | 0 | 0 |
| 5 | Reputation | 3 | 3 |
| 6 | Health & Safety | 0 | 0 |
| 7 | Governance & Legal | 3 | 1 |

| Risk Description | Mediation / Controls |
|---|---|
| Officer resources would be required to establish and run a Recovery Board and detracting time from delivery. No associated risk - Recovery Budget to be spent in alignment with current policies. | Delivery of services / staff resources to be prioritised. |
| Officer resources would be required to establish and run a Recovery Board. No associated risk. | 0 |
| Reputational damage if we do not deliver the 11 recovery and renewal objectives. No associated risk. | Continued performance management. Corrective and forward actions identified for Q3. |
| Recovery Board has not been established to provide Governance. | 0 |
| | Recommendations within the report to use existing relevant groups. |

Council Plan Implications

12. The Recovery and Renewal Plan aligns with the Council Plan, Annual Action Plan 2021/22.

Carbon Emissions and Climate Change Implications

13. Step 1 of the Recovery and Renewal Plan objectives is to Promote Decarbonisation and Nature Recovery and this is being delivered.

Equality and Diversity Implications

14. The equality impact assessment submitted with the Strategy for District Executive on 1st April 2021 is still relevant.

Privacy Impact Assessment

15. There are no material implications on personal privacy.

Background Papers

16. The District Executive Report for the Recovery and Renewal Strategy, including the Strategy itself plus Equality Impact and minutes are available at <https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=136&MId=2856>

Appendices

- Appendix 1: Recovery and Renewal Strategy: six months' progress summary
- Appendix 2: Summary of key recovery related groups with objectives

Appendix 1: Recovery and Renewal Strategy: six months' progress summary

| Recovery and Renewal objectives - our 11 steps | | | | | | |
|---|--|--|--|------|--|------|
| RAG | | | | | | |
| Red – Behind schedule – recovery action required | | | | | | |
| Amber – Some progress but attention required (situation manageable) | | | | | | |
| Green – On target | | | | | | |
| Blue - Complete | | | | | | |
| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| 1 | Promote decarbonisation and nature recovery: Tackle the climate and ecological emergencies and improve air quality across South Somerset. | Vicki Dawson – Katy Menday (Environment COP) | <ul style="list-style-type: none"> • Reported on 2020/21 carbon footprint and 6% reduction. • Launched a new South Somerset environment website • E-scooter trial extended in Yeovil • No Mow trials successfully delivered and environment champion seminar arrange to encourage participation in 2022 • Annual air quality status report completed and submitted to DEFRA • Monthly Get Sussed delivered • Play audit commissioned for open spaces strategy • LAD (Local Authority Delivery Scheme) Residential Park home energy improvements project complete | | <ul style="list-style-type: none"> • Concession agreement and leases due to be signed for Deletti EV charging project • Discussion ongoing to enable PSDS (Public Sector Decarbonisation Scheme) delivery • Environment Strategy delivery plan commenced • Wildflower seed giveaway planned for winter 2021/21 • LAD2 engagement with SW energy Hub • Awaiting Sustainable Warmth grant bid outcome • Awaiting Forestry Commission planting bid outcome | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| 2 | Good work for all: We aim to help all South Somerset residents into good work. We will support our residents with access to training and further learning to help establish pathways into good jobs. | Peter Paddon – Joe Walsh (Economy COP) | <ul style="list-style-type: none"> • Employment Hub funding secured from DWP and Hub Co-ordinator appointed. • Chard employment hub launched. • Provided intense support to Oscar Mayer resulting in 700 individuals receiving employment and skills support. • Redundancy Taskforce with over 20 external organisations facilitated, all now offering tailored support to individuals across South Somerset • Promotion of existing schemes to individuals. • Best practice ‘Redundancy Employment and Skills guide’ produced and distributed • Involvement in County and LEP wide initiatives that assess employment shortages and new training provisions established to enable career transitions. | | <ul style="list-style-type: none"> • Launch further employment and skills hubs in Yeovil and Wincanton • Continue to utilise a partnership approach to redundancy support • Work in partnership to promote existing and emerging skills provisions, for example new programmes that Yeovil College have been awarded to deliver • Deliver skills objectives highlighted within the Enterprise, Skills and Innovation Plan | |
| 3 | Rebuilding more inclusive communities and economy: By 2025, all | Leigh Rampton – David Crisfield | <ul style="list-style-type: none"> • Spark Somerset Core grant for 2021/22 confirmed. Funding for 2022 to 2024 being reconsidered as part of the move to Unitary Council arrangements. • Faith New Deal bid submitted to Department of Levelling Up, Housing and Communities. | | <ul style="list-style-type: none"> • Report to DX on Spark Somerset funding 2022 onwards scheduled for January/February 2022. | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | South Somerset residents will have more opportunities to be involved in community life, ensuring they can volunteer and participate in dynamic community networks. | (Communities COP) | <ul style="list-style-type: none"> Area Community Grants are being reviewed to make the application process simpler and to encourage new approaches and new groups to come forward. Innovation grant provided to YMCA for piloting new forms of promoting and delivering social action with young people. | Green | <ul style="list-style-type: none"> Review results from YMCA social action and identify learning and potential funders. Review of Area Community Grants completed and discussed with updated forms and website content tested. Identify key social mobility actions to take forward. | Green |
| 4 | Improving our customer journey (SSDC): By 2024, we want a two-way relationship with customers to create and deliver the best services as efficiently as possible. We | Jessica Power (Protecting Core Services COP) | <ul style="list-style-type: none"> Good continued focus on new online self-serve options. Work progressing on Licensing, Payments, Planning enforcement. Chat-bot options being explored for our web pages. Technical issues with payments and my account have caused an increase in contact to the call centre. Wait times have increased considerably over this period but are now starting to reduce. Major issues with backlogs of work are affecting call volumes. Mainly through Revenues (5841 tasks outstanding), Benefits (oldest work July 21 and 1689 outstanding), Housing (Supporting evidence for existing | Red | <ul style="list-style-type: none"> Close working focus with IT to improve reliability of technology for Customer Connect and the self serve options Working with Support Services IT to mirror Contact us with Connect 360 to allow a more efficient customer journey to the right | Amber |

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| | want our customers to be able to access, the right information to help themselves and the right service at the right time | | <p>active applications dating from 24th April. New applications waiting to be activated from 2nd July and Change of Circumstances applications are completed daily).</p> <ul style="list-style-type: none"> Recruitment is proving more challenging at present. Customer Connect would usually see in excess of 80 applications for external vacancies, our last advert pulled in 8. Only 2 of which were suitable to interview. We are seeing a rise in complex cases off the back of Covid. Including a surge in mental health and financial hardship related issues. We have a good partnership working with Citizens Advice. Focus has commenced on CT recovery with additional support measures for customers including breathing space and additional trained resource within the Connect team. Recycle More launch caused numerous complaints to staff from the public due to driver shortages combined with the move to collections every 3 weeks and missed collections. | | <p>department and reduce un-necessary duplication through Customer Connect.</p> <ul style="list-style-type: none"> Business Analyst post brought into Connect to specifically work on customer end to end process and self service improvements enabling IT to focus more on the build work required. Investigating options for virtual face to face appointments for customers via a teams app on tablets. Initially to support housing calls within Connect but also to be extended to Tourism and our external partnership working in time to effectively support | |

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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | | | | | vulnerable people more timely and effectively. | |
| 5 | A robust economic safety net: For South Somerset to have a strong performing economy achieving higher value jobs, greater inward investment and increased innovation by 2023. | Peter Paddon – Joe Walsh (Economy COP) | <ul style="list-style-type: none"> Administered grant support to over 1,400 businesses worth over £9m in addition to the grant funded provided in previous stages on the pandemic. Agreement from the Place Leadership Group and other key organisations to work in partnership to deliver economic growth in the area. Consultants appointed to produce an Enterprise, Innovation and Skills Action Plan to be delivered by the above. Enterprise, Innovation and Skills Action Plan produced and general agreement sought from PLG. Business support promoted through social media, newsletters, events. Initiatives such as M-Hub, Crewkerne Business Group, Yeovil Chamber supported through attendance and steering group membership. Contributed to the assessment of carbon reduction grants, and supported / promoted initiatives that had environmental benefits to businesses. | | <ul style="list-style-type: none"> To evaluate the discretionary grant funding provision and re-launch a scheme that reflects the needs of local businesses. Inward investment work to re-commence in partnership with SCC and other districts – funded through the Business Rate Retention Pilot. Work in partnership with the Place Leadership Group and other organisations to deliver the Enterprise, Skills and Innovation Plan. Continue to support and promote existing | |

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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | | | | | business support provisions | |
| 6 | Promoting health and well-being: South Somerset residents will have access to physical and social health & well-being activities, events and support programmes so that the people of South Somerset feel more positive about their health and well-being as well as supported in places where | Leigh Rampton – David Crisfield (Communities COP) | <ul style="list-style-type: none"> • Countryside ranger team delivered 30 public events across countryside sites during summer holidays with over 1900 participants as part of <i>Summer of Play</i> initiative. • Opened a new community space at Yeovil Recreation Centre alongside a café to improve community networking at the site. • Funding support for Love Yeovil to run a range of town centre-based positive events to encourage access to wellbeing activities. • Funding, venue and officer support for the Yeovil multicultural event held in August 2021. • Developing leisure services vouchers model for distribution to vulnerable individuals and households e.g. via foodbanks, temporary accommodation etc. • Scoping the development of new walking groups in identified underserved areas • Freedom Leisure draft active communities development plan produced. | | <ul style="list-style-type: none"> • Review the learning from Love Yeovil positive events & wellbeing activities and identify future funding opportunities. • Market test the leisure service voucher distribution to vulnerable individuals and households through foodbanks, job clubs and temporary accommodation etc. • Complete scoping the development of new walking groups in identified underserved areas. | |

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| | they live, learn, work and play. | | | | <ul style="list-style-type: none"> Final Freedom Leisure active communities' development plan agreed. | |
| 7 | Tackling inequalities: By 2023, develop a new Community Strategy with our voluntary sector partners to build on the assets and strengths that exist in all South Somerset communities to coherently address the causes and consequences of economic, social and health inequalities. | Leigh Rampton – David Crisfield (Communities COP) | <ul style="list-style-type: none"> Additional funding provided to Spark to lead the development of a collaborative South Somerset health & wellbeing framework to address health inequalities. Freedom Leisure draft active communities' development plan produced. Additional support for CASS to expand access to information & advice via out of hours and remote access. South Somerset Families Programme to support vulnerable families is funded and now fully operational in Chard, Wincanton and Western Yeovil. Christians Against Poverty funded to expand their life skills programme into smaller communities e.g. Crewkerne. | | <ul style="list-style-type: none"> Work with Spark to deliver the collaborative development of a South Somerset health & wellbeing framework to address health inequalities. Review with CASS the reach and impact of expanded access to information & advice. South Somerset Families Programme evaluation framework agreed and additional evaluation resources secured. Initial Christians Against Poverty life-skills | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | | | | | programmes commences in two smaller communities. | |
| 8 | Increasing digital access: Every South Somerset resident and business will have good connectivity, basic digital skills and access to a device or support they need to be online by 2026. | Peter Paddon – Joe Walsh (Economy COP) | <ul style="list-style-type: none"> • Workshops convened with Members to increase their knowledge on available schemes speakers included; Connecting Devon and Somerset, Wessex Internet, Jurassic Fibre and Konnect Wifi • Broadband Directory published and distributed across South Somerset to include information on available providers who are actively building networks within the district • Advice provided to businesses and residents through online meetings, emails and SSDC's website • Connecting Devon and Somerset programmes promoted through Economic Development E-Newsletter and SSDC's Social Media channels. Programmes include: <ul style="list-style-type: none"> ○ Phase 2 of superfast programme ○ Mobile Boost Scheme (boosting mobile coverage) ○ Relevant voucher schemes (including the national Gigabit Voucher Scheme) | | <ul style="list-style-type: none"> • Update and distribute the Digital Connectivity Directory • Continue to meet with broadband providers and Connecting Devon and Somerset to shape delivery within South Somerset • Continue to promote schemes that increase access to mobile networks • Deliver an online or in person event that allows residents to meet with local providers and discuss connectivity opportunities | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | | | | | <ul style="list-style-type: none"> Promote Digital Skills opportunities within South Somerset including Yeovil College new programmes, Digital Skills Partnership and Growth Hub schemes | |
| 9 | <p>Support the development and enhance the future prospects of our young people: By 2025, all more vulnerable young people can access proactive support and personal development activities. Also in place will be</p> | <p>Leigh Rampton – David Crisfield (Communities COP)</p> <p>Peter Paddon – Joe Walsh (Economy COP)</p> | <ul style="list-style-type: none"> Additional support for Somerset Mind to provide low-level support and social activities for young people and young adults in Yeovil, Chard and Castle Cary. Support for YMCA to expand their summer programmes and to pilot new ways of promoting social action with young people and young adults. A bid was submitted to the Community Renewal Fund to focus on social mobility. Unfortunately, this was unsuccessful. Funding from the Recovery Reserve will allow us to progress with particular aspects of this submission and deliver social mobility opportunities within the area. Physical activity and self-defence programme targeting girls and young women in disadvantaged areas commissioned from SASP (Somerset Activity & Sports Partnership). Funding secured for innovative young adults resilience work. | | <ul style="list-style-type: none"> Actively link Somerset Mind provided low-level support and social activities for young people and young adults to DWP funded job clubs. Review YMCA social action pilots to capture learning and identify funding opportunities. Identify a few key social mobility activities for identified social mobility areas. | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | structured opportunities for young people to develop their confidence and skills in leading innovative social action across the District. | | | | <ul style="list-style-type: none"> Review targeting of physical activity and self-defence programme targeting girls and young women. Publicise funding opportunities for innovative young adults' resilience work. | |
| 10 | Healthy food, healthy activities: By 2023 a structured local approach and programme of activities are in place to ensure greater and secure access to healthy food, access to active green spaces (including | Leigh Rampton – David Crisfield (Communities COP) | <ul style="list-style-type: none"> The 12-month countywide Food Pantry project has now been rolled out with a full time project manager seconded from Somerset West and Taunton Council and funding to support up to 4 new Pantries per District. A Pantry Scheme has been established independently at the Westfield Community Centre in Yeovil and there is a group working towards establishing a Food Pantry and co locating the existing Food Bank, in Chard. There is also a new community food project akin to a Food Pantry that has been set up in Castle Cary by Cary Cares. We continue to have a strong network of Food Banks across the District with whom we remain in contact so as to be able to respond effectively if there is a change in circumstance affecting their capability. | | <ul style="list-style-type: none"> An allocation of £2k per Food Bank in South Somerset has been set aside to cover any additional costs that may arise due to increased demand created by the end of Furlough, scrapping of the UC uplift and increase in fuel and other day to day costs. It is planned to distribute these funds in Q4 of 2021/22. | |

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| | growing spaces) and the promotion of tailored physical activity opportunities. | | <ul style="list-style-type: none"> Somerset Community Food was established as an independent charity in 2021. This supports existing and new Food Growing and Cooking Projects across the county with access to support training and resources. South Somerset has approximately 12 local projects whose details can be accessed via the Food Projects map https://www.somersetcommunityfood.org.uk/projects/map | | <ul style="list-style-type: none"> Food Resilience issues will continue to be planned and monitored on a regular basis by the countywide Community Resilience Partnership (successor to the Covid Brokerage Cell). Will continue to work with the Food Pantry project to help identify and support new potential Food Pantry projects in South Somerset. | |
| 11 | High streets for all: Deliver our ambitious Yeovil, Chard and Wincanton regeneration programmes, enhance our | Natalie Fortt Peter Paddon – Joe Walsh (Economy COP) | <ul style="list-style-type: none"> Continued to work with Town Councils, the County Council, Police and other key stakeholders to ensure the safe re-opening of high streets within our Market Towns. 9 Town Councils awarded ‘delivery partner’ status to progress spend associated with the Welcome Back Fund, £138,000 of the c. £149,000 allocation currently awarded. Provided Market Town Investment Group funding applications of over £285,000 of SSDC investment which will | | <ul style="list-style-type: none"> To continue to work with Town Councils to fund projects that support high streets through the Welcome Back Fund and Market Towns Investment Group | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | public spaces and create new exciting new uses for underused high street buildings in our key market towns. | | be match funded by Town Councils equating to over £539,000 of investment within our market towns. Launched an MTIG Fund specifically aimed at environmental benefits within Town Centres. | | | |
| | | | <p>Yeovil Refresh</p> <ul style="list-style-type: none"> Completed the Future High Street Fund process to secure external funding and gained approval for the SSDC match funding required to deliver the public realm improvements in the town centre. Secured the necessary legal agreements and permissions for the public realm works and concluded the procurement processes for the Westminster Street and Triangle/Wine Street contracts. Commenced procurement process for the new Wayfinding System. Completed both phase 1 and phase 2 designs for the town centre Walking and Cycling Package. Issued Bus survey to help inform final designs for the Borough area and High Street. | | <p>Yeovil Refresh</p> <ul style="list-style-type: none"> Complete procurement and tender process for Wayfinding System. Commence procurement for Middle Street West, Middle Street East, Borough and High Street sections of the public realm improvements. Commence Design of Wyndham Street Area. | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | Objective | Lead Officer | Action taken / Q1 & Q2 update (summary) | RAGB | Direction of travel Q3 / next steps (summary) | RAGB |
| | | | | | <ul style="list-style-type: none"> Consult on the designs for phase 2 of the Walking and Cycling package. | |
| | | | <p>Chard Regeneration</p> <ul style="list-style-type: none"> The Chard Leisure Centre is complete and opened on November 8th. The leisure centre includes a swimming pool, gym and exercise studios and café and soft play area. The public realm designs have been finalised and submitted to the Highways Authority for the Road Safety and Technical Audit. The procurement process to select a construction contractor has been completed and work has begun onsite. Traffic Regulation Orders have been submitted and various legal consents and agreements have been secured. The Community Engagement Plan has been finalised and work has begun on three initial projects - heritage walks and a high street histories project working with businesses, both led by Chard Museum, and a display and booklet is being designed which can be used at community events. An accredited conservation architect has been appointed to the Chard HSHAZ to assist the Building Repair Grant scheme. | | <p>Chard Regeneration</p> <ul style="list-style-type: none"> Complete the build process and officially open the leisure centre. Commence construction of the public realm areas in the town centre. Seek quotes for and appoint accredited conservation architect. Agree grant application process and launch the Building Repair Grant scheme. Begin consultation on the Shopfront Design Guide and prepare draft document. | |
| | | | Wincanton Regeneration | | Wincanton Regeneration | |

| Recovery and Renewal objectives - our 11 steps | | | | | | |
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| | | | <ul style="list-style-type: none"> Continued to liaise with key owners about intentions for re-use or disposal of land/property. Commenced site investigations in regard to developing a public square. All areas of public realm designs completed to RIBA stage 2. Response prepared and submitted to Stage 1 Highway Safety Audit. Funding has been awarded as part of the Events and Activities Grant scheme with the first two funded events (Secret Storyteller & Town Festival) generating good footfall and drawing in new people to the town centre. | | <ul style="list-style-type: none"> Finalise RIBA 3 designs for three public realm areas and progress to RIBA stage 4 for submission to Stage 2 Highway Safety Audit. Complete procurement process for the construction of the three public realm areas. Secure necessary legal agreements and Traffic Regulation Orders. Review Wayfinding options and agree plan for implementation. Continue to seek external funding opportunities. Increase promotion of the Events and Activities Grant fund. | |

Appendix 2 – Summary of key recovery related groups with objectives.

| Group | Overview | Recovery Objective |
|--|--|--|
| South Somerset Redundancy Task Force | Initially established to respond to the news of Oscar Mayer in Chard making 800+ individuals redundant. The task force has now developed to support all redundancies across South Somerset and will be important when delivering the Employment and Skills Hub. | 2 – Good work for all 5 – A robust economic safety net |
| Somerset Unemployment Support Group | Somerset wide group that was launched as an information sharing group, to ensure that SCC + Districts + external partners were working together to respond to unemployment and skills challenges. The group meets regularly, with external support organisations attending, providing updates and sharing Somerset based support schemes. | 2 – Good work for all 5 – A robust economic safety net |
| South Somerset’s Place Leadership Group | The PLG brings key businesses and organisations together to share an ambition of growth and innovation within the area. The group first met in December 2019. Although the group’s focus is driving growth within the area, it also considers the impacts of Covid 19 and what is required to transition from recovery to growth | 2 – Good work for all 3 - Rebuilding more inclusive communities and economy 5 – A robust economic safety net 9 - Support the development and enhance the future prospects of our young people |
| Somerset Multi-Agency Co-ordination Recovery Group | Established to drive a County wide holistic approach to recovery from the Covid-19 pandemic. A cross cutting group that co-ordinates and supports the widespread recovery activity of the Covid-19 cells on behalf of partners. Standing representatives include all Somerset local authorities, Public Health, the Clinical Commissioning Group, Civil Contingencies Unit and other bodies are invited where appropriate. | All |
| Yeovil, Chard and Wincanton Regeneration Boards | Each regeneration programme has an established project board. | 11 High streets for all |
| Market Towns Investment Group | The Market Towns Investment Group (MTIG) is a partnership of SSDC, Town Councils and local regeneration groups established to promote strategic investment in South Somerset Market Towns and surrounding villages. | 11 High streets for all |

| Group | Overview | Recovery Objective |
|---|--|--|
| Community Resilience Partnership | <p>Successor to the Covid19 Vulnerable People and Community Resilience and Brokerage cells.</p> <p>Purpose is the delivery of key cross system/ cross county activities that continue to promote and enhance community resilience through successful partnership working / collaboration with partners across the Somerset system.</p> | <p>3 - Rebuilding more inclusive communities and economy</p> <p>6 - Promoting health and wellbeing</p> <p>7 - Tackling inequalities</p> <p>9 - Support the development and enhance the future prospects of our young people</p> <p>10 - Healthy food, healthy activities</p> |
| Somerset Growth Board | In place, ensure that the momentum of the Somerset Growth and Recovery Plan is sustained and that the plan is well integrated with the economic agendas of the Local Enterprise Partnership and other key partners. | <p>2 – Good work for all</p> <p>5 – A robust economic safety net</p> <p>9 - Support the development and enhance the future prospects of our young people</p> |
| General Council Meetings – including Scrutiny, District Executive and Full Council | Statutory meetings held by South Somerset District Council. Many of which review internal processes and improvements. | 4 - Improving our customer journey (SSDC) |
| SSDC Communities of Practice (CoPs) for Economy, Environment, Communities, Places and Protecting Core Services (PCS). | Set Recovery and Renewal delivery plans and review and monitor progress, also aligned to SSDC’s Council Plan, Annual Action Plan 2021/22. | All. |
| Gypsy, Roma and Traveller (GRT) Working Group | <p>Joint public sector group that reports to the Homelessness Reduction Board.</p> <ul style="list-style-type: none"> • To ensure that all partner agencies understand the needs of the GRT communities, through consultation and communication, including the settled communities, • To ensure that the recommendations included within the GTAA (Gypsy and Traveller Accommodation Assessment) and other adopted recommendations relating to GRT communities, are progressed. • To ensure that any relevant new legislation or emerging good practice guidance relating to GRT communities, are reported to the relevant committees and implemented as required. • To improve understanding across all partner agencies of the specific needs of these communities | 7 - Tackling inequalities |

2021/22 Revenue Budget Monitoring Report for the Period Ending 30 September 2021

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
SLT Lead: Karen Watling, Chief Finance Officer
Lead Officers: Paul Matravers, Lead Specialist – Finance
Hannah Brown, Specialist - Finance
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Purpose of the Report

1. The purpose of this report is to seek Council's approval for Revised Estimates for the 2021/22 revenue budget based on quarter two actuals and forecasts of the year end position.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 2 December 2021.

Public Interest

3. This report proposes Revised Estimates for this financial year based on revenue budget variations estimated for the 2021/22 financial year. It gives an explanation of the significant key variances and why budgets therefore need to be amended. It also incorporates the continuing impact that Covid-19 is having on the Council finances.
4. Maintaining the financial health and resilience of the organisation is important to ensure the ongoing delivery of priority services within our community. The Council also has a legal obligation to set and maintain a balanced revenue budget position.

Recommendations

5. That the District Executive recommend that the Chief Executive:
 - a. Notes the variances being forecast from the 2021/22 revenue budget agreed by Council in February 2021 as set out in Table One.
 - b. Approves the virement of £28k from the insurance budget to fund the extension of key fixed term posts across the Council until the end of this financial year, as described in paragraphs 39 to 42.



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- c. Notes the budget virements made under delegated authority as detailed in Appendix A.
 - d. Notes the transfers made to date to and from reserves outlined in Table Four.
 - e. Delegates the formal decision to remain in the Somerset Business Rates Pool to the Chief Finance Officer in consultation with the Finance & Legal Services Executive Portfolio Holder (see paragraphs 48 to 49).
6. That the District Executive recommends to Council to:
- f. Approve Revised Estimates for the 2021/22 revenue budget as shown in Table One and as described in paragraphs 11 to 35 in this report.
 - g. Approve the deletion and the consequential movement of reserve balances as set out in Table Five.
 - h. Note the forecast year end reserves position shown in Appendix B and described in paragraphs 58 and 59.

Background

7. The 2021/22 original net budget of £16.743m was approved by Council in February 2021. This represents the financial plans that the Executive manages, under their delegated authority and in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder.
8. The Quarter One revenue budget monitoring report advised that the Chief Finance Officer, along with the Finance and Senior Leadership Teams were to undertake an in depth review of the 2021/22 budget as it has become apparent that some projects that were either grant or reserve funded have not been budgeted to show the gross expenditure and income. Although this does not affect the bottom line position, it is important that there is transparency and that the budget fully reflects the use of resources and shows the scale of expenditure being incurred.
9. The Finance team have worked with budget holders and reviewed areas where budget pressures have become apparent. The review involved, where necessary, realigning some historic budgets to reflect current spend and income patterns and identifying additional budget requirements where spend or income is projected to be significantly different from the approved budget.
10. The revised estimates proposed in this report will ensure that the Council has a robust budget which will feed into the updated Medium Term Financial Plan and the budget work that is required for Local Government Reorganisation in Somerset.



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Summary of the Current Financial Position and Revised Estimates

11. This report covers the period 1 April to 30 September and a summary of the year to date budget position is shown below in Table One, analysed by categories of expenditure and income. The table also provides a forecast outturn for 2021/22. It is proposed that the forecast outturn is approved as the Revised Estimate for the year.
12. As at the end of September 2021 the forecast revenue budget position is an **under spend** at year end of **£543,900**, which is a **3.18% variance**.

Table One: 2021/22 Year to-date figures and Forecast Outturn

| | Year to date - April to September 2021 | | | | Forecast Outturn 2021/22 | | |
|--------------------------------|--|-------------------|-------------------|------------|--------------------------|--------------------|-------------------|
| | Budget | Actual | Variance | | Budget | Forecast | Variance |
| Expenditure | | | | | | | |
| Employees | £9,496,143 | £9,230,774 | (£265,369) | 97% | £18,313,140 | £19,380,020 | £1,066,880 |
| Premises | £1,813,010 | £1,869,908 | £56,898 | 103% | £3,014,930 | £3,325,720 | £310,790 |
| Transport | £429,328 | £317,763 | (£111,565) | 74% | £1,015,780 | £913,230 | (£102,550) |
| Supplies & Services | £4,219,641 | £4,060,030 | (£159,611) | 96% | £7,389,980 | £7,828,820 | £438,840 |
| Third Party Payments | £4,006,560 | £4,008,947 | £2,387 | 100% | £8,059,410 | £8,376,910 | £317,500 |
| Housing Benefits payments | £11,985,180 | £12,372,557 | £387,377 | 103% | £24,660,360 | £24,688,360 | £28,000 |
| Capital Financing | £80,500 | £30,235 | (£50,266) | 38% | £2,841,320 | (£257,120) | (£3,098,440) |
| Revenue Reserve transfers | (£190,530) | (£235,255) | (£44,725) | 123% | £1,558,300 | £1,791,370 | £233,070 |
| | £31,839,831 | £31,654,957 | (£184,874) | 99% | £66,853,220 | £66,047,310 | (£805,910) |
| Income | | | | | | | |
| Government grants | (£13,153,748) | (£14,484,357) | (£1,330,609) | 110% | (£26,400,120) | (£27,510,120) | (£1,110,000) |
| Other grants and contributions | (£280,415) | (£989,926) | (£709,511) | 353% | (£1,165,700) | (£1,400,350) | (£234,650) |
| Sales | (£1,044,351) | (£887,435) | £156,916 | 85% | (£2,046,660) | (£1,769,090) | £277,570 |
| Fees and charges | (£9,365,668) | (£9,447,621) | (£81,953) | 101% | (£17,984,630) | (£16,830,550) | £1,154,080 |
| Investment income | (£537,060) | £757,887 | £1,294,947 | -141% | (£2,148,240) | (£1,973,230) | £175,010 |
| | (£24,381,242) | (£25,051,451) | (£670,209) | 103% | (£49,745,350) | (£49,483,340) | £262,010 |
| Net Budget | £7,458,590 | £6,603,506 | (£855,083) | 89% | £17,107,870 | £16,563,970 | (£543,900) |

(Variance column: bracketed figures = underspend / surplus income, unbracketed figures = overspend / income shortfall)

13. Managers have provided a forecast of expenditure and income for the year for their service area as part of their management responsibilities and in line with good financial management and financial procedures rules. This report is a high level summary of the exceptions (budget variances) that managers have forecast. The key variances from the Original Budget approved by Council in February 2021 are explained below along with the rationale for using the forecasts as the basis for the Revised Estimate.

Employees

14. As reported in Quarter One, employee costs are expected to overspend the current approved budget due to the difficulties being experienced by some services, namely Building Control and Development Management, to recruit suitably qualified staff.
15. As a result, these services are currently reliant on the use agency staff and this is at a premium cost. This is an issue facing other authorities and is not specific to



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the Council. Service Managers are planning a recruitment drive to attract professionals to the authority. But this is not expected to materially make a difference in this financial year and therefore it is proposed that the original staffing budget is increased by £1.066m to reflect the reality of the situation and to ensure continuity of service delivery.

Premises

16. An increase to the original budget is required as, at the 30 September; there is a forecast overspend due to additional business rate expenditure and insurance related expenditure for commercial properties: the latter of which will be recovered from the service charge to tenants when billed.

Transport

17. Actual expenditure is currently showing an underspend, mainly related to staff travelling costs and due to the changes to working practices. It is anticipated that this position will remain unchanged during the year and therefore the budget can be decreased by £98k.

Supplies and Services

18. This category of expenditure covers a wide range of costs. The most significant variances to note are forecast overspends on IT of £380k, Development Control consultancy spend of £194k, legal costs overspend of £71k and additional treasury management expenditure of £109k. These are offset by savings of £682k from the Arts and Entertainment budgets arising from reduced performance costs as a result of venue closure due to COVID-19.

Third Party Payments

19. It is forecast that this category of expenditure will overspend by £317.5k mainly arising from additional costs in respect of the Somerset Waste Partnership (SWP).
20. The total forecast overspend for the Partnership is currently £1.186m with SSDC's share being £320k. The Partnership is having to incur additional costs due to Covid 19 (i.e extra cleaning and staggered starts) and the national driver shortage which has also led to the suspension of garden waste collection.
21. These additional costs will be funded from using an element of the COVID grant of £838,000.

Housing Benefit payments

22. The actual position to date is an over spend of £387k: however this is a timing issue between SSDC making the payments and the government giving us the Housing Benefit Subsidy Grant. It is anticipated that the spend relating to rent allowances will be in line with budget at year-end, however, there is a forecast adverse variance of £28k that relates to Discretionary Housing Payments

23. Due to an increase in the number of people who are eligible to apply for a Discretionary Housing Payment the expenditure is likely to exceed the Government funding that the Council will receive: If that is the case the overspend will be funded from the Housing & Homelessness earmarked reserve.

Capital financing charges

24. A zero based budget review of capital financing charges has been undertaken in light of the expanding capital programme and to ensure the MRP (Minimum Revenue Provision) set aside for the repayment of debt and the interest rate assumptions are robust.
25. Table Two shows the original and proposed revised budget: there is a significant reduction in the estimates.

Table Two: Original and Revised Estimates for Capital Financing Charges

| Budget Element | Original Budget | Revised Budget | Change |
|---------------------------|---------------------|---------------------|-----------------------|
| Interest Payable | 2,833,150.00 | 177,770.00 | (2,655,380.00) |
| MRP for Capital Financing | 1,641,970.00 | 1,198,910.00 | (443,060.00) |
| Total | 4,475,120.00 | 1,376,680.00 | (3,098,440.00) |

26. The changes are complex and technical and result from a combination of factors as follows:
- The financing costs have increased from the Original Budget assumptions because of the increased size of the capital programme – however for this year, and for the medium term, these increased costs are “masked” as they can be funded from the changes explained in the following bullet points.
 - The Original Budget assumed that expenditure from the £150m commercial investment budget would be on commercial property acquisitions which would result in both an interest and an MRP cost to the revenue budget. However a significant element of the budget (£46.5m) has been invested in commercial loans to subsidiary companies which, because the loans will be repaid, does not require MRP costs to be charged to the revenue budget.
 - Prevailing current Interest rates arising from external borrowing are lower than originally anticipated.
 - Notional interest and MRP costs were included in the original Commercial Investment budget as an internal borrowing charge with the amount for interest charges credited to the treasury management as an actual unbudgeted amount at year-end. These notional charges are overstated as compared to the actual costs the council is incurring. The Chief Finance Officer has decided to change this methodology and remove the internal borrowing charges preferring instead to show robust estimates of the actual financing charges likely to be incurred corporately by the Council in the revised budget, and in



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the budgets going forwards. The impact on the revenue budget from this change is a reduction of £2.4m.

Government Grants

27. As previously reported, the Council has received additional grant funding this year, including a COVID-19 Local Authority Support grant of £838k and a grant from the Contain Outbreak Management Fund of £216k.
28. The Council has submitted a claim for £56k through the Government's income compensation scheme for COVID related income shortfalls from April to June 2021: which will help to offset some of the shortfalls within Fees and Charges.
29. The grant income is forecast to be fully used this financial year to support the revenue budget position.

Other grants and contributions

30. Income received from grants and contributions is above the budget figure: this is largely due to the success by a number of service managers in obtaining funding from various organisations. The most significant grant funding received to date includes:
 - Sports Council England - £181k;
 - The Arts Council - £115k;
 - National Lottery Heritage Fund - £36k
 - The Cultural Recovery Fund - £35k.
31. £236k of the additional grant income will be fully used this year to support the revenue budget.

Sales

32. There is currently a shortfall in sales income of £156k: this was expected as the Octagon and Westlands have been unable to operate as normal. The reduction in income has been offset by reduced running costs and a grant award from the Arts Council of £115k as mentioned in paragraph 30 above.

Fees and charges

33. The fees and charges position to date is showing a surplus against the budget: however, this is because the funding for election running costs was received earlier than anticipated, and the year to date budget did not take this into account.
34. However, the year-end outturn is forecast to be a deficit of income against the budget as there are several income streams relating to demand led services where there are forecast shortfalls. The Original Budget included an assumption that income levels would still be adversely affected by Covid 19 and reduced the



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2021/22 budget by £1.3m: however this has not been sufficient. The fees with a significant shortfall against the income target are:

- Car Parking fees - £305k
- Recovery of legal fees - £155k
- Venue hire - £69k
- Building regulation fees - £46k
- Planning application fees - £37k

Investment income

35. The adverse variance showing to date in Table One is a timing issue and relates to accrued income which the Council will receive this year but has not received to date. The year-end projection forecasts a shortfall of £175k against the budget. This is a significant change to that shown in the Quarter One report which estimated a £780k surplus. The revised forecast arises from the change in budget approach described in the section above on Capital Financing Charges.

Quarter Two revenue budget position for each service

36. Table Three below reflects the current and forecast budget position, for each service directorate.

Table Three: 2021/22 Year to-date figures and Forecast Outturn

| | Year to date - April to September 2021 | | | Forecast Outturn 2021/22 | | |
|-----------------------------|--|-------------------|-------------------|--------------------------|--------------------|-------------------|
| | Budget | Actual | Variance | Budget | Forecast | Variance |
| Chief Executive | £314,300 | £423,803 | £109,503 | £628,600 | £635,910 | £7,310 |
| Commercial Services | £1,254,367 | £110,088 | (£1,144,280) | £6,635,480 | £3,576,560 | (£3,058,920) |
| Place & Recovery | £226,710 | £341,160 | £114,450 | £214,140 | £213,140 | (£1,000) |
| Strategy & Support Services | £4,698,184 | £5,156,804 | £458,620 | £6,880,220 | £7,980,410 | £1,100,190 |
| Service Delivery | £965,028 | £571,652 | (£393,376) | £2,749,430 | £4,157,950 | £1,408,520 |
| | £7,458,590 | £6,603,506 | (£855,083) | £17,107,870 | £16,563,970 | (£543,900) |

(Variance column: bracketed figures = underspend / surplus income, unbracketed figures = overspend / income shortfall)

Budget Virements

37. 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 £50,000, 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 £50,000 per virement.

38. All virements outside of the criteria set out above require the approval of District Executive.



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39. A virement for £28k is proposed to fund extensions to fixed term posts, the virement is across directorates and under Financial Procedure Rules such a virement requires District Executive approval. Details of the need for a virement are set out in the next section of the report.

Review of Fixed Term Contracts and Secondments

40. The Senior Leadership Team, in consultation with managers and the unions, have undertaken a review of employees who are on a fixed term contract, or a secondment, or doing additional agreed hours and with these arrangements due to end before 31st March 2023. The purpose of the exercise was to review the business needs for the rest of this financial year, and either extend contracts or make arrangements permanent up to this date. As well as addressing business needs, it also gives the affected employees clarity over their role until this date.
41. This assessment has been finalised, and there is a financial cost for both 2021/22 and 2022/23. The financial implication is an additional cost of £28.2k in 2021/22, which can be funded by an identified underspend on an insurance budget that sits within the Support Services and Strategy directorate. The proposal by the Senior Leadership Team, and agreed by the Chief Finance Officer is to vire the budget underspend to services which have a budget pressure due to the agreed contract extensions or additional hours.
42. The maximum additional cost for 2022/23 is £253,060, however there is a possibility that grant funding to the value of £66,960 will be available reducing the additional budget pressure to £187,100. The 2022/23 additional budget requirement will go forward as a request for funding in the budget setting report.

Council Tax Support and Council Tax

43. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower incomes. The Authority has set an estimate for 2021/22 of £10.402m within the Council Tax Base for annual CTS discounts, and total of £10.320m has been allocated as at the 30 September 2021. The cost of the 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 14.13% for 2021/22).
44. The Hardship Scheme is in place for extreme circumstances with a budget of £30k for the year. By the end of September 2021, SSDC had processed 38 applications of which 24 were successful; the amount awarded was £18.2k.
45. The in-year collection rate for Council Tax for this time period is 54.12% for 2021/22 compared to 55.05% for the same period last year. At the end of September 2021, the total of £13.479m outstanding debt relating to previous years had been reduced by £2.003m.

Business Rates

46. The in-year collection rate for Business Rates for this time period is 49.45% for 2021/22 compared to 59.64% for the same period last year. The downturn in collection is due to the impact of COVID-19 on the local economy. At the end of July 2021, the total of £5.502m outstanding debt relating to previous years had been reduced by £741k.
47. Non Domestic Rates income that the Council collects is distributed between Central Government, SSDC, Somerset County Council and the Fire and Rescue Authority under the Business Rates Retention funding system.
48. A Somerset Business Rates Pool (comprising the County Council and the Districts within the County Council area) has provided a positive impact on retained funding from Business Rates since 2018/19, retaining more funding locally rather than redistributed to central government. The pooling arrangement remains in place for 2021/22. The Council's financial plans include an actual gain of £811k in 2021/22 and an estimated gain of £1m for 2021/22 as a contribution towards funding SSDC's Regeneration Programme. Actual gains are not confirmed (and received) until the end of each financial year.
49. An "in principal " decision to continue being a member of the Somerset Business Rates Pool was made by District Executive at its October 2021 meeting in order to meet government's deadline of the 8th October 2021. Confirmation of this will be required within a week of receiving the final finance settlement from central government (in January 2022). District Executive are therefore asked to delegate the formal decision on this matter to the Chief Finance Officer in consultation with the Finance and Legal Portfolio Holder with the expectation being that SSDC remains in the Business Rates Pool.

Earmarked Reserves

50. The Council holds earmarked revenue reserves for a variety of good financial management reasons. Some reserves are for specific expenditure that will occur in the future, some reserves are held to mitigate possible risk, and others are reserves specifically built up over the past to help support the Medium Term Financial Plan. We also hold reserves for each Area Committee. Earmarked reserves are either revenue reserves (which can be used to fund both revenue and capital expenditure) or capital reserves which, unless the Secretary of State gives the council a specific dispensation, can only be used to fund capital expenditure.
51. Table Four below shows all the transfers that have been actioned for the year to date under the delegated authority given in the Financial Procedure Rules.

Table Four: Transfers made (into) and out of Earmarked Reserves

| Reserve | Balance at 01/04/2021 £'000 | Transfers £'000 | Balance at 30/09/2021 £'000 | Reason for Transfer |
|------------------------------------|-----------------------------------|--------------------|-----------------------------------|--|
| Capital | | | | |
| Usable Capital Receipts | (18,073) | (10) | (18,075) | Receipt of repaid grants |
| Revenue | | | | |
| Capital Reserve | (1,164) | (3) | (1,167) | Receipt of photovoltaic income. |
| Revenue Grants Reserve | (7,043) | 6,590 | (454) | Funding of COVID business grants. |
| Revenues & Benefits Reserve | (1,290) | 102 | (1,189) | Funding for transitional resources (£168k) less revenues new burdens grant received (£66k) transferred to reserve. |
| Park Homes Replacement Reserve | (287) | (30) | (317) | Transfer of annual contribution into reserves. |
| Business Support Scheme (Flooding) | (101) | 10 | (91) | Transfer to fund the costs associated with the River Parrett Trail |
| NNDR Volatility Reserve | (4,593) | 14 | (4,579) | Kickstart project funding |
| Ticket Levy Reserve | (120) | (15) | (135) | Ticket levies to reserve movements. |
| Community Safety Reserve | (44) | 19 | (25) | Funding of the Yeovil One Co-ordinator. |
| Housing & Homelessness Reserve | (441) | 68 | (373) | Funding of temporary staffing in 2021/22. |
| Spatial Policy Reserve | (258) | 14 | (244) | Transfer of Neighbourhood Planning Grant into reserves (£20K), less funding of a Planning post (£34K). |
| Climate Change Fund | (167) | 105 | (62) | Funding of staffing involved in this project. |
| Community Resilience Reserve | (126) | (120) | (246) | Grants allocated to fund future community resilience projects. |

(Bracketed figures = balance or transfer into reserve, unbracketed figures = transfer from reserve)

52. The Chief Finance Officer along with SLT colleagues has undertaken a review of the reserves position and have recently implemented enhanced monitoring arrangements to better forward forecast the use of reserves. The forecast position as at the end of this financial year is shown in Appendix B.
53. The forecast position includes the use of reserves agreed by District Executive under their delegated authority since the February 2021 Budget Report was approved: namely £413k agreed in July 2021 to fund the Chard Regeneration Project and £107k agreed in October 2021 to fund the 2021/22 costs of employing a S151 Officer.
54. £1.276m of the Regeneration Fund is also forecast to be spent this financial year largely by using it to part fund capital expenditure on the Regeneration Programme but also to fund project management costs. The use of the Regeneration Fund is reported to the relevant Regeneration Boards and overseen by the Strategic Development Board.
55. The forecast position in Appendix B incorporates the recommendations made in Table Five below, on the deletion of some reserves and the consequential movement of balances between reserves. It is important to note that most of the recommendations shown in the table do not result in any new usage of the reserves: the changes are being recommended in order to rationalise the number of reserves held and make more transparent what the reserves are to be used for. The only new usage of reserves being proposed in Table Five is transferring £100k from the MTFP Support Fund to the LGR reserve for spending this year. Appendix B also includes the recommendations made in the Quarter Two capital monitoring report on using £20.2m of reserves to fund the capital programme: the latter are replicated in Table Six for ease of reference.

Table Five: Recommendations to delete and move reserve balances

| Earmarked Reserve | Balance £000s |
|--|--------------------------|
| Delete the NNDR Volatility Reserve and move balance into the MTFP Support Fund. This reserve was established to mitigate both the risk of Business Rates income not being received as forecast and for any adverse changes arising from Local Government Funding reforms (for example an adverse Baseline Reset). This reserve therefore is essentially a corporate source of funding to support the Revenue Budget and MTFP position. | 4,579 |
| Delete the Yeovil Refresh reserve and move balance into the Regeneration Fund | 112 |
| Delete the Transformation Reserve and use balance to establish a new Somerset Local Government Reorganisation Reserve. (The reserve will need to be increased in 2022/23 to fund SSDC's share of the overall Somerset LGA Implementation Budget). | 91 |
| Delete various small reserves as they are unlikely to now be needed and move balances into the General Fund Balance (Deposit Guarantee Claims (£12k), Park Homes Replacement Reserves (£316k), Planning Obligations Delivery Reserve (£30k), Planning Delivery Reserve (£16k), Health Inequalities Reserve (£30k), Insurance Fund (£50k). | 455 |
| Move the Area Committee balances from the General Fund Balance into a new earmarked reserve | 113 |
| Fund the agreed carry forward of 2020/21 revenue budget, existing commitments, and the balance of any over or underspend in this financial year from the MTPF Support Fund instead of the General Fund Balance | 68 |
| Transfer of £100k from the Medium Term Financial Support Fund reserve to the Local Government Reorganisation earmarked reserve as it is anticipated that additional costs will be incurred in the period to 31 March 2022. | 100 |

Table Six Recommendations to use reserves to fund the existing capital programme

| Earmarked Reserve | Balance £000s |
|--|--------------------------|
| Allocate £2m of the Useable Capital Receipts earmarked reserve to the Octagon Theatre Project to fund estimated expenditure for this and next financial year | 2,000 |
| The use of the remaining amount currently in the Useable Capital Receipts earmarked reserve to fund the revised 2021/22 capital programme | 16,000 |
| The use of the Capital Fund earmarked reserve to fund the revised 2021/22 capital programme | 1,167 |
| The use of the Commercial Investment Risk Reserve to fund capital works required in 2021/22 on the Council's commercial property portfolio | 482 |
| The use of the Cremator Replacement Capital Reserve to part fund the Yeovil Crematorium Project in 2021/22 | 549 |

General Fund Balance

56. The General Fund Balance, if the recommendations shown in Table Five above are agreed, will now comprise of an unallocated revenue reserve available to be used for unforeseen risks and costs. The year-end balance is forecast to be £5.268m.
57. The current assessment of the minimum balance requirement is £2.8m. It is advisable to continue to hold a balance above this minimum to provide headroom

and flexibility to manage risk and to avoid falling below recommended levels. A review of the minimum level balance requirement will be undertaken and reported in the February 2022 Budget Report.

Summary of Overall Forecast Reserves Position

58. The Council held £60.886m in capital and revenue reserves as at the beginning of this financial year, 2021/22. If Council approves the use of reserves to fund capital expenditure shown in Table Six, and given other planned expenditure undertaken via delegation, then the balance of reserves at the year-end is forecast to be £29.522m.
59. Ignoring the movements between reserves recommended by the Chief Finance Officer shown in Table Five above, the key transfers into and out of the reserves explaining the estimated net use of reserves during this year (of £32.36m) are as follows:
- Transfer of Business Rated Pooling Gain of (£0.8m - estimated figure) **into** the Regeneration Fund.
 - Transfer of New Homes Bonus (£1.2m) **into** the MTFP Support Fund.
 - Transfer of received Covid grants (£1.1m) **into** the Covid Recovery Reserve and the Covid Grant Reserve to fund Council Expenditure.
 - **Use of** Capital Receipts Reserve (£18m) to fund Octagon Theatre Project and 2021/22 capital expenditure.
 - Use of revenue earmarked reserves (£3.5m) to fund 2021/22 capital expenditure (Capital Fund, Regeneration Fund, Commercial Investment Risk Reserve, and Cremator Replacement Capital Reserve).
 - **Use of** Businesses Rates S31 Grants Reserve (£11.7m) to fund Collection Fund deficit.

Financial Risks

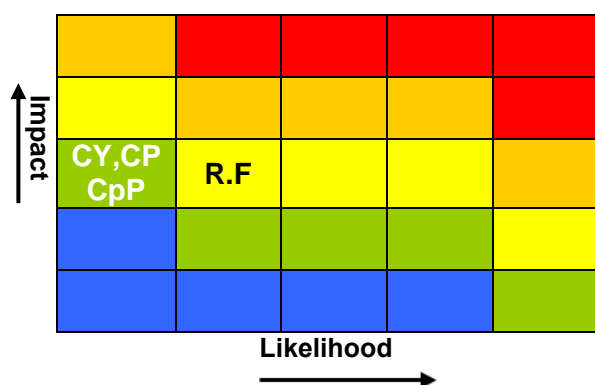
60. As part of monitoring, an assessment of risk has been made and details of the current key risks are listed below with an update from the responsible officer.

| Current Risk | Responsible Officer | Officer's Update |
|--------------------------|-----------------------|---|
| Interest Rates | Chief Finance Officer | Interest rates remain low but there is a strong possibility of a future increase in the bank rate due to rising inflation rates. Regular meetings with our external Treasury Management advisers are held to inform us of the potential risks and any need for action. |
| Level of borrowing needs | Chief Finance Officer | Recent and ongoing deep dive financial reviews on the council's regeneration programme have identified an increased need to borrow to fund the capital expenditure required. The Chief Finance Officer is making a number of recommendations in the quarter 2 capital budget monitoring report to reduce SSDC's borrowing needs by the use of earmarked reserves to fund capital expenditure plans. |

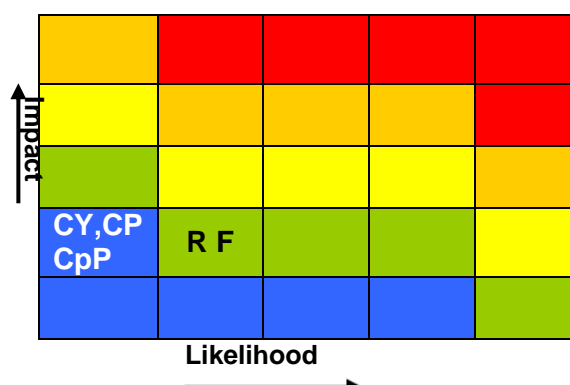
| Current Risk | Responsible Officer | Officer's Update |
|---|------------------------------|--|
| Increase in Pay Award above amounts assumed in the Council's budget | This issue is a national one | This year's pay award for local government services employees remains unresolved as the unions have rejected the National Employers' full and final one-year pay offer that covers the period 1 April 2021 to 31 March 2022. The employers' offer will increase the bottom pay point by 2.75 per cent and would increase all other pay points by 1.75 per cent. The higher increase on the bottom pay point will ensure that the sector is compliant with the statutory National Living Wage of £9.50 that will come into effect on 1 April 2022. However, negotiations on any pay award for 2022-23 do not form part of this year's dispute and will be considered separately once the pay award for 1 April 2021 has been finalised. The unions have confirmed the timetable for their industrial action ballots, which will take place over the next three months. |
| Business Rate Income | Director-Service Delivery | The collection rate is down by 10.19% compared to the same period in the previous year quarter 2. This is a volatile measure affected by the timing of summonses and payments made by large businesses. |
| The Council Tax Support Scheme | Director-Service Delivery | The original budget for 2021/22 is £10.402m and a total of £10.320m has been awarded as at 30 September 2021. 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. |
| 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 in autumn 2022. |
| Covid-19 and particularly its impact on income budgets | Senior Leadership Team | We continue to monitor the effects of the pandemic on our service provision and budget and particularly on our income from car parking charges, planning fees, Council Tax and Business Rates. SSDC holds sufficient reserves to compensate for any income shortfalls in the short to medium term. |

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 | High impact and high probability |
| CpP - Corporate Plan Priorities | Major impact and major probability |
| CP - Community Priorities | Moderate impact and moderate probability |
| CY - Capacity | Minor impact and minor probability |
| F - Financial | Insignificant impact and insignificant probability |

Council Plan Implications

61. 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

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

Equality and Diversity Implications

63. 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

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

Background Papers

Budget Setting reports to Full Council in February 2021.

Quarter One 2021/22 Budget Monitoring report to District Executive in September 2021

Appendix A

The following virements should be noted:

| Value £ | From | To | Description |
|---------|---|---|-----------------------------|
| 3,820 | Community Leisure | Planning Policy | Transfer of budget |
| 24,000 | Housing | Housing – 188 Sherborne Road | Transfer expenditure budget |
| 24,000 | Housing | Housing – 188 Sherborne Road | Transfer income budget |
| 94,980 | Goldenstones 10 yr plan Wincanton Community Sports Centre 10 yr plan | Goldenstones Mgmt Wincanton Community Sports Centre | Consolidation of budgets |
| 205,130 | Various | Information Systems | Centralisation of budget |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Usable Reserves 2021/22 Year End Forecast
Appendix B

| Service | Reserves | Balance as at 31/03/2021 £'000 | 2021/22 | 2021/22 | Estimated |
|--|--|--------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| | | | Estimated Transfers IN £'000 | Estimated Transfers OUT £'000 | Balance as at 31/03/2022 £'000 |
| Corporate Capital Programme | Usable Capital Receipts | -18,073 | -10 | 16,730 | -1,353 |
| | Internal Borrowing Reserve (Vehicle Purchases) | -149 | 0 | 0 | -149 |
| | Corporate earmarked capital reserves total | -18,222 | -10 | 16,730 | -1,502 |
| Somerset Local Government Reorganisation | Local Government Reorganisation Reserve (renamed from Transformation Fund) | -91 | -100 | 191 | 0 |
| | LGR Total | -91 | -100 | 191 | 0 |
| Commercial Services & Income Generation | Commercial Investment Risk Reserve | -6,606 | -137 | 482 | -6,261 |
| | Cremator Replacement Capital Reserve | -549 | 0 | 549 | 0 |
| | Yeovil Athletic Track Repairs Fund | -198 | -19 | 6 | -211 |
| | Artificial Grass Pitch Reserve | -162 | -18 | 10 | -170 |
| | Waste Reserve | -100 | 0 | 0 | -100 |
| | YIC Maintenance Reserve | -40 | -20 | 0 | -60 |
| | Commercial Services Total | -7,654 | -194 | 1,047 | -6,801 |
| Place & Recovery | Regeneration Fund (including Yeovil Refresh Reserve) | -3,109 | -811 | 1,276 | -2,644 |
| | Ticket Levy Reserve | -120 | -15 | 0 | -135 |
| | COVID Recovery Reserve | 0 | -464 | 464 | 0 |
| | Place & Recovery Total | -3,229 | -1,290 | 1,740 | -2,779 |
| Service Delivery | Revenues and Benefits Reserve | -1,291 | 0 | 506 | -785 |
| | Housing & Homelessness Reserve | -441 | -20 | 144 | -317 |
| | Park Homes Replacement Reserve | -286 | -30 | 316 | 0 |
| | Business Support Scheme (Flooding) | -101 | 0 | 10 | -91 |
| | Closed Churchyards Reserve | -19 | 0 | 0 | -19 |
| | Climate Change Fund | -167 | -263 | 120 | -310 |
| | Community Housing Fund | -170 | 0 | 170 | 0 |
| | Community Initiatives Reserve | -163 | -140 | 303 | 0 |
| | Community Resilience Reserve | -126 | -191 | 314 | -3 |
| | Area Committee Reserves | -113 | 0 | 6 | -107 |
| | Planning Obligations Admin Reserve | -30 | 0 | 30 | 0 |
| | Planning Delivery Reserve | -16 | 0 | 16 | 0 |
| | Deposit Guarantee Claims Reserve | -12 | 0 | 12 | 0 |
| | Service Delivery Total | -2,937 | -644 | 1,947 | -1,634 |
| Support Services & Strategy | Bristol to Weymouth Rail Reserve | -72 | 0 | 1 | -71 |
| | Spatial Policy Reserve | -258 | -20 | 122 | -156 |
| | Election Reserve | -214 | -40 | 0 | -254 |
| | Sports Facilities Reserve | -51 | 0 | 51 | 0 |
| | Community Safety Reserve | -43 | 0 | 43 | 0 |
| | Health Inequalities | -31 | 0 | 31 | 0 |
| | IT Replacement Reserve | -10 | 0 | 0 | -10 |
| | Support Services & Strategy Total | -680 | -60 | 248 | -492 |
| Corporate Financial Reserves | COVID Grant Reserve for Council expenditure | 0 | -595 | 595 | 0 |
| | Revenue Grants Reserve | -525 | 0 | 72 | -453 |
| | Business Rates S31 Grants 2020/21 | -11,703 | 0 | 11,703 | 0 |
| | NNDR Volatility Reserve | -4,592 | 0 | 4,592 | 0 |
| | Medium Term Financial Plan Support Fund | -4,880 | -6,307 | 1,716 | -9,471 |
| | Insurance Fund | -50 | 0 | 50 | 0 |
| | Capital Reserve | -1,164 | -3 | 1,167 | 0 |
| | Treasury Management Reserve | -750 | -50 | 0 | -800 |
| | Internal Borrowing Repayments (Vehicle repayments) | -321 | 0 | 0 | -321 |
| | Corporate Financial Reserves Total | -23,986 | -6,955 | 19,895 | -11,046 |
| | Total Usable Earmarked Revenue Reserves | -38,576 | -9,243 | 25,068 | -22,752 |
| | General Fund Balance | -4,201 | -1,067 | 0 | -5,268 |

N B This excludes the amount of £6.590m held by the Council as agent to the government for Covid Business Grants

2021/22 Capital Monitoring Report Period Ending 31st October 2021

| | |
|-----------------------------|--|
| Executive Portfolio Holder: | Peter Seib, Finance and Legal Services |
| SLT Lead: | Karen Watling, Chief Finance Officer |
| Lead Officers: | Anthony Morris, Specialist, Finance Paul Matravers, Lead Finance Specialist |
| Contact Details: | Anthony.Morris@southsomerset.gov.uk 01935 462317 |

Purpose of the Report

1. To inform Members of the forecast capital spend for the year 2021/22 and how this is to be funded along with an explanation of the key differences from the original capital budget agreed by Council in February 2021.
2. To seek approval from Council for Revised Capital Estimates for 2021/22 along with revised capital funding plans including the approval to use Council earmarked reserves to fund expenditure in this financial year.
3. To seek approval from Council to cease all investment purely for yield capital expenditure from December 2021 onwards.

Forward Plan

4. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2021.

Public Interest

5. Capital expenditure is expenditure on assets such as land, property, ICT equipment, and the refurbishment of existing assets that will prolong the useful life of the asset (such as replacing a roof). Lending to third parties is also capital expenditure in the majority of cases. This report sets out details of the expenditure estimated to be incurred by SSDC in 2021/22, how this is to be financed, and compares the expenditure to the approved capital budget, both for individual projects and for the overall programme.
6. SSDC has a large and ambitious multi million pound capital programme that is planned to deliver many of the Council's key strategic priorities as set out in the Corporate Plan. The size and funding of capital expenditure has a direct impact on the Council's revenue budget when capital expenditure is funded by borrowing as the financing costs of the borrowing are a cost to the revenue budget.

Recommendations

7. That the District Executive recommends to Council to approve: -

- a) Revised Capital Estimates for the financial year 2021/22 of £41.703m (as described in paragraphs 13 to 18 and as shown in detail in Appendix A).
- b) The removal of the schemes listed in Table Two from the capital programme.
- c) The removal of the unspent Commercial Investment budget from the capital programme (of £8.643m) and the cessation of investment purely for yield capital expenditure from December 2021 (as described in paragraphs 32 to 41).
- d) Approval to increase the capital programme by £482k to fund capital works on the Council's Commercial Property Portfolio as described in paragraph 16.
- e) Revised capital funding plans as described in paragraphs 24 to 30 including the approval to use £20.2m of corporate Council earmarked reserves to fund expenditure in this financial year as follows:
 - i. The allocation of £2m of the Useable Capital Receipts earmarked reserve to the Octagon Theatre Project to fund estimated expenditure for this and next financial year.
 - ii. The use of the remaining amount currently in the Useable Capital Receipts earmarked reserve, of £16m, to fund the revised 2021/22 capital programme.
 - iii. The use of the Capital Fund earmarked reserve of £1.167m to fund the revised 2021/22 capital programme.
 - iv. The use of the Commercial Investment Risk Reserve of £482k to fund capital works required on the Council's commercial property portfolio in 2021/22.
 - v. The use of the Cremator Replacement Capital Reserve of £549k to part fund the Yeovil Crematorium Project in 2021/22.

Background

8. Full Council approves the capital budget in February each year. Council has also agreed a reserve programme comprising of projects that have been agreed in principal. Monitoring of the agreed programme is delegated to District Executive and is undertaken on a quarterly basis (although a Quarter One position was not produced in 2021/22 due to a temporary lack of capacity in the Finance Team earlier this year). District Executive also agrees each quarter whether the capital budget is amended, within the overall programme approved by council, to reflect any known changes to the project or its funding or whether reserve projects can be added to the capital budget.
9. The Chief Finance Officer along with Senior Leadership Team (SLT) colleagues have undertaken an enhanced review of the 2021/22 capital programme, i.e. a more in-depth review than is normally the case for the quarterly budget monitoring process. SLT has reviewed the programme in terms of priority of the expenditure, when the expenditure is likely to take place, and the officer capacity to deliver the projects. SLT recommends that some of the current projects within the programme



should be removed – the proposed schemes and their budgets are shown in Table Two. A further iteration of this review process will be undertaken with outcomes reported in the Capital Budget Report going to District Executive and Council in February 2022.

10. It is proposed to change the previous methodology of agreeing reserved schemes “in principle”. Given that that Local Government Reorganisation will mean a new unitary authority will be in existence in April 2023 it is important for SSDC to now fully agree and “fix” its capital programme for this and the next financial year. The reserved schemes shown in the February 2021 Capital Budget Report have therefore either been incorporated into the Revised Estimate proposals for 2021/22 shown in this report, or have been deferred to 2022/23. The latter will be reviewed by SLT and the relevant Portfolio Holders and may seek Council approval to be included in the 2022/23 programme in February 2022.
11. Members are also reminded that in September 2021 they approved the recommendation of the Chief Finance Officer to show the total gross expenditure budget for the Regeneration Projects rather than the net position (i.e net after other, largely external, funding sources had been applied); up to this report the net budget only had been included in the capital expenditure budget. This change, along with that proposed in paragraph 10 above, should aid in enhancing the understanding and improving the transparency of SSDC’s capital programme.

Overall Forecast Capital Position for Q2 2021/22

12. Total spending is forecast to be **£41.703m**; this is £14.493m (53%) more than the original **£27.210m** of planned expenditure agreed by Council in February 2021. A report giving the detailed 2021/22 forecasts by scheme/project is attached at Appendix A. A summary of the budget movements producing the overall net increase is shown in Table One below.
13. It is recommended that the forecast outturn position is approved by Council as the Revised Estimates for 2021/22.

Table One: Movements from the 2021/22 Original to the Revised Capital Estimates

| | £ 000 |
|--|---------------|
| 2021/22 Original Capital Budget (approved by Council February 2021) | 27,210 |
| Over/(Under) spend | 300 |
| Slippage from 2020/21 into this financial year | 2920 |
| Re-profiling - expenditure forecast to slip into future years | (10,273) |
| Re-profiling - expenditure brought forward from future years | 2,430 |
| Moving Commercial Investment budget from “reserved” programme | 18,625 |
| Recommended removals from the capital programme | (1,552) |
| New capital expenditure approved by Council since February 2021 | 2,043 |
| Proposed 2021/22 Revised Estimates | 41,703 |

N.B: bracketed figures are decreases from the original budget



14. The net increase is partly “cosmetic”, in terms of the impact this has on the funding of the budget, as some of this is a result of moving planned expenditure from the “reserved” commercial investment budget into the capital programme. Other movements from the February 2021 agreed capital programme are due to changes in the profiling of already approved capital expenditure: either bringing forwards expenditure from future years to this year and/or slipping the expenditure into future years.
15. Council has however approved increases in the capital programme since the programme was approved in February 2021. These were for leisure works capital which incorporated the prior Goldenstones and Wincanton schemes and required an increase of £2.46m to the existing budget to bring the total to £3.495m. The Octagon Theatre redevelopment was approved in March 2021 at a total budget of £23.01m (with expenditure primarily occurring in future years).
16. The revised estimates contain the additional capital budget (£600k) seeking Member approval as set out in the confidential part of this agenda. In addition new budgets are requested totalling £482k to undertake capital works on our existing commercial properties at Sherwood Road (Bromsgrove), Alchemy (Welwyn Garden City), Trafalgar House (Taunton), King William House (Bristol,) and Lyndon Place (Birmingham). Details of the works are given in Appendix A. Approval is sought from Council to use the Commercial Investments Risk Reserve to fund this expenditure.
17. As described in paragraph 9 above, recommendations are being made in this report to remove specific projects and their budgets from the capital programme – more detail is shown in Table Two below and in Appendix A. Senior Leadership Team advises that these are either unlikely to complete, due to a lack of officer capacity, or are not now a priority due to Local Government Reorganisation.

Table Two: Recommended removals from the Capital Programme

| Scheme | Original Budget £000 | Balance Removed £000 |
|---|---------------------------------|---------------------------------|
| Installation of PV Panels on J O'Donnell Pavilion | 30 | 30 |
| Battery Storage or LED Bulbs at Yeovil Rec | 10 | 10 |
| Yeovil Innovation Centre - 1st Floor Fit-Out | 0 | 21 |
| New Car Parks | 200 | 197 |
| Car Park Improvement Works | 310 | 306 |
| Enhancement to SSDC Buildings | 171 | 141 |
| Brympton Way Building Improvement Works | 84 | 2 |
| Capital Works to Council Portfolio | 132 | 132 |
| Petters Way Refurbishment | 0 | 26 |
| Contingency for Plant Failure | 174 | 174 |
| Careline Product Development | 20 | 20 |
| Empty Property Grants | 0 | 61 |
| Gypsy & Traveller Acquisition Fund | 133 | 133 |



| | | |
|--|--------------|--------------|
| Affordable Housing – Mortgage Rescue Contingency | 277 | 277 |
| Transformation | 22 | 22 |
| TOTAL | 1,563 | 1,552 |

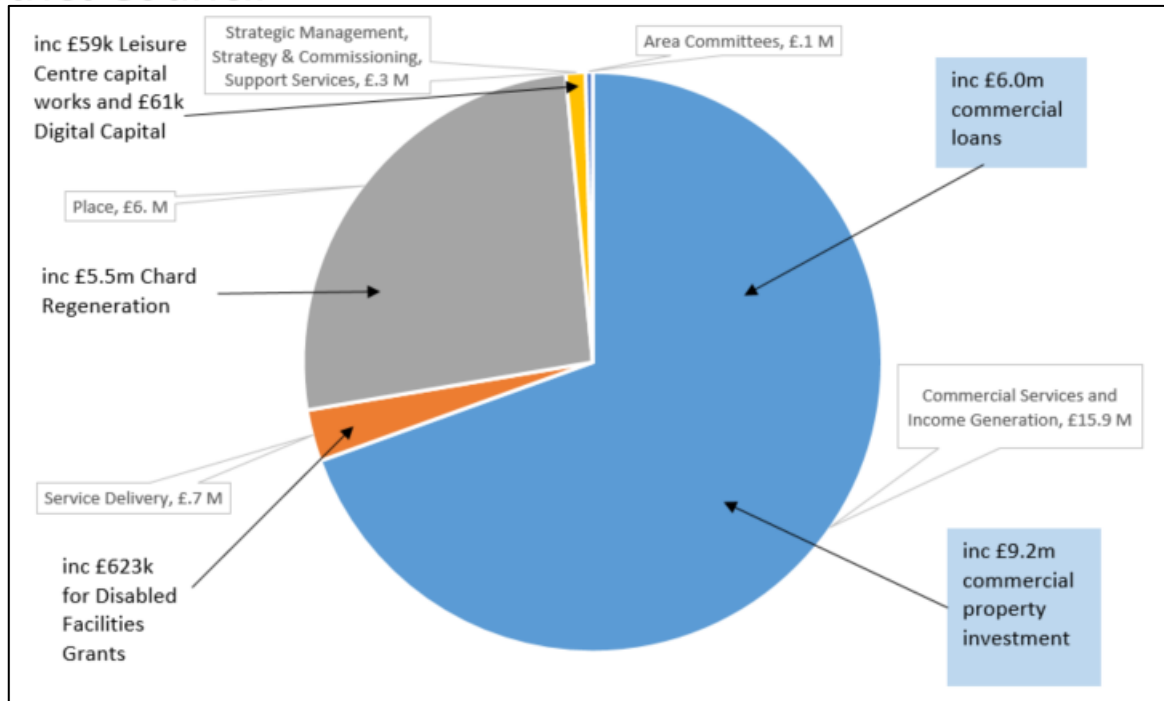
18. Members should note that two schemes within the capital programme will need to come back to Council in February 2022, with Business Cases, to seek approval for an increase in their capital budgets should Members wish to complete the schemes to deliver the scope and outcomes originally intended. These schemes are the Decarbonisation Programme for Council Buildings and the Yeovil Crematorium Project. The former may include the first two schemes shown in Table Two above.

Outcomes delivered through capital spent to-date

19. Spend to-date on the capital programme is £22.837m which is 55% of the revised programme. The spend-to-date figures are illustrated in Pie Chart One below. Key areas of capital expenditure spent to-date are briefly described below:

- £6.013m Commercial Loans to SSDC Opium Power for the Battery Storage Scheme at Fareham – to be repaid in line with loan agreements.
- £9.203m in commercial Investment Properties (Lyndon House, Birmingham; St John’s Retail Park, Taunton) – generating new income to fund services to our communities.
- £5.948m on Town Centre Regeneration – the majority of this expenditure was for the Chard Regeneration Project - improving the town centre to stimulate economic growth.
- £623k Disabled Facilities Grants – enabling aids and adapting private properties to support living at home.
- £223k John O’Donnell Pavilion – upgrading and improving to provide better leisure and recreation services.

Pie chart one: capital expenditure by service Directorate



Capital Spending Pattern

20. The graph and Table Three below show the actual spend compared to the original and revised budgets for the last 5 years. The current year shows Q2 actual spend against the full year spend forecast.

Graph One: SSDC Capital expenditure against budgets for the last five years

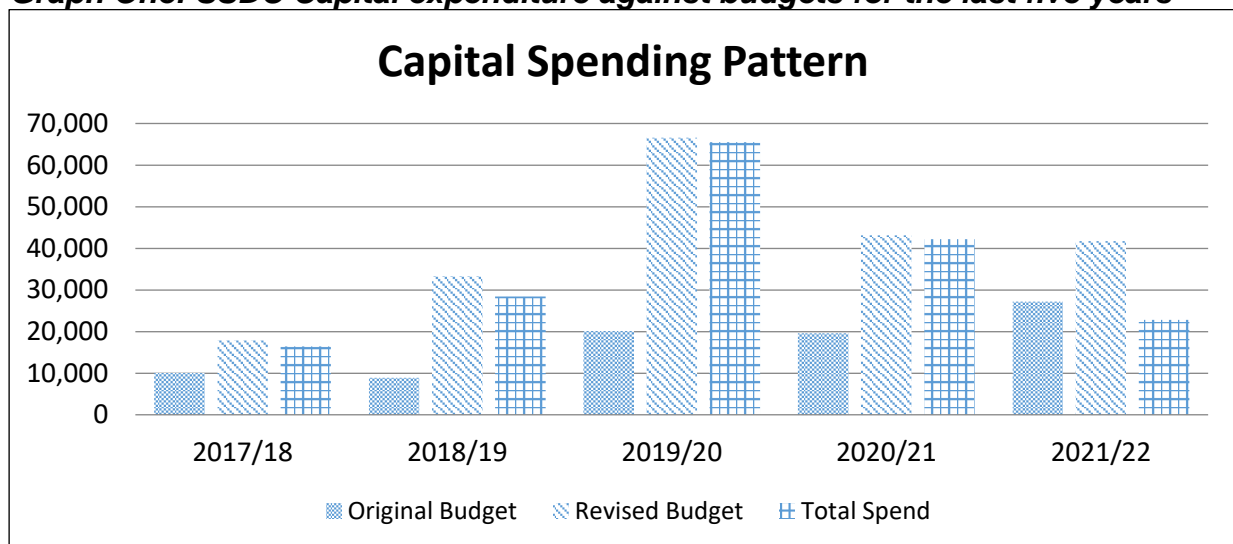


Table Three: SSDC Capital expenditure against budgets for the last five years

| Year | Original Budget | Revised Budget | Total Spend | % of Budget Spent |
|---------|-----------------|----------------|-------------|-------------------|
| | £'000 | £'000 | £'000 | % |
| 2017/18 | 10,064 | 17,863 | 16,424 | 92 |
| 2018/19 | 8,908 | 33,251 | 28,414 | 85 |
| 2019/20 | 20,130 | 66,547 | 65,482 | 98 |
| 2020/21 | 19,549 | 43,109 | 42,177 | 98 |
| 2021/22 | 27,210 | 41,703 | 22,837 | 55 |

Completed schemes (including feasibility)

21. Table Four below shows the projects/schemes completed this year to-date with a value over £25k.

Table Four: Projects over £25k completed to-date

| Scheme | Revised Budget £'000 | Actual Spend £'000 | Within acceptable limits? | Responsible Officer |
|---------------------------------------|-------------------------|-----------------------|---------------------------|---------------------|
| Firewalls & Security (Civica Upgrade) | 41 | 45 | Y | T Beattie |

22. In order for an over/under spend to be within acceptable limits, the variation should be within £10,000 or 5% (whichever is greater) of the revised budget. On this basis, the completed schemes (including those below £25k) are within an acceptable margin of the overall budget.

Area Committee unallocated capital balances

23. Each Area Committee was allocated an additional £25,000 in February 2021 for schemes in 2021/22. The table below shows that following scheme approvals in 2021/22, unallocated capital balances have decreased by £285,000 from the position at the start of the year.

Table Five: Unallocated capital balances for each Area Committee

| | Area East £'000 | Area North £'000 | Area South £'000 | Area West £'000 | Totals £'000 |
|---|--------------------|---------------------|---------------------|--------------------|-----------------|
| Position at start of financial year | 55 | 120 | 123 | 69 | 367 |
| Additional resources approved by District Executive | 25 | 25 | 25 | 25 | 100 |
| Transfers to/(from) reserve during year | -9 | -94 | -112 | -70 | -285 |
| Position at Quarter Two | 71 | 51 | 36 | 24 | 182 |

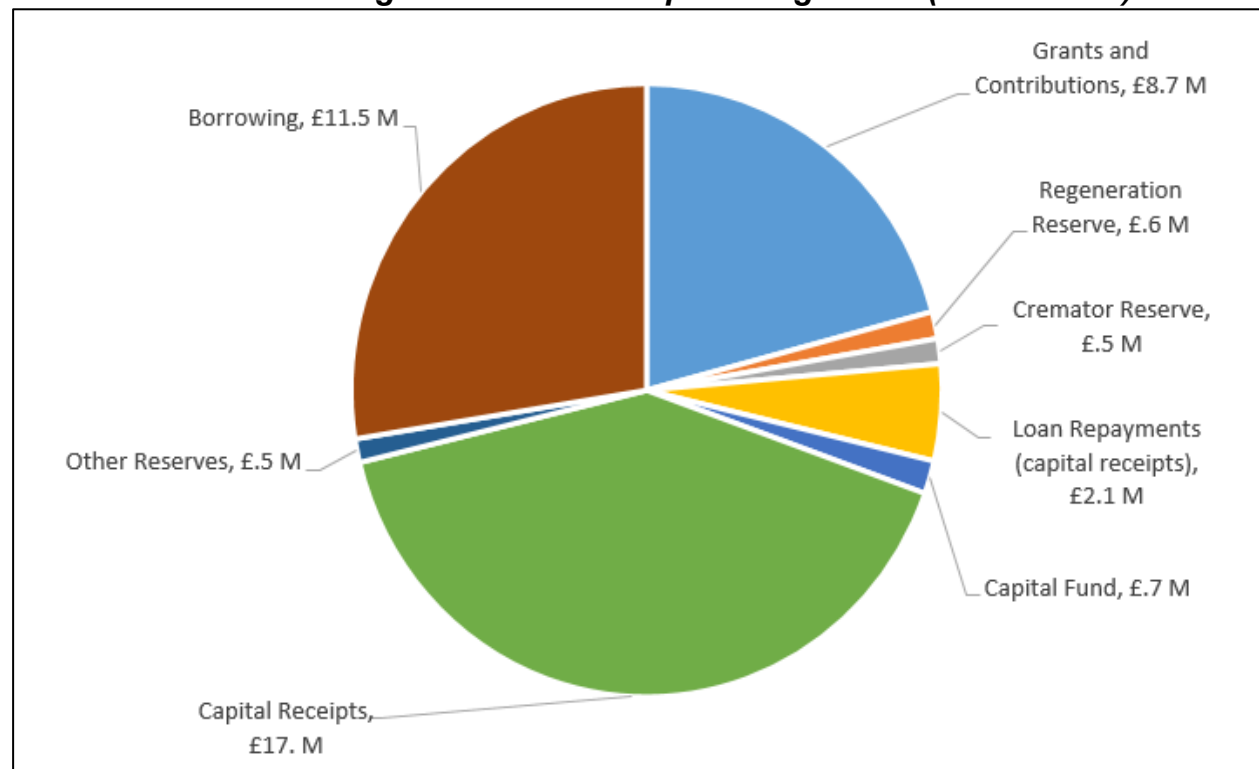
Funding of the Capital Programme

24. The proposed funding of the revised 2021/22 capital programme is shown in Table Six and illustrated in pie chart two. Prudential borrowing is funding 41% of the expenditure incurred.

Table Six: Financing of the 2021/22 Capital Programme

| Financing Source | £'000 |
|---|---------------|
| Specific Funding: | |
| Grants and Contributions | 8,705 |
| Regeneration Fund (earmarked reserve) | 594 |
| Proposed use of Cremator Replacement earmarked reserve | 549 |
| Other Reserves (primarily Commercial Investment Risk Reserve) | 521 |
| Loan Repayments (capital receipts) from SSDC Opium Ltd and Somerset Waste Partnership | 2,126 |
| <i>Subtotal</i> | 12,495 |
| SSDC Funding: | |
| Proposed use of Capital Fund (earmarked reserve) | 730 |
| Proposed use of Useable Capital Receipts earmarked reserve | 16,994 |
| Borrowing | 11,484 |
| <i>Subtotal</i> | 29,208 |
| Total Financing Required | 41,703 |

Pie Chart Two: Financing of the 2021/22 Capital Programme (of £41.703m)



25. The borrowing amount of £11.5m is a combination of internal and external borrowing, with the forecast split being £7.9m internal and £3.6m external. Internal borrowing is when the Council uses its cash balances to temporarily fund its need to borrow. The use of these cash balances is only temporary. Continual monitoring of the Council's cash position is undertaken to ensure a working capital cash balance is maintained and if this is estimated to be at risk a switch is made from internal to external borrowing.
26. External borrowing is the action of obtaining loan finance from a third party. As described in the MTFP Refresh report presented to District Executive at its meeting in October 2021, SSSC currently meets its external borrowing needs though short-term loans on a rolling basis with other local authorities. It is proposed to continue this strategy given that such borrowing is currently cheap and also gives flexibility to the new successor council.
27. Borrowing (both internal and external) comes at a cost to the council's revenue budget through external interest charges, interest income foregone from holding cash (although this is minimal given current low interest rates), and through the requirement to fund future loan repayments by charging MRP (Minimum Revenue Provision) costs to the revenue budget. The latter is a charge to the revenue budget both for internal and external borrowing.
28. The funding strategy shown in Table Six above requires Council approval to use corporate Council reserves, as follows:
 - The allocation of £2m of the Useable Capital Receipts earmarked reserve to the Octagon Theatre Project to fund forecast expenditure during this and next financial year. This funding will help improve the financial viability of the overall proposal which is currently at risk because of the high inflationary cost pressures currently being experienced in the construction industry.
 - The use of the remaining amount currently in the Useable Capital Receipts earmarked reserve, of £16m, to fund the revised 2021/22 capital programme. This earmarked reserve has been built up over the years from the sale proceeds of land and property previously owned by SSSC. It seems appropriate therefore that this reserve is used to fund existing SSSC capital expenditure. The recommendation, if agreed by Council, would also result in lowering the borrowing needs of this Council by £16m which benefits SSSC's revenue budget and, moving forwards, that of the new successor unitary Council. The use of the reserve will however mean that SSSC has less cash balances with the result that more external rather than internal borrowing will need to be undertaken.
 - The use of the Capital Fund earmarked reserve of £1.164m to fund the revised 2021/22 capital programme. This earmarked reserve is historic and has been built up from charges made to the revenue budget intended, but never used,



to fund capital expenditure. The use of this reserve will have the merit of reducing SSDC’s borrowing needs as explained in the paragraph above.

29. Officers are currently reviewing the possible use of the remaining forecast balance in the Regeneration Fund earmarked reserve to fund the Regeneration Programme in order to further reduce borrowing needs. Firm recommendations on this are not being proposed here because some of the estimated balance contains assumptions on the amount of Business Rates Pool Gain SDC will receive and officers are awaiting updated estimates on this amount.
30. Approval will also be sought from the Strategic Development Board at its meeting scheduled on the 7th December 2021 to use existing CIL (Community Infrastructure Levy) funds to fund Regeneration Projects that meet the agreed criteria.

Outstanding Loans to Third Parties

31. As part of the agreed loans policy the amount of any outstanding loans lent to third parties at the end of each financial year must be reported to this committee. As at 30th September 2021 the following loans were outstanding:

Table Seven: Outstanding loans lent to Third Parties as at 30th September 2021

| Third Party | Original Sum Lent £ | Fixed Interest Rate | Outstanding at 30/09/21 £ | Period of Loan | Final Repayment Date |
|--------------------------------|------------------------|---------------------|------------------------------|----------------|----------------------|
| Hinton St George Shop | 190,000 | 2.76% | 136,033 | 19 years | November 2034 |
| Somerset Waste Partnership (1) | 1,567,216 | 2.22% | 453,853 | 7 years | August 2023 |
| Somerset Waste Partnership (2) | 4,150,062 | 3.19% | 3,543,807 | 10 years | October 2029 |
| OPIUM Taunton | 14,508,705 | Various | 12,680,005 | 7.5 years | July 2026 |
| OPIUM Fareham 1 | 18,690,559 | Various | 18,690,559 | 25 years | March 2047 |
| Elleston | 132,000 | 5.00% | 47,000 | 7 years | 2026/27 |
| Total Outstanding | | | 36,026,231 | | |

Investment purely for yield

32. On 26th November 2020 HM Treasury introduced changes to PWLB (Public Works Loans Board) lending terms which effectively mean that any new “investment purely for yield” commercial activity after that date cannot be financed using PWLB borrowing – the source most used by councils to obtain loan finance. The restriction also applies to other capital expenditure (for example regeneration and leisure projects), if the council has “investment purely for yield” activity in its capital programme in that financial year.
33. In order to now get a PWLB loan:



South Somerset District Council

- Councils must submit a high-level description of their capital spending and financing plans for the following 3 years.
 - The S151 Officer must certify that the borrowing is not to be used to fund investment assets with the primary objective of generating yield.
34. HM Treasury has defined “*investment primarily for yield*” as an investment that has one or more of the following characteristics:
- Buying land or existing buildings to let out at market rate.
 - Buying land or buildings that were previously operating on a commercial basis which is then continued by the Council without any additional investment or modification.
 - Buying land or buildings other than housing that generate income and are intended to be held indefinitely.
35. PWLB will continue to support the following categories of spending as long as there is no “investment purely for yield” activity planned in the budget: service spending, housing, economic regeneration, preventative action, treasury management (e.g. refinancing of existing debt). Recent clarifications from HM Treasury have led to the understanding that debt existing before the 26th November 2020 arising from “investment purely for yield” can be refinanced using PWLB loan finance.
36. CIPFA (Chartered Institute of Public Finance and Accountancy) has recently consulted on proposed changes to the Prudential and Treasury Management Codes and revised codes are due to be published on 21st December 2021. English and Welsh local authorities are required by regulation to “*have regard to*” the Prudential and Treasury Management Codes when carrying out their duties under Part 1 of the Local Government Act 2003. Councils can choose not to implement the Codes but must state why they are not doing so.
37. The changes aim to define more clearly, with examples, on what borrowing activities, commercial activity, and investments are permitted by local authorities and will prohibit borrowing “to invest primarily for financial return”. There will also be the requirement to report on a new indicator termed the “liability benchmark”. CIPFA wishes, by making its definitions less flexible in interpretation, to stave off intervention by central government and the possible return of a capital controls system where government determines the amount of capital individual councils can spend.
38. The Prudential Code amendments propose that authorities should consider selling commercial investments to repay debt or reduce new borrowing requirements rather than take on new borrowing. The Local Government Association has asked CIPFA to clarify this further before the Revised Code is published later in the month.
39. CIPFA has announced a “soft launch” for the revised Code, and asks that councils try to implement some of the requirements if they can for 2022/23 with full implementation in 2023/24. This does not apply to the “core principles” including

that of not borrowing 'to invest primarily for financial return' which should be applied immediately.

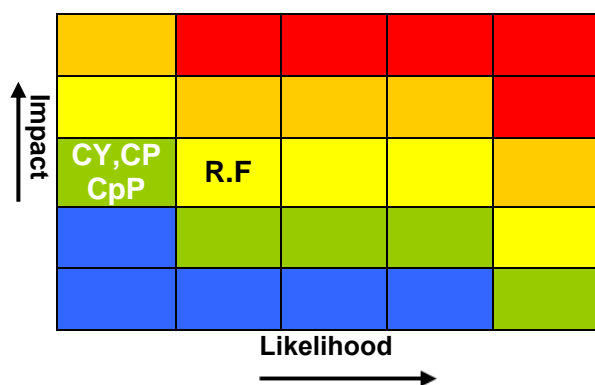
40. It is therefore recommended to Council that SSDC now ceases its capital investment for yield expenditure as this does not comply with the requirements of the revised Prudential Code. It is our understanding that the revised code does allow capital works to modify or enhance already owned commercial property to be undertaken: specific advice on this issue is being sought from our external Treasury Management advisers Arlingclose as we are proposing such capital works in the revised capital estimates shown in Appendix A.
41. The financial impacts of the recommendation are (a) £8.643m (6%) of the £150m commercial investment budget will be unspent and will be removed from the capital programme and (b) the net impact on the revenue budget after accounting for financing charges arising from borrowing, will be an opportunity cost of not receiving new additional income in the region of £216k to £259k per annum (reflecting the current net yield on investment arising from acquiring commercial property of 2.5% to 3%).

Financial Implications

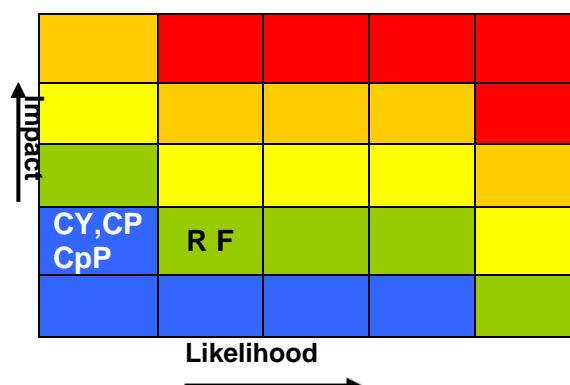
42. These are contained in the body of the report.

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 | High impact and high probability |
| CpP - Corporate Plan Priorities | Major impact and major probability |
| CP - Community Priorities | Moderate impact and moderate probability |
| CY - Capacity | Minor impact and minor probability |
| F - Financial | Insignificant impact and insignificant probability |



Council Plan Implications

43. 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

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

Equality and Diversity Implications

45. 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

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

Background Papers

Budget Setting reports to Full Council in February 2021
MTFP Refresh Report to District

Capital Programme 2021/22 - 2024/25

| Scheme | Overall Project Budget £000s | Spend in Previous Years £000s | 2021/22 Original Budget £000s | Actual Spend to 31/10/21 £000s | 2021/22 Forecast Spend £000s | 2022/23 Forecast Spend £000s | Future Years Unitary Authority £000s | Total Forecast Project Spend £000s | Forecast Underspend (-) / Overspend £000s | Status | Commentary |
|--|---------------------------------|----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|------------------------------------|--|--|--|--------------------------------------|--|
| COMMERCIAL SERVICES & INCOME GENERATION | | | | | | | | | | | |
| Westlands Building Improvement Works | 800 | 74 | 125 | 77 | 125 | 601 | 0 | 800 | 0 | In progress | £125k spend in Q1-2 in 21/22. SLT sorting out capacity issues to deliver the project in 2022/23. |
| Upgrade Joanna France Building | 27 | 0 | 0 | 0 | 27 | 0 | 0 | 27 | 0 | In progress | Licence with Athletics Club complete and works being completed against specification. Release of funds to Club due throughout Q.3 |
| Fleetmaster Replacement | 57 | 0 | 57 | 0 | 57 | 0 | 0 | 57 | 0 | In progress | Resources available to complete by March 2022 - needed ASAP |
| Access for all footpaths within various open Spaces | 218 | 0 | 218 | 0 | 134 | 84 | 0 | 218 | 0 | Scoping | there has been a significant increase in material cost and we are reviewing the proposals |
| Riverside Park Planting Scheme | 23 | 17 | 5 | 0 | 5 | 1 | 0 | 23 | 0 | In progress | Covid 19 has continued to cause delays to project work at Riverside Park due to lack of volunteers on site and visitor pressure increasing the workload for the rangers. Work is now programmed in for Autumn 2021. |
| Ninesprings Café Extension | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | -1 | Not in progress | Project cancelled due to lack of officer capacity and Covid delays. Recommend to Council to remove unspent budget. |
| Works to Chard Reservoir Dam & Outlets | 18 | 0 | 18 | 6 | 15 | 3 | 0 | 18 | 0 | Ordered & In progress | Topographical survey for Chard Reservoir and dam arrangement, review of on site Flood Plan and Completion of Final Measures in the Interests of Safety report all due by March 2022 from consulting engineers to satisfy Environment Agency requirements. |
| Installation of PV Panels on Ninesprings Café | 10 | 2 | 8 | 0 | 0 | 0 | 0 | 2 | -8 | Not in progress | Recommend to Council to remove unspent budget. Scheme may proceed subject to new bid proposal for 22-23 under phase 2 of the decarbonisation project |
| Yeovil Rec - J O'Donnell Pavilion upgrade | 398 | 228 | 170 | 223 | 223 | 0 | 0 | 451 | 53 | In progress | All practical building works complete. Facilities open and trading. Grant funding currently being drawn down to cover what is showing as overspend. |
| Installation of PV Panels on J O'Donnell Pavilion | 30 | 0 | 30 | 0 | 0 | 0 | 0 | 0 | -30 | Not in progress | Recommend to Council to remove unspent budget. Schemes may proceed subject to new bid proposal for 22-23 under phase 2 of the decarbonisation project |
| Battery Storage or LED Bulbs at Yeovil Rec | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | -10 | Not in progress | Recommend to Council to remove unspent budget. Schemes may proceed subject to new bid proposal for 22-23 under phase 2 of the decarbonisation project |
| Prior years' Commercial Lending | | 34,528 | 0 | 0 | 0 | 0 | 0 | 0 | | Completed | Loans made in line with agreed loan schedules – progress on individual projects linked to these reported within quarterly Investment Asset update reports to Executive. |
| Commercial Lending - OPIUM Fareham | | 0 | 0 | 6,013 | 8,430 | 0 | 0 | 0 | | In Progress | Completed prior years commercial property acquisitions |
| Prior years' commercial property investments | | 83,943 | 0 | 202 | 202 | 0 | 0 | 0 | | Completed | Completed prior years commercial property acquisitions |
| Investment in Commercial Property - Costa Coffee | | 0 | 680 | 9 | 700 | 0 | 0 | 0 | | In Progress | Development including all professional fees. Commercial investment budget funded |
| Investment in Commercial Property - Lyndon House, Birmingham | 150,000 | 0 | 0 | 2,649 | 2,663 | 0 | 0 | 0 | | Completed | Commercial investment budget funded |
| Investment in Commercial Property - Fitness First, Poole | | 2,726 | 0 | 5 | 5 | 0 | 0 | 0 | | In Progress | Commercial investment budget funded |
| Investment in Commercial Property - St John's Retail Park | | 0 | 0 | 6,352 | 6,460 | 0 | 0 | 0 | | Completed | Commercial investment budget funded |
| Investment in Commercial Property - Trelleborg, Bridgwater | | 0 | 0 | 0 | 850 | 850 | 0 | 0 | | In Progress | Refurbishment of Unit 1 and building of unit 3. Commercial investment budget funded |
| Sherwood Road, Bromsgrove (commercial investment) | 80 | 0 | 0 | 0 | 7 | 0 | 73 | 80 | 0 | Not in progress | Minor works to boundary wall with Sherwood Road. Future provision for end of tenancy refurbishment not covered by dilapidations settlement |
| Alchemy, Welwyn Garden City (commercial investment) | 60 | 0 | 0 | 0 | 20 | 0 | 40 | 60 | 0 | Not in progress | End of tenancy refurbishments not covered by dilapidations settlement |
| Trafalgar House, Taunton (commercial investment) | 40 | 0 | 0 | 0 | 5 | 10 | 25 | 40 | 0 | Not in progress | Installation of low level wall in front of unit 1C/D to prevent Eagle Logistics reversing lorries over manhole. New mains supplied fire alarm and WC to unit 5 on tenant vacation. |
| King William House, Bristol (commercial investment) | 500 | 0 | 0 | 0 | 100 | 100 | 300 | 500 | 0 | Not in progress | Installation of new lift, refurbishing GF WC, converting reception to bike store, Improved access to roofs, part replacement of roofs |
| Lyndon Place, Birmingham (commercial investment) | 800 | 0 | 0 | 0 | 350 | 450 | 0 | 800 | 0 | Not in progress | Proprietary leak prevention system, resolving car parking issue to include new fencing around parking |
| Yeovil Innovation Centre - 1st Floor Fit-Out | 320 | 299 | 0 | 0 | 0 | 0 | 0 | 299 | -21 | Not in progress | Recommend to Council to remove from capital programme |
| Yeovil Innovation Centre - Car Park Extension | 94 | 88 | 0 | 0 | 0 | 0 | 0 | 88 | -6 | Completed | Completed project. |
| Car Park Enhancements | 235 | 207 | 28 | 0 | 28 | 0 | 0 | 235 | 0 | In Progress | Shortly seeking quotes to replace lighting at Goldenstones car park. Should be complete by March 2022 |
| New Car Parks | 810 | 597 | 200 | 3 | 3 | 0 | 0 | 600 | -210 | Not in progress | Recommend to Council to remove from capital programme |
| Car Park Improvement Works | 310 | 0 | 310 | 4 | 4 | 0 | 0 | 4 | -306 | Not in progress | Recommend to Council to remove from capital programme |
| West Hendford Car Park Crime Reduction Improvements | 50 | 0 | 50 | 0 | 50 | 0 | 0 | 50 | 0 | In Progress | Several elements to overall project |
| Enhancement to SSDC Bldgs | 559 | 388 | 171 | 0 | 30 | 0 | 0 | 418 | -141 | Part in progress | Retain £30k for Brympton Way Covid enhancements. Recommend to Council to remove £141k from the capital programme |
| Brympton Way Building Improvement Works | 105 | 21 | 84 | 82 | 82 | 0 | 0 | 103 | -2 | Not in progress | Recommend to Council to remove from capital programme |
| Capital Works to Council Portfolio | 139 | 17 | 132 | 0 | 0 | 0 | 0 | 17 | -122 | Not in progress | Recommend to Council to remove from capital programme |
| Operational Buildings Improvement Works | 165 | 0 | 165 | 0 | 65 | 0 | 0 | 65 | -100 | Part in progress | Recommend to Council to remove £100k from the programme and retain £65k for new alarm panel Wincanton and access to PV panels on roofs |
| Decarbonisation of Operational Buildings | 2,800 | 0 | 400 | 0 | 2,800 | 0 | 0 | 2,800 | 0 | Partly in design, partly in progress | This is for phase 1 of the programme which is focusing on the leisure sites with the aim of having the heating and other works completed by March to make use of the grant funding available. A further capital bid for new capital budget in 2022/23 will be proposed to February 2022 Council for the remaining work to SSDC's other operational buildings to fulfil the original project scope. |
| Land Drainage Maintenance Improvements | 25 | 0 | 25 | 0 | 0 | 25 | 0 | 25 | 0 | Design | Works pushed into spring (weather constraints). Resources available with ES to deliver |
| District Wide CCTV Contribution to new system | 25 | 0 | 0 | 0 | 25 | 0 | 0 | 25 | 0 | Completed | Awaiting invoice from Sedgemoor |
| Digital Upgrade of Yeovil Town Centre CCTV Cameras | 86 | 21 | 65 | 0 | 65 | 0 | 0 | 86 | 0 | In Progress | Order in for 6 cameras to replace failures. |
| Birchfield Leachate Pumping Station | 45 | 0 | 15 | 23 | 45 | 0 | 0 | 45 | 0 | Design | To be completed by March 2022. |
| Prigg Lane Garage Roof Renewal | 10 | 0 | 10 | 13 | 13 | 0 | 0 | 13 | 3 | In Progress | Spend anticipated to take place in 2021/22 |
| Yeovil Small Business Centre Roof Renewal | 65 | 0 | 65 | 0 | 0 | 65 | 0 | 65 | 0 | Design | Required. Work likely to be summer 2022 |

| | | | | | | | | | | | |
|--|----------------|----------------|--------------|---------------|---------------|--------------|------------|----------------|---------------|-----------------|---|
| Chard Business Park, Roadway Adoption, Embankment Landslip | 125 | 0 | 125 | 0 | 0 | 125 | 0 | 125 | 0 | In Progress | All been designed but awaiting comments from county council highways department |
| Access Easement, Stoke Sub Hamdon | 20 | 0 | 20 | 0 | 20 | 0 | 0 | 20 | 0 | In Progress | Project work has commenced although it's not urgent with Phosphates issue delaying the associated development project |
| Demolition of Public Conveniences, West Street, Crewkerne | 20 | 0 | 20 | 18 | 20 | 0 | 0 | 20 | 0 | Completed | All work complete, remaining invoices to work through |
| Footbridge Assessment & Works | 40 | 0 | 10 | 0 | 5 | 35 | 0 | 40 | 0 | Definition | We have a number of footbridges across the district that we appear to have responsibility for. This project is on recognition that these bridges are not on an inspection regime and is to assess their condition and any repairs. It was envisaged this would be to employ a structural engineer consultant to carry out this work, It needs doing to ensure H&S of public using the asset but resources have prevented thus far. |
| Rowan Way Embankment Landslip | 50 | 0 | 50 | 0 | 15 | 35 | 0 | 50 | 0 | Design | 0 |
| Lufton Depot Surfacing and Drainage Works | 85 | 20 | 85 | 0 | 20 | 45 | 0 | 85 | 0 | Scoping | Works progressing due to be completed as scheduled |
| DELETTI EV Charger Project | 250 | 0 | 250 | 0 | 250 | 0 | 0 | 250 | 0 | In Progress | This has been resource heavy due to difficulties with the legal documents. However, we are within touching distance with the Concession Agreement and the draft lease agreed. It is anticipated that we will be signing leases within the next 2/3 weeks for the first tranche of 4 and the other 23 sites (approx.) will follow. Probably most spend will be in 2022/23 due to DNO timeframes but most will be committed by end of 2021/22 |
| Yeovil Crematorium 5 year plan | 686 | 684 | 0 | 0 | 0 | 0 | 0 | 684 | -2 | Completed | 0 |
| Yeovil Crematorium Refurbishment | 4,100 | 1,190 | 2,514 | 31 | 1,405 | 1,505 | 0 | 4,100 | 0 | In Progress | New Crematorium on order. Additional budget will be needed to complete original scope of the project. A report will come to Council in February giving the options available. Indications are that the extra budget required may be in the order of £820k |
| Petters Way Refurbishment | 250 | 224 | 0 | 0 | 0 | 0 | 0 | 224 | -26 | Not in progress | Recommend to Council to remove from capital programme |
| Gas Control System - Birchfield | 570 | 130 | 440 | 0 | 25 | 415 | 0 | 570 | 0 | Design | Methane Stripping plant required for new Wessex Water emission limits |
| Contingency for Plant Failure | 174 | 0 | 174 | 0 | 0 | 0 | 0 | 0 | -174 | Not in progress | Recommend to Council to remove from capital programme |
| Trimax mower | 0 | 0 | 0 | 13 | 13 | 0 | 0 | 13 | 13 | Completed | |
| Telehandler - Merlo TF42.7 | 0 | 0 | 0 | 32 | 32 | 0 | 0 | 32 | 32 | Completed | |
| Woodchipper Forst ST6p | 0 | 0 | 0 | 15 | 15 | 0 | 0 | 15 | 15 | Completed | |
| 4.5 Tonne Compact Sweeper | 0 | 0 | 0 | 76 | 76 | 0 | 0 | 76 | 76 | Completed | |
| Iseki SF224 Mower | 0 | 0 | 0 | 18 | 18 | 0 | 0 | 18 | 18 | Completed | |
| Total for Commercial Services & Income Generation | 165,287 | 125,406 | 6,729 | 15,867 | 25,502 | 4,349 | 438 | 155,695 | -9,592 | | |
| SERVICE DELIVERY | | | | | | | | | | | |
| Disabled Facilities Grants | 2,771 | 0 | 1,228 | 623 | 750 | 1,407 | 614 | 2,771 | 0 | In Progress | Brought forward previous year's grant of £1.228m. We have received a further £1.4m in 2021/22. Spend is delayed due to internal resources and contractor availability. Management are reviewing the project to try and address contractor shortfall. |
| Careline Product Development | 20 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | -20 | Not in progress | Recommend to Council to remove from capital programme |
| Empty Property Grants | 1,263 | 1,263 | 0 | 0 | 0 | 0 | 0 | 1,263 | 0 | Not in progress | Recommend to Council to remove from capital programme |
| Home Repairs Assistance | 1,482 | 1,386 | 0 | 11 | 48 | 48 | 0 | 1,482 | 0 | In Progress | Working to spend in new financial year |
| Home Repairs Assistance | 60 | 0 | 60 | 0 | 30 | 30 | 0 | 60 | 0 | In Progress | Working to spend in new financial year |
| HMO Grants | 781 | 737 | 0 | 15 | 44 | 0 | 0 | 781 | 0 | In Progress | Current underspend predicted but spend in Q3 and Q4 could change as more HMO visits completed |
| Barnabus House | 45 | 23 | 0 | 0 | 22 | 0 | 0 | 45 | 0 | In Progress | Works fully funded through MHCLG grant. Works delayed due to COVID; planned for Q3 2021/22 |
| LOCALITY (PHW) | | | | | | | | | | | |
| Grant for Youth Facilities | 5 | 0 | 5 | 0 | 0 | 5 | 0 | 5 | 0 | Scoping | Possible allocation being considered with group |
| Wyndham Park Play Area Equipment | 208 | 136 | 41 | 0 | 0 | 72 | 0 | 208 | 0 | Scoping | Assessing options for Muga and Play area |
| Jarman Way, Chard - Play Area Equipment | 42 | 14 | 28 | 0 | 28 | 0 | 0 | 42 | 0 | In progress | Project starting November 21 |
| Snowden Park Play Area Equipment, Chard | 66 | 66 | 3 | 0 | 0 | 0 | 0 | 66 | 0 | Completed | Project complete. |
| Ilminster Recreation Ground | 44 | 0 | 44 | 0 | 44 | 0 | 0 | 44 | 0 | In progress | Project completion due October/November 21 |
| Old Kelways Play Area, Langport | 54 | 41 | 0 | 0 | 0 | 13 | 0 | 54 | 0 | Postponed | Priority project for next financial year |
| Flagship Play Area | 142 | 119 | 25 | 8 | 8 | 15 | 0 | 142 | 0 | In progress | Ship and tower refurbishments completed. Remaining to be spent on upgrading play area |
| Grant to Milborne Port Rec | 136 | 37 | 0 | 0 | 0 | 99 | 0 | 136 | 0 | Postponed | Stalled due to capacity issues. Reengage with group |
| Langport Memorial Ground New Changing Facilities | 7 | 3 | 4 | 0 | 0 | 4 | 0 | 7 | 0 | Postponed | Stalled. No capacity within group to move project forward at this time |
| Renewal of Skate Park provision in Area South | 340 | 0 | 210 | 0 | 0 | 340 | 0 | 340 | 0 | In progress | Company now allocated- Funding to be agreed with YTC and Capital bid to follow- All completed and installed by Nov 2022 |
| Huish Episcopi Swimming Pool | 509 | 438 | 0 | 0 | 71 | 0 | 0 | 509 | 0 | In progress | We are still awaiting further S106 in order to be able to make further payments to Huish Episcopi. |
| Forton Playing Pitches, Chard | 85 | 86 | 85 | 0 | 0 | 0 | 0 | 86 | 1 | Completed | This money have been fully spent and the land has been purchased. The intention is to develop this land for pitches when additional land is secured adjacent to this site through planning obligations. |
| Holyrood Sports Hall | 20 | 17 | 0 | 0 | 3 | 0 | 0 | 20 | 0 | Completed | Final payment made on this 23/7/2020. If there is further money remaining I would suggest that this is reallocated to offset some of the capital expenditure on the Chard Pool. If would have been strategic leisure obligations and therefore could be used for this purpose in my opinion, You might need Jackie Hamblin to confirm this. |
| Ilminster Cricket Club | 52 | 17 | 35 | 0 | 0 | 35 | 0 | 52 | 0 | Design | Finalising plans for Pavilion- ongoing discussions |
| Caryford Community Hall | 21 | 0 | 21 | 0 | 21 | 0 | 0 | 21 | 0 | In progress | Phased project. Funding to be paid by year end |

| | | | | | | | | | | | |
|---|---------------|---------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|-----------------|--|
| South Petherton Cricket Club | 34 | 29 | 5 | 0 | 0 | 0 | 0 | 34 | 0 | Postponed | Contacting Parish Clerk for update |
| Wyndham Park Community Facilities | 400 | 0 | 400 | 0 | 0 | 400 | 0 | 400 | 0 | Not in progress | Funded by S106. Locality officer currently working with Wyndham Park on their facilities. Confirmation of work plan to follow |
| Home Farm, Somerton | 298 | 0 | 298 | 0 | 298 | 0 | 0 | 298 | 0 | Not in progress | Historic amount for site on buildings at risk register. |
| Gypsy & Traveller Acquisition Fund | 150 | 17 | 133 | 0 | 0 | 0 | 0 | 17 | -133 | Not in progress | Recommend to Council to remove from capital programme |
| Infrastructure & Park Homes Contingency | 0 | 0 | 91 | 0 | 0 | 91 | 0 | 91 | 91 | Not in progress | Investigating whether there is a legal requirement to replace park homes (Tintinhull and Ilton). Will come back to DX and council on whether budget is needed. |
| Subtotal for Service Delivery | 9,035 | 4,429 | 2,737 | 657 | 1,367 | 2,564 | 614 | 8,974 | -61 | | |
| PLACE | | | | | | | | | | | |
| Chard Regeneration | 19,964 | 10,393 | 5,956 | 5,501 | 7,783 | 908 | 433 | 19,517 | -447 | In Progress | Leisure Centre opened Nov 21. Chard HAX & other public realm works progressing. |
| Yeovil Refresh | 21,567 | 830 | 2,696 | 446 | 4,012 | 17,015 | 310 | 22,167 | 600 | In Progress | Public Realm works commenced at Westminster Street. Major developments subject to review which may have consequential affects on Future High Streets Fund grant. Possible coworking space not included in budgets and forecast. Recommended addition to capital budget in 2021/22 for item discussed in confidential session on this committee's agenda. |
| Octagon Redevelopment | 23,015 | 0 | 0 | 0 | 730 | 1,698 | 20,587 | 23,015 | 0 | In Progress | Project in RIBA stage 2 Concept Design - Construction targeted to commence Jan 2023. |
| Wincanton Regeneration | 5,673 | 45 | 1,860 | 0 | 120 | 1,639 | 10 | 1,814 | -3,859 | In Progress | Regeneration Board decision not to continue with White Horse development. A summary of where the project is will be given in the February 2022 capital budget report. |
| Affordable Housing - North Street, Crewkerne | 1,040 | 780 | 0 | 0 | 0 | 260 | 0 | 1,040 | 0 | In Progress | Drainage issues now rectified - Phase 2 due to complete April 2023 |
| Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater) | 216 | 162 | 54 | 0 | 54 | 0 | 0 | 216 | 0 | In progress | Scheme now progressing well with completion set for Sept 2021. |
| Affordable Housing - The Link Day Centre | 5 | 5 | 0 | 3 | 3 | 0 | 0 | 8 | 3 | Completed | Scheme completed. |
| Affordable Housing - Unallocated | 1,863 | 0 | 1,863 | 0 | 0 | 1,863 | 0 | 1,863 | 0 | Not in progress | Exploring possible options to give grant to Stonewater Housing Association to part fund Passiv Haus Scheme - but will seek Council approval for this is February 2022 within the overall context of the capital budget |
| Affordable Housing - Rural Contingency Fund | 500 | 0 | 500 | 0 | 0 | 500 | 0 | 500 | 0 | Not in progress | SLT currently exploring whether SSDC has the capacity to implement these schemes. Will |
| Affordable Housing - Bought not Built Allocation | 201 | 0 | 201 | 0 | 0 | 201 | 0 | 201 | 0 | Not in progress | |
| Affordable Housing - Mortgage Rescue Contingency Fund | 277 | 0 | 277 | 0 | 0 | 0 | 0 | 0 | -277 | Not in progress | Propose removal from programme. This has never needed to be used. |
| Investment in Market Housing | 731 | 0 | 731 | 0 | 0 | 731 | 0 | 731 | 0 | Not in progress | |
| Market Towns Vision | 722 | 377 | 345 | 22 | 172 | 173 | 0 | 722 | 0 | In Progress | Budget largely allocated but spend depends on towns finalising work and submitting invoices for grants allocated |
| Subtotal for Place | 75,774 | 12,592 | 14,483 | 5,973 | 12,874 | 24,988 | 21,340 | 71,794 | -3,980 | | |
| SUPPORT SERVICES, STRATEGY & COMMISSIONING | | | | | | | | | | | |
| Organisational Performance Management and Appraisal / Engagement System | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -40 | Not in progress | Of limited value to invest in light of LGR. Recommend to Council to remove from capital programme |
| Leisure Centres Capital Works | 3,495 | 0 | 924 | 59 | 100 | 3,395 | 0 | 3,495 | 0 | In progress | April 2021 Council agreed to refurbish leisure centres as part of exercise of procuring leisure centre operators. Part of this sum was financed from previous Goldenstones and Wincanton capital budget of £924k |
| Lyde Road Pedestrian & Cycle Way, Yeovil - phase 1 | 250 | 0 | 250 | 0 | 0 | 250 | 0 | 250 | 0 | In Progress | Phase 1 is going ahead as planned and SCC Highways will be on site in April 2022. Part funded from Active Travel Grant (£150k) and section 106 monies. |
| Lyde Road Strategic Cycleway, Yeovil - phase 2 | 129 | 0 | 129 | 0 | 0 | 129 | 0 | 129 | 0 | Not in progress | Tendering process to start in Q4 2021/22 with works to complete in 2022/23 |
| Lufton 2000, Yeovil - All Phases | 1,520 | 1,280 | 240 | 26 | 26 | 214 | 0 | 1,520 | 0 | | 0 |
| Capitalised Salaries | 3,181 | 3,031 | 0 | 0 | 150 | 0 | 0 | 3,181 | 0 | In progress | Allocation of budget will be made in line with time spent on various capital projects. |
| Loan to Somerset Waste Partnership for Vehicles | 5,000 | 4,125 | 875 | 0 | 875 | 0 | 0 | 5,000 | 0 | In progress | Second draw down of loan will be 21/22. |
| E5 Upgrade | 99 | 70 | 63 | 51 | 63 | 0 | 0 | 133 | 34 | In progress | The upgrade of the financial system was completed in July, the outstanding items of the upgrade which are V1 Capture are Collaborative Planning are programmed to the implemented before the end of the financial year |
| Firewalls & Security (Civica Upgrade) | 41 | 30 | 0 | 15 | 15 | 0 | 0 | 45 | 4 | Completed | |
| Omni-Channel Telephony | 10 | 0 | 0 | 10 | 10 | 0 | 0 | 10 | 0 | Completed | |
| Online Form Building Package (SX) | 18 | 0 | 18 | 18 | 18 | 0 | 0 | 18 | 0 | Completed | |
| Home Working Furniture | 0 | 0 | 0 | 12 | 12 | 0 | 0 | 12 | 0 | Completed | |
| ICT Replacement | 36 | 0 | 36 | 0 | 36 | 0 | 0 | 36 | 0 | Scoping | Capital bid to be made to February 2022 Council to seek increased budget to undertake digital enhancements to Lufton depot. |
| Digital Capital Reserve Programme | 135 | 0 | 135 | 61 | 135 | 0 | 0 | 135 | 0 | In Progress | Device standardisation £30k, security upgrade £15k, Upgrade DR capability £40k, Modern workplace £50k |
| Transformation | 22 | 0 | 22 | 0 | 0 | 0 | 0 | 0 | -22 | Not in progress | Recommend to Council to remove from capital programme |
| Meeting Room AV Upgrade | 50 | 0 | 50 | 0 | 50 | 0 | 0 | 50 | 0 | In progress | Purchase orders raised for new tech in the Yellow floor flexible meeting space & the delivery of a mobile conferencing facility . Once installed these will be used to inform how best to upgrade all meeting spaces to make them optimised for Teams and hybrid meetings. The remaining budget will be used to cover targeted improvements in multiple meeting rooms in BW and possibly at Petters and Lufton. Scheme has been delayed due to the global shortage of semi-conductors which as impacted on the supply chain. |
| Subtotal for Support Services, Strategy & Commissioning | 14,026 | 8,536 | 2,742 | 252 | 1,490 | 3,988 | 0 | 14,014 | -24 | | |

| AREA COMMITTEES | | | | | | | | | | |
|--|----------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|---|
| AREA NORTH | | | | | | | | | | |
| Support of Economic Vitality in Area North (Signage for marketing programme) | 20 | 17 | 0 | 0 | 3 | 0 | 0 | 20 | 0 | Schemes prioritised which are community led and include additional partnership. Enquiries regarding brown signs have not come through to full application as they don't fulfil SCC criteria. Programme extended to include interpretation and business signage. £4,410 awarded and paid to Langport Town Council for signage Sept 19. |
| Hamdon Community Arts Project (HCAP) | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Area Committee w/e 24/04/20. Still in progress. |
| RAMA CIC | 11 | 0 | 0 | 11 | 11 | 0 | 0 | 11 | 0 | Agreed at Area Committee w/e 14/04/21. Minibus purchased and capital element of grant paid. Grant offer £12,500 Capital funding £11,000 and revenue grants £1,500. This has now all been paid and completed |
| Langport Transport Group | 6 | 0 | 0 | 0 | 6 | 0 | 0 | 6 | 0 | Agreed at Informal Area Committee w/e 26/05/21. |
| South Petherton Tennis Club | 13 | 0 | 0 | 13 | 13 | 0 | 0 | 13 | 0 | Agreed at Informal Area Committee w/e 26/05/21. Balance was paid on 19.10.21 so now completed |
| Long Sutton Cricket Club | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Informal Area Committee w/e 14/07/21. Project delayed until spring next year due to supplier issues |
| Stoke Sub Hamdon Parish Council | 17 | 0 | 0 | 0 | 17 | 0 | 0 | 17 | 0 | Agreed at Informal Area Committee w/e 14/07/21. |
| South Petherton Bowls Club | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Informal Area Committee 24.3.21 |
| Petherton Arts Trust | 10 | 0 | 0 | 0 | 10 | 0 | 0 | 10 | 0 | Agreed at Informal Area Committee 24.3.21 |
| Kirkham Street Community Trust | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Informal Area Committee 24.3.21 |
| Unallocated Budget North | 0 | 0 | 145 | 0 | 51 | 0 | 0 | 51 | 0 | |
| AREA SOUTH | | | | | | | | | | |
| Yeovil to Ilchester Multi User Pathway-Feasibility | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | Alternative cycle way within Area South is being investigated. An application has been submitted to the County Council's small improvement grant programme. Discussion are ongoing regarding this project. Awaiting decision from County Council |
| West Coker Commemoration Fund (WCCF) | 7 | 0 | 0 | 6 | 7 | 0 | 0 | 7 | 0 | Approved at Area South Committee w/e 15/06/20. Project still ongoing?? Accountancy informed in June that this was completed under budget and completed. Remaining funds can be transferred back to unallocated funding |
| Yeovil Refresh allocation | 151 | 0 | 0 | 0 | 0 | 151 | 0 | 151 | 0 | |
| Yeovil Swan Theatre Company | 13 | 0 | 0 | 13 | 13 | 0 | 0 | 13 | 0 | Approved at Informal Area South Committee w/e 12/05/21. Full amount paid on 18th August. Project completed |
| Unallocated Budget South | 136 | 0 | 148 | 0 | 36 | 100 | 0 | 136 | 0 | |
| AREA EAST | | | | | | | | | | |
| Wincanton-Pedestrian/Cycle Link Common Lane | 6 | 1 | 0 | 0 | 5 | 0 | 0 | 6 | 0 | Legal agreements finalised. Consultation with landowners on revised route has now been done in preparation for planning application. Preparing planning application. |
| Retail Support Initiative Schemes | 5 | 4 | 0 | 0 | 1 | 0 | 0 | 5 | 0 | Balance available to allocate. |
| 9 Seat Minibus for Community Transport | 12 | 0 | 0 | 0 | 12 | 0 | 0 | 12 | 0 | Agreed at Area East committee 12/02/20. All funding secured but due to Covid 19 project delayed. |
| Mudford Memorial Village Hall | 4 | 0 | 0 | 3 | 3 | 0 | 0 | 3 | -1 | Approved at Area East Committee w/e 16/10/20. Work to commence in spring of 2021. Project completed and paid for £2966. Accountancy informed 20.9.21 that project was underspent and remaining budget to be returned to unallocated funds |
| Parish Infrastructure Fund | 4 | 0 | 0 | 0 | 4 | 0 | 0 | 4 | 0 | Available for qualifying safety or housing projects. No spend in 2017/18. |
| Bruton Town Council | 4 | 0 | 0 | 0 | 4 | 0 | 0 | 4 | 0 | Agreed at Area East (Informal) Committee w/e 19/5/21 |
| Radio Ninesprings | 6 | 0 | 0 | 6 | 6 | 0 | 0 | 6 | 0 | Agreed at Area East (Informal) Committee w/e 19/5/21 |
| Unallocated Budget East | 0 | 0 | 80 | 0 | 71 | 0 | 0 | 71 | 0 | |
| AREA WEST | | | | | | | | | | |
| Chard Town Centre Gateway and Seating Area. | 52 | 0 | 52 | 0 | 52 | 0 | 0 | 52 | 0 | Provisional Allocation - may reduce. RIBA 3 design and costings completed, ITT out at the moment for RIBA 4 detailed design and costings. Team to be appointed by August 2020, work during September - December and works to begin in 2021. Likely to be second half of 2021 |
| Ilminster Tennis & Bowling Club | 13 | 0 | 0 | 13 | 13 | 0 | 0 | 13 | 0 | Completed Agreed at Area West Committee w/e 18/09/20. Project completed and paid |
| Horton Parish Council Playing Field Project | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Area West Committee w/e 20/11/20. Project ongoing |
| Ilchester Hall, Chiselborough | 13 | 0 | 0 | 0 | 13 | 0 | 0 | 13 | 0 | Agreed at Area West Committee w/e 20/11/20. Project ongoing |
| North Perrott Cricket Club | 11 | 0 | 0 | 10 | 11 | 0 | 0 | 11 | 0 | Completed Agreed by Chief Exec w/e 29/01/21 Project completed. Accountancy informed in July that this is under budget and needs to be returned to unallocated funds |
| Chard Town Council - Market Stalls | 6 | 0 | 0 | 6 | 6 | 0 | 0 | 6 | 0 | Area West Markets Improvement Group (Nov 2010 committee). Awarded to Chard Town Council August 19, paid April 2021. |
| Hinton St George Pre-School Appeal | 13 | 0 | 0 | 7 | 13 | 0 | 0 | 13 | 0 | Agreed at Area West Committee w/e 19/5/21 |
| Radio Ninesprings | 3 | 0 | 0 | 3 | 3 | 0 | 0 | 3 | 0 | Agreed at Area West Committee w/e 19/5/21 |
| Unallocated Budget West | 74 | 0 | 94 | 0 | 24 | 50 | 0 | 74 | 0 | |
| Subtotal for Area Committees | 670 | 22 | 519 | 89 | 469 | 301 | 0 | 792 | -0 | |
| Total Gross Capital Programme | 264,792 | 150,985 | 27,210 | 22,837 | 41,703 | 36,190 | 22,392 | 251,269 | -13,656 | |

Yeovil Refresh - Implementation

| | |
|-----------------------------|---|
| Executive Portfolio Holder: | Councillor Peter Gubbins, Area South including Yeovil Refresh Board, Councillor John Clark, Portfolio Holder for Economic Development including Commercial Strategy |
| Ward Member(s) | Yeovil Town Centre ward members |
| Strategic Director: | Jan Gamon, Director, Place and Recovery Karen Watling, Chief Financial Officer |
| Lead Officer: | Robert Orrett, Commercial Property Land and Development Manager |
| Contact Details: | Robert.orrrett@southsomerset.gov.uk or 01935 462075 |

Purpose of the Report

1. The purpose of this report is to advise members on unlocking a key regeneration site within Yeovil Town Centre and to seek decisions on council involvement. These decisions are to delegate to officers authority to proceed with the purchase of property interests in the town centre for regeneration purposes and to approve capital to be used for that.

Forward Plan

2. This report appears on the Forward Plan for the December 2021 District Executive.

Public Interest

3. This report involves regeneration of Yeovil Town Centre. Areas of the town centre have been identified as needing regeneration and in the current state seriously detract from the environment in the town centre, reducing the vitality of the town and its attractiveness to residents, shoppers, visitors and businesses. Regeneration of these sites is unlikely to occur without significant public sector support. Because the proposals of this report involve the possible purchase of town centre property, the council and current owners' commercial position would be adversely affected by making public the details. These are included in a confidential appendix.

Recommendations

4. The District Executive recommends that the Chief Executive:
 - a. Approve engagement with the owners' of the property identified in the confidential appendix to this report with the aim of agreeing terms for purchase by the council.
 - b. Approve allocation of the amount of capital identified in the confidential appendix to this report which may be applied to property purchase as identified.



- c. Authorise the Director, Place and Recovery, in consultation with Yeovil Refresh Portfolio Holder, Portfolio Holder - Economic Development including Commercial Strategy, S151 Officer, and Monitoring Officer, to conclude contracts for purchase of property identified in the confidential appendix to this report.

Background

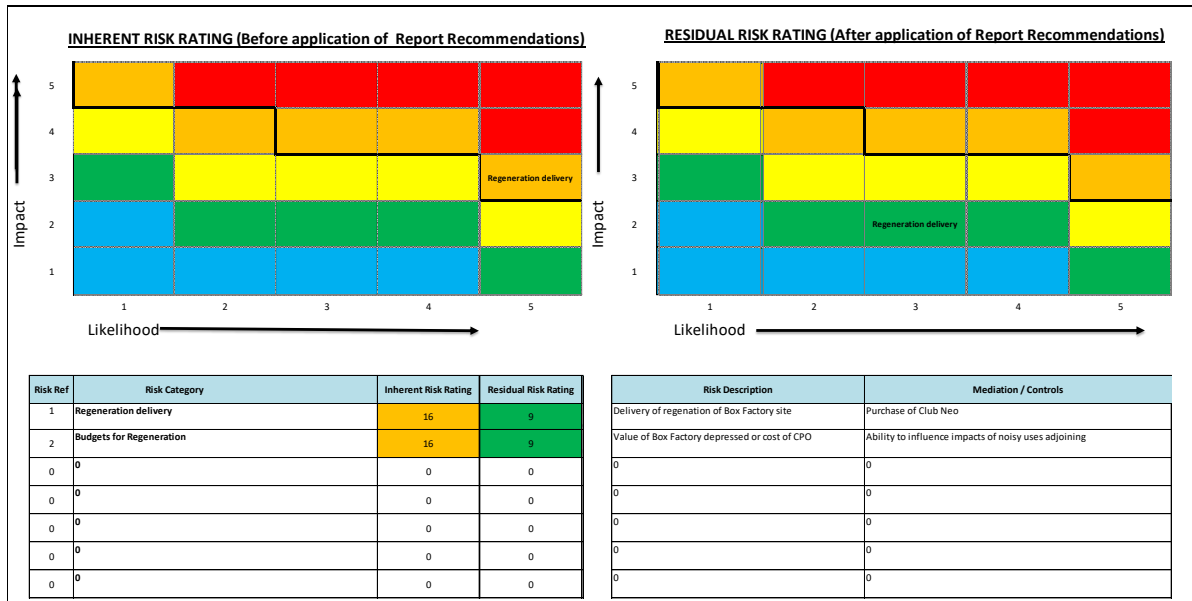
5. The current Council Plan continues the council's commitment to regeneration of the main towns of the district within the Economy theme. Amongst the main identified Priority Projects for 2021- 22 is to continue to deliver Regeneration Programmes. This report directly responds to the desired 2021/22 project outcomes.
6. Yeovil town centre regeneration has been an objective for a number of years under different programmes. Activities for Yeovil town centre led by or supported by the council are currently mainly guided by the Yeovil Town Centre Refresh – Town Centre Strategy produced at the beginning of 2018. Individual projects are grouped into three themes:
 - 6.1. Public Realm
 - 6.2. Development
 - 6.3. Transport
7. Considerable momentum and progress have been achieved and are being sustained with Public Realm and Transport projects under the strategy. The objective of this report is to enable material progress on key Development projects.
8. The progress recommended by this report involves land assembly to enable regeneration of one of the key development sites. The position of both the council and current owners' of the property are commercially sensitive and the interests of either could be damaged by publicly identifying either the property or the basis of a potential purchase. That information is provided for Members in a confidential appendix to this report.

Financial Implications

9. Financial implications are reported in the confidential appendix.

Legal implications (if any) and details of Statutory Powers

10. In addition to the General Power of Competence under section 1 of the Localism Act 2011, the Council has specific power under section 120 of the Local Government Act 1972 to acquire land by agreement for the purpose of its functions, or the benefit, improvement or development of their area.



Council Plan Implications

- 11. **Economy** - Align projects so that economic growth is sustainable and inclusive for all, working with key external organisations and communities to deliver shared visions and ambitions.
- 12. **Environment** - Enhance the quality of the environment and its resilience and ability to adapt to climate change in partnership with our communities and businesses.
- 13. **Places where we live** - Enable the delivery of good quality housing in appropriate places across all tenures, to meet community needs
- 14. **Healthy, Self-reliant Communities:** - Embed social value into all processes and activities to ensure we maximise the support we give to our communities.

Carbon Emissions and Climate Change Implications

15. There should be no direct implications arising from the purchase of this property asset. Development proposals will need to address any carbon emissions and climate change implications within the proposal supporting documentation.

Equality and Diversity Implications

16. There should be no direct Equalities and Diversity implications from the purchase of this property asset.

Privacy Impact Assessment

17. No privacy impacts are anticipated as consequence of this report.

Background Papers

18. None

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

Document is Restricted



District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Housing
Strategic Director: Nicola Hix, Strategy and Support Services
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

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.

Public Interest

2. 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.

Recommendations

3. That District Executive recommend that the Chief Executive agree to:
 - a) approve the updated Executive Forward Plan for publication as attached at Appendix A

Executive Forward Plan

4. 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.

Consultation Database

5. The Council has agreed a protocol for processing consultation documents received by the Council. There are no consultation documents at the current time.

Background Papers

6. None.

Appendix A - SSDC Executive and Council Forward Plan

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|--|---|--|---|---------------------------------|
| December 2021 | 2021/22 Treasury Management Mid-Year Performance Report and Strategy Update | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | South Somerset District Council |
| December 2021 | Joint Scrutiny for Local Government Review | Portfolio Holder - Strategy & Housing | Director (Support Services & Strategy) | Jill Byron, Monitoring Officer | South Somerset District Council |
| December 2021 | Proposal to opt into the national scheme for external auditor appointments from April 2023 - recommendation from Audit Committee | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | South Somerset District Council |
| December 2021 | Review of Remote Council Meetings after 08 January 2022 | Portfolio Holder – Strategy and Housing | Director (Support Services & Strategy) | Jill Byron, Monitoring Officer | South Somerset District Council |
| December 2021 | Yeovilton and Limington Community Governance Review - first consultation response | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Angela Cox, Specialist (Democratic Services) | South Somerset District Council |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|--|---|--|---|---------------------------------|
| January 2022 | Somerset Waste Partnership Annual Report and Draft Business Plan | Portfolio Holder - Environment | Director Service Delivery | Mickey Green, Managing Director, Somerset Waste Partnership | District Executive |
| January 2022 | Planning Re-imagined Update | Portfolio Holder - Protecting Core Services | Director Service Delivery | Kirsty Larkins, Director (Service Delivery) | District Executive |
| January 2022 | Medium Term Financial Plan and draft 2022/23 budget estimates | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | District Executive |
| January 2022 | Future Chard Strategy | Portfolio Holder - Area West | Director Place and Recovery | Anna Matthews, Chard High Street HAZ Project Manager | District Executive |
| January 2022 | Chard Regeneration Lesson Learned | Portfolio Holder - Area West | Director Place and Recovery | Natalie Fortt, Regeneration Programme Manager | District Executive |
| January 2022 | Council Tax Support Scheme 2022/23 | Portfolio Holder - Protecting Core Services | Director Service Delivery | Tamsin Gold, Benefits Team Leader | District Executive |
| January 2022 | | | | | South Somerset District Council |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|---|---|--|--|---------------------------------|
| January 2022 | NNDR Retail discount - amendment to existing 20/21 relief | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| January 2022 | New mandatory rate relief for Public Lavatories | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| January 2022 | Extension to Local Newspaper Rate Relief | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| January 2022 | Funding for Citizens Advice South Somerset (CASS) and Spark Somerset 2022 to 2024 | Portfolio Holder - Health & Well-Being | Director Place and Recovery | David Crisfield, Specialist (Strategic Planning) | District Executive |
| January 2022 | Briefing on Local Government Reorganisation (Confidential) | Portfolio Holder - Strategy & Housing | Chief Executive | Jane Portman, Chief Executive | District Executive |
| January 2022 | SSDC Taxi Policy | Portfolio Holder - Area North | Director Service Delivery | Vicki Dawson, Lead Specialist (Environmental Health) | South Somerset District Council |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|--|---|--|--|---------------------------------|
| February 2022 | Council Plan 2022/23 | Portfolio Holder - Strategy & Housing | Director (Support Services & Strategy) | Nicola Hix, Director (Support Services & Strategy) | District Executive |
| February 2022 | | | | | South Somerset District Council |
| February 2022 | 2022/23 Revenue and Capital Budgets and Medium Term Financial Plan | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | District Executive |
| February 2022 | | | | | South Somerset District Council |
| February 2022 | Capital & Revenue Budget monitoring reports for Quarter 3 | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | District Executive |
| February 2022 | Options to refurbish Yeovil Crematorium | Portfolio Holder - Area South including Yeovil Refresh | Director Commercial Services & Income Generation | Robert Orrett, Commercial Property. Land & Development Manager | District Executive |
| February 2022 | Investment Assets Six Monthly update report | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Robert Orrett, Commercial Property. Land & Development Manager | District Executive |
| February 2022 | Review of SSDC Commercial Strategy | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Robert Orrett, Commercial Property. Land & Development Manager | District Executive |
| February 2022 | Quarterly Corporate Performance Report | Portfolio Holder - Strategy & Housing | Director (Support Services & Strategy) | Cath Temple, Specialist (Performance) | District Executive |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|--|---|--|---|---------------------------------|
| February 2022 | Additional discretionary powers to reduce Council Tax liability under Section 13A(1)(c) of the Local Government Finance Act 1992 (amended) | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| February 2022 | New Empty Homes Policy document | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| February 2022 | Briefing on Local Government Reorganisation (Confidential) | Portfolio Holder - Strategy & Housing | Chief Executive | Jane Portman, Chief Executive | District Executive |
| February 2022 | Conclusion of Yeovilton and Limington Community Governance Review | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Angela Cox, Specialist (Democratic Services) | South Somerset District Council |
| February 2022 | Council Tax Setting 2022 - 23 | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Karen Watling, Chief Finance Officer (S151 Officer) | South Somerset District Council |
| February 2022 | Statutory Pay Policy Statement for Chief Officers 2022 23 | Portfolio Holder - Strategy & Housing | Chief Executive | Kirsty Larkins, Director (Service Delivery) | South Somerset District Council |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|--------------------------|---|---|--|--|---|
| March 2022 | Investment Assets Quarterly Dashboard | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Robert Orrett, Commercial Property, Land & Development Manager | District Executive |
| March 2022 March 2022 | Chard Shop Front Design Guide (Supplementary Planning Document) | Portfolio Holder - Area West | Director Place and Recovery | Anna Matthews, Chard High Street HAZ Project Manager | District Executive South Somerset District Council |
| March 2022 | Updated NNDR Discretionary Relief policy | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Alison Hann, Specialist - Revenues | District Executive |
| March 2022 | Briefing on Local Government Reorganisation (Confidential) | Portfolio Holder - Strategy & Housing | Chief Executive | Jane Portman, Chief Executive | District Executive |
| April 2022 | Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA) | Portfolio Holder - Finance, Legal & Democratic Services | Director (Support Services & Strategy) | Paula Goddard, Specialist (Legal Services) | District Executive |
| April 2022 | Briefing on Local Government Reorganisation (Confidential) | Portfolio Holder - Strategy & Housing | Chief Executive | Jane Portman, Chief Executive | District Executive |

| Date of Decision | Decision | Portfolio | Service Director | Contact | Committee(s) |
|------------------|--|---|--|--|--------------------|
| TBC | Update on the delivery of the Economic Development Strategy and funding delivery | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Robert Orrett, Commercial Property. Land & Development Manager | District Executive |
| TBC | Review of the Local Plan | Portfolio Holder - Strategy & Housing | Director (Support Services & Strategy) | Jo Wilkins, Specialist (Strategic Planning) | District Executive |
| | | | | | |
| | | | | | |



Date of Next Meeting

Members are asked to note that the next meeting of the District Executive will take place on **Thursday, 6th January 2022** as a virtual consultation meeting via Zoom meeting software commencing at 9.30 a.m.



Exclusion of Press and Public

The District Executive is asked to agree that the following item (agenda item 15) 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.



Briefing on Local Government Reorganisation (Confidential)

| | |
|-----------------------------|--|
| Executive Portfolio Holder: | Val Keitch, Strategy and Housing |
| Chief Executive: | Jane Portman |
| Strategic Director: | Jan Gamon, Place and Recovery |
| Lead Officer: | Jan Gamon, Director – Place and Recovery |
| Contact Details: | Jan.gamon@southsomerset.gov.uk or 01935 462095 |

The Chief Executive and Director for Place and Recovery will provide Members with a verbal update on any matters relating to the future of Local Government in Somerset.