

SWT Corporate Scrutiny Committee

Wednesday, 4th August, 2021,
6.15 pm



Somerset West
and Taunton

The John Meikle Room - The Deane
House

Members: Gwil Wren (Chair), Nick Thwaites (Vice-Chair), Ian Aldridge, Benet Allen, Marcus Barr, Sue Buller, Norman Cavill, Simon Coles, Habib Farbahi, Ed Firmin, Hall, John Hassall, Libby Lisgo, Danny Wedderkopp and Loretta Whetlor

Agenda

1. Apologies

To receive any apologies for absence.

2. Minutes of the previous Corporate Scrutiny Committee held on 7 July 2021.

To approve the minutes of the previous meeting of the Committee held on 7 July 2021.

3. Declarations of Interest

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

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

4. Public Participation

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

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

(Pages 5 - 12)

Temporary measures during the Coronavirus pandemic

Due to the temporary legislation (within the Coronavirus Act 2020, which allowed for use of virtual meetings) coming to an end on 6 May 2021, the council's committee meetings will now take place in the office buildings at the John Meikle Room, Deane House, Belvedere Road, Taunton. Unfortunately due to capacity requirements the Chamber at West Somerset House is not able to be used at this current moment.

Following the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), the council meeting rooms will have very limited capacity. With this in mind, we will only be allowing those members of the public who have registered to speak to attend the meetings in person at the office buildings, if they wish. (We will still be offering to those members of the public that are not comfortable in attending, for their statements to be read out by a member of the Governance team). Please can we urge all members of the public who are only interested in listening to the debate to view our live webcasts from the safety of their own home to help prevent the transmission of coronavirus (COVID-19).

- 5. Corporate Scrutiny Request/Recommendation Trackers** (Pages 13 - 16)
To update the Scrutiny Committee on the progress of resolutions and recommendations from previous meetings of the Committee.
- 6. Corporate Scrutiny Committee Forward Plan** (Pages 17 - 18)
To receive items and review the Forward Plan.
- 7. Executive and Full Council Forward Plan** (Pages 19 - 24)
- 8. Innovation District Update** (Pages 25 - 40)
- 9. Access to Information - Exclusion of Press and Public**
During discussion of the following item it will be necessary to pass the following resolution to exclude the press and public having reflected on Article 13 13.02(e) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Community Scrutiny Committee will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

Recommend that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the ground that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

10. Levelling up Bid - CONFIDENTIAL

(Pages 41 - 170)

A handwritten signature in cursive script, appearing to read 'James Hasset', written in black ink.

**JAMES HASSETT
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

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

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

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

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SWT Corporate Scrutiny Committee - 7 July 2021

Present: Councillor Gwil Wren (Chair)

Councillors Nick Thwaites, Ian Aldridge, Sue Buller, Norman Cavill, Simon Coles, Ed Firmin, John Hassall, Libby Lisgo and Loretta Whetlor

Officers: Paul Fitzgerald, Emily Collacott and Malcolm Riches

Also Present: Councillors

(The meeting commenced at 6.15 pm)

21. Apologies

Apologies were received from Cllrs Barr, D Wedderkopp and Farbahi

22. Minutes of the previous Corporate Scrutiny Committee held on 2 June 2021

The minutes of the meeting held on 2 June 2021 were approved as an accurate record.

23. Declarations of Interest

No additional declarations were made.

24. Public Participation

There was no public participation.

25. Corporate Scrutiny Request/Recommendation Trackers

The Corporate Scrutiny Committee noted the Request and Recommendation tracker update.

26. Corporate Scrutiny Committee Forward Plan

The Corporate Scrutiny Committee noted the forward plan.

27. Executive and Full Council Forward Plan

The Corporate Scrutiny Committee noted the Executive and Full Council Forward Plan.

28. Financial Monitoring - Outturn Position 2020/21

This report set out information related to Somerset West and Taunton Council's (SWT) financial performance for the 2020/21 financial year. The outturn figures

included are provisional subject to the completion of the external audit of the statutory financial statements. The audit is due to be completed between July and September with the findings due to be reported to the Audit and Governance Committee on 27 September this year.

The COVID pandemic had significantly impacted upon the Council's services, costs and income during the past financial year. The situation has been extremely dynamic throughout the year both in terms of various announcement of additional funding arrangements from Government and the local impact on demand for and delivery of services. Budgets were revised at Quarter 3 taking into account changes agreed by Council including allocations from reserves, plus further changes made under delegated powers such as to reflect more recent COVID grant funding allocations made. Measures were implemented early in the year by leadership to mitigate risk and uncertainty.

By the end of the financial year, COVID has resulted in additional cost pressures and loss of income to the General Fund totalling £7.270m. This has been partly offset by additional government funding of £5.718m but has required £1.552m of Council funds to meet the shortfall.

COVID has also impacted on the expenditure for 'business as usual' services. Management have prioritised significant intervention and support in response to COVID and in some cases activity has been delayed or deferred e.g. due to supply chain limitations. This has contributed to a carry forward of planned spend into 2021/22 of £2.079m. Despite the financial pressures and ongoing delivery of key services the Council has contained spend and reports a net underspend against final General Fund revised budget of £1.245m.

The revenue outturn position for the financial year 2020/21 is as follows:

The General Fund (GF) Revenue Outturn position for 2020/21 is a net underspend of £1.250m (5.9% of net budget). This is net of £2.079m of budget carried forward to 2021/22.

The HRA Revenue Outturn position for 2020/21 is a net overspend of £15k (0.1% of gross income).

The HRA is a ring-fenced, self-financing account used to manage the Council's Housing Landlord function, which is budgeted to break even (net of approved transfers to/from HRA Reserves). As the HRA Net Budget is net £nil with costs wholly offset by income and reserves, performance is reported against gross income for monitoring purposes.

The capital outturn position for 2020/21 was set out:

The total approved General Fund Capital Programme budget in place in 2020/21, including schemes brought forward from previous years, was £112.5m (Appendix C). This relates to a combination of schemes to be delivered in the year and some that will span over more than one year. £63.3m has been spent during 2020/21. Of the remaining £49.2m, £0.1m is reported as net underspend on projects completed during the year, £7.5m is removed from the budget as it is no longer required, and £41.6m will be carried forward for ongoing schemes.

The actual spend on the HRA Capital Programme during 2020/21 was £9.1m with £231k budget underspend being returned as no longer required (Appendix D). The

major areas of capital spend during the year related to the capital maintenance for the existing housing stock and the development and acquisition of new stock. Capital budget totalling £125.3m is planned to be spent over the MTFP, which includes housing development projects that will be delivered over several years (Appendix E).

During the debate the following comments and questions were raised:-

- The update was welcomed by the committee and considered positive given the impact of the pandemic although emphasis on accurate budget provision was encouraged in future years.
- Expediting work around phosphates was encouraged.
- Future expenditure in the context of the formation of the Unitary Council was a concern, increased financial justification was requested going forward.
- Risks and response to uncertainty had been positive, future demands on funds with the change coming with the New Council was a recognised risk.
- Section 9 of the report was considered and criteria used in the process of its decision making. Members of the Executive came forward with different ideas to use the funding, members were encouraged and could still bring ideas and alternatives to use the funding, the committee were reassured that these ideas were not set in stone.
- Questions were asked in relation to the process around this was requested to address concerns ensure fairness and transparency. It was questioned if there were other ideas put forward and not included on the list.
- The process was outlined for Executive members to give consideration of how underspends could be used to fund projects within the districts. Further concerns were expressed over the fairness of the process and the opportunity for Councillors outside the Executive to have an opportunity to have an input.
- The year-end position identified and underspend, as a result the Executive and Senior Management team had set out the proposals in the report to go through the Scrutiny process.
- Prudent expenditure going forward was encouraged to be tested to ensure its appropriately spent approaching the end of the Council in 2023 and ensure future liabilities and minimised.
- The items individually were within the Executive authority to approve.
- Accuracy of budgets was a concern even with the considerations of uncertainty that the pandemic brought. Concerns were expressed that some areas that had underspends could have been budgeted for in advance.
- Commercial property shortfalls was a further concern in future years, with accuracy of figures needing to reflect the previous budget setting.
- The funding for phosphates were welcomed with this impacting delayed with planning cases significantly.
- It was questioned how social housing debt in this financial year compared to the previous year. A written answer would be provided to the committee following the meeting.
- Reference was made to the explanation on page 44 in relation to revenue contribution to capital. It was questioned if this was used to repay capital to the PWLB debts. Depreciation was paid in the capital repairs reserve, using it to finance spend repay debts was a decision made, more detail could be provided following the meeting.
- More clarity for the intended use of revenue contribution to capital was requested in future reports.

The Corporate Scrutiny Committee Recommended that:-

The Executive:

1. Note the impact of COVID on the Council's cost and income during 2020/21 financial year.
- 2 Note the reported General Fund Revenue Budget underspend of £1.25m in 2020/21 and the General Reserves Balance of £7.915m as at 31 March 2021.
3. Note the S151 has approved General Fund Revenue Budget carry forwards totalling £1,139,360 as detailed in Appendix A.
4. Approve an additional General Fund Revenue Budget carry forward of £939,940 for items greater than £150,000 as detailed in Section 7.
5. Note the inclusion of the items included in in 2.15 the supplementary budget of £806,000 for the 2021/22 General Fund, but requests further clarity from the Executive over the compiling of the list, whether it is definitive or not, and how other items can be considered.
Revenue budget funded from general reserves as detailed in Section 8.
6. Note the reported Housing Revenue Account Budget overspend of £15k in 2020/21 and the HRA General Reserves Balance of £2.8m as at 31 March 2021.
7. Note the Capital Outturn position.
8. Approve the proposed carry forward of £41.6m approved budget to 2021/22 General Fund Capital Programme (as per Appendix C) and the £125.3m HRA Capital Programme for the MTFP period (as per Appendix E).
9. Approve the retrospective inclusion of £3,789,053 Budget in the 2020/21 Capital Programme funded with matching grant income for the Watchet East Quay Development, as SWTC is the accountable body for the Coastal Communities Fund grant allocated to this scheme which commenced in previous years, noting there is no net cost to the Council.
10. Note the Capital Programme schedule identifying the schemes and overview profile providing the basis for future performance monitoring (as per Appendix E).

29. **Financial Strategy 2021/22 to 2022/23**

The Financial Strategy is presented for approval by the Executive. This sets out the approach and plans for ensuring the Council continues to operate in a financially sustainable way and allocates its resources in accordance with agreed priorities. The Strategy if agreed with underpin the ongoing management of the current year 2021/22 budget as well as the approach to developing the 2022/23 budget for approval by Council in February 2022.

The Council's services, costs and income last financial year were significantly impacted by the COVID pandemic, with major uncertainty and a frequently changing financial position. In such a dynamic and uncertain environment, financial forecasting and planning is extremely difficult, and the approach during the year necessarily adapted as the year progressed. The refresh of the financial strategy last year focused very much on managing the financial impact of COVID as well as supporting intervention and economic recovery.

Financial planning uncertainty remains, and this is reflected within the 2021/22 budget and reserves plan. The ongoing impact on services, costs and income will be carefully monitored during this year to assess reliability of current year baselines and budget forecast assumptions.

A further factor considered in the Financial Strategy is the prospect of a move to a new (one or two) unitary authority structure within Somerset from April 2023. The Secretary of State is expected to decide on the preferred option in the summer. This added uncertainty leads to a shorter-term focus in budget planning within this Strategy, with future corporate and service priorities, structural design, and related financial plans beyond 2022/23 likely to be undertaken through shadow/transitional governance arrangements.

The other major uncertainty reflected in the Strategy is future funding arrangements for local government. The previous Spending Review in 2020 only covered one year, and it is uncertain at this stage whether the 2021 Spending Review will cover a longer period, and how future funding of local government will be affected by the ongoing impact of COVID in the economy and local demand for services. Changes in funding mechanisms, such as the fair funding review and redesign of business rates retention and new homes bonus are also 'known unknowns' at this stage.

Given the level of uncertainty and likely structural change, this Strategy and updated MTFP focus on 2021/22 and 2022/23 with an indicative forecast for 2023/24 based on continuation of existing district services.

During the debate the following comments and questions were raised:-

- Ensuring funds were available to manage the transition to the New Council and manage existing budgets effectively was a priority. Clarity on the Future of Local Government reform in Somerset was welcomed towards the end of the month.
- Concerns around investments held by the Council and future risk around the commercial property sector was expressed. Reassurance was requested around commercial investments.
- The portfolio of assets were being built along with any asset management requirements. It was questioned when commercial investments would be reviewed. This was managed by the officer team and reported to the Commercial Investment Board.
- It was questioned what advice Arlingclose had provided in respect of inflation and interest rates. Alerts in changing in the market happened regularly alongside quarterly meetings, their advice could be addressed at short notice if required. Increases in interest rates could change but were not expected to increase significantly in the next two to three years.
- The Chair requested that the committee review the strategy over the coming months.

The Corporate Scrutiny Committee recommended that:-

1. The Executive approves the Financial Strategy 2021/21 to 2022/23.
2. The Executive recommends Council approves the revisions to the Budget and planned reserve transfers in 2021/22 as set out in Table 1 and Appendix A.

30. **Corporate Performance Report, Quarter 4 and Outturn, 2020/21**

The report provided an update on the council's performance for the 2020/21 financial year. The report includes information for a range of key performance indicators and also provides an update on progress against the council's annual plan commitments for the year. This year, the council has also played a significant role in the response to the

pandemic and this report includes a summary of the additional work undertaken. Finally, the report also includes the key business risks for the council.

As part of the Councils commitment to transparency and accountability the report provided an update on performance for a number of key indicators across a range of council services and also provides progress monitoring for the implementation of the Corporate Strategy, and the delivery of the commitments made in the 2020/21 Annual Plan. The past year has been exceptional and the pandemic has resulted in unprecedented circumstances. The council's response to the pandemic has been significant, and this has been achieved in addition to the regular day-to-day responsibilities.

During the debate the following comments and questions were raised:-

- The numbers of complaints were questioned, it was considered if there had been an increase in complaints and issues experienced in the Licensing department and staffing issues. Performance in Licensing had improved and was back on track in the current year.
- Requirements for variations to licenses were considered and how this impacted the variations to the backlog. More information would be provided following the meeting.
- There had been a small increase in a number of complaints.
- Performance in the year overall had been impacted at the start of the year although it remained at 90% for complaint responses.
- Determination of Planning applications and delays around this were discussed. There were 93 cases held up as a result of phosphates. Delays in applications due to phosphates had been experienced which had impacted social housing applications which had adversely impacted communities.
- It was requested further dialogue was required with Natural England to improve the situation with applications which had been delayed.
- The national indicator was followed as an indicator which included extensions to planning permissions. Broader reasons for time extensions were being worked through with the Assistant Director.
- Length of time and time extensions in relation to Planning was requested as a true picture to resolve issues.
- The number of complaints responded to within 10 working days was considered and Communications of questions by phone and email.
- Complaints due to lack of response or information was requested to be tracked. It was acknowledged that responses were not always as timely received as could be due to pressures in certain departments.
- Officer resource had been targeted to address complaints along with addressing customer responses around waste collections. Missed waste collections had been a recent recognised issue.
- Progress in Watchet in relation to the Wall repair was commended along with the draft Local Plan.
- The Senior Management Team and Portfolio Holder were congratulated for all their hard work and progress.

The Corporate Scrutiny Committee noted the report

31. **Executive Cllr PFH Session - Leader of the Council & Communications**

With the agreement of the Chair this item was postponed from the agenda.

32. **Access to Information - Exclusion of the Press and Public**

The Exclusion notice was not utilised as Councillors did not discuss the confidential appendix.

33. **Financial Monitoring - Outturn Position 2020/21 - Confidential Appendix G**

The Exclusion notice was not utilised as Councillors did not discuss the confidential appendix.

(The Meeting ended at 7.42 pm)

SOMERSET WEST AND TAUNTON COUNCIL
CORPORATE SCRUTINY COMMITTEE RECOMMENDATION TRACKER 2021/22

Date of Cttee	Scrutiny Recommendation	Decision Maker /Directorate Responsible	Final Decision/ Response to recommendation/	Date of response	Implemented?	Officer Comments/Update
2/06/21	<p>Resolved:- The Corporate Scrutiny Committee reviewed performance against the Commercial Property Investment Strategy (CPIS) and supported the following recommendations to the Executive;</p> <ol style="list-style-type: none"> 1. For transparency, gross and net income from the commercial investments to be made more readily available from the six monthly reviews with a link to be provided in future reports to the SWT website where this information is posted. 2. The communications underpinning the CPIS both internally and externally need to be improved upon considerably, as it was considered important that people understood what the Council was trying to do and why, and how this work inter- 	Full Council - Cllr R Henley – PFH Corporate Resources	Full Council – 27 th July 2021	27 th July 2021		Report not planned to go to Executive – response to be reported in Full Council report and in introduction by PFH.

	<p>linked with the Corporate Priorities of the Council.</p> <p>3. The Corporate Scrutiny Committee was pleased to be informed that the legacy commercial properties will be incorporated in the next scheduled review paper that is to go to Full Council in December, but in advance of this, a light-touch document is requested to be circulated to the Committee.</p>					
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Total Recommendations for 21/22:

Agreed:

Agreed in Part:

Not Agreed:

TBD:

SOMERSET WEST AND TAUNTON COUNCIL
CORPORATE SCRUTINY COMMITTEE WRITTEN ANSWERS TRACKER 2021/22

Date of Cttee	Scrutiny Cttee Request for information	Decision Maker /Directorate Responsible	Response to request for information	Date response of	Scrutiny Officer Comments/Update
07/07	Q) <i>Outturn Report - Can the Finance team provide a comparison with this year's outturn and last years on debts written off?</i>	Cllr Ross Henley/Finance			
07/07	Q) <i>Performance Report – Extensions to Planning applications due to phosphates – further detail on how many had had multiple extensions?</i>	Cllr Mike Rigby / Planning			

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CORPORATE SCRUTINY

Meeting	Draft Agenda Items	Lead PFH/ Lead Officer	Executive Report?
4th August 2021	Taunton Innovation District Update (1)	Cllr M Kravis / D. Webb/M. Wathen	No
SRD= 23rd July	Levelling Up Bid (CONFIDENTIAL) (2nd)	Cllr M Kravis / Joe Wharton	Yes
Exec RD = 6 August			
Informal Exec RD = 6 July			
SMT RD = 23 June			
1st September 2021	Financial Performance 2021/22 Q1	Cllr R Henley/ P. Fitzgerald	Yes
SRD 20th August			
Exec RD = 3 September			
Informal Exec RD = 3 August			
SMT RD = 21 July			
6th October 2021			
SRD 24th September	Public Transport Task and Finish Report		
Exec RD = 8 October			
Informal Exec RD = 30 Sept			
SMT RD = 21 July			
3rd November 2021	General Fund 2022/23 Draft Budget Update	Cllr R Henley / P. Fitzgerald	Yes
	Housing Revenue Account 2022/23 Draft Budget Update		
1st December 2021	Financial Performance 2021/22 Q2		
5th January 2022			

Executive Meeting	Draft Agenda Items
21 July 2021	Belvedere Road Public Space
venue =	2020/21 Financial Outturn
Exec RD = 9 July	Financial Strategy 2021-2023
Informal Exec RD = 8 June	Corporate Performance Report
SMT RD = 26 May	Corporate Volunteering Policy and Procedures
18 August 2021	Single Homeless accommodation strategy and delivery plan
venue =	Employment Land Feasibility Study in West Somerset
Exec RD = 6 August	Levelling Up Bid
Informal Exec RD = 6 July	
SMT RD = 23 June	
15 September 2021	Financial Performance 2021/22 Q1
venue =	Corporate Performance Report
Exec RD = 3 September	Longforth Masterplan
Informal Exec RD = 3 August	Firepool Design Guidance and Masterplan
SMT RD = 21 July	
20 October 2021	Tower Street
venue =	
Exec RD = 8 October	
Informal Exec RD = 7 September	
SMT RD = 24 August	
17 November 2021	Voluntary and Community Sector Grants Review
venue =	General Fund 2022/23 Draft Budget Update

Exec RD = 5 November	Housing Revenue Account 2022/23 Draft Budget Update
Informal Exec RD = 5 October	Public Realm Design Guide for Taunton Garden Town – Feedback
SMT RD = 22 September	Somerset West and Taunton Districtwide Design Guide
15 December 2021	Financial Performance 2021/22 Q2
venue =	Corporate Performance Report
Exec RD = 3 December	
Informal Exec RD = 2 November	
SMT RD = 20 October	
19 January 2022	CCTV
venue =	Housing Revenue Account 2022/23 Budget
Exec RD = 7 January	
Informal Exec RD = 30 November	
SMT RD = 17 November	
Budget - 9 February 2022	General Fund 2022/23 Budget
venue =	Council Tax Resolution 2022/23?
Exec RD = 28 January	
Informal Exec RD = 4 January	
SMT RD = 8 December	
16 February 2022	
venue =	
Exec RD = 4 February	
Informal Exec RD = 4 January	
SMT RD = 8 December	

16 March 2022	Financial Performance 2021/22 Q3
venue =	Capital, Investment and Treasury Strategy 2022/23
Exec RD = 4 March	Corporate Performance Report
Informal Exec RD = 1 February	
SMT RD = 19 January	
20 April 2022	
venue =	
Exec RD = 8 April	
Informal Exec RD = 8 March	
SMT RD = 23 February	
Items to be Confirmed	

FULL COUNCIL

Meeting	Report Deadline	Draft Agenda Items
27 July 2021	15 July 2021	Review of the Commercial Property Investment Activity and Performance Report
		Skatepark Petition Update (within PFH report)
		Community Governance Review for the Unparished Area of Taunton - Publication of Terms of Reference - DEFERRED
		Decisions taken under the urgency rules
		Motion from Cllr Wakefield
		Future High Street Fund Award
		Political Allocations (after by-elections)
		Cultural Strategy
		Outside Bodies Update
		NO MORE ITEMS
7 September 2021	25 August 2021	Single Homeless accommodation strategy and delivery plan
		Employment Land Feasibility Study in West Somerset
		Financial Strategy 2021-2023
		Corporate Volunteering Policy and Procedures
		Levelling Up Bid
		Community Governance Review for the Unparished Area of Taunton - Publication of Terms of Reference
		NO MORE ITEMS
7 December 2021	25 November 2021	Voluntary and Community Sector Grants Review
		Tower Street
		Public Realm Design Guide for Taunton Garden Town – Feedback
		Somerset West and Taunton Districtwide Design Guide
		Annual Review of the Commercial Property Investment Strategy
		Longforth Masterplan
		Firepool Design Guidance and Masterplan
8 February 2022	27 January 2022	CCTV
		Housing Revenue Account 2022/23 Budget

24 February 2022	14 February 2022	General Fund 2022/23 Budget
Budget Only		Council Tax Resolution 2022/23
		NO MORE ITEMS
29 March 2022	17 March 2022	Capital, Investment and Treasury Strategy 2022/23
10 May 2022	28 April 2022	Annual Council Meeting
		Council Committees for 2021/2022 and their Terms of Reference
		Appointment of Representatives on Outside Bodies
		To authorise the sealing or signing of documents to give effect to any decisions taken

Somerset West and Taunton Council

Scrutiny Committee – 4th August 2021

Innovation District Update

This matter is the responsibility of Executive Councillor Marcus Kravis

Report Author: Mark Wathen, Lead Specialist Economic Development and Prosperity and Dawn Adey, Director of Development and Place

1 Executive Summary / Purpose of the Report

- 1.1 This paper contains an **update on recent activity and progress** and a response to a request from a member of the Corporate Scrutiny Board **to explore the links between the resolutions made by the Executive in November 2018** and the activity to deliver inward investment and the Innovation District.

2 Recommendations

- 2.1 This report is provided as an update paper to note by the Scrutiny Committee.

3 Risk Assessment (if appropriate)

- 3.1 This report is an update of the Innovation District fo note by the Scrutiny Committee.

4 Background and Full details of the Report

- 4.1 Statement by Cllr Marcus Kravis *“As Portfolio Holder for Assets and Economic Development, I confirm that I am content that the resolutions made by Taunton Deane Borough Council (TBDC) in 2018 have been taken into account when taking the activity to deliver the innovation district and inward investment forward and am proud of the achievements of this Council to date.”*

5 Introduction

- 5.1 The Innovation District action plan is in its early formative stage and will continue to be a long term evolving programme of activity responding to new and emerging opportunities and policy direction for investment from Government, Academia, R and D businesses and the private sector, working collaboratively.

- 5.2 The EiBC consultancy work appointed in July 2020 found a considerably changed innovation landscape in 2020/21 when compared to 2018 and that matters had progressed significantly over the intervening period including:
- i. The business case for a Taunton Digital Innovation Centre.
 - ii. The Somerset NHS Foundation Trust 50/50 private sector led Joint Venture (JV) with Rutherford Diagnostics Ltd., the first of its kind in the UK.
 - iii. Strategic masterplanning of the Firepool regeneration site including innovation and commercial employment space.
 - iv. An outline masterplan for Henry Boot's Nexus 25 employment land and potential LDO.
 - v. The final publication of the Taunton Garden Town Prospectus with a chapter being written by the economic development team on a collaborative knowledge sharing creative and cultural business destination.
 - vi. A longstanding empty site "Gravity" purchased by Salamanca merchant bankers Gravity at J23, designated as one of three LEP enterprise zones; this site had been empty for a considerable number of years before interest.
- 5.3 The priority has been not to create more new buildings/innovation space but to extract more value for SWT residents and businesses from existing allocations and to make the individual innovation assets more than the sum of their parts.

To that end, the concept of a networked Taunton Innovation District was born (alongside other actions) and adopted by SWT, the public summary published on SWT's business facing website in March 2021, a subset of the economic development strategy approved by Full Council in February 2020. [Innovation Framework Summary Report \(somersetwestandtaunton.gov.uk\)](https://www.somersetwestandtaunton.gov.uk/innovation-framework-summary-report)

The Innovation District work programme is progressing the conclusions of the 2018 Task and Finish Group and provides a further refinement and development of the themes. The programme also takes into account how Government policies and funding have changed at both the national and sub-regional level.

6 Update on the significant progress made in the 6 months since the adoption of the Innovation Framework

- 6.1 Since the approval of the Taunton Innovation District (TID) Framework (and EiBC recommendations more broadly), work has been taking place on:
- i. working up the TID concept to put to the market
 - ii. aligning SWT town centre, marketing and inward investment work programmes with the TID
 - iii. continuing the dialogue with the high-tech businesses and innovation organisations that will 'anchor' the TID
 - iv. establishing the governance structure for the TID.

Excitingly, new market opportunities have arisen in the meantime which the Innovation District is capitalising on including:

a) AI/Big Data & Digital:

- Subject to the business case and funding confirmation (expected July 2021), a £9.5m Innovation Centre on Firepool will start on site in the next couple of months
- UKHO have undertaken a £0.5m commercialisation accelerator programme and challenge competition against various themes linked to the exploitation of its AI/Big Data.
- Visit Somerset is developing an AI/Big Data platform for the visitor economy utilising latest digital technologies and techniques.

b) Healthcare, medtech and e-health:

- The Joint Venture between Somerset NHS Foundation Trust at Musgrove Park and the private sector led Rutherford Diagnostics and innovation Centre opens in September 2021.
- The healthcare partners and the College have run 12 week National Re-training Skills Bootcamps in e-health and digital upskilling.
- We are working on a Levelling Up bid working with Sedgemoor for a centre of excellence in Social Care allied to the work we are doing on the healthcare cluster.
- We have been joint working with Plymouth and Exeter and the Academic Health Science Network on a LEP wide healthcare technopole.
- An Expression of Interest has been submitted to the Connected Catapult to host a one year “Homes for Healthy Ageing testbed demonstrator site” which if successful could be one of 5 receiving up to £0.5m during 2021-2022.

c) Creative/cultural:

- The launch of SWT’s cultural strategy
- Funding was gained from the collective £4m Business Rates Pool to support the capacity of both our cultural and digital sectors.
- We have submitted a £0.5m Community Renewal Fund bid in June 2021 for the Somerset Arts and Business Cultural Alliance (SABCA).
- We have submitted a Levelling up bid of £20m for Wellington’s ToneDale Mill which has support from the creative, cultural and fashion and textile industry.

d) Innovation ecosystem and higher level skills (education)

- The launch of T levels and University Centre Level 6 courses in ICT/Digital/Big Data and Nursing and Healthcare supported by the Institute of Technology.
- Bridgwater & Taunton College (BTC) has been recommended for approval by the Nursing & Midwifery Council (NMC) to deliver a Nursing Degree & Nursing Degree Apprenticeships across Adult Nursing and Mental Health pathways. The NMC has also recommended the approval of the Trainee Nurse Associate programme. All the programmes are validated by the University of the West of England (UWE), with the apprenticeships due to start this year. Bridgwater & Taunton College has become the first college in the UK to achieve this recommendation. These degree pathways enhance the degree provision at University Centre Somerset and have been developed in direct response to Somerset’s skills gaps in nursing.
- A Somerset wide Bootcamp for 10 businesses, which included Singer Instruments and three other businesses from our District which helps inform future innovation ecosystem development.

e) Circular natural capital economy

- The Onion Collective Biohm private sector Joint Venture, a circular economy natural capital business in West Somerset which is starting production of its sustainable construction insulation materials; the development of an Exmoor strategy which recognises the opportunity for new entrepreneurial start-ups in sustainable circular economy businesses using its natural capital to counter climate change.

f) Renewable energy/nuclear:

- The collaborative approach with the LEP and Nuclear South West and EDF to submit an Expression of Interest to host the Nuclear Fusion Tokamak R and D facility, one of 16 sites shortlisted.

g) Inward investment and place making and promotion:

- Appointment of a full marketing communication agency to help hone our inward investment propositions and marketing collateral
- The Nuclear South West proposition is already well developed and more recently a DIT supported Autonomous Maritime Vessels national proposition incorporating the UK Hydrographic Office (UKHO)
- Articles have been written for the South West Insider Investment magazine which went around the UK as well as profiling the Taunton Innovation District at the annual UK Science Park Association conference.

6.2 ***Further developments are expected during the course of this year including the launch of a refreshed Innovation Strategy by the Government and a multi-year approach to the UK's Prosperity Fund from 2022 onwards.***

7 Relevant Policies and Strategies informing the approach taken and continuing evolution of the SWT Innovation District

7.1 The recent Policies and their timeline that have informed and are aligned to the Taunton Innovation District and its direction of travel is as follows:

- **Affordable Employment Land Task and Finish Group's report November 2018 (Taunton Deane Borough Council)** affirmed by the Executive of TDBC – this is the report that I have been asked to refer to in the context of where we are now and the response to the three more detailed recommendations are considered below.
- **SWT Council's Corporate Strategy October 2019** was approved by Full Council and relevant objectives that relate to the Innovation District include:

Environment and Economy

- Work towards making our District ***carbon neutral by 2030.***

- Shape and protect our built and natural environment, supported by a **refreshed Local Plan**, develop our heritage, cultural and leisure offer, including a **clear vision and delivery plan for the Taunton Garden Town**.
- Encourage wealth creation and economic growth throughout the District by **attracting inward investment, enabling research and innovation, improving the skills of the local workforce** and seeking to **ensure the provision of adequate and affordable employment land** to meet different business needs.
- **Support the town centres** throughout the District to meet the challenge of changing shopping habits.
- **Facilitate the development of the commercial parts of the Firepool site** in Taunton.
- Support the **enhancement of arts and culture provision** within the District.

➤ **LEP's Local Industrial Strategy (LIS) published in 2020**

This has superseded the *South West and South Wales Science and Innovation Audit referenced in the 2018 Task and Finish Group*, prioritising those aspects that are of most relevance to the LEP's greatest chances of success. The LIS subsequently identified **three key priorities to build on the expertise and distinctive assets of the LEP area, whilst moving to a greener economy:**

They are:

- ▶ **energy**; stemming from the construction, and legacy benefits, of one of Europe's largest infrastructure projects – the UK's first nuclear power station in twenty years at Hinkley Point C – and pioneering the development of the next generation of marine renewables;
- ▶ **engineering**: leading on the development and commercialisation of marine autonomy, and supporting the sustainable aviation challenge through development of rotary technologies and electric planes; and
- ▶ **digital**; specifically through environmental intelligence, the marine geospatial innovation market, and health and agri-technologies.

➤ **SWT's first ever economic development strategy approved at Full Council in February 2020**

A key stated objective was to encourage wealth creation and clean economic growth throughout the District by:

- **Attracting inward investment and enabling research and innovation.**
- SWT also committed to **explore a Higher Level Educational Research Institution and Innovation Park to explore and validate emerging knowledge economy opportunities** such as AI/Big Data and digital technologies, remote healthcare delivery and low carbon renewable energy and environmental technologies as well as exploring the circular economy and natural capital, including plastic waste recycling.
- Reviewing business and innovation support to determine the **most appropriate approach to building a sustainable Somerset wide local business and innovation ecosystem.**

- Strategic employment site development, specifically referencing **Firepool** and the development of an innovation zone.
- **Implementing a Rural Local Development Order**, supporting and promoting **Nexus 25** and our **own commercial assets and sites**.
- **Taunton Garden Town** becoming a dynamic economy of cultural, creative and digital businesses as part of a future Tech Nation Corridor.

➤ **SWT Innovation Framework in March 2021 under the delegated authority of the Portfolio Holder**

Over the last few months, SWT has been working to understand its knowledge economy and innovation assets, clusters and businesses to help further develop the knowledge economy opportunities for its businesses and residents looking to the future and as a commitment made in the Economic Development Strategy published in March 2020.

It has provided a clear way forward for developing **a framework for action for the short term but with an eye to a longer term gain**, as the initial innovation clusters and innovation board is established, building on immediate opportunities.

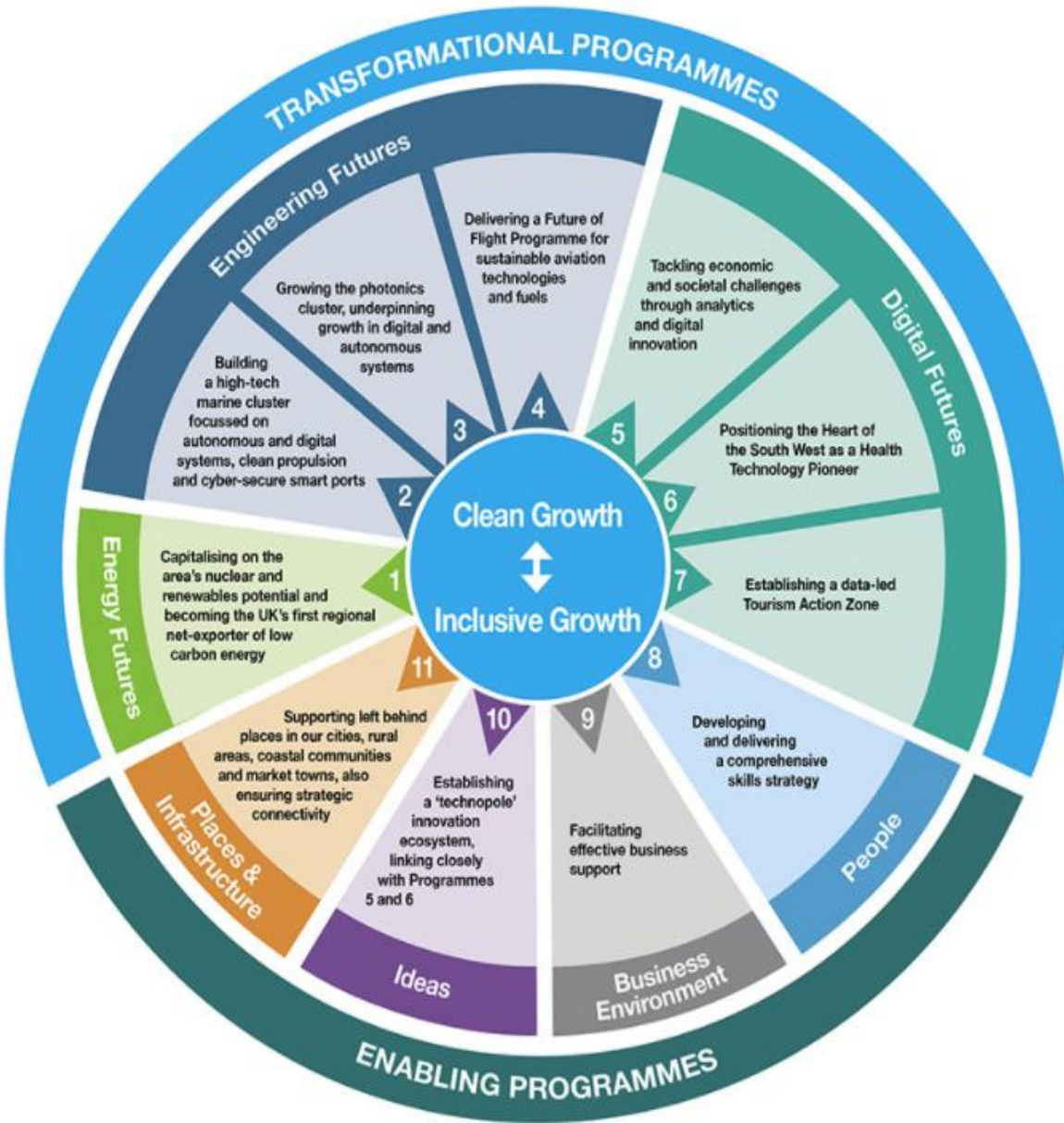
It is to be stressed that this is the start of an evolving journey involving a range of partners linked to the emerging Somerset West and Taunton Innovation District concept.

➤ **Somerset Recovery Plan March 2021 - SWT Report Template 2020**
(somersetwestandtaunton.gov.uk)

The Plan was developed and **agreed by 5 Local Authorities in Somerset in January 2021** and submitted to Government and replaces the Somerset Growth Plan which was developed pre-pandemic.

The plan differentiates activities and interventions across the different phases of recovery (**Lockdown, Restart, Revitalise, Grow**), which has been adopted widely by partners across the Heart of the South West LEP.

➤ **LEP's Build Back Better Plan March 2021** - the Build Back Better Plan is not on its own a recovery plan from COVID-19, but is rooted in the ambitious vision of our Local Industrial Strategy (LIS), which has a distinctive focus to deliver on clean and inclusive growth.



Source: EiBC Innovation District Framework 5 Domains



Source: HoTSW Building Back Better Plan Priorities 2021

The specific opportunities from the diagram and SWT's innovation domains align in the following ways:

- **Energy Futures:** *capitalising on the area's nuclear and renewables potential*
- **Engineering Futures:** *UKHO's involvement in building a high-tech marine cluster and commercialising its AI/Big Data assets*
- **Digital Futures:** tackling *societal challenges through digital innovation* and positioning the Heart of the South West as a **Health Technology Pioneer** and establishing a **data-led Tourism Action Zone**, with Visit Somerset now deploying AI/Big Data platforms
- **Enabling programmes (Ideas):** establishing a **'technopole' innovation ecosystem** which is not focused on Universities but on **any business undertaking R and D** and connecting them with other businesses & the knowledge base and future R&D funding opportunities

8 Specific responses to the final resolutions of the Affordable Employment Land Task and Finish Group 2018

8.1 This section aims to respond specifically to explore the links between the final resolutions related to the Affordable Employment Land Task and Finish Group's report, which was affirmed by the Executive in November 2018 and the eventual EIBC report. The resolutions made in 2018 have been delivered by a diverse approach and are not solely found in the EIBC report.

The recommendations in the 2018 report were:

Resolved that the Executive noted the Task and Finish Group's Report and recommended the following:-

1. Affordable Employment Land:

- a) TDBC and the subsequent Council must build on the Affordable Employment Land Report undertaken by Peter Brett Associates by commencing an urgent reappraisal of all employment sites;
- b) TDBC and the subsequent Council to explore the delivery of Affordable Starter Employment Units via different delivery models including varying forms of Local Development Orders, and expedient Council enabling through a standalone approach or development partner involvement.

2. Investigate the feasibility of an office for the creation of a Research and Innovation Centre:

- a) TDBC and the subsequent Council should undertake a prompt detailed feasibility study into the viability of such a centre. Effective use of appropriate partnership working was crucial to the success of such a venture.

8.2 The response in respect of gap analysis of each of the above in turn is as follows:

1a) Affordable Employment Land

Somerset West and Taunton Local Plan development - the National Planning Policy Framework requires the planning system to be genuinely plan-led. The Council will be reviewing its employment sites through the Local Plan review process considering them for their sustainability, appropriateness, deliverability, attractiveness as employment sites, infrastructure requirements and other local benefits that could be delivered. The Council will also consider where employment development should be retained in order to deliver sustainable communities. The Plan-led approach to reviewing employment sites ensures that decisions on the location of new employment and the specific sites is considered in conjunction with all other strategic planning matters and not in a silo.

This process will be informed with up-to-date evidence on employment land needs. Emerging evidence suggests a need for 44,800 sqm office floorspace and 53 ha of industrial land between 2020-40 although the appropriate target will be determined through the Local Plan review.

1b) Affordable Starter Units

A Rural Local Development Order received Full Council Approval on 29th September 2020 - during the early part of 2019, the economic development team working with our planning colleagues made the development of affordable starter employment units a priority in accordance with the Executive Resolution from 2018 and developed a Rural Local Development Order which has subsequently been published and launched and fully adopted by the Full Council on 29th September 2020.

[Employment Local Development Order \(somersetwestandtaunton.gov.uk\)](https://www.somersetwestandtaunton.gov.uk/employment-local-development-order)

- This LDO is a proactive planning tool to enable increased delivery of small-scale employment space in rural parts of Somerset West and Taunton, and was

developed in response to demand from small businesses to set up or expand their existing operations.

- The LDO and accompanying Design Code will provide clarity on how to deliver high quality small-scale employment space appropriate to the site. It will ensure that a high and consistent standard of design is delivered, providing sustainable and stimulating working environments whilst at the same time enabling the diverse requirements of individual occupiers to be met.
- The LDO sets out to grant planning permission for small scale office, research and light industrial space across the Council area removing the need for a planning application to be made. Development must accord with all aspects of the Design Code in order to benefit from the permitted development rights confirmed by the LDO.

Other support for progress delivery of allocated employment land in response to need

- **Firepool business case was approved in November 2020.** This will provide circa 600 residential units, subject to planning and circa 20000 sq/m of commercial, office and leisure uses. The site has been fallow since the cattle market closed 12 years ago. Our estimate is that this will provide FTE 350 direct jobs and up to 3000 construction jobs over the course of the programme. The space also provides space for the Digital Innovation Centre being developed in partnership with Somerset County Council.
- **Coal Orchard**, was built in 2020/21 in a location where the market could not make viable. This build continued through the Pandemic. This has provided 40 apartments, 8 commercial units and car parking for 40 cars, including EV charging. SWT have enhanced public realm and access to river, and flood mitigation is built into the design. The site has the propensity to create 94 Jobs.
- **Seaward Way, Minehead, West Somerset.** SWT built two much needed employment spaces in 2020 and this project came in under budget and produced a 4.9% yield for income. In total, 32,000 sq ft of commercial / light industrial space was built. Both units have been let, one to a local company who have been based in Minehead for 20+ years who was desperately in need of larger and more modern facilities to expand.
- **Additional employment space review is underway in West Somerset** - being able to find new employment land for industrial purposes in West Somerset has been a significant problem for many years. Aside from the recent Snazaroo development and the units next to West Somerset Railway, no new sites have come forward in over a decade. A review is being undertaken to identify land and employment site options in West Somerset to help to continue to deliver growing employment opportunities and to respond to their immediate needs.
 - **One SME** in Minehead employ 33 staff and produce products for security, medical and military personnel. They are seeking 1,200 sqm of space (12-15k sq. ft) and will create 10 new jobs. PWL would be content with a discreet premise and would prefer the Minehead area.
 - **Another SME** employs some 30-40 staff and produce scientific research instruments. They are seeking 2,800 sqm (30k sq. ft) and will create 15 new jobs initially. They would prefer a high profile site preferably in the Minehead area. One of the two businesses is likely to move away from the area if a site is not found. Both businesses are content with renting space from the Council and are happy to wait on the outcome of this report. They are both currently looking at options to temporarily expand and on to this it is recognised that one of the

sites identified should be large enough to accommodate other future units if possible.

- **Town Centre/High Street affordable employment space.** SWT are also working with Town Centre locations to explore the opportunities afforded to start-up companies by using the available space created by vacant retail locations. In Wellington, a feasibility study has also been undertaken on an enterprise centre and hotdesking centre in the High Street, making use of vacant retail space as appropriate. All of these initiatives aim to respond to the need in a post Covid19 environment and be more agile in helping to meet those needs in a more flexible manner, building on the existing enterprise centre network of the County Council in Minehead, Williton, Wiveliscombe and potentially in Wellington.

2a) Investigate the feasibility of an office for the creation of a Research and Innovation Centre:

Research has shown that there is adequate site provision in our District – there is no evidence of need for additional office for a Research and Innovation centre. The current offers include:

- Over the next 3 years a network of new innovation centres will be delivered in Taunton (2), Bridgwater (3), Yeovil (1).
- Additionally 3 sites in SWT (Firepool TDIC, Nexus and Blackbrook) offer further opportunities for grow-on space for knowledge based businesses with a capacity in excess of 600,000 square feet in Taunton.
- This is in addition to a further 300,000 square feet of general business and light manufacturing space at the Crown Estate and over 300,000 square feet at the Gravity site.
- Firepool has a capability to accommodate a Phase 2 innovation centre and Blackbrook, already the home for several health based knowledge based businesses, has a key undeveloped site adjacent to Rutherford Diagnostics innovation Centre, whilst the 40 acre Nexus site can accommodate around 377,000 square feet of knowledge based business.
- Outside Taunton, Watchet can also accommodate at least 54,000 square feet of business space at the former papermill site. All of these sites are committed and most are 'shovel ready'.
- Excluding the Crown Estate and Gravity sites and the other innovation centres coming on stream elsewhere in Somerset, the remaining SWT sites deliver in excess of half a million square feet of space with a potential to accommodate up to 4,600 direct knowledge based jobs in addition to jobs that are indirect and induced economic impacts .
- On 9th July 2021, a meeting of the initial inaugural group of over 12 private and public sector stakeholders representative of the five domains of the Innovation District were brought together to help inform the development of the workplan over the next year and to move to a more formalised stewardship group, which was avidly received by all the participants, including links to the LEP and their Innovation Board. This collaborative approach to the Taunton Innovation District embeds the principles of the integrated project delivery approach which was highlighted in the 2018 work and still has a long way to go, but the foundation pieces are beginning to be laid.

9. Next steps

9.1 The next steps for the 2021-2022 programme will continue to be developed over the course of the summer and in line with corporate plan commitments. Some of the immediate components of the forward looking workplan are illustrated here and will be overseen by the stewardship of the recently convened Innovation Leadership Group (ILG) this to be formalised in September/October 2021.

9.2 Infrastructure

- Finalise funding package to enable the start on site build of the Digital Innovation Centre
- Support Somerset NHS Trust to open up the Rutherford Diagnostics centre in September and develop the model for appointing medtech innovation centre operator
- Continue to support local knowledge based businesses expand into grow-on space (two companies are actively seeking support) and engage more in detail with 1:1 cluster businesses
- Identify regeneration opportunities and locations for student accommodation build for the healthcare sector in Taunton so that this supports full-time and part-time Higher Education and CPD growth

9.3 Clusters

- Identify ways in which the clusters can be strengthened by providing more operational capacity
- Undertake more detailed cluster segmentation and mapping to identify unique characteristics and USPs and opportunities for joint collaboration and funding
- Start mobilisation of other clusters including biomanufacturing, waste and circular economy and work with the Council and County Climate Change teams

9.4 Innovation support

- Commission innovation support for Digital Innovation centre in 2021/22 and collaborate with plans to establish a HotSW Technopole service

9.5 Talent Development

- Work with the college and businesses to engage young people in the innovation district through innovation and enterprise placements
- Align the courses and skillsets of young people to develop the talent pool needed by businesses within the Innovation District

9.6 Place marketing and promotion

- Work with the consultants appointed over the course of the next year to update marketing and propositions for inward investment and establish place marketing protocols, ensuring they are complementary to surrounding regional clusters and add value

9.7 Funding opportunities

- Review opportunities on the horizon and identify immediate needs

9.8 Stewardship

- Support the establishment of the Innovation Leadership Group in terms of its terms of reference and composition
- Identify cluster development groups/leads to engage and network the private sector businesses and the college and universities
- Respond to offer of support from the Connected Catapult to support the development of the Innovation District

10 Links to Corporate Strategy

See 7.1

11 Finance / Resource Implications

This report provides an update only. No decision required that would have financial or resource implications

12 Legal Implications (if any)

This report provides an update only. No decision required that would have legal implications.

13 Climate and Sustainability Implications (if any)

This report provides an update only. No decision making that would have climate or sustainability implications.

14 Safeguarding and/or Community Safety Implications (if any)

This report provides an update only. No decision making that would have safeguarding or community safety implications.

15 Equality and Diversity Implications (if any)

This report provides an update only. No decision making that would have equality and diversity implications.

16 Social Value Implications (if any)

This report provides an update only. No decision making that would have social value implications.

17 Partnership Implications (if any)

This report provides an update only. No decision making that would have partnership implications.

18 Health and Wellbeing Implications (if any)

This report provides an update only. No decision making that would have health and wellbeing implications.

19 Asset Management Implications (if any)

This report provides an update only. No decision making that would have asset management implications.

20 Data Protection Implications (if any)

This report provides an update only. No decision making that would have data protection implications.

21 Consultation Implications (if any)

This report provides an update only. No decision making that would have consultation implications.

22 Scrutiny/Executive Comments / Recommendation(s) (if any)

Not applicable.

Democratic Path:

- **Scrutiny - Yes**
- **Cabinet/Executive - No**
- **Full Council - No**

Reporting Frequency: **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

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

Agenda Item 10

Document is Restricted

