



Notice of Meeting of

## **FULL COUNCIL**

**Wednesday, 26 July 2023 at 2.00 pm**

**Hollinsworth Hall, Canalside Conference Centre,  
Marsh Lane, Huntworth, Bridgwater, TA6 6LQ**

All Somerset Council Members are requested to attend.

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For further information about the meeting, including how to join the meeting virtually, please contact Democratic Services [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk)

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk) by **5pm on Thursday, 20 July 2023**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be webcast and an audio recording made.

Issued by (the Proper Officer) on Tuesday, 18 July 2023



# **AGENDA**

**Full Council - 2.00 pm Wednesday, 26 July 2023**

**Public Guidance Notes contained in Agenda Annexe** (Pages 7 - 8)

**Click here to join the online meeting** (Pages 9 - 10)

**1 Apologies for Absence**

To receive any apologies for absence.

**2 Minutes from the Previous Meeting** (Pages 11 - 26)

To approve the minutes from the previous meeting.

**3 Declarations of Interest**

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

(The other registrable interests of Councillors of Somerset Council, arising from membership of City, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes: [City, Town & Parish Twin Hatters - Somerset Councillors 2023](#) )

**4 Public Question Time**

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.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, please see details under 'click here to join online meeting'.

5 **Chair's Announcements** (Pages 27 - 28)

To receive the Chair's Announcements.

6 **Report of the Executive - Street Naming and Numbering Policy - Decision** (Pages 29 - 52)

Adoption of new Street Naming and Numbering Policy for Somerset Council.

7 **Report of the Leader of the Council - Somerset Board Arrangements - Decision** (Pages 53 - 56)

Approval of Representatives of the Somerset Board.

8 **Report of the Standards Committee - Decision** (Pages 57 - 128)

Adoption of the new Code of Conduct Hearing Procedure and Media Protocol for Somerset Council.

9 **Report of the Monitoring Officer - Minutes from two of the legacy District Councils - Decision** (Pages 129 - 290)

Approval of committee minutes of two of the legacy Councils.

10 **Executive - Report for information and Executive Lead Member Reports - Annual Report of the Deputy Leader and Lead Member for Resources and Performance and Annual Report of the Lead Member for Children and Families** (Pages 291 - 396)

Annual Report of the Deputy Leader and Lead Member for Resources and Performance – Cllr Liz Leyshon.

Annual Report of the Lead Member for Children and Families – Cllr Tessa Munt.

11 **Annual Report of the Audit Committee - Information** (Pages 397 - 402)

Annual Report of the Committee.

12 **Annual Report of the Health and Wellbeing Board - Information** (Pages 403 - 408)

Annual Report of the Board.

- 13 **Annual Report of the Scrutiny Committee - Adults and Health - Information**  
(Pages 409 - 414)

Annual Report of the Committee.

- 14 **Annual Report of the Scrutiny Committee - Children and Families - Information** (Pages 415 - 422)

Annual Report of the Committee.

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## Guidance notes for the meeting

### **Council Public Meetings**

The legislation that governs Council meetings requires that committee meetings are held face-to-face. The requirement is for members of the committee and key supporting officers (report authors and statutory officers) to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

#### Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

They can also be accessed via the council's website on [Committee structure - Modern Council \(somerset.gov.uk\)](#)

### **Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: [Code of Conduct](#)

### **Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

### **Public Question Time**

If you wish to speak or ask a question about any matter on the Committee's agenda please contact Democratic Services by 5pm providing 3 clear working days before the meeting. (for example, for a meeting being held on a Wednesday, the deadline will be 5pm on the Thursday prior to the meeting) Email [democraticserviceteam@somerset.gov.uk](mailto:democraticserviceteam@somerset.gov.uk) or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out, or alternatively can attend the meeting online.

A 20-minute time slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. Each speaker will have 3 minutes to address the committee.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish. If an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

### **Meeting Etiquette for participants**

Only speak when invited to do so by the Chair.

Mute your microphone when you are not talking.

Switch off video if you are not speaking.

Speak clearly (if you are not using video then please state your name)

If you're referring to a specific page, mention the page number.

There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

### **Exclusion of Press & Public**

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

### **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.



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Minutes of a Meeting of the Full Council held in the Hollinsworth Hall, Canalside Conference Centre, Marsh Lane, Huntworth, Bridgwater, TA6 6LQ, on Wednesday, 24 May 2023 at 2.00 pm

**Present:**

Cllr Mike Best (Chair)

Cllr Lee Baker (Vice-Chair)

Cllr Steve Ashton

Cllr John Bailey

Cllr Brian Bolt

Cllr Alan Bradford

Cllr Theo Butt Philip

Cllr Mike Caswell

Cllr Nicola Clark

Cllr Barry Clarke

Cllr Simon Coles

Cllr Nick Cottle

Cllr Hugh Davies

Cllr Andy Dingwall

Cllr Michael Dunk

Cllr Caroline Ellis

Cllr Ben Ferguson

Cllr Andrew Govier

Cllr Andy Hadley

Cllr Philip Ham

Cllr Bente Height

Cllr Ross Henley

Cllr Edric Hobbs

Cllr John Hunt

Cllr Helen Kay

Cllr Marcus Kravis

Cllr Liz Leyshon

Cllr Martin Lovell

Cllr Matthew Martin

Cllr Tessa Munt

Cllr Suria Aujla

Cllr Marcus Barr

Cllr Adam Boyden

Cllr Hilary Bruce

Cllr Simon Carswell

Cllr Norman Cavill

Cllr Mandy Chilcott

Cllr Peter Clayton

Cllr John Cook-Woodman

Cllr Adam Dance

Cllr Tom Deakin

Cllr Lance Duddridge

Cllr Sarah Dyke

Cllr Habib Farbahi

Cllr Bob Filmer

Cllr Tony Grimes

Cllr Pauline Ham

Cllr Mark Healey

Cllr Alistair Hendry

Cllr Mike Hewitson

Cllr Henry Hobhouse

Cllr Dawn Johnson

Cllr Andy Kendall

Cllr Christine Lawrence

Cllr Tony Lock

Cllr Dave Mansell

Cllr Harry Munt

Cllr Frances Nicholson

Cllr Sue Osborne  
Cllr Kathy Pearce  
Cllr Derek Perry  
Cllr Tom Power  
Cllr Steven Pugsley  
Cllr Wes Read  
Cllr Bill Revans  
Cllr Diogo Rodrigues  
Cllr Dean Ruddle  
Cllr Heather Shearer  
Cllr Brian Smedley  
Cllr Federica Smith-Roberts  
Cllr Andy Soughton  
Cllr Claire Sully  
Cllr Lucy Trimnell  
Cllr Martin Wale  
Cllr Alex Wiltshire  
Cllr Rosemary Woods  
Cllr Ros Wyke

Cllr Oliver Patrick  
Cllr Emily Pearlstone  
Cllr Evie Potts-Jones  
Cllr Hazel Prior-Sankey  
Cllr Faye Purbrick  
Cllr Leigh Redman  
Cllr Mike Rigby  
Cllr Jo Roundell Greene  
Cllr Peter Seib  
Cllr Gill Slocombe  
Cllr Fran Smith  
Cllr Jeny Snell  
Cllr Mike Stanton  
Cllr Andy Sully  
Cllr Sarah Wakefield  
Cllr Richard Wilkins  
Cllr David Woan  
Cllr Gwil Wren

## **1 Election of Chair of the Council - Agenda Item 1**

Councillor Hazel Prior-Sankey, Vice Chair of Council, invited nominations for the election of Chair of Council, to serve until the Annual General Meeting of Somerset Council in May 2024.

Councillor Bill Revans proposed, which was duly seconded by Councillor Mandy Chilcott that Councillor Mike Best be elected as Chair of Council to serve until the next Annual General Meeting in May 2024. The Chair then read and signed the formal Declaration of Acceptance of Office and received the Chain of Office:

*"I, Mike Best, having been elected to the Office of Chair of Somerset Council, declare that I take that Office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability. I will now sign that declaration."*

## **2 Election of Vice Chair of Council - Agenda Item 2**

Councillor Mike Best, Chair of Council invited nominations for the election of Vice Chair of Council, to serve until the Annual General Meeting of Somerset Council in May 2024.

Councillor Bill Revans proposed, which was duly seconded by Councillor Mandy Chilcott that Councillor Lee Baker be elected as Vice Chair of Council to serve until the next Annual General Meeting in May 2024. The Vice Chair then read and signed the formal Declaration of Acceptance of Office and received the Chain of Office from the Chair:

*"I, Lee Baker, having been elected to the Office of Vice Chair of Somerset Council, declare that I take that Office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability. I will now sign that declaration."*

### **3 Apologies for Absence - Agenda Item 3**

Apologies were received from Councillors Jason Baker, Shane Collins, Dawn Denton, Martin Dimery, David Fothergill, Val Keitch, Jenny Kenton, Tim Kerley, Mike Murphy, Graham Oakes, Connor Payne and Tony Robbins.

### **4 Declarations of Interest - Agenda Item 4**

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

<b>UNITARY COUNCILLOR</b>	<b>TOWN AND/OR PARISH COUNCIL</b>
Steve Ashton	Crewkerne Town Council / Hinton St George Parish Council
Suria Aujla	Bridgwater Town Council
Lee Baker	Cheddon Fitzpaine Parish Council
Marcus Barr	Wellington Town Council
Mike Best	Crewkerne Town Council
Alan Bradford	North Petherton Town Council
Theo Butt Philip	Wells City Council
Simon Carswell	Street Parish Council
Norman Cavill	West Monkton Parish Council
Peter Clayton	Burnham Highbridge Town Council
Nick Cottle	Glastonbury Town Council / St Edmunds Parish Council
Adam Dance	South Petherton Parish Council
Tom Deakin	Taunton Town Council
Caroline Ellis	Taunton Town Council
Ben Ferguson	Axbridge Town Council
Bob Filmer	Brent Knoll Parish Council
Andrew Govier	Wellington Town Council

Pauline Ham	Axbridge Town Council
Philip Ham	Coleford Parish Council
Ross Henley	Wellington Town Council
Edric Hobbs	Shepton Mallet Town Council
John Hunt	Bishop's Hull Parish Council
Andy Kendall	Yeovil Town Council
Marcus Kravis	Minehead Town Council
Tony Lock	Yeovil Town Council
Martin Lovell	Shepton Mallet Town Council
Sue Osborne	Ilminster Town Council
Kathy Pearce	Bridgwater Town Council
Emily Pearlstone	Ilchester Parish Council
Wes Read	Yeovil Town Council
Leigh Redman	Bridgwater Town Council
Mike Rigby	Bishop's Lydeard and Cothelstone Parish Council
Dean Ruddle	Somerton Town Council
Peter Seib	Brympton Parish Council / Chilthorne Domer Parish Council
Heather Shearer	Street Parish Council
Gill Slocombe	Bridgwater Town Council
Brian Smedley	Bridgwater Town Council
Federica Smith-Roberts	Taunton Town Council
Jeny Snell	Yeovil Town Council / Brympton Parish Council
Andy Soughton	Yeovil Town Council
Richard Wilkins	Curry Rivel Parish Council
Dave Woan	Yeovil Town Council
Ros Wyke	Westbury-sub-Mendip Parish Council

## **5 Chair's Announcements - Agenda Item 5**

The Chair of Council, Councillor Mike Best, referred to the events detailed on the Chair's Information Sheet, circulated and published with the agenda.

Council observed a minutes silence in memory of Councillor Mike Lewis who had sadly passed away. Several councillors paid tribute to him at the meeting, including Councillors David Fothergill, Mandy Chlicott, Martin Wale, Bill Revans and Henry Hobhouse.

Councillor Andy Dingwall raised a question, regarding the amount of money the Council had spent marking the recent Coronation, the detail and the response provided are attached to the minutes in Appendix A.

Councillors Henry Hobhouse and Sarah Dyke both thanked officers for all the hard work carried out in their local area to support those affected by the recent flooding events in the County.

## **6 Minutes from the Previous Meeting - Agenda Item 6**

The Council **RESOLVED** that the minutes of Full Council meetings held on 22 February 2023 and 1 March 2023 be confirmed as a correct record.

## **7 Public Question Time - Agenda Item 7**

Public questions were received from:-

- Matt Harrison, Shepton Mallet Town Council
- Amanda Millar, Problems on the Dunstan Park Estate, Glastonbury
- Loretta Whetlor, B3191 Watchet, Nolan Principles of Public Life
- David Redgewell, Public Transport in Somerset
- Tess Gill, Petition, Cross to Axbridge Safe Path
- Sigurd Reimer, Climate Emergency and Carbon Neutrality
- Nigel Behan, Global Warming
- Elizabeth Browne, Social Care Provision and Housing Development
- Sarah Baker, Social Care Provision and Housing Development
- Simon Peter McKie, Library Service and OUP Reference Database
- Eva Bryczkowski, Save Yeovil's Acute Stroke Care Services
- Rick Beaver, spoke on behalf of Ray Tostevin – Petition to Save Yeovil's Acute Stroke Care Services.

The questions and the responses provided are attached to the minutes in Appendix A.

The Council debated the Petition to Save Yeovil's Acute Stroke Care Services and the following points were raised:-

- Councillors thanked the representatives of Quicksilver Community Group for their submission of the petition.
- Councillors supported the views raised within the petition.
- Councillors echoed the concerns raised, especially those on travel time which impacted on stroke victims who were seeking medical treatment within the 'golden hour'.
- Praise was given to the speakers who set out their issues in a clear manner.
- Councillor Bill Revans informed the Council of his personal experiences and the care received by his late wife.
- Councillors agreed that the debate needed to go further with the National

Health Service (NHS) as with any lack in NHS provision, it could mean that council services suffered as a consequence.

- Councillors highlighted that the issue had previously been taken to meetings of Scrutiny Committee for debate.
- Councillors highlighted that the proposed closure was due to lack of funding from Central Government.
- Councillors agreed that the petition needed to be passed onto the NHS for action.

Councillor Faye Purbrick proposed the following recommendations, which were duly seconded by Councillor Bill Revans.

Having been duly proposed and seconded the Council **RESOLVED** to approve the following:

- 1) That Somerset Council undertake to make representations to our partners about our concerns on the potential risks to all Somerset residents by the removal of the acute stroke provision in Yeovil.
- 2) That Somerset Council further explored the impact and options of the proposed change and for the Somerset Council Adults and Health Scrutiny Committee to allow for debate and public representations, at the 31st May meeting, on their concerns related to risk to outcomes and Somerset Council services.
- 3) That Somerset Council wrote to all MPs in the County to request their support.

*Meeting adjourned at 16:08*

*Meeting restarted at 16:20*

## **8 Report of the Special Members Panel - Somerset Council Redundancies Arising from Implementation of the Senior Leadership Structure - Decision - Agenda Item 8**

The Chair of the Special Members Panel, Councillor Bill Revans, introduced the report which set out the recommendations to Council which arose from the consideration of the report at the Special Members Panel meeting held on 10 May 2023.

The purpose of the report was to present details of proposed dismissals on account of redundancy in relation to the creation of Somerset Council and the appointments to its Senior Leadership Team. It provided recommendations on the role of Full Council in relation to those dismissals and requested the necessary delegation to the Somerset Council Chief Executive to finalise details of the payments associated with the redundancies, in line with the appropriate legislation and policies.



The Council discussed the report and the following points were raised:-

- Councillors gave their sincere thanks and appreciation to all the officers affected and noted the loss of experience and expertise to the Council.
- Councillors urged that the remainder of the recruitment process be undertaken as soon as practicably possible for the officers in the remaining tiers, as concern was raised on morale and mental health for those waiting for the outcome of any re-structuring of departments.
- Councillors highlighted that the detail within the report was formed as part of the original unitary bid and thanked the officers who had worked on the business case.
- The Leader of Council thanked all councillors for their comments and reminded all that the Council had to follow the legal and fair process for the recruitment.

Councillor Bill Revans proposed the recommendations which were seconded by Councillor Faye Purbrick.

Having been duly proposed and seconded the Council **RESOLVED** to accept the following in response to the Special Members Panel report “Somerset Council Redundancies Arising from Implementation of the Senior Leadership Structure” (Appendix B) considered by the Special Members Panel on 10 May 2023:

- 2.1.1 Approve the recommendations of the Special Members Panel, in respect of the proposed dismissals on account of redundancy of current and former chief/deputy chief officer posts and associated costs set out in section 9.3 of Appendix B to the report.
- 2.1.2 Approve the severance costs for posts as set out in section 8.2 of Appendix B, where Full Council approval was required for costs that exceeded £100,000.
- 2.1.3 Note the decisions of the Special Members Panel, in respect of dismissals on account of redundancy for posts that were not included in 2.1.1 - 2.1.2, above.
- 2.1.4 Delegate authority to the Chief Executive to agree the final date of dismissal and the final redundancy packages, noting that such settlements would not exceed contractual redundancy pay, the payment required under statute to the Local Government Pension Scheme, or the requirement for Full Council approval for any severance payment that exceeded £100,000.

The Chief Executive, Duncan Sharkey, highlighted an addendum to the paper regarding a non-Local Government Review related redundancy associated to the cancellation of the Libraries West contract.

Councillor Bill Revans proposed the recommendations included within the addendum report which were seconded by Councillor Mandy Chilcott.

Having been duly proposed and seconded the Council **RESOLVED** to:

- 2.1 Approve the costs of the redundancy, as set out in Appendix One.
- 2.2 Delegate authority to the Chief Executive to agree the final date of dismissal and the final redundancy package, noting that the settlement would not exceed contractual redundancy pay or the payment required under statute to the Local Government Pension Scheme.
- 2.3 Delegate authority to the Service Director to conclude discussions on the contribution from partner organisations towards redundancy costs.

## **9 Report of the Chief Executive - Decision - Agenda Item 9**

The Chief Executive, Duncan Sharkey, introduced the report which detailed the process to appoint the Monitoring Officer, the Executive Director of Children and Families and the Service Directors.

The Council discussed the report and the following points were raised:-

- Councillors congratulated those officers who had been successful in being appointed to Executive Director and Service Director roles.
- Councillors highlighted the detailed and thorough recruitment process.
- Councillors thanked the current Monitoring Officer, Scott Wooldridge, for all his hard work.

Councillor Bill Revans proposed the recommendations which were seconded by Councillor Mandy Chilcott.

Having been duly proposed and seconded the Council **RESOLVED** to:

- 2.1 Note the appointments of Service Directors for Somerset Council
- 2.2 Designate and empower David Clark with the statutory chief officer functions of the Monitoring Officer for Somerset Council.
- 2.3 Note the appointment of Claire Winter as the Executive Director, Children and Family Services
- 2.4 Approve the salary of £146,892 for the Executive Director of Children and Family Services.

## **10 Report of the Standards Committee - Decision - Agenda Item 10**

The Chair of the Standards Committee, Councillor John Bailey, introduced the report which set out a recommendation agreed at the meeting held on 19 April 2023, to appoint a Vice Chair for the Standards Committee.

Councillor John Bailey advised that the reason behind the recommendation was to

provide resilience for the committee should the Chair be absent or unable to preside over any part of the meeting.

Councillor John Bailey proposed the recommendations which were seconded by Councillor Leigh Redman.

Having been duly proposed and seconded the Council **RESOLVED** to:

- 2.1 Amend the Standards Committee's terms of reference in the Constitution to include the appointment of a vice-chair;
- 2.2 Agree the Committee's nomination of Councillor Brian Smedley for the role of vice-chair; and
- 2.3 Request that the Independent Remuneration Panel considered and recommended to the Council whether the role should be awarded a Special Responsibility Allowance and if so at what level that should be set at.

## **11 Report of the Returning Officer - Decision - Agenda Item 11**

The Chief Executive and Returning Officer, Duncan Sharkey, introduced the report which set out the scale of fees and charges now that Somerset Council had assumed the responsibility for running the various elections which were previously run by the four district councils.

The Council discussed the report and the following points were raised:-

- Councillors urged officers to calculate an actual cost of an election for Parish Councils to use in calculations for their council tax precepts.
- Councillors suggested that the Local Community Networks should receive training on election costs to better assist their local councils.
- Councillors thanked officers for their work on the elections and were happy to support the recommendations.

Councillor Bill Revans proposed the recommendations which were seconded by Councillor John Hunt.

Having been duly proposed and seconded the Council **RESOLVED** to note the report and approve the fees and charges to apply to the various elections in Somerset for 2023/4 set out in the Appendices to the report.

## **12 Report of the Executive Director Public Health - Decision - Agenda Item 12**

The Leader of the Council, Councillor Bill Revans, introduced the report which set out the proposed future arrangements for the Board for consideration and approval by Full Council including amendments to the current Health and Wellbeing Board

(HWB) and Integrated Care Partnership (ICP) terms of reference to allow them to be better aligned.

The proposed purpose of the Somerset Board would see it become a high-level strategic partnership for health care and wellbeing across the county; in essence to consider all influences on what it was to live and work in Somerset. It would be comprised of members of the Somerset HWB and ICP.

The Council discussed the report and the following points were raised:-

- Councillors thanked officers for their work on the HWB and ICP.
- Councillors endorsed joint working with colleagues in the Health Sector.
- Councillors highlighted the importance of scrutiny within the work of the Board.
- Concern was raised regarding the lack of frequency of meetings.
- Concern was raised regarding the composition and membership of the Board.

In response to the points raised, the Leader of the Council, Councillor Bill Revans, noted: that he was happy to monitor and review meeting frequency if this proved necessary; that he was happy to review the composition and membership of the Board if this proved necessary; and that the Lead Member for Public Health, Equalities and Diversity would ensure other key partners and stakeholders were invited to attend meetings and present feedback from their organisations for debate.

Councillor Adam Dance proposed the recommendations which were seconded by Councillor Mandy Chilcott.

Having been duly proposed and seconded the Council **RESOLVED** to approve the following:

- 2.1 That Full Council considered the proposals and approved the approach to align the HWB and the ICP committees to sit in common through the Somerset Board.
- 2.2 That Full Council approved the attached overarching Somerset Board Constitution which included updates to the Terms of Reference for the HWB and ICP (Appendix 1).

### **13 Motions on Notice - Decision - Agenda Item 13**

#### **Somerset Council to treat Care Experience as if it were a Protected Characteristic Motion**

Councillors Leigh Redman introduced the Motion and noted the following:-

- The role of all Councillors as a corporate parent.
- The Council had undertaken much work of late, including the Care Leavers Covenant.
- The need to revisit the Care Leavers Covenant to ensure it remained fit for purpose.
- The importance of Councillors supporting the Motion.
- The Motion included some pretty harrowing statistics like the UCL study which showed 70% of care experienced people died early or 'Become Charity's' research that showed over 50% of people who were in custody up to the age of 21 had been in care or the facts contained in the Independent Review of Children's Social Care that showed a quarter of the homeless population was care experienced.
- The Motion was already being adopted by Councils around the country, taking the issue into their own hands.
- That the Motion was not seeking to change legislation, but that it was hoped this would happen in line with one of Josh McAlister's recommendations in his independent care review.

The Council discussed the Motion and the following points were raised:-

- Councillors thanked Councillor Redman for the Motion.
- Councillors welcomed the Motion.
- Councillors highlighted it was about the principles over and above corporate parenting.
- Councillors agreed it was right for the people of Somerset and the country.

Councillor Leigh Redman proposed the recommendations which were seconded by Councillor Frances Nicholson.

Having been duly proposed and seconded the Council **RESOLVED** to approve the following:

- 1) That the Chief Executive and Monitoring Officer ensured that all council making decision documentation had in it appropriate sections to allow for the impact upon 'care experienced people' to be considered in decision making, where relevant and that:
- 2) Officers considered how information might be captured and reported to council.
- 3) Any publication of information relating to people who shared a Protected Characteristic also included 'care experienced people'
- 4) To proactively seek out and listen to the voices of care experienced people of all ages when developing new Council policies and plans and, where possible, those where the Council produced them in partnership with others.
- 5) To request that the Chief Executive, as Head of Paid Service, explored with

the Director of HR how the Council could seek to guarantee all care experienced persons an interview where they met the essential criteria of the post applied for.

- 6) That the Executive Member for Children and Families wrote to all public bodies represented in the Council area to make them aware of this motion and, where possible and within available resources, offer training on corporate parenting and issues facing care experienced people and to work with our partners and our care experienced population to understand what corporate parenting meant for them.
- 7) And further the Executive member should write to Somerset MPs making them aware of this motion and asking them to press government to amend the law to include Care Experienced persons as a Protected Characteristic and for the extension of Corporate Parenting to all public bodies, following the recommendations of the MacAlister Report.
- 8) That the Chief Executive, Senior Directors, and Monitoring Officer attend a Corporate Parenting Board meeting early in the next council year to report on the actions taken as a result of this motion on notice.

### **Commit to working with bus operators across Somerset to establish a Somerset-wide discounted bus pass for 16-25 year olds**

Councillor Diogo Rodrigues introduced the Motion and noted the following:-

- He firmly believed that young people should have access to affordable and reliable bus travel throughout the entire year, and regardless as to whether or not they were in education.
- The current limited availability of youth fares, coupled with challenging costs, had deterred many young people from using the local bus services. The Bus Service Improvement Plan survey revealed that 38% of 16 to 25-year-olds cited cost as the primary reason for not using buses more frequently, with a staggering 44% stating that they did not use local buses at all.
- By simplifying bus travel and making it more accessible and affordable for young people with a single county-wide youth buss pass, we not only addressed their concerns but also aligned with our commitment to decarbonise the county through greener transport options.
- That accessible and affordable bus transport also held immense potential for young people, particularly those living in rural communities who often faced social isolation. By providing them with reliable means to connect with education, employment, and social activities, we could foster greater community cohesion and break down barriers of isolation.

The Council discussed the Motion and the following points were raised:-

- Councillors strongly agreed with the Motion.

- Councillors agreed that it was important that reduced bus fares were offered to all young people and not just those in education.
- Concern was raised on the reliability of the bus services in the county.
- Councillors highlighted that some rural areas did not have a bus service for young people to use.
- The Lead Member for Transport and Digital agreed with all the comments but suggested a discounted pass should be introduced at the point the current national £2 reduced fare scheme ended.

Councillor Diogo Rodrigues proposed the recommendations which were seconded by Councillor John Hunt.

Having been duly proposed and seconded the Council **RESOLVED** to approve the following amended recommendation: This Council reaffirmed its commitment to working with bus operators across Somerset to establish an affordable Somerset-wide discounted bus pass for 16 to 25-year-olds.

#### **14 Annual Report of the Leader of the Council and Report of the Leader and Executive - Information - Agenda Item 14**

The Leader of the Council introduced his annual report which included a summary of the key decisions taken by the Leader and the Executive.

The Council discussed the report and the following points were addressed to the Lead Members:-

- Wellington Library refurbishment contract
- Capital Programme and allocation of funds for projects
- Medium Term Financial Plan
- Grass cutting and lack of service
- Timeline for Schools for Special Educational Needs
- Traveller encampments and park and ride site configuration to restrict access

Councillor Liz Leyshon proposed the recommendations which were seconded by Councillor Heather Shearer.

Having been duly proposed and seconded the Council **RESOLVED** to:

- 2.1 Receive the annual report of the Leader of the Council as set out in Appendix 1; and
- 2.2 Note the details of key decisions taken by the Leader, the Executive, Executive Lead Members and Senior Officers as set out in Appendix 2.

#### **15 Report of the Monitoring Officer - Decision - Agenda Item 15**

The Monitoring Officer, David Clark, introduced the report which set out for the 2023/24 municipal year the proposed allocation and appointment of members to committee places/seats (see Paper A), the proposed appointment of members to Outside Bodies (see Paper B) and the Council's approval to the accuracy of minutes of several former committees of legacy district councils (see Paper C).

The Council discussed the report and the following points were raised:-

Paper A

- Councillors supported the recommendations but questions were raised regarding the delay in the publication of the report.

Paper B

- The Deputy Leader highlighted that the representatives on the Somerset NHS Foundation Trust should be Councillor Adam Dance and Councillor Heather Shearer to ensure continuity of representation.
- It was noted that as a mark of respect, any Outside Body appointments formerly held by Councillor Mike Lewis had been left vacant at this time.
- Councillors questioned when the Outside Bodies would be notified of any changes to their nominated member representatives.

Paper C

- Councillors requested work was undertaken to ensure that actions agreed by the previous councils were not lost in the transition period.

Councillor Liz Leyshon proposed the recommendations which were seconded by Councillor Heather Shearer.

Having been duly proposed and seconded the Council **RESOLVED** to approve:

Paper A

- 1) Note the political balance of the Council and agreed the proposed allocation of committee places as set out in this report and its appendices;
- 2) Agree the terms of reference, size and quorum arrangements for all committees as set out in the Council's Constitution
- 3) Continue to agree the recommendation of the political group leaders to continue to set aside the political balance rules for the Standards Committee and the four area-based Planning Committees and instead allocated places for those committees on the basis set out in Appendix 3;
- 4) Approve the appointment of Chairs, Vice-Chairs, members and co-opted members to the Council's committee and joint committees as set out in the Appointments Schedule (see Appendix 3)
- 5) Delegate authority to the Monitoring Officer, in consultation with the appropriate political group leader, to make in-year changes to committee and joint committee appointments (excluding the appointment of Chairs and



Vice-Chairs) in accordance with the allocation of places to political groups by the Council and the wishes of the relevant political group leader.

Paper B

- 6) Agree the appointment of members to internal, partnership and outside bodies for 2023/24 until the next Annual General Meeting, as set out in Appendix 1.
- 7) Delegate authority to the Monitoring Officer, in consultation with the political group leaders, to make in-year changes to internal, partnership and outside bodies appointments in accordance with the wishes of the relevant political group leader.

Paper C

- 8) Approve the accuracy of the minutes of several former committee meetings of legacy councils as set out in Appendices 1, 2, 3, 4 and 5.
- 9) Agree the case for exempt information for the minutes of the former Mendip District Council Audit Committee meeting on 22 March 2023 (Appendix 1), the Mendip District Council Asset Management Group meeting on 24 March 2023 (see Appendix 1), the Somerset Waste Board meeting on 10 February 2023 (see Appendix 3) and the Somerset Joint Waste Scrutiny meeting on 8 February 2023 (see Appendix 3) to be treated in confidence, as the case for the public interest in maintaining the exemption outweighs the public interest in disclosing that information.
- 10) Agree to exclude the press and public from the meeting where there was any discussion at the meeting regarding the minutes of the former Mendip District Council Audit Committee meeting on 22 March 2023, or the former Mendip District Council Asset Management Group meeting on 24 March 2023, or Somerset Waste Board meeting on 10 February 2023 or the Somerset Joint Waste Scrutiny meeting on 8 February 2023 (to be treated as exempt information).

**(The meeting ended at 6.10 pm)**

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**CHAIR**

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# Information for Unitary Councillors

**From: Cllr Mike Best, Chair of Council**

**Date: 01.06.2023 – 31.07.2023**

**To: All Unitary Councillors**

**Chair's Report: 01/06/23 – 31/07/23**

The Chair attended the following events:

**June 2023**

- 3rd Bath & West Show - Shepton Mallet
- 14<sup>th</sup> Funeral of Cllr Mike Lewis – North Cadbury
- 17<sup>th</sup> Freedom of the Town of Wellington to The Rifles Regiment – Wellington
- 17<sup>th</sup> Taunton Deane Male Voice Choir Annual Concert – Taunton Minster
- 19<sup>th</sup> Armed Forces Day flag raising ceremony - County Hall, Taunton
- 23<sup>rd</sup> Taunton Town Council Climate Change Benches Unveiling – Taunton
- 25<sup>th</sup> Celebration to mark 400<sup>th</sup> Anniversary of Axbridge Town Hall - Axbridge
- 29<sup>th</sup> Facilities office tour of Red One Ltd – Westpoint, Exeter

**July 2023**

- 1<sup>st</sup> Official opening of Somerset Armed Forces Day – Vivary Park, Taunton
- 2<sup>nd</sup> Yeovil Town Council Annual Civic Service – St John's Church, Yeovil
- 5<sup>th</sup> Lord Dulverton's Garden Party – Dulverton

- 14<sup>th</sup> Funeral of Barnaby Webber – Taunton Minster
- 15<sup>th</sup> The Alfred Gillett Trust Garden Party – Street
- 18<sup>th</sup> Taunton Thespian's 'Much Ado About Nothing' – Museum of Taunton
- 19<sup>th</sup> South West Heritage Trust private art viewing – Heritage Centre, Taunton
- 19<sup>th</sup> Somerset Art Gallery Trust art exhibition - Taunton Brewhouse
- 20<sup>th</sup> South West Heritage Trust private art viewing – Somerset Rural Life, Glastonbury

For more information please contact:	<p><b>Name:</b> Becky Angle (PA to Chair)</p> <p><b>Email:</b> <a href="mailto:Civicooffice1@somerset.gov.uk">Civicooffice1@somerset.gov.uk</a></p>
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Somerset Council

Full Council  
- 26 July 2023



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## Report of the Leader and Executive – Items for Decision

Executive Member: Cllr Bill Revans – Leader of the Council and Lead Member for Governance and Communications

Division and Local Member: All

Lead Officers: Duncan Sharkey – Chief Executive and Alyn Jones – Executive Director for Strategy, Workforce and Localities

Author: Scott Wooldridge – Head of Governance and Democratic Services and Deputy Monitoring Officer and Mike Bryant – Service Manager - Democratic Services

Contact Details: [democraticservicesteam@somerset.gov.uk](mailto:democraticservicesteam@somerset.gov.uk) / 01823 357628

### 1. Summary

- 1.1 This report sets out the Leader’s and Executive’s recommendations to Council arising from their consideration of reports at the Executive meeting on 10 May 2023 (the Executive also met on 7 June 2023 and 10 July 2023, but no decisions requiring Full Council approval were considered at these meetings).

**Note: The references in this report to Paper A relate to the relevant report considered by the Executive containing specific recommendations for Full Council to consider and are appended to this report for reference.**

- 1.2 **Paper A (Street Naming and Numbering Policy adoption)** was considered at the Executive meeting on 10 May 2023. The Executive endorsed Paper A and agreed for this to be reported to Full Council to consider and approve.

The report requests the adoption of a new Street Naming & Numbering (SNN) Policy for Somerset Council.

Street Naming is a statutory function of the new authority as the body which is now responsible for functions that would be within the remit of district councils operating in a two-tier local government system. In order to

operate a Street Naming and Numbering system the Council must choose which of the relevant legislation it wishes to adopt. It is not possible to operate an SNN policy without first resolving which legislation will be adopted. There are advertising requirements in accordance with Schedule 14 Local Government Act 1972 that must be adhered to before the resolution to adopt is made.

The report specifically recommends that the Council adopt Sections 17-19 (inclusive) Public Health Act 1925. (Noting that the parts of s64 and s65 Town Improvement Clauses Act 1847 which relate to street naming provisions will then cease to apply. The parts of s64 and 65 Town Improvement Clauses Act 1847 that relate to street numbering are adopted and remain in force. Section 21 Public Health Acts Amendment Act 1907 will not apply).

## **2. Recommendations**

- 2.1 Street Naming and Numbering Policy adoption** – see Paper A and its appendices that the Executive considered and endorsed at its meeting in May 2023.

**The Council is recommended to adopt the legislation Sections 17-19 (inclusive) Public Health Act 1925 (Option A in the Executive report of 10 May 2023) and the proposed Street Naming and Numbering Policy (Paper A, Appendix A) to enable and support the operation of the Street Naming and Numbering Service.**

## **3. Options considered and consultation undertaken**

- 3.1** Options considered and details of consultation undertaken in respect of the recommendations set out above are set out in the reports and appendices within Paper A.

## **4. Implications**

- 4.1** Financial, legal, Human Resources, equalities, human rights and risk implications in respect of the recommendations set out in this report are detailed within Paper A.

It is essential that consideration is given to the legal obligations and in particular to the need to exercise the equality duty under the Equality Act 2010 to have due regard to the impacts based on sufficient evidence appropriately analysed.

The duties placed on public bodies do not prevent difficult decisions being made such as, reorganisations and service reductions, nor does it stop decisions which may affect one group more than another. What the duties do is require consideration of all of the information, including the potential impacts and mitigations, to ensure a fully informed decision is made.

## **5. Background Papers**

**5.1** These are set out within Papers A and its appendices.

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# PAPER A

## Decision Report – Executive Decision

Forward Plan Reference: FP/23/03/01

Decision Date – 10/05/2023

Key Decision – yes



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### Adoption of new Street Naming & Numbering Policy for Somerset Council

Executive Member(s): Cllr Federica Smith Roberts - Lead Member for Communities, Housing and Culture

Local Member(s) and Division: N/A

Lead Officer: Alyn Jones - Executive Director Strategy, Workforce & Localities

Author: Adam Rhymer - Digital Systems and IT Manager

Contact Details: [Adam.Rhmer@somerset.gov.uk](mailto:Adam.Rhmer@somerset.gov.uk)

### Summary / Background

1. The adoption of a new Street Naming & Numbering Policy for Somerset Council. Street Naming is a statutory function of the new authority as the body which is now responsible for functions that would be within the remit of district councils operating in a two-tier local government system.
2. Somerset Council is now the statutory body responsible for the establishment and operation of the street naming and numbering service to ensure that all properties in the area are officially addressed. This enables proper response by emergency services and utilities and ensures that all Council customers have a verifiable address for postal, service and goods deliveries and requires an adopted policy in place to provide the relevant information for customers requiring this service.
3. In order to operate a Street Naming and Numbering system the Council must first choose which of the relevant legislation it wishes to adopt. It is not possible to operate an SNN policy without first resolving which legislation will be adopted. There are advertising requirements in accordance with Schedule 14 Local Government Act 1972 that must be adhered to before the resolution to adopt is made.

# PAPER A

## Background on the Legislation and Process

4. The relevant statutory provisions regarding street naming and numbering are:
  - Sections 64 and 65 Town Improvement Clauses Act 1847 (Street naming and numbering).
  - Section 21 Public Health Acts Amendment Act 1907 (Alteration of street name with consent of two-thirds of the ratepayers).
  - Sections 17, 18 and 19 Public Health Act 1925 (Naming of streets and alteration and indication of street names).
  
5. These various pieces of legislation give contradictory powers and/or, by virtue of the Local Government Act 1972, can only be used where they have been specifically adopted by a local authority. There are implications for adopting sections under the Public Health Act 1925. Adoption of section 19 of the 1925 Act causes the street naming provisions in sections 64 and 65 of the Town Improvement Clauses Act 1847 to cease to apply. Adoption of section 18 of the Public Health Act 1925 causes section 21 of the Public Health Acts Amendment Act 1907 to cease to apply. Section 21 Public Health Acts Amendment Act 1907 cannot operate if sections 17-19 Public Health Act 1925 are in force, and vice versa.
  
6. Once the local authority has agreed upon an intention to adopt certain legislation it must, in accordance with paragraph 25 of Schedule 14 Local Government Act 1972, place a notice to that effect in a local newspaper circulating within their area for a minimum time of two consecutive weeks. At the same time as this advertisement is placed, the same notice must be sent to all parish and community councils whose area (or part thereof) will be affected by the resolution. Following the issue of those notices, and the relevant two week period elapsing, the Council can proceed to make the resolution to adopt the legislation and supporting policy.

## Options considered

7. There are two options for adoption of the legislation.

Option A

# PAPER A

Sections 17-19 (inclusive) Public Health Act 1925 are adopted. The parts of s64 and s65 Town Improvement Clauses Act 1847 which relate to street naming provisions will then cease to apply. The parts of s64 and 65 Town Improvement Clauses Act 1847 that relate to street numbering are adopted and remain in force. Section 21 Public Health Acts Amendment Act 1907 will not apply.

## Option B

Section 21 Public Health Acts Amendments Act 1907 is adopted. S64 and S65 Town Improvement Clauses Act 1847 will also be adopted and remain in force in full. Sections 17-19 Public Health Act 1925 will not apply.

8. The reasons for promoting Option A over Option B are set out in the Reasons for Recommendation below.

## Recommendations

9. That the Executive notes and approves the following:
  - a. the intention of the Council to adopt the legislation identified as Option A above, and the proposed policy, to enable and support the operation of the Street Naming and Numbering Service;
  - b. the delegation of authority to Executive Director Strategy, Workforce & Localities to place the relevant notices in accordance with paragraph 25 of Schedule 14 Local Government Act 1972 confirming the intention set out at paragraph 9(a) above; and
  - c. further to the notices under 9(b) being issued and the relevant time periods elapsing, that authority be delegated to Executive Director Strategy, Workforce & Localities to arrange to submit the proposal to adopt the Option A legislation, and the draft policy, to Full Council for adoption at the next available date.

## Reasons for recommendations

10. In order to provide a statutory Street Naming & Numbering Service a decision needs to be made as to which legislation the Council will adopt.

# PAPER A

11. Section 17-19 Public Health Act 1925 gives the Council wider powers and more control over the process as a whole. The provisions for consultation, appeal and the ability to set fees are better provided for under the Public Health Act 1925. It is therefore considered that this represents the best option for the authority to manage the service for customers.

## **Links to Council Plan and Medium-Term Financial Plan**

12. There are no links to Council Plan and Medium-Term Financial Plan.

## **Financial and Risk Implications**

13. There are no financial implications with the adoption of this policy. Street Naming & Numbering is a service that currently can only be provided on a cost recovery basis. Fees have been harmonised across the previous authorities as part of the 'Fees Harmonisation' workstream and will be reviewed periodically. Fees and charges will, where appropriate, be charged in accordance with the power under s93 Local Government Act 2003 as set out in the proposed policy.
14. There are no risks arising from the adoption of the policy. If the policy is not adopted then the authority will not be able to undertake its statutory requirement to provide this service. To date this is not a risk identified as needed as a specific risk(s) in JCAD or in the Corporate Risk Register.

## **Legal Implications**

15. In order to operate a statutory compliant Street Naming and Numbering Service the Council must decide which sections of the legislation it wishes to adopt and must then approve a policy to bring that resolution into effect. Without the adoption of this legislation the policy and subsequent service will not be able to be delivered as required.

## **HR Implications**

16. There are no HR implications.

# PAPER A

## **Other Implications:**

### **Equalities Implications**

17. There are no equalities implications.

### **Community Safety Implications**

18. The Street Naming & Numbering policy requires all properties and streets to be named and numbered following a certain agreed process to a certain format. This in turn assists with emergency services locations properties and streets in the most efficient way which in turn will assist with the continual improvement of community safety.
19. Without the adoption of this recommended policy and the provision of this service the naming and numbering service would not legally be able to be provided and the benefit to community safety not realised.

### **Climate Change and Sustainability Implications**

20. There are no climate change or sustainability implications.

### **Health and Safety Implications**

21. There are no health and safety implications.

### **Health and Wellbeing Implications**

22. There are no health and wellbeing implications.

### **Social Value**

23. There are no social value implications.

# PAPER A

## **Scrutiny comments / recommendations:**

24. The proposed decision has not been considered by a Scrutiny Committee.

## **Further Background**

25. Street Naming and Numbering is a statutory function. Local Authorities are responsible for providing street names and numbers for all new roads and housing developments.
26. The purpose of this control is to make sure that any new street names and numbers are allocated logically to ensure amongst other things, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.
27. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:
- Emergency services to find a property quickly (delays can risk lives and increase costs)
  - Mail to be delivered efficiently
  - Visitors to find where they want to go
  - Reliable delivery of services and products
  - Records of service providers to be kept in an effective manner

## **Background Papers**

## **Appendices**

- Appendix A – Somerset Council Street Naming and Numbering policy



# Somerset Council

## SOMERSET COUNCIL

# STREET NAMING AND NUMBERING POLICY

Author:	Adam Rhymer
Document Name:	Street Naming and Numbering Policy
Document Number:	1
Effective From Date:	TBA
Date Due for Review:	TBA
Responsible for Review:	TBA
Version:	Draft Issue 1

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## 1. Introduction

- 1) Somerset Council is the statutory body responsible for the administration of the street naming and numbering process to ensure that all properties in the area are officially addressed. This enables proper response by emergency services and utilities and ensures that all council customers have a verifiable address for postal, service and goods deliveries.
- 2) Names chosen will need to be acceptable both to Somerset Council and to Royal Mail primarily to avoid duplication or confusion arising from use of similar names within a 5-mile radius of the site or in the same postcode locality.
- 3) New addresses are only registered by Royal Mail when notified by Somerset Council as the responsible body.
- 4) This policy sets out the operational framework for the delivery of the Street Naming and Numbering Service. Delegation of authority will be as set out in the Scheme of Delegation within the Council's constitution in force and adopted from time to time.
- 5) For the purposes of this policy 'parish council' is taken to mean the respective parish, town, and city councils within the administrative area of Somerset Council.
- 6) Somerset Council reserves the right to change addresses created by developers, the Valuation Office, Council Tax or the Land Registry as these bodies do not have the authority to create official addresses.

## 2. Purpose of Policy

- 1) This policy provides a framework for Somerset Council to operate its Street Naming and Numbering service effectively and efficiently for the benefit of the area's residents, businesses, and visitors.
- 2) This policy defines the:
  - Legal framework for operation of the Street Naming and Numbering service.
  - Operational framework for the delivery of the service.
  - Protocols for determining official street names and numbers.

## 3. Scope of Policy

- 1) Somerset Council, its customers and external organisations are all bound by the content of this policy and includes all domestic and commercial addresses.

## 4. Policy Review

- 1) This policy will be reviewed annually or sooner if a major change in the process is required.

## 5. Legal Framework

- 1) The relevant statutory provisions regarding street naming and numbering are:
  - Section 21 Public Health Acts Amenity Act 1907 (Alteration of street name with consent of two-thirds of the ratepayers).
  - Sections 64 and 65 Town Improvement Clauses Act 1847 (Street naming and numbering).
  - Sections 17, 18 and 19 Public Health Act 1925 (Naming of streets and alteration and indication of street names).
- 2) Adoption of section 18 of the Public Health Act 1925 causes section 21 of the Public Health Acts Amenity Act 1907 to cease to apply.
- 3) Adoption of section 19 of the 1925 Act causes the street naming provisions in sections 64 and 65 of the Town Improvement Clauses Act 1847 to cease to apply.
- 4) Section 18 of the Public Health Act 1925 enables an authority to alter the name of a street and to give a name to an un-named street. The adoption of section 18 of the 1925 Act enables (by virtue of section 93 of the Local Government Act 2003) charging for altering street names and giving names to streets, as section 18 is a discretionary power.
- 5) Somerset Council resolved in May 2023 to formally adopt:
  - Sections 64 and 65 of the Town Improvement Clauses Act 1847 ('the 1847 Act') as far as they relate to street numbering.
  - Sections 17, 18 and 19 of the Public Health Act 1925 ('the 1925 Act').

*Relevant extracts are shown in **APPENDIX A: Legislation**.*
- 6) Somerset Council does not have a statutory obligation to amend existing addresses in line with property-owners' wishes to change a property name. This is a discretionary service that Somerset Council has chosen to provide.
- 7) Somerset Council does not have a statutory obligation to research, consult or issue formal notices confirming official addresses for existing, occupied properties. This is a discretionary service that Somerset Council has chosen to provide.
- 8) Under the Local Government Act 2003 Section 93 Somerset Council is empowered to charge for non-statutory services. Somerset Council resolved in May 2023 to provide a renaming service.

- 9) There are no statutory requirements for Somerset Council to consult when using its powers to name a new street or rename an existing street or part of one. Notwithstanding that, the Council recognises the importance of community involvement in the process of naming or renaming streets and will carry out consultations as appropriate.

## 6. Delegation

- 1) The authority to perform and determine applications for street naming and numbering and to fulfil the obligations on Somerset Council under the street naming and numbering legislation is delegated to the designated Officer who has responsibility for the street naming and numbering service.
- 2) The service providing the street naming and numbering service is the Strategy & Performance Service.

## 7. Fees and Charges

- 1) Fees and charges applicable for the street naming and numbering services are annually reviewed during Somerset Council's budget setting process and publicised through the council's website.
- 2) Such fees and charges are set on a cost recovery basis and are set to cover the non-statutory elements of the service: consultation and liaison with the Royal Mail, Emergency Services, Land Registry, or other interested parties, and/or to provide official notices confirming addresses for existing properties.

## 8. Right of Appeal

- 1) There is no right of appeal against the allocation of property numbers by Somerset Council under sections 64 and 65 of the 1847 Act. If any person is aggrieved by the process or the allocation of property numbers or names under this section, they should use Somerset Council's complaints procedure.
- 2) Where street names are proposed to Somerset Council under section 17 of the 1925 Act and the Council formally objects to the proposal, the proposer has a right of appeal to the Magistrates' Court.
- 3) Where Somerset Council exercises its powers under section 18 of the 1925 Act and assigns or changes a street name, any person aggrieved by the notice has 21 days from the date the notice is posted to lodge an appeal with the Magistrates' Court.

- 4) Subject to what is stated in paragraph 3 consultees to any action to be taken by Somerset Council do not have rights of appeal. Any informal consultee who is unhappy with a decision made by Somerset Council should follow the council's internal complaints procedure and copies of the procedure will be made available upon request.
- 5) All appeals to the Magistrates Court should be lodged at Taunton Magistrates Court, St Johns Road, Taunton or such other Magistrates Court as is the court with geographical responsibility for the area.

## 9. Operational Framework for Street Naming

### 9.1 Introduction

- 1) Somerset Council will always seek to name a street or part of street where new properties have separate accesses from such a street, regardless of whether that street is, or will be, an adopted public highway.
- 2) There are two methods by which a street may be named or renamed.
  - An owner or developer will give notice to Somerset Council that they intend to name a new street.
  - Somerset Council has the power to alter the name of a street or assign a new name by order under section 18 of the 1925 Act. Somerset Council reserves the right to use this power in instances where a new street is created and requires an official name or where a street is currently un-named and requires an official name in its place due to issues arising where the allocation of an official street name would help rectify any issues. Subject to circumstances requiring otherwise, the Council will only exercise these powers where no application has been received and shall do so in accordance with paragraph 9.4.

### 9.2 Naming New Streets

- 1) Somerset Council will ensure that any proposed street name meets the following criteria:
  - Does not duplicate an existing street or building name in the area (within a 5-mile radius of the site and/or in the same postcode locality).
  - Does not breach rules of common decency.
  - Does not promote an active organisation or living individual.
  - Where the name of a deceased person is proposed, consent from their estate or descendants is obtained.
- 2) Somerset Council will ensure that all new street names end with an appropriate descriptive term.
- 3) Somerset Council will complete and advise the applicant of its decision on the official street name within 45 working days from receipt of application subject to matters outside of the Council's control making this unachievable.

### 9.3 Renaming Existing Streets

- 1) Somerset Council may need to consider the renaming of an existing street to rectify issues with duplications and delivery problems. In this instance Somerset Council will ensure that any proposed street name meets the criteria as outlined in section 9.2.
- 2) Requests to rename a street may also be received from residents or councillors.
  - If the proposed street name meets the Council's criteria, Somerset Council will consult with the owners and residents/occupiers of all the properties on the street, and the parish council, allowing 45 days to respond. If no response is received within this timescale the assumption will be made that the consultee objects to the proposal.
  - The decision will be made to officially change the name of the street only if 90% of the property owners agree to the change by form of a response.
- 3) Somerset Council will post a notice at the affected location of its intent to issue an order changing the official street name under section 18 of the 1925 Act. Any person aggrieved by the intended order of Somerset Council may, within 21 days after the posting of the notice, appeal to the Magistrates Court.
- 4) Once the period for objection has passed, Somerset Council will make the order and notify all concerned parties, including Royal Mail and the Land Registry.

### 9.4 Street Naming and Numbering in the Absence of any Application

- 1) Somerset Council will remind developers of new properties of the need for an official address and the process to follow. If no application is received within 3 months of notification of the building completion date, the council may allocate informal addresses for emergency services purposes with no further consultation and will notify the developer/owner/occupier of this decision.
- 2) In such cases, no external consultation will be undertaken, and the council will not consult with the Royal Mail for confirmation of the applicable postcodes or the need to add such addresses to the Royal Mail postal address file.

## 10. Operational Framework for Property Numbering and Naming

### 10.1 Introduction

- 1) Somerset Council's powers to number properties are found in section 64 and section 65 of the 1847 Act.
  - Section 64 gives the power to Somerset Council to cause the houses and buildings in all or any of the streets to be marked with numbers as it thinks fit.

- Section 65 of the 1847 Act gives Somerset Council the power to approve numbers and to ensure that properties are correctly marked with those approved numbers.
- 2) There is no specific statutory power contained within the 1847 Act or the 1925 Act to name properties. Notwithstanding this Somerset Council believes that it is in the public interest to ensure that new property names are checked against reasonable criteria (including that proposed names do not lead to duplication of names and confusions for both residents and organisations). It has, therefore, made the decision in conjunction with relevant stakeholders to monitor property names against a set of specified criteria and will consider requests to name properties accordingly.
  - 3) Building names will only be used for properties contained within a single shell with a single point of access.
  - 4) Terrace names will only be used for terraced properties that are attached to two or more other properties with no gaps.
  - 5) To qualify for an official address, Somerset Council will check that the property has approved planning permission and/or the property is registered for Council Tax or Non Domestic Rates.
    - If a property does not have either approved planning permission or a Council Tax/Non Domestic Rates reference number, then an official address will not be allocated. For the purposes of the Emergency Services an informal address will be created. Planning Enforcement and Council Tax/Non Domestic Rates will be informed that an application for a new address for a property without planning permission has been received.

## 10.2 Numbering Properties

- 1) For all new major development sites and for infill plots in numbered roads, Somerset Council will require applications to be received and will apply a numbering process to all new residential and commercial properties as part of that application.
- 2) Properties will be numbered and addressed from the street with the primary access and delivery point to the property.
- 3) Properties allocated a premises number must always use and display that number.
- 4) For new properties in streets with no existing numbered properties, the Council will seek proposals for appropriate property name/s from the applicant.
- 5) Somerset Council will not remove numbers from existing official addresses unless it is necessary to resolve existing duplications and identification problems.
- 6) Names can be used in addition to a property number.
- 7) Somerset Council will complete and advise applicants of its decision on the official address within 15 working days from receipt of application (or 45 working days if a new street name is required as part of the application).

## 10.3 Naming or Renaming a Property

- 1) On receipt of an application for the naming or renaming of a property Somerset Council will ensure that any proposed name meets the following criteria:

- Does not duplicate an existing property name in the area (within a 5-mile radius of the site or in the same postcode locality).
  - Does not breach rules of common decency.
  - Does not promote an active organisation or living individual.
  - Where the name of a deceased person is proposed, consent from their estate or descendants has been obtained.
- 2) Organisation names will not be allocated as the property name in an address but may be held in council records and notified to consultees alongside a property number or unit name.
  - 3) Somerset Council will also consult with Royal Mail to ensure that no delivery problems are likely to ensue from the proposed property name and to confirm the postcode for the new address.
    - The council will treat advice from Royal Mail regarding likely problems with mail delivery as binding and will formally advise the applicant against the proposed name.
  - 4) Somerset Council will complete and advise the applicant of its decision on the official address within 15 working days from receipt of application.

## 11. Addressing Premises in Special Circumstances

### 11.1 Agricultural Buildings, Barns, Stables and Fields

- 1) Somerset Council will not allocate official addresses for agricultural buildings and barns that are not used for the receiving of postal deliveries, or for stables, and fields.
- 2) Somerset Council will not allocate official addresses for agricultural buildings and barns that are part of a larger farm holding that already has its own official address and delivery point.
- 3) Where farm holdings are split and requests for individual addresses are made, these will only be addressed if the relevant planning authorisation has been granted for the split.

### 11.2 Caravans and Camping

- 1) Static Caravans permanently occupied on individual pitches will be treated as individual dwellings and will be allocated an official address as they will be liable for Council Tax provided that the relevant planning authorisation has been granted and/or Council Tax is being paid.
  - For touring caravan parks/sites only the main site will be addressed.

### 11.3 Holiday Lets

- 1) Holiday lets will be allocated an informal address to assist emergency services and to create a unique record for each property for future use e.g. conversion to permanent residency.

- 2) Holiday lets may be allocated an official address if the property is to receive postal deliveries.

#### 11.4 Residential Annexes

- 1) Somerset Council will only provide an official address if there is a separate access and delivery point to the annexe.
- 2) Somerset Council will include 'Annexe' and retain the name of the main building in the address allocated.

#### 11.5 Apartments and Flats

- 1) For a building split into flats each individual flat will be provided with an official address.
- 2) Somerset Council will identify flats as Flat 1, Flat 2 etc. or apartments as Apartment 1, Apartment 2 etc. depending on the preference of the developer/applicant.
- 1) The name of the parent property will be retained in the allocated official address.

#### 11.6 Commercial Units on Trading / Industrial Estates

- 1) Existing or new buildings that have separate business premises within them will, where possible, be allocated a separate number for each unit.
- 2) Where this is not possible because of the existing numbering, commercial premises will be allocated numbers and/or A, B, C etc.
  - E.g. Unit 1, Unit 2A, Unit A, Unit A1 etc.

## 12. Exclusions

- 1) Somerset Council is not responsible for the following:
  - **Postcode Allocation:** this is the responsibility of the Royal Mail.
  - **Non-delivery of items to the official address:** issues should be raised with the appropriate delivery service.
  - **New/amended addresses being unavailable on databases used by third parties:** various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
  - **Maps not showing new properties or roads:** change information can take some time to percolate through to third party products and depends on those third party update regimes
  - **Erection of new street nameplates:** the owner/developer is responsible for the proper provision of street nameplates for new streets. Specifications for street nameplates are available via the council's web site.



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- **Impact from Royal Mail changing postcodes** due to a requirement for a street name change and Somerset Council issuing the relevant order under section 18 of the Public Health Act 1925.
- **Compensation claims** arising directly or indirectly from the naming or renaming of streets at the request of residents or parish councils.

## APPENDIX A: Legislation

### Section 64: Town Improvement Clauses Act 1847

#### Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, ~~[and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known];~~ and every person who destroys, pulls down, or defaces any such number ~~[or name]~~, or puts up any number ~~[or name]~~ different from the number ~~[or name]~~ put up by the commissioners, shall be liable to a penalty not exceeding ~~[level 1 on the standard scale]~~ for every such offence”.

Parts struck through and in square brackets are excluded by the adoption of sections 17-19 Public Health Act 1925

### Section 65: Town Improvement Clauses Act 1847

#### Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding ~~[level 1 on the standard scale]~~, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### Section 17: Public Health Act 1925

#### Notice to urban Local Authority before street is named

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding ~~[level 1 on the standard scale]~~ and to a daily penalty not exceeding ~~[£1]~~.

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court”.

### Section 18: Public Health Act 1925

#### **Alteration of name of street**

“1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

2) Not less than one month before making an order under this section,

the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court”.

5) .....

### Section 19: Public Health Act 1925

#### **Indication of name of street**

1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.

2) If any person ....., pulls down ..... any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

3) ...

### The Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non statutory services if they are Best Value Authorities (Section 93 of the Act)

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

## **APPENDIX B: Internal/External Consultees and Notifications**

Internal Bodies that may be informed of all new official addresses include and not limited to:

- Building Control
- Council Tax
- Electoral Registrations
- Environmental Health
- Highways
- Land Charges
- Non Domestic Rates
- Planning
- Somerset Council Address Gazetteer
- Somerset Waste Partnership

External Bodies and Partners that may be informed of all new official addresses include and not limited to:

- Ambulance Service
- Contractors to the council for provision of local authority services
- Fire and Rescue Services
- Land Registry
- Local City, Town, or Parish Council
- Local Council Members
- National Land and Property Gazetteer
- Ordnance Survey (OS)
- Police Service
- Royal Mail
- Utility Companies
- Valuation Office Agency

Somerset Council

Full Council  
- 26 July 2023



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## Report of the Leader of the Council - Somerset Board Arrangements

Executive Member: Councillor Bill Revans – Leader of the Council and Lead Member for Governance and Communications

Division and Local Member: All

Lead Officer: Professor Trudi Grant - Executive Director Public and Population Health

Author: Louise Woolway - Service Director for Public Health

Contact Details: [lou.woolway@somerset.gov.uk](mailto:lou.woolway@somerset.gov.uk)

### 1. Summary

- 1.1 Full Council in May approved the arrangements for the Somerset Board which included the terms of reference for the Health and Wellbeing Board and the Integrated Care Partnership who are aligned as committees in common through the Somerset Board.
- 1.2 As the Somerset Board continues to develop, membership of the Board is being reviewed and updated accordingly. Two additional board members are proposed at this stage:
  - Further Education Representative
  - Director of Strategy - Integrated Care Board
- 1.3 Under current arrangements a change to membership needs approval from Full Council. To develop the Board at pace, a request to Full Council is being made to grant delegated authority to the Leader of the Somerset Council to make decisions on Board membership without the need to wait for a meeting of the Full Council.

### 2. Recommendations

- 2.1 **That Full Council approves the inclusion of a Further Education representative and the Director of Strategy for the Integrated Care Board as a member of the Somerset Board**

- 2.2 **That Full Council approves the delegation of authority to the Leader of the Somerset Council to make decisions on Board membership without the need to wait for a meeting of the Full Council.**

### **3. Background**

- 3.1 The Somerset Board came into existence following approval at the Full Council meeting and the Integrated Care Board in May 2023.
- 3.2 An introductory workshop was held for Board members in June 2023.
- 3.3 As it is a new Board it is important to review membership as the Board develops to ensure it can achieve its vision:

“The Somerset Board will provide strategic leadership to improve the health, care and wellbeing of the residents of Somerset leading the health and wellbeing agenda, deciding its strategic direction, and holding key organisations, agencies, and sectors to account to ensure the health and wellbeing, including a focus on improving the health and care of the local population is maximised. The Somerset Board will identify and unify to tackle some of the significant challenges facing the county over the medium and longer term.”

- 3.4 To this end two additional Board members have been proposed, including a representative from the Further Education Sector in Somerset and the Director of Strategy for the Integrated Care Board.
- 3.5 As the Board develops and embeds membership may need to change. The aim will be to maintain the focus on balancing the number of Board members with the ability of the Board to function effectively.
- 3.6 Through delegated authority to the Leader of the Council, membership of the Board can be approved without the need to wait for the next meeting of Full Council. This will help to progress the development of the Board in a timely way, ensuring we have the right perspectives contributing to the conversations.

### **4. Implications**

- 4.1 The delegated approach to membership approval would allow for a faster approval process and would mean that Full Council would not need to deal with individual or repeated requests for membership changes as the Board develops.

## **5. Background Papers**

Previous Full Council report

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**Somerset Council**



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## **Report of the Standards Committee – Code of Conduct Complaints Process**

Lead Member: Councillor John Bailey – Chair of the Standards Committee

Lead Officer: David Clark – Service Director Governance, Democratic & Legal and Monitoring Officer

Author: Andrew Melhuish – Service Manager - Democratic Services

Contact Details: [andrew.melhuish@somerset.gov.uk](mailto:andrew.melhuish@somerset.gov.uk)

### **Summary / Background**

1. The Localism Act 2011 imposes a duty on local authorities to promote and maintain high standards of conduct by members and co-opted members of the authority, to adopt a code of conduct governing the behaviour of members of the authority while in office, to make arrangements to investigate and make decisions on allegations that the code of conduct has been breached, and to appoint one or more independent persons (Independent Persons) whose views must be sought and taken into account when deciding on breaches of the code.
2. The Standards Committee and the Standards Hearing sub-committee are a fundamental element of the Council's framework for managing standards of member conduct and allow the Council to maintain effective oversight of the arrangements put in place and their terms of reference form part of the Council's constitution.
3. The Standards Committee Priority Group One have concluded their review of draft documents, including:
  - Investigations and Hearing Procedures
  - Somerset Council Guidance on making a Code of Conduct Complaint (including a process flow chart)
  - Somerset Council Code of Conduct Complaints Media Protocol

4. At the Standards Committee on 28 June 2023 members supported the conclusions from the Priority Group One and recommended Council to agree their adoption.

### **Recommendations**

5. **The Council is recommended to agree to the adoption of:**
  - a. **Investigations and Hearing Procedure**
  - b. **Somerset Council Guidance on making a Code of Conduct Complaint (including process flow chart)**
  - c. **Somerset Council Code of Conduct Complaints Media Protocol**

### **Reasons for recommendations**

6. To ensure that the Council has robust procedures and guidance in place to manage standards of member conduct and allow the Council to maintain effective oversight of the arrangements put in place and to provide members of the public with up to date and effective guidance on how to make a complaint.

### **Other options considered**

7. The draft documents were produced in consultation with officers from the Governance workstream within the Local Government Reorganisation project and shared with members of the Standards Committee.

### **Legal, Equalities, Financial and other implications**

8. The Council has a legal obligation to maintain high standards of conduct of its members. The effective administration of the code of conduct for members will also reduce the risk of reputational harm to the Council and promote good governance within the Council.
9. As the investigation and determination of complaints about breaches of the code of conduct is quasi-judicial in nature it is important that processes adopted should be fair and transparent.

10. Following local government reorganisation in Somerset the Council now also administers the Code of Conduct complaints process for all City, Town and Parish Councils within their area.

## **Background**

11. The Council has established a Standards Committee. The role of the committee is to supervise all of the council's arrangements for maintaining and enforcing standards of Member conduct.
12. In the lead up to vesting day the Governance Workstream within the Local Government Reorganisation project produced three draft documents for consideration by the Standards Committee. These draft documents sought to improve the guidance and process regarding Code of Conduct Complaints, following the recently published guidance by the Local Government Association and local best practice from the five legacy councils.
13. Priority One Group of the committee have now concluded their review of these draft documents and their observations along with officer response were presented to the committee for consideration with a proposal that the Committee now recommend their adoption to Full Council.

## **Background Papers**

14. Council Constitution  
LGA Model Code of Conduct  
LGA guidance on Code of Conduct Complaints Handling

## **Appendices**

- **Appendix 1** - Investigations and Hearing Procedure
- **Appendix 2** - Somerset Council Guidance on making a Code of Conduct Complaint
- **Appendix 3** - Flow Chart - Somerset Council Guidance on making a Code of Conduct Complaint
- **Appendix 4** - Somerset Council Code of Conduct Complaints Media Protocol

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**DRAFT Somerset Council**  
**Code of Conduct Investigation and Hearing Procedures**

**Background**

This guide sets out the procedure that will be followed where the Monitoring Officer or Standards Committee decides that a complaint, that a Member of Somerset Council or a City/Town/Parish in Somerset has breached their Code of conduct, merits investigation. This guide sets out how the investigation will be conducted and what will happen once the officer responsible for the investigation has reached their conclusions.

It also explains the process for holding a “Hearing” where the investigation concludes that there has been a breach of the relevant authority’s Code of Conduct.

**Investigations**

Where a matter is referred for investigation, the following parties will be informed:-

- The Subject Member
- The Complainant
- The Clerk of the relevant city, town or parish council where the Subject Member is a city, town or parish councillor

**The Investigating Officer**

The Monitoring Officer will appoint an external Investigator to conduct the investigation and reach a conclusion as to whether there has been a breach of the relevant Code of Conduct.

The Monitoring Officer will advise the Subject Member and the Complainant of the appointment of the Investigating Officer. The appointment will set out the responsibilities delegated by the Monitoring Officer to the Investigating Officer. The Monitoring Officer will maintain the function of overseeing the investigation.

When conducting an investigation the Investigating Officer will have the power to make enquiries of any person they think necessary. However, there is no obligation on any individual to respond. Although it should be noted that Members who are subject to the LGA Model Code of Conduct have committed in the Code to co-operating with any Code of Conduct investigation and/or determination. Interviews

will be conducted either in person or by telephone. Where the Subject Member requests an interview in person, this will be accommodated wherever possible.

Statements will be prepared and agreed with each person interviewed during an investigation, including the Subject Member. The Subject Member will be advised that he/she may be accompanied by a professional representative or advisor, a Group colleague or friend during the interview. Any other person interviewed may be accompanied by a friend or representative if they so wish.

### **Referring cases back to the Monitoring Officer**

During the investigation the Investigating Officer may uncover evidence of conduct by the Subject Member that breaches the relevant Code of Conduct but extends beyond the scope of the investigation referred to them. In these circumstances, the Investigating Officer may refer the matter back to the Monitoring Officer/Standards Committee so that they can decide, in consultation with the Independent Person, whether this new evidence should also be investigated and combined into the Investigation.

The Investigating Officer may also refer the matter back to the Monitoring Officer if at any time during the Investigation circumstances arise that they consider may make it appropriate not to continue with the investigation. These circumstances may include the following situations, although this list is not exhaustive and there may be other reasons why it is not appropriate to continue with the investigation:-

- Evidence is uncovered suggesting a case is more or less serious than seemed apparent originally
- The subject member has died, is seriously ill or has resigned from the authority

In those circumstances the Monitoring Officer or Standards Committee, in consultation with the Independent Person, will decide whether it is appropriate to continue with the investigation and that decision shall be final.

### **Deferring an investigation**

An investigation should be deferred when any of the following conditions are met:-

- There are on-going criminal proceedings or a police investigation into the member's conduct.

- The investigation may prejudice another investigation or court proceeding.
- Because of the serious illness of a key party
- Due to the genuine unavailability of a key party.

Any deferral must be with the agreement of the Monitoring Officer or the Standards Committee.

### **Confidentiality**

The Investigating Officer must treat the information they gather during the investigation as confidential. The Investigating Officer will also ask the people they interview to maintain confidentiality.

Any draft report that is issued will be marked as confidential. This is to preserve the integrity of any further investigation that the Investigating Officer needs to undertake.

### **Timescales for an Investigation**

The Investigating Officer will complete the investigation within a reasonable period of time according to the nature of the complaint and the extent of the investigation required. There are many factors that can affect the time it takes to complete an investigation. However, most investigations should be carried out and a report on the investigation completed, within 4 months of the Monitoring Officers/Standards Committee's decision to investigate.

### **The Investigation Report**

When the Investigating Officer has concluded their investigation, they will prepare a draft report to the Subject Member and the Complainant for review and comment. The report should cover the issues set out in the report template at Appendix A. Any draft report will indicate that it does not necessarily represent the Investigating Officer's final finding.

The draft report will be issued to the Subject Member and Complainant for review and comment. The draft will not be sent to other witnesses or parties involved but the Investigating Officer will seek confirmation of their evidence from them before issuing the report.

At this stage the Subject Member or Complainant may comment on the draft report. The Investigating Officer may then decide to redraft the report based on the

comments received. Once the Investigating Officer has considered whether the responses add anything of substance to the investigation, they will make their final conclusions and recommendations and issue a Final Report.

This report must be sent to:-

- The Subject Member
- The Complainant
- The Independent Person

The report must make one of the following findings:-

- That there has been a failure to comply with the relevant Code of Conduct
- That there has not been a failure to comply with the relevant Code of Conduct

If the Investigating Officer concludes that there has been no breach of the Code, the Monitoring Officer will write to the Subject Member and Complainant and advise that that is the conclusion and that that is the end of the matter.

If the Investigating Officer concludes that there has been a breach of the Code, the Monitoring Officer will, in consultation with the Independent Person decide whether no further action is needed, the matter should be resolved in a way other than by a hearing or that the matter should be referred to a hearing.

If the Subject Member is also a city/town/parish councillor, the Clerk to the City/Town/Parish Council will also be notified of the outcome of the investigation.

### **Consideration of the Final Report where it concludes there has been a breach of the Code of Conduct and the Monitoring Officer decides that it should proceed to a hearing**

Where the Report concludes that there has been a breach of the Code of Conduct, and the Monitoring Officer decides that the matter should proceed to a hearing, it will be the Hearing Committee (a Sub-Committee of the Standards Committee) that the complaint will be referred to for determination.

The role of the Committee is to decide, based on the facts in the report, whether it agrees that the Code of Conduct has been breached and if so, whether a sanction should be imposed, and if so, what the sanction should be.



### **Timing of the hearing**

The Committee will usually hear a complaint within three months of the date on which the Investigating Officer's report was completed. However, there may be some occasions where due to the particular circumstances, it may not be possible to hear the complaint within this timescale.

The hearing will take place at least 14 days after the Subject Member receives a copy of the report from the Monitoring Officer.

The Committee may consider the report in the Subject Member's absence if the Subject Member does not go to the hearing. If the Committee is satisfied with the Subject Member's reasons for not being able to come to the hearing, it should arrange for the hearing to be held on another date.

### **Scheduling a hearing**

Except in the most complicated cases, the Committee should aim to complete a hearing in one sitting or in consecutive sittings of no more than one working day in total. Late night and very lengthy hearings are not ideal for effective decision-making. Equally, having long gaps between sittings can lead to important matters being forgotten.

### **The pre-hearing process**

The purpose of the pre-hearing process is to allow matters at the hearing to be dealt with more fairly and economically. This is because it quickly alerts parties to possible areas of difficulty and, if possible, allows them to be resolved before the hearing itself. Other than in very straightforward cases, the Council will use a pre-hearing process to:

- identify whether the Subject Member disagrees with any of the findings of fact in the investigation report
- identify whether those disagreements are likely to be relevant to any matter the hearing needs to decide
- identify whether evidence about those disagreements will need to be heard during the hearing

- decide whether there are any parts of the hearing that are likely to be held in private
- decide whether any parts of the investigation report or other documents should be withheld from the public prior to the hearing, on the grounds that they contain 'exempt' material

The pre-hearing process should usually be carried out in writing. However, occasionally a meeting between the Chair of the Committee, the relevant parties and their representatives may be necessary or just between the Monitoring Officer and the Committee Chair for expediency.

Some matters in the pre-hearing process may be decided only by the Committee. Therefore, if it is necessary for the Committee to meet, they will have to do so formally as with any other Council committee meeting. However, it is usually more appropriate for the majority of the pre-hearing process to be dealt with by the Monitoring Officer or other suitable officer.

### **Key points for the pre-hearing process**

The officer providing administrative support to the Committee should write to the Subject Member proposing a date for the hearing, and they should do this in consultation with the Chair of the Committee. They should also outline the hearing procedure, the Subject Member's rights and they should additionally ask for a written response from the Subject Member within a set time. This is to find out whether the Subject Member:

- wants to be represented at their own expense at the hearing by a solicitor, barrister or any other person
- disagrees with any of the findings of fact in the investigation report, including reasons for any of these disagreements
- wants to give evidence to the Committee, either verbally or in writing
- wants to call relevant witnesses to give evidence to the Committee
- wants any part of the hearing to be held in private
- wants any part of the investigation report or other relevant documents to be withheld from the public
- can attend the hearing

A critical part of the pre-hearing process is to attempt to focus the relevant parties' attention on isolating all relevant disputes of facts between them. This is because attention to the factual issues will save valuable time later on at the hearing.

**The Standards Committee has approved Pre-hearing process forms that will be used to try and narrow the issues. These forms help the Subject Member respond to the Committee.**

**Form A** helps the Subject Member identify any disagreements about the findings of fact in the investigation report.

**Form B** helps the Subject Member set out any other evidence that is relevant to the complaint made about them.

**Form C** helps the Subject Member set out any representations the committee should take account of if the Subject Member is found to have broken the Code of Conduct.

**Forms D and E** cover details of the hearing and the witnesses who will give evidence.

**Form F** is a checklist of details for the pre-hearing process summary which is outlined below.

Copies of these Forms are attached at Appendix B.

### **Pre-hearing process summary**

The Committee's clerk should consult with the Committee's legal adviser and send a pre-hearing process summary to everyone involved in the complaint at least two weeks before the hearing or as soon as the Committee has received responses from the Subject Member and from the Investigating Officer. The pre-hearing process summary should:

- set the date, time and place for the hearing
- summarise the allegation
- outline the main facts of the case that are agreed
- outline the main facts which are not agreed
- note whether the Subject Member or investigating officer will go to the hearing or be represented at the hearing
- list those witnesses, if any, who will be asked to give evidence, subject to the power of the Committee to make a ruling on this at the hearing
- outline the proposed procedure for the hearing

## **The Hearing**

A hearing is a formal meeting of the authority and is not a court of law. It does not hear evidence under oath, but it does decide factual evidence on the balance of probabilities. The Committee should work at all times in a demonstrably fair, independent and politically impartial way. This helps to ensure that members of the public, and members of the authority, have confidence in its procedures and findings.

The Committee should bear in mind the need to maintain public confidence in the Council's ethical standards. This requires that the Committee's decisions should be seen as open, unprejudiced and unbiased. All concerned should treat the hearing process with respect and with regard to the potential seriousness of the outcome, for the Subject Member, the Council and the public.

## **Representatives**

The Subject Member may choose to be represented by counsel, a solicitor, or by any other person they wish. Even if represented, the Member must still personally answer any questions posed through the Chair. If the Subject Member concerned wants to have a non-legal representative, the Subject Member must obtain the consent of the Committee (which consent shall not be unreasonably withheld). The Committee may choose to withdraw its permission to allow a representative if that representative disrupts the hearing. However, an appropriate warning will usually be enough to prevent more disruptions and should normally be given before permission is withdrawn.

Subject Members are responsible for meeting the cost of any representation at a Committee hearing.

## **Evidence**

The Committee controls the procedure and evidence presented at a hearing, including the number of witnesses and the way witnesses are questioned. In many cases, the Committee may not need to consider any evidence other than the investigation report and any other supporting documents. However, the Committee may need to hear from witnesses if more evidence is needed, or if people do not agree with certain findings of fact in the report. The Committee can allow questions from the Subject Member, the Investigating Officer, the Monitoring Officer or any

representative. However, the Committee will ask that these questions be directed through the Chair. The Committee can also question witnesses directly.

### **Witnesses**

Generally, the Subject Member is entitled to present their case as they see fit, which includes calling the witnesses they may want, and which are relevant to the matters to be heard. The Subject Member must make their own arrangements to ensure that their witnesses (and witnesses they would like to question) will attend the hearing. The Committee has the right to govern its own procedures as long as it acts fairly. For this reason, the Committee may limit the number of witnesses if the number is unreasonable. The Committee will normally take a decision on whether to hear any particular evidence or witness only after having heard submissions from both parties on the issue.

Witnesses of facts that are disputed would normally attend the hearing and should be prepared to be asked questions. Witnesses as to the character of the Subject Member, if required, usually present their evidence in writing and may or may not actually attend the hearing. Witnesses, especially members of the public, often play an important part in the process and should be treated with courtesy and respect. Witnesses should be kept promptly informed of the relevant dates, times and location of the hearing.

### **The Independent Person**

It is not a legal requirement that the Independent Person attend the hearing, but it is best practice and the Committee must have regard to their views when reaching a decision. If the Independent Person does not attend, a mechanism will be agreed for receiving their views.

### **Sanctions**

If the committee finds that a Subject Member has failed to follow the Code of Conduct and that they should be sanctioned, it may impose any one or a combination of the following:

- Report its findings to Council or City/Town/Parish Council for information;
- Issue (or recommend to the city, town or parish council) a formal censure;

- Recommend to the Subject Member's Group Leader (or in the case of ungrouped councillors, recommend to Council) that he/she be removed from any or all Committees or Sub-Committees of the Council (or recommend such action to the city, town or parish council);
- Recommend to the Leader of the Council that the member be removed from the Executive, or removed from particular Portfolio responsibilities;
- Instruct (or recommend to the city, town or parish council) that the Monitoring Officer arrange training for the Subject Member;
- Remove (or recommend removal to the City/Town/Parish Council) from all outside appointments to which he/she has been appointed or nominated by the authority;
- Withdraw facilities (or recommend withdrawal to a city, town/parish council) provided to the Subject Member by the Council, such as a computer, website and/or email and Internet access;
- Restrict contact (or recommend to the city/town/parish Council restriction on contact) to named officers or requiring contact be through named officers; or
- Exclude (or recommending exclusion to city, town/parish council) the Subject Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.
- if relevant recommend to Council that the Subject Member be removed from their role as leader of the authority.
- if relevant recommend to the secretary or appropriate official of a political group that the Subject Member be removed as group leader or other position of responsibility.

### **Considering the sanction**

When deciding on a sanction, the Committee should ensure that it is reasonable and proportionate to the Subject Member's behaviour. Before deciding what

sanction to issue, the Committee should consider the following questions, along with any other relevant circumstances:

- What was the Subject Member's intention?
- Did the Subject Member know that they were failing to follow the Code of Conduct?
- Did the Subject Member get advice from officers before the incident?
- Was that advice acted on or ignored in good faith?
- Has there been a breach of trust?
- Has there been financial impropriety, for example improper expense claims or procedural irregularities?
- What was the result of failing to follow the Code of Conduct?
- What were the potential results of the failure to follow the Code of Conduct?
- How serious was the incident?
- Does the Subject Member accept they were at fault?
- Did the Subject Member apologise to the relevant people?
- Has the Subject Member previously been warned or reprimanded for similar misconduct?
- Has the Subject Member failed to follow the Code of Conduct before?
- Is the Subject Member likely to do the same thing again?
- How will the sanction be carried out? For example, who will provide the training or mediation?
- Are there any resource or funding implications? For example, if a Subject Member has repeatedly or blatantly misused the authority's information

technology resources, the Committee may consider withdrawing those resources from the Subject Member.

Sanctions involving restricting access to an authority's premises or equipment should not unnecessarily restrict the Subject Member's ability to carry out their responsibilities as an elected representative or co-opted member.

The following are examples of aggravating and mitigating factors that Members may take into account when assessing an appropriate sanction:

Examples, but not an exhaustive list, of mitigating factors are:

- An honestly held, although mistaken, view that the action concerned did not constitute a failure to follow the provisions of the Code of Conduct, particularly where such a view has been formed after taking appropriate advice.
- A Subject Member's previous record of good service.
- Substantiated evidence that the Subject Member's actions have been affected by ill-health.
- Recognition that there has been a failure to follow the Code; co-operation in rectifying the effects of that failure; an apology to affected persons where that is appropriate, self-reporting of the breach by the Subject Member.
- Compliance with the Code since the events giving rise to the determination.
- Some actions, which may have involved a breach of the Code, may nevertheless have had some beneficial effect for the public.

Examples, but again not an exhaustive list, of aggravating factors are:

- Dishonesty or breaches of trust.
- Trying to gain an advantage or disadvantage for themselves or others.
- Bullying.
- Continuing to deny the facts despite clear contrary evidence.



- Seeking unfairly to blame other people.
- Failing to heed appropriate advice or warnings or previous findings of a failure to follow the provisions of the Code.
- Persisting with a pattern of behaviour which involves repeatedly failing to abide by the provisions of the Code.

In deciding what action to take, the Committee should bear in mind an aim of upholding and improving the standard of conduct expected of members of the various bodies to which the Codes of Conduct apply, as part of the process of fostering public confidence in local democracy. Thus, the action taken by the Committee should be designed both to discourage or prevent the Subject Member from any future non-compliance and also to discourage similar action by others.

The Committee should take account of the actual consequences which have followed as a result of the member's actions while at the same time bearing in mind what the possible consequences may have been even if they did not come about.

### **Notice of the Committee's findings**

The Committee will announce its decision at the end of the hearing. A short-written decision will be made available on the day of the hearing and a full written decision will be prepared before people's memories fade. The officer providing administrative support to the Committee will also draft minutes of the meeting. The Committee must give its full written decision to the relevant parties as soon as possible after the hearing. Wherever possible this will be within two weeks of the hearing.

The relevant parties are:

- the Subject Member
- the Complainant
- the standards committees of any other authorities concerned
- any city, parish or town councils concerned
- the Investigating Officer
- the Independent Person

### **Making the findings public**

The Committee will arrange for a summary of the decision and reasons for it to be prepared.

If the Committee finds that the Subject Member did not fail to follow the authority's Code of Conduct, the public summary must say this and give reasons for this finding.

If the Committee finds that the Subject Member failed to follow the Code but no action needs to be taken the summary must:

- say that the Subject Member failed to follow the Code, but that no action needs to be taken
- outline what happened
- give reasons for the Committee's decision not to take any action

If the Committee finds that the member failed to follow the Code and it imposes a sanction, the public summary must:

- say that the Subject Member failed to follow the Code
- outline what happened
- explain what sanction has been imposed
- give reasons for the decision made by the Sub-Committee

If the Committee finds that the Subject Member did not fail to follow the authority's Code of Conduct, the Subject Member is entitled to decide that no summary of the decision should be published.

If the Committee finds that the Subject Member failed to follow the authority's Code of Conduct, or where the Subject Member who did not fail to follow it but has not decided that no summary should be published, the Committee will arrange for the summary to be published on the Council's website and a press release issued. The summary may also be published in any other publication if the Sub-Committee considers it appropriate.

The Sub-Committee's reports and minutes should be available for public inspection at the office of Somerset Council for six years after the hearing. However, sections of documents relating to parts of the hearing that were held in private will not have to be made available for public inspection.

### **Written decision format**

For consistency and thoroughness, the Committee will use the following format for their full written decisions. The front cover of the Committee's full written decision should include the name of the:

- The Authority
- Subject Member
- Complainant
- Committee member who chaired the hearing
- Committee members who took part in the hearing
- Monitoring Officer
- Investigating Officer who investigated the matter (if applicable)
- Clerk of the hearing or other administrative officer
- Case reference number
- Date of the hearing
- Date of the report

The Committee's full written decision will include:

- A summary of the complaint
- The relevant section or sections of the Code of Conduct
- A summary of the evidence considered and representations made
- The findings of fact, including the reasons for them
- The finding as to whether the Subject Member failed to follow the Code, including the reasons for that finding
- the sanctions imposed, if any, including the reasons for any sanctions

### **The Role of the Monitoring Officer**

It is important that the Committee receives high quality, independent advice. For this reason the Monitoring Officer will be the main adviser to the Committee, unless he/she has an interest in the matter that would prevent them from performing this role independently. If this situation arises, the Monitoring Officer should arrange for another appropriately qualified officer to advise the Committee.

The Monitoring Officer or other legal adviser's role in advising the Standards Committee is to:

- make sure that members of the Committee understand their powers and procedures
- make sure that the determination procedure is fair and will allow the

- complaint to be dealt with as efficiently and effectively as possible
- make sure that the Subject Member understands the procedures the Committee will follow
  - provide advice to the Committee during the hearing and their deliberations
  - help the Committee produce a written decision and a summary of that decision

### **Model hearing procedures for the Committee**

The Committee has adopted Model procedures for the conduct of the hearing. These are attached at Appendix C. These may be varied at the discretion of the Committee.

### **Public or Private Hearings**

In most cases hearings should take place in public. The views of the subject Member and the Investigating Officer will be sought as early as possible to allow for legal advice to be obtained if required. In most cases, the public interest in transparent decision-making by the Committee will outweigh the Subject Member's interest in limiting publication of an unproved allegation that has not yet been determined.

### **Right of Appeal**

There is no right of appeal against the decision of the Committee. However, if the Subject Member or the Complainant is unhappy with the outcome, they are still entitled to complain to the Local Government Ombudsman or challenge a decision through the Courts by way of Judicial Review.

**Appendix A** Investigation Report Template

**Appendix B** Forms A to F

**Appendix C** Hearing Procedures

TEMPLATE INVESTIGATION REPORT

**Case Reference:**

Report of an investigation by [insert Investigating Officer name] appointed by the Monitoring Officer for [insert authority name] into an allegation concerning [insert subject member name].

**DATE:** [insert date]

**Contents**

- 1 Executive summary**
- 2 [Insert member's name]'s official details**
- 3 The relevant legislation and protocols**
- 4 The evidence gathered**
- 5 Summary of the material facts**
- 6 [Insert member's name]'s additional submissions**
- 7 Reasoning as to whether there have been failures to comply with the Code of Conduct**
- 8 Finding**

**Appendix A Schedule of evidence taken into account and list of unused material**

**Appendix B Chronology of events**

## 1 Executive summary

1.1 [Insert summary of allegation]

1.2 [Insert summary of Investigation outcome]

## 2 [Insert member's name]'s official details

2.1 [Insert member's name] was elected to office on [insert date] for a term of [insert number] years. [insert member's name] is also a member of the following other relevant authorities: insert authority names].

2.2 [Insert member's name] currently serves on the following committees: [insert committee names] and has also served on [insert committee names] committees in recent years.

2.3 [If no longer a member, state how the period of office ceased]

2.4 [Insert member's name] gave a written undertaking to observe the Code of Conduct on [insert date].

2.5 [Insert member's name] has received the following training on the Code of Conduct [insert training details].

## 3 The relevant legislation and protocols

3.1 The Council has adopted a Code of Conduct in which the following paragraph[s] is/are included:

- [insert included paragraph]
- [insert included paragraph]
- [insert included paragraph]
- [insert included paragraph]

## 4 The evidence gathered

4.1 I have taken account of oral evidence from [insert evidence details]

4.2 I have also taken account of documentary evidence obtained from [insert evidence details]

**5 Summary of the material facts**

5.1 [Insert summary]

**6 [Insert member's name]'s additional submissions**

6.1 [Insert submissions]

**7 Reasoning as to whether there have been failures to comply with the Code of Conduct**

7.1 [Insert reasoning]

**8 Finding**

8.1 [Insert finding]



## Appendix A

**Schedule of evidence taken into account****Core documents**

Doc No	Description	Pages
XX123	Complaint	1-

**Notes of telephone conversations, letters, and interviews with witnesses**

Doc No	Description	Pages

**Minutes of meetings and other documentary evidence**

Doc No	Description	Pages

Comments on draft report

Doc No	Description	Pages

## List of unused materials


Appendix B

Chronology of events

- [insert event]
- [insert event]
- [insert event]
- [insert event]
- [insert event]

# FORM A

## Subject Member's response to the evidence set out in the investigation report

Please enter the number of any paragraph in the investigation report where you disagree with the findings of fact and give your reasons and your suggested alternative.

Paragraph number from the investigation report	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should read

# FORM B

## Other evidence relevant to the complaint

Please set out below, using the numbered paragraphs, any evidence you feel is relevant to the complaint made about you.

Paragraph number	Details of the evidence
1	
2	
3	

# FORM C

## Representations to be taken into account if a Subject Member is found to have failed to follow the Code of Conduct and referred for hearing by the Monitoring Officer

Please set out below, using the numbered paragraphs, any factors that the Committee should take into account if it finds that you have failed to follow the Code of Conduct. Please note that no such finding has yet been made.

Paragraph number	Factors for the Committee to take into account when deciding whether to impose a sanction
1	
2	
3	

# FORM D

## Arrangements for the Committee hearing

Please tick the relevant boxes.

<p><b>1</b></p>	<p>Are you planning to attend the Committee hearing on the proposed date in the accompanying letter?</p> <p>If 'No', please explain why.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reason:</p>
<p><b>2</b></p>	<p>Are you going to present your own case?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p><b>3</b></p>	<p>If you are not presenting your own case, will a representative present it for you?</p> <p>If 'Yes', please state the name of your representative.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Name:</p>



<p><b>4</b></p>	<p>Is your representative a practising solicitor or barrister?</p> <p>If 'Yes', please give their legal qualifications. Then go to <b>Question 6</b>.</p> <p>If 'No' please go to <b>Question 5</b>.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Qualifications:</p>
<p><b>5</b></p>	<p>Does your representative have any connection with your case?</p> <p>If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p>
<p><b>6</b></p>	<p>Are you going to call any witnesses?</p> <p>If 'Yes', please fill in Form E.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

<p><b>7</b></p>	<p>Do you, your representative or your witnesses have any access difficulties? For example, is wheelchair access needed?</p> <p>If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p>
<p><b>8</b></p>	<p>Do you, your representative or witnesses have any special needs?</p> <p>For example, is an interpreter needed?</p> <p>If 'Yes' please give details</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Details:</p>
<p><b>9</b></p>	<p>Do you want any part of the hearing to be held in private?</p> <p>If 'Yes', please give reasons.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Reasons:</p>

<b>10</b>	<p>Do you want any part of the relevant documents to be withheld from public inspection?</p> <p>If so, please explain which documents/parts of documents and give reasons for withholding from public inspection.</p> <p>If 'Yes', please give reasons.</p>	<p>Yes</p> <input data-bbox="627 271 675 315" type="checkbox"/>  <p>No</p> <input data-bbox="627 490 675 535" type="checkbox"/>	<p>Reasons:</p>
-----------	---	---	-----------------

# FORM E

## Details of proposed witnesses to be called

Name of witness or witnesses	1		
	2		
	3		
<b>Witness 1</b>			
<b>a</b>	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes</p> <input type="checkbox"/> <p>No</p> <input type="checkbox"/>	<p>Outline of evidence:</p>

<p><b>b</b></p>	<p>Will the witness give evidence about what action the Committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Outline of evidence:</p>
-----------------	---	--	-----------------------------

<b>Witness 2</b>			
<b>a</b>	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes</p> <input type="checkbox"/> <p>No</p> <input type="checkbox"/>	<p>Outline of evidence:</p>
<b>b</b>	<p>Will the witness give evidence about what action the Committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes</p> <input type="checkbox"/> <p>No</p> <input type="checkbox"/>	<p>Outline of evidence:</p>

<b>Witness 3</b>			
<b>a</b>	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes</p> <input type="checkbox"/> <p>No</p> <input type="checkbox"/>	<p>Outline of evidence:</p>
<b>b</b>	<p>Will the witness give evidence about what action the Committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p>Yes</p> <input type="checkbox"/> <p>No</p> <input type="checkbox"/>	<p>Outline of evidence:</p>

# FORM F

## Checklist for the pre-hearing process summary

After the Committee has received responses from the Subject Member and the Monitoring Officer, it should prepare a summary of the main aspects of the case that will be heard.

The pre-hearing process summary should include:

<input type="checkbox"/>	the name of the authority
<input type="checkbox"/>	the name of the subject member
<input type="checkbox"/>	the name of the complainant (unless there are good reasons to keep their identity confidential)
<input type="checkbox"/>	case reference number
<input type="checkbox"/>	the name of the Committee Member who will chair the hearing
<input type="checkbox"/>	the name of the Monitoring Officer
<input type="checkbox"/>	the name of the clerk of the hearing or other administrative officer
<input type="checkbox"/>	The name of the Independent Person
<input type="checkbox"/>	the date the pre-hearing process summary was produced
<input type="checkbox"/>	the date, time and place of the hearing
<input type="checkbox"/>	a summary of the complaint



<input type="checkbox"/>	the relevant section or sections of the Code of Conduct
<input type="checkbox"/>	the findings of fact in the investigation report that are agreed
<input type="checkbox"/>	the findings of fact in the investigation report that are not agreed
<input type="checkbox"/>	whether the Subject Member or the Investigating Officer will attend or be represented
<input type="checkbox"/>	the names of any witnesses who will be asked to give evidence
<input type="checkbox"/>	an outline of the proposed procedure for the hearing

## MODEL HEARING PROCEDURE FOR THE COMMITTEE

### Interpretation

1. 'Subject Member' means the member of the authority who is the subject of the allegation being considered by the Committee or their nominated representative, unless stated otherwise.
2. 'Investigating Officer' means the Monitoring Officer or other Investigating Officer and his or her nominated representative.
3. 'Committee' refers to the Standards Hearing Sub-Committee, a Sub-Committee of the Standards Committee.
4. 'Legal advisor' means the officer responsible for providing legal advice to the Committee. This may be the Monitoring Officer, another legally qualified officer of the authority, or someone appointed for this purpose from outside the authority.
5. "Independent Person" means the individual appointed by the Council under the Localism Act 2011 whose view will be sought and taken into account by the Committee before it makes a decision on the allegation.

### Representation

6. The Subject Member may be represented or accompanied during the meeting by a solicitor, counsel or, with the permission of the Committee (which shall not be unreasonably withheld), another person.

### Legal Advice

7. The Committee may take legal advice from its legal advisor at any time during the hearing or while they are considering the outcome. The substance of any legal advice given to the Committee should be shared with the Subject Member and the Investigating Officer if they are present.

### Setting the scene

8. After all the members and everyone involved have been formally introduced, the Chair should explain how the Committee is going to run the hearing.

### Preliminary procedural issues

9. The Committee should then resolve any issues or disagreements about how the hearing should continue, which have not been resolved during the pre-hearing process.

### Making findings of fact

10. After dealing with any preliminary issues, the Committee should then move on to consider whether or not there are any significant disputes about the facts contained in the Investigating Officer's report.

11. If there is no dispute about the facts, the Committee can move on to the next stage of the hearing.

12. If there is a dispute, the Investigating Officer, if present, should be invited to make any necessary representations to support the relevant findings of fact in the report. With the Committee's permission, the Investigating Officer may call any necessary supporting witnesses to give evidence. The Committee may give the Subject Member an opportunity to challenge any evidence put forward by any witness called by the Investigating Officer.

13. The Subject Member should then have the opportunity to make representations to support his or her version of the facts and, with the Committee's permission, to call any necessary witnesses to give evidence.

14. At any time, the Committee may question any of the people involved or any of the witnesses and may allow the Investigating Officer to challenge any evidence put forward by witnesses called by the Subject Member.

15. If the Subject Member disputes most of the facts, it may make sense for the Investigating Officer to start by making representations on all the relevant facts, instead of discussing each fact individually.

16. If the Subject Member disputes any relevant fact in the Investigating Officer's report, without having given prior notice of the dispute, he or she must give good reasons for not mentioning it before the hearing. If the Investigating Officer is not present the Committee will consider whether or not it would be in the public interest to continue in his or her absence. After considering the Subject Member's explanation for not raising the issue at an earlier stage, the Committee may then:-

- (a) continue with the hearing, relying on the information in the Investigating Officer's report;
- (b) allow the Subject Member to make representations about the issue, and invite the Investigating Officer to respond and call any witnesses, as necessary; or
- (c) postpone the hearing to arrange for appropriate witnesses to be present, or for the Investigating Officer to be present if he or she is not already.

**17. Cross-examination will not be permitted at the hearing and any questions will be at the discretion of and through the Chair of the Committee.**

18. The Committee will usually move to another room to consider the representations and evidence in private.

19. On their return, the Chair will announce the Committee's findings of fact.

**Did the Subject Member fail to follow the Code?**

20. The Committee then needs to consider whether or not, based on the facts it has found, the Subject Member has failed to follow the Code of Conduct.

21. The Subject Member should be invited to give relevant reasons why the Committee should not decide, based on the findings of fact, that he or she has failed to follow the Code.

22. The Committee should then consider any verbal or written representations from the Investigating Officer.

23. The Committee should then consider any verbal or written representations from the Independent Person.

24. The Committee may, at any time, question anyone involved on any point they raised in their representations.

25. The Subject Member should be invited to make any final relevant points.

26. The Committee will then move to another room to consider the representations.

27. On their return, the Chair will announce the Committee's decision as to whether or not the Subject Member has failed to follow the Code of Conduct.

### **If the Subject Member has not failed to follow the Code of Conduct**

28. If the Committee decides that the Subject Member has not failed to follow the Code of Conduct, the Committee can move on to consider whether it should make any recommendations to the authority.

### **If the Subject Member has failed to follow the Code**

29. If the Committee decides that the Subject Member has failed to follow the Code of Conduct, it will consider any verbal or written representations from the Investigating Officer, the Independent Person and the Subject Member as to:

- (a) Whether or not the Committee should set a penalty; and
- (b) What form any penalty should take

30. The Committee may question the Investigating Officer, Independent Person and Subject Member, and take legal advice, to make sure they have the information they need in order to make an informed decision.

31. The Committee will then move to another room to consider whether or not to impose a penalty on the Subject Member and, if so, what the penalty should be.

32. On their return, the Chair will announce the Committee's decision.

### **Recommendations to the authority**

33. After considering any verbal or written representations from the Investigating Officer, the Committee will consider whether or not it should make any recommendations to the authority, with a view to promoting high standards of conduct among members.

### **The written decision**

34. The Committee will announce its decision on the day and provide a short written

decision on that day. **It will also issue a full written decision within two weeks of the hearing.** It is good practice to prepare the full written decision in draft on the day of the hearing before people's memories fade.

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# How to make a **Complaint**

about the behaviour of a  
local authority councillor in  
Somerset

Version	0.1
Author	Tom Woodhams
Date	08 March 2023

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## CODE OF CONDUCT FOR COUNCILLORS: INFORMATION AND GUIDANCE FOR POTENTIAL COMPLAINANTS

### 1. Introduction

- 1.1 Somerset Council (“the Council”) has legal obligations to:
  - 1.1.1 promote and maintain high standards of conduct by its councillors and co-opted members; and
  - 1.1.2 make arrangements to investigate and decide on allegations that its councillors and co-opted members have breached the Council’s Code of Conduct.
- 1.2 The Council’s Code of Conduct for councillors is available using the following link: [Part H2 - Members Code of Conduct \(somerset.gov.uk\)](https://www.somerset.gov.uk/part-h2-members-code-of-conduct)
- 1.3 The responsibility for considering written complaints against councillors or co-opted members of the Council sits with the Council’s Standards Committee. This committee is a group of councillors appointed by the Council to help maintain and promote high ethical standards. In addition to councillors from the Council, parish council and community representatives are co-opted onto the committee. The Council also appoints independent persons to advise the committee.
- 1.4 The Monitoring Officer, a senior officer of the Council, administers the process in respect of all complaints of alleged councillor misconduct on behalf of the Standards Committee and reports on breaches of the Council’s Code of Conduct to the Standards Committee.
- 1.5 The Council is also responsible for investigating complaints that city, town or parish councillors in Somerset have breached their particular council’s code of conduct. Where a complaint is about the conduct of a member of a city, town or parish council the allegations will be assessed against the relevant council’s code of conduct.
- 1.6 This guidance sets out:
  - 1.6.1 how you may make a complaint that a councillor of Somerset Council or of a city, town or parish council in Somerset has failed to comply with their council’s code of conduct; and
  - 1.6.2 how the Council will deal with any complaints about the conduct of a councillor of Somerset Council or of a city, town or parish council in Somerset.
- 1.7 A visual representation of the process for dealing with complaints as set out in this guidance is attached at Appendix D.

- 1.8 The Monitoring Officer will publish details of complaints received in accordance with the Monitoring Officer's media protocol.

## **2. Making a complaint**

- 2.1 **If you wish to make a complaint, please write to the Monitoring Officer at the address set out at paragraph 5 below.**

- 2.2 In order to ensure that we have all of the information which we need to be able to process your complaint, we would recommend that you use our standard complaint form. This is available on request or can be downloaded at the following link:

<https://www.somerset.gov.uk/council-and-democracy/complaints-about-councillors/>

- 2.3 Your complaint must be made in writing. If a disability prevents you from making your complaint in writing we will offer to put your complaint into writing and you will be asked to sign or otherwise indicate that you want to make a complaint in the terms set out. It will be your responsibility to provide any supporting documentation. If you are unwilling to sign the documentation or indicate your satisfaction, your complaint will be rejected unless the Monitoring Officer is satisfied that the circumstances justify an exception being made. We can also help if English is not your first language.
- 2.4 You are encouraged to read all of this guidance before submitting your complaint. We will acknowledge receipt of your complaint within three working days.

## **3. How should I set out my complaint?**

- 3.1 It is very important that you set your complaint out fully and clearly, and provide all the information at the outset. You should also provide any documents or other material that you wish to be considered. If a complaint does not contain sufficient information then it may be rejected.
- 3.2 We recommend that you use our complaint form or provide a covering note summarising what you are complaining about, especially if your complaint includes a lot of supporting documentation. In the summary you should tell us exactly what each person you are complaining about said or did that has caused you to complain. If you are sending supporting documentation please cross-reference it against the summary of your complaint.
- 3.3 You should be as detailed as possible and substantiate your complaint where you can. Although you are not required to prove your complaint at this stage of proceedings, you do have to demonstrate that you have reasonable grounds for believing that the councillor(s) complained about has breached the Code of Conduct.

3.4 You may wish to take consider taking advice, for example from Citizens Advice.

#### **4. I am the complainant but I don't want my identity revealed**

4.1 If you ask for your identity to be withheld, this request will be considered by the Monitoring Officer at the First Stage of the process.

4.2 As a matter of fairness and natural justice, the councillor you complained about should usually be told who has complained about them and receive details of the complaint. However, in **very** exceptional circumstances the Monitoring Officer may withhold your identity either on request from you, or otherwise where they are satisfied that it is in the interests of all parties to do so, having regard to the factors set out in paragraph 4.3 below.

4.3 The factors that the Monitoring Officer will take into account are:

4.3.1 whether you have reasonable grounds for believing that you or somebody closely connected to you, will be at risk of physical harm if your or their identity is disclosed;

4.3.2 whether you are reasonably concerned about the consequences to your employment or that of somebody closely connected to you, if your or their identity is disclosed;

4.3.3 whether you or someone closely connected to you suffers from a medical condition and there is evidence of medical risks associated with your or their identity being disclosed or confirmation from an appropriate medical professional that this is the case;

4.3.4 whether the specifics of the complaint will disclose who has made the complaint even without confirming your identity; and

4.3.5 whether in spite of any other factor, the public interest in proceeding with the complaint outweighs the complainant's interest in having their identity withheld.

4.4 If the Monitoring Officer decides to refuse your request for confidentiality, they will offer you the option to withdraw the complaint, rather than proceed with your identity being disclosed. The Monitoring Officer will balance whether the public interest in taking action on a complaint will outweigh your wish to have your identity withheld.

#### **5. What you should do if you wish to submit a written complaint**

Get a copy of the code of conduct for the relevant council to see whether the behaviour you wish to complain about is covered by their code. **If it is not covered by the relevant code then we will not be able to deal with it.**

- ☑ Talk to / raise the matter with the Council's Monitoring Officer for general advice before submitting a formal complaint.
- ☑ Fully complete the attached complaint form (or ensure your letter of complaint addresses, in full, all of the issues covered in the complaint form).
- ☑ Submit the written complaint by post or e-mail to the address set out below, as soon as possible after the date of the alleged breach.

### **Address for submission of a written complaint**

David Clark  
Monitoring Officer  
Somerset Council  
County Hall  
Taunton  
Somerset TA1 4DY

Or e-mail the Monitoring Officer at: [monitoringofficer@somerset.gov.uk](mailto:monitoringofficer@somerset.gov.uk)

## **6. Timescales for dealing with complaints**

- 6.1 This procedure sets out how long it will usually take the Council to complete each stage of dealing with a complaint. The timescales are summarised in Appendix C. Parties must comply in a timely manner to requests for further information, and where information has not been provided within the specified timescales the Monitoring Officer will proceed in the absence of the information requested. This might lead to a complaint being rejected for lack of supporting evidence from the complainant or upheld for lack of contrary evidence from the Councillor concerned.
- 6.2 Where either of the parties is unable to comply with a given timescale for response they may request an extension by setting out their reasons in writing to the Monitoring Officer.
- 6.3 Any extension of a timescale is at the sole discretion of the Monitoring Officer who will only grant the extension where he / she is satisfied that it is in the public interest to do so. Where the Monitoring Officer does extend a timescale he / she will communicate the revised timescales to the parties together with the reason for their extension.

## **7. Is this a complaint that can be dealt with?**

- 7.1 The assessment of a complaint will follow a two stage process. The first stage is to establish whether we can deal with your complaint.
- 7.2 The points listed under First Stage at paragraphs 8.3 and 8.4 below will help you decide whether this is something that can be dealt with by the Monitoring

Officer on behalf of the Standards Committee. You should speak to the Monitoring Officer if you are not clear whether we can consider your complaint.

- 7.3 Please note that trivial, frivolous, vexatious and politically motivated tit-for-tat complaints are likely to be rejected.

### **8. First stage**

- 8.1 When a complaint is received, the Monitoring Officer will carry out a jurisdictional test against which complaints will be filtered to determine whether the allegation is within these procedures and, if so, whether it should be rejected or proceed to Second Stage assessment. This First Stage process will be completed within 5 working days.
- 8.2 When there is insufficient information to make a determination as to whether the conduct complained of may demonstrate a potential breach of the Code of Conduct the Monitoring Officer may offer you a further 10 working days to provide further information to support the complaint. If further information is not provided within 14 days of being requested, the complaint will be rejected.
- 8.3 The Monitoring Officer (or his/her deputy) will make the decision about what action, if any, to take on your complaint. The matters that will be considered at this stage of the process are:-
- 8.3.1 Your complaint must be about one or more named councillors of the authorities listed on the attached Appendix A;
- 8.3.2 Your complaint must be about conduct that occurred while the councillor(s) complained about were in office. Conduct of an individual before they were elected, co-opted or appointed to the authority, or after they have resigned or otherwise ceased to be a councillor, cannot be considered;
- 8.3.3 Your complaint must be that the councillor has, or may have, breached the relevant Council's Code of Conduct;
- 8.3.4 Your complaint must relate to matters where the councillor was acting as a councillor or representative of their council and therefore is not a private matter.
- 8.3.5 Your complaint, if proven, would be a breach of the Code of Conduct under which the councillor was operating at the time of the alleged conduct.
- 8.4 The following matters do not fall within the scope of the procedure for dealing with complaints about the conduct of members and will be rejected:
- 8.4.1 Complaints against a council as a whole. These will be rejected and should be referred directly to the council in question for consideration under their own procedures. We can tell you who to contact. These

complaints should be pursued through the relevant council's own internal complaints procedure. For example, if a complaint relates to a councillor's behaviour in relation to the determination of a planning application, this procedure will relate only to the councillor's conduct and will not comment on the decision relating to the planning application, save to the extent necessary to explain the decision in relation to the code of conduct complaint;

8.4.2 Complaints about employees of a council. Complaints about the actions of people employed by the relevant council e.g. the clerk of a city, town or parish council, also do not fall within the jurisdiction of the Standards Committee. Again these complaints should be pursued through the relevant council's own internal complaints procedure.

## 9. Second Stage

9.1 Complaints that satisfy the initial jurisdictional test at the first stage will then be considered further to determine whether they merit further investigation. The criteria to be taken into account in reaching a decision are set out below. Your complaint will usually be rejected at this stage if, in the opinion of the Monitoring Officer, any of the following criteria applies:

9.1.1 The complaint is the same or substantially the same as a complaint previously dealt with whether submitted by you or some other person;

9.1.2 It is over 6 months since the alleged behaviour occurred and it would be unfair, unreasonable or otherwise not in the public interest to pursue unless there are, in the Monitoring Officer's opinion, exceptional circumstances, such as there has been a failure to declare a disclosable pecuniary interest which would warrant the complaint being progressed;

9.1.3 The allegation is anonymous and there are no exceptional compelling reasons to progress the complaint;

9.1.4 The allegation discloses a potential breach of the Code of Conduct, but the complaint is not serious enough to merit any action and

- (i) the resources needed to investigate and determine the complaint are wholly disproportionate to the allegations; and/or
- (ii) whether, in all the circumstances, there is no overriding public benefit in carrying out an investigation;

9.1.5 The complaint appears on an objective basis to be malicious, vexatious, politically motivated or tit-for-tat or is part of a series of complaints from the complainant and it is not in the public interest to pursue it;

9.1.6 The councillor has remedied or made reasonable endeavours to remedy the issues to which the complaint relates and the complaint does not

disclose sufficiently serious potential breaches of the Code of Conduct to merit further consideration;

- 9.1.7 The complaint is about a person who is no longer a councillor of a relevant council and there are no overriding public interest reasons to merit further consideration;
  - 9.1.8 The complaint is from a councillor about another councillor of their council and the Monitoring Officer considers the allegations to be such that the issues between the councillors ought to be capable of resolution between them, whether with or without the assistance of their Clerk or some other person; and
  - 9.1.9 That a simple apology, training or conciliation would be the appropriate response;
  - 9.1.10 That a reasonable offer of local resolution is offered by the councillor but is rejected by you;
  - 9.1.11 It would otherwise be inappropriate to expend the Council's resources on determining the complaint having regard to the circumstances of the complaint, any previous related complaints and the public interest.
- 9.2 It is important to note that not every complaint that falls within the jurisdiction of the Standards Committee will be referred for investigation. The Monitoring Officer or the Standards Committee (as appropriate) must decide whether this is appropriate. The Monitoring Officer will endeavour to resolve complaints without the need for a formal investigation wherever possible.

## **10. Behaviour that constitutes a criminal offence**

- 10.1 Where a complaint is received which discloses behaviour that may constitute a criminal offence the Monitoring Officer will determine whether to refer such allegations to the police or other appropriate body. If the conduct relates to the failure to declare a disclosable pecuniary interest this will be done by initially undertaking the assessment of the complaint in the manner set out at the First Stage 1 prior to referral in order to determine if a potential failure to declare a disclosable pecuniary interest has occurred.
- 10.2 Where a complaint is referred to the police or some other body the Council will not take any action on the complaint, other than the referral, until the body to which the complaint has been referred to decides to take no action or any action it takes has been finally determined.
- 10.3 The Council will take such action as is necessary to ensure that it does not compromise the integrity of any investigation or proceedings undertaken by another body in relation to the allegations.

- 10.4 If the police or other body decides to progress the complaint, then no further action will be taken on the complaint by this Council. If it decides not to progress the complaint, the Council will proceed to consider the complaint at Second Stage of the process (see paragraph 9 above).

## **11. Multiple complaints about a councillor**

- 11.1 There may be instances when a number of complaints will be received about the same councillor from different complainants that relate to the same incident. When a complaint is substantially the same, it will be processed as a single complaint taking into consideration all of the complaints received up to the time the complaint is processed. A single decision notice will be issued and will reflect the fact there has been more than one complainant associated with the matter, though all may not be named. If further complaints relating to the same matter are received after the complaint is being processed these will not be added to the complaint but the complainants will be advised that a complaint about this matter is already being considered.

## **12. Complaints about a matter that has been assessed**

- 12.1 There are occasions when a complaint is received on a matter that is the same or similar to a matter that has already been assessed. If this is the case the complaint will be rejected. In these circumstances you will be sent a copy of the decision notice that has previously been issued. The name of the original complainant(s) will be redacted from the decision notice.

## **13. Anonymous complaints**

- 13.1 The Council will not normally allow anonymous complaints as that would be against the principles of transparency and fairness and make matters more difficult to investigate. However, there may be exceptional compelling reasons as to why an anonymous complaint could be accepted without detriment to the process and where the allegation can be evidenced without reference to the complainant.

## **14. What happens once you submit your complaint?**

- 14.1 **First Stage:** When you submit your complaint we will write to you to let you know we have received it within 3 working days confirming the identity of the officer dealing with the complaint, the reference number allocated, and the procedure to be followed. The Monitoring Officer will then consider whether the complaint meets the jurisdictional tests at the First Stage (see paragraph 8 above). The Monitoring Officer will advise you within 5 working days as to whether your complaint meets the test at Stage 1 and if so, the procedure that



will then follow to consider whether the Second Stage criteria (at paragraph 9 above) are met.

- 14.2 **Second Stage:** Complaints will be categorised as follows and an assessment will be made as to whether there is some evidence which would suggest that there may have been a material breach of the Code of Conduct. The decisions that can be reached at any of these levels are;

14.2.1 No further action should be taken in relation to the complaint

14.2.2 The complaint should be dealt with through a process of informal resolution in the first instance

14.2.3 The matter should be referred for formal investigation

- 14.3 In reaching this decision, no finding of fact will be made.

- 14.4 If further action is required (i.e. the decision at stage 2 is either to move to informal resolution or to formal investigation) the Monitoring Officer will decide whether to deal with the complaint at level 1 (paragraphs 14.5 – 14.7) or level 2 (paragraphs 14.8 – 14.10).

### **Level 1 Complaint**

- 14.5 Complaints which are about procedural issues or unhappiness with decisions and are not Code related or which do not contain any evidence of any breach of the Code or are technical minor breaches will be determined at this stage by the Monitoring Officer without further inquiry and the Complainant advised accordingly within 20 working days of receipt of the complaint. The Monitoring Officer may confer with an Independent Person where he/she thinks fit, when determining a complaint at Level 1. This is an individual who is not a councillor or an employee of the Council and who the Council is required to appoint to assist it in dealing with complaints against councillors.

- 14.6 The authority may also notify the councillor that a complaint has been received against them and invite their comments on it within 10 working days. In deciding whether or not to notify the councillor we will weigh up different factors. For example, would telling the councillor risk the complainant being intimidated or evidence destroyed, or if the complaint seems to fall outside of the jurisdiction of the Code of Conduct is there any need to hear from the councillor? If the decision is made not to notify the councillor about the complaint but the councillor becomes aware of the complaint and wishes to know what has been alleged and the identity of the complainant, then this information will be provided to them (unless the complainant has requested confidentiality and the Monitoring Officer has agreed to this request).

- 14.7 If the Monitoring Officer receives more than 1 complaint about a councillor in relation to the same instance of conduct, all of which could be classed as Level

1, then the Monitoring Officer can decide to treat those complaints as a Level 2 complaint.

**Level 2 Complaint**

- 14.8 If the complaint does not fall within Level 1 then we will notify the councillor to whom the complaint relates, provide details of the complaint and invite them to make representations. These must be received by the Monitoring Officer within 10 working days of receiving the notification. The Monitoring Officer may also contact the clerk of the city, town or parish council, where appropriate and such other persons as the Monitoring Officer feels appropriate, to provide additional information.
- 14.9 The Monitoring Officer will assess the complaint, any representations by the councillor and any additional information requested. However the purpose of this stage is not to conduct a formal investigation and only preliminary enquiries will be made, such as to establish whether a councillor was in fact present at the meeting to which the complaint relates.
- 14.10 On the completion of this initial assessment the Monitoring Officer will contact you to advise you whether your complaint relates to a potential breach of the code of conduct and what action is proposed, if any. The councillor will be similarly informed. This will all happen within 20 working days from the date we receive your complaint or additional information (where requested). Before making any decision, the Monitoring Officer will discuss your complaint with the Independent Person.

**15. Informal Resolution**

- 15.1 An informal resolution is a more proportionate way of dealing with relatively minor allegations, one-off incidents or underlying disagreements between individuals. It is important to note that dealing with a matter by alternative resolution at the initial assessment stage is making no finding of fact as there has been no formal investigation.
- 15.2 Matters which the Monitoring Officer might consider appropriate for informal resolution may include:
  - 15.2.1 the same particular breach of the Code by many councillors, indicating poor understanding of the Code and the authority's procedures;
  - 15.2.2 a general breakdown of relationships, including those between councillors and officers, as evidenced by a pattern of allegations of minor disrespect, harassment or bullying to such an extent that it becomes difficult to conduct the business of the relevant council;
  - 15.2.3 misunderstanding of procedures or protocols;
  - 15.2.4 misleading, unclear or misunderstood advice from officers;

15.2.5 lack of experience or training;

15.2.6 interpersonal conflict;

15.2.7 allegations and retaliatory allegations from the same councillors;

15.2.8 allegations about how formal meetings are conducted;

15.2.9 allegations that may be symptomatic of governance problems within the council, which are more significant than the allegations in themselves.

15.3 Informal resolution could either be directed at the councillor who is the subject of the complaint, the councillor and yourself as complainant, or at the council more generally.

15.4 Informal resolution can include such things as training, providing an apology, withdrawing a remark, mentoring, conflict resolution, mediation.

15.5 Both yourself and the councillor will be consulted before a decision is made to proceed with informal resolution.

## 16. Referral for Investigation

16.1 If the Monitoring Officer considers following an assessment at level 2 that the complaint is both very serious in terms of the potential breach of the code and an investigation is warranted in the public interest *to establish* the facts then the Monitoring Officer or someone acting on their behalf will undertake this. Only very exceptionally will a complaint result in an investigation.

16.2 Because the circumstances of each serious complaint will vary it would be unrealistic to impose set timescales on each investigation at this stage. However, having reviewed the circumstances the Monitoring Officer will propose timescales for the completion of the investigation and will clearly communicate those to all interested parties. The Monitoring Officer will keep all parties informed of the progress of the investigation and where extensions to timescales are required, will clearly communicate to all parties the revised timescales and the reasons giving rise to the need to extend timescales. The Monitoring Officer will let all those involved know that this is the case and the process that will be followed.

16.3 At the end of an investigation, the Monitoring Officer will issue a draft report and invite comments from the complainant and councillor. The Monitoring Officer will then issue a final report which he/she send to the complainant, the Standards Committee, the councillor complained about, the Independent Person and the Clerk to the city, town or parish Council (where relevant).

16.3.1 **Option 1** - If the investigation reveals no failure to comply with the code or a minor/technical breach may have occurred or identifies a training requirement as opposed to any other form of sanction as being the appropriate response, then the Monitoring Officer, after consulting with

the Independent Person, is authorised to issue guidance to either party, close the matter and issue the report to the complainant and the councillor complained about. The Monitoring Officer has the discretion to refer the matter to the Standards Committee before exercising that power if they consider it appropriate.

16.3.2 **Option 2** - If the investigation reveals a more significant failure to comply with the code (which is not minor or technical in nature or where a need for training is not really the issue) then the Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution of the complaint providing all parties agree (acting reasonably). If a local resolution is not appropriate or not agreed by the parties then the outcome of the investigation will either be (1) reported to the Standards Committee's Hearings Panel for a local oral hearing (see paragraph 16.5 below) or (2) where local resolution is considered by the Monitoring Officer to be appropriate but has not been agreed by the parties, the outcome of the investigation will form the basis of an Investigation Outcome report which will be published and issued to all parties. This will set out the nature of the complaint, the outcome of any investigation, the local resolution suggested by the Monitoring Officer and the response from the parties to this.

16.4 The decision as to whether to proceed with Option 1 or 2 above shall rest with the Monitoring Officer in consultation with the Independent Person. In making his/her decision, the Monitoring Officer will have regard to the relative costs involved and which option best serves the public interest.

16.5 **Oral Hearing stage** – All hearings will be held in accordance with the rules on public access to meetings and information of the Council. However, within the limits set by those rules the hearing will be conducted on a relatively informal basis, both parties will be able to make representations and call witnesses. At the end of the hearing the Panel, after consulting with the Independent Person will decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what “sanction” or “sanctions” (if any) should be imposed.

16.5.1 If an oral hearing is required and reaches a finding that there has been a failure to comply with the Code then there is a limited range of sanctions available as set out at Appendix B to this guidance. There is no ability for the Standards Committee to suspend or disqualify a councillor.

16.5.2 Although there is no right of appeal against the decisions of the Monitoring Officer or Panel Standards Hearing Sub-Committee, if you are unhappy with the procedures followed (as opposed to the outcome) then you are still entitled to complain to the Local Government Ombudsman or challenge a decision through the Courts by way of Judicial Review.

16.5.3 The procedure the Council has adopted is designed to be proportionate, timely and fair to both sides. Its overriding objective is to seek to provide pragmatic local solutions to local problems wherever possible and to avoid costly and time consuming investigations/hearings.

## **Behaviour covered by the Code of Conduct**

You can complain about a councillor breaking any part of their council's Code of Conduct. As each council can adopt their own code there is no longer a standard code of conduct that applies to all local authorities. This means you need to have seen the code of conduct relating to the councillor about whom you wish to complain and that the behaviour you wish to complain about is covered by the code. The Standards Committee cannot consider any complaints that fall outside of the relevant code of conduct.

The code that relates to councillors of Somerset Council covers the following areas:-

- Treating others with respect
- Not bullying any person
- Not harassing any person
- Promoting equalities and not discriminating unlawfully against any person
- Not compromising or attempting to compromise, the impartiality of anyone who works for or on behalf of the Council
- Not intimidating any person likely to be involved in any investigation or proceedings about someone's misconduct
- Not disclosing confidential information given in confidence or acquired or improperly using information gained as a result of their role for the advancement of those connected with them or preventing anyone from getting information they are entitled to by law
- Not bringing their role or the Council into disrepute
- Not using their position improperly, to their own or someone else's advantage or disadvantage
- Not misusing the Council's resources
- When using resources or authorising their use, acting in accordance with the Council's requirements and not used for political purposes
- Paying due regard and giving reasons for departing from any advice from the Council's Chief Finance Officer or Monitoring Officer
- Undertaking Code of Conduct training and co-operating with any Code of Conduct investigation and/or determination

- Not making trivial or malicious complaints against other councillors
- Complying with any sanction imposed where they have been found to have breached the Code of Conduct
- Failing to register or disclose their interests
- Taking part in the discussion or making a decision where they have a “disclosable pecuniary interest”
- Failing to register any gifts or hospitality (including its source) worth over £50 that they have received or refused in their role as a councillor

Any breaches in relation to requirements around “disclosable pecuniary interests” are matters for the Police as a criminal offence may have been committed. We suggest you speak to the Council’s Monitoring Officer first as they should be able to advise you whether or not it is a matter for the Police.

Although we have encouraged the Town & Parish Councils to adopt similar provisions they are not required to do so. Accordingly, their code may look quite different so you do need to see a copy. The Clerk to the relevant City, Town or Parish Council should be able to provide you with a copy. Alternatively, once provided, we hold copies of all City, Town and Parish Council codes on our website. The Code adopted by this Council is also available on our website at:

## Sanctions available to Standards Committees

The sanctions available to the Standards Committee are as set out below. In relation to the Town & Parish Councils in our area, we can only **recommend** a particular sanction to them but we do not have the power to enforce compliance.

**The Standards Committee does not have the power to suspend or disqualify a councillor.** The sanctions available are:-

- Report its findings to Council or City/Town/Parish Council for information;
- Issue (or recommend to City/Town/Parish to issue) a formal censure
- Recommending to the councillor's Group Leader (or in the case of un-grouped councillors, recommend to council) that he/she be removed from any or all Committees or Sub-Committees of the Council (or recommend such action to the City/Town/Parish Council);
- Recommending to the Leader of the Council that the councillor be removed from the Executive, or removed from particular Portfolio responsibilities;
- Instructing the Monitoring Officer to (or recommend to the City/Town/Parish) to arrange training for the councillor;
- Removing from all outside appointments to which he/she has been appointed or nominated by the authority (or recommend to the City/Town/Parish Council);
- Withdrawing facilities (or recommend to the City/Town/Parish Council) provided to the councillor by the Council, such as a computer, website and/or email and internet access;
- Restricting contact (or recommend to the City/Town/Parish Council) to named officers or requiring contact be through named officers;
- Excluding the councillor from the Council's offices or other premises (or recommend to the City/Town/Parish Council), with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings;
- If relevant, recommend to council that the councillor be removed from their role as leader of the Council;



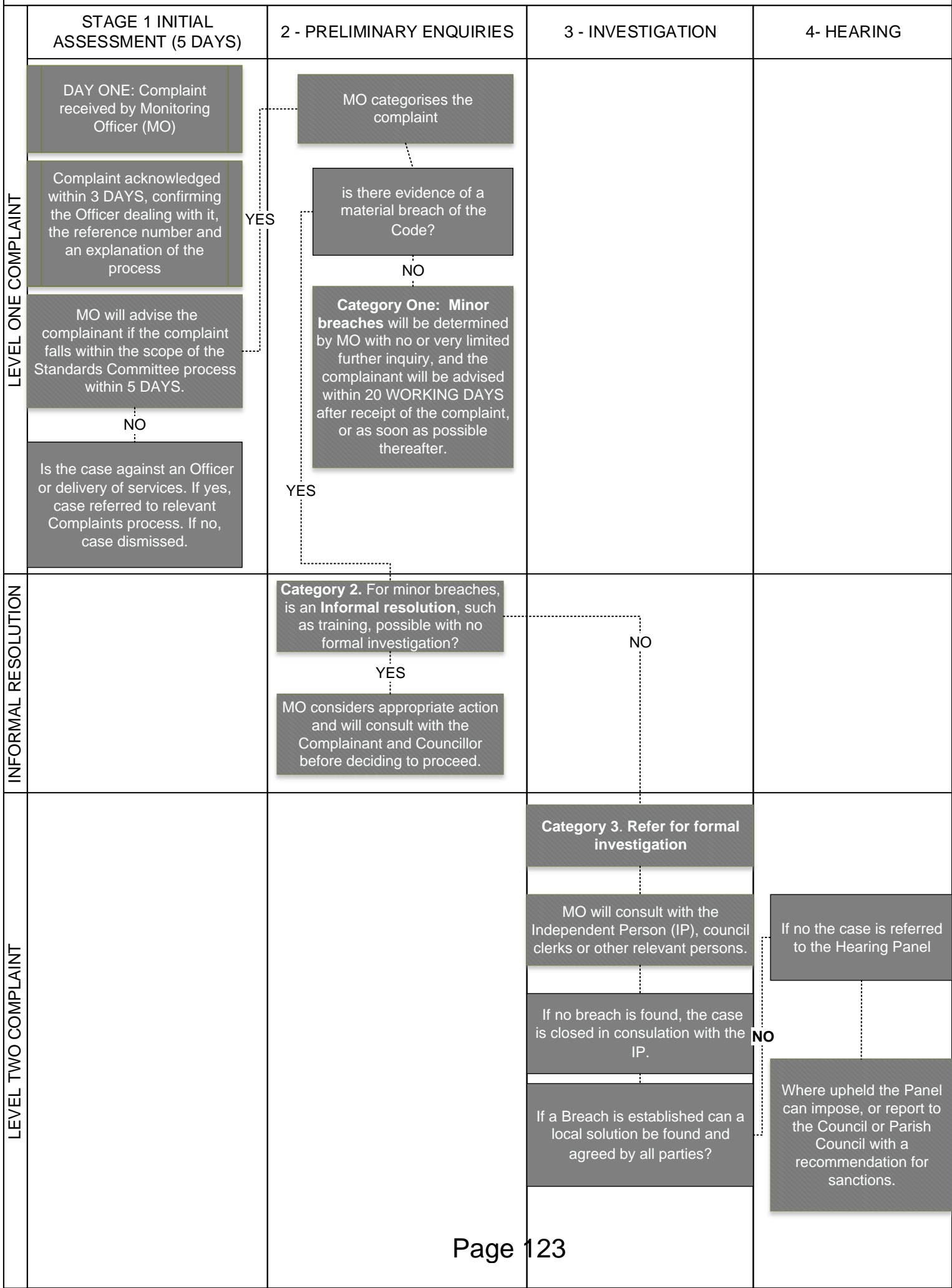
- If relevant, recommend to the secretary or appropriate official of a political group that the councillor be removed as group leader or other position of responsibility.

## Timescales

All timescales relate to the communication of the outcome of the relevant stage to the complainant and refer to the date on which the complaint is first received.

<b>Stage</b>	<b>Cumulative timescale</b>
Acknowledgement	3 working days
First Stage – jurisdictional test	5 working days
Extension of time to allow complainant to provide further information where there is insufficient information initially provided	+ up to 14 days (add the extension granted to timescales below)
Determination of a level 1 complaint	20 working days
Decision on a level 2 complaint as to whether the complaint relates to a potential breach of the code of conduct and what action is proposed	20 working days
Referral for investigation	No timescales

# COMPLAINTS AGAINST COUNCILLORS



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Draft Media Protocol

Event	Method	Audience	Person responsible	Notes
Reminder of Standards Committee including role and process for making complaints	Press release/and or Website	Local press	Comms Team	Twice a year
Issue of Standards Committee agenda	Published on website and front page of agenda sent to Local media	Local press/all members	Comms Team/Monitoring Officer	This may prompt further media enquiries
Press query - On receipt of a complaint	Verbal or written	Query only	Comms/Monitoring Officer	<b><i>If a query is raised by the press in which they name the Member complained about:</i></b> Confirm name of member; date complaint received; type of person complaining (e.g. member of public); relevant parts of the Code. This information will not be provided until 3 workings days after a member has been notified in writing of the complaint.
Press query – Following consideration of a complaint by the Monitoring Officer or Standards Committee (initial sifting)	Verbal or written	Query only	Comms/Monitoring Officer	The Council will not publicise decisions in relation to Code of Conduct complaints at this stage. <b><i>If a query is raised by the press in which they name the Member complained about:</i></b> Confirm name of member; date complaint received; type of person complaining (e.g. member of public); relevant

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				parts of the Code; date complaint considered; reason for non-referral (if applicable); if investigation will take place; if action other than investigation will take place and if so, what. This information will not be provided until 3 working days after a member has been notified in writing of the decision.
Press query – during an investigation.	Verbal or written	Query only	Comms/Monitoring Officer	Confirm that an investigation is ongoing; give generic info about investigations; explain the possible outcomes of investigations. Explain that no further comments can be made until the investigative process is complete.
Press query – following an investigation and where there has been no breach, no further action is needed or the matter has been resolved in some other way (other action).	Verbal or written	Query only	Comms/Monitoring Officer	The Investigation report will not be published but matter should be reported to Standards Committee. If the matter has generated local interest the Council may consider putting out a brief statement explaining the outcome and reasoning. Requests for a copy of the Investigation Report would be dealt with under the Freedom of Information Act 2000.
Press query – hearing and whether in the public domain	Verbal or written	Query only	Comms/Monitoring Officer	There is a presumption that a hearing following an

Appendix 4

				investigation would normally be held in public unless there are lawful reasons for all or part of it to be heard as exempt or confidential matters.
Results of hearings of Committee	Press release following recommended template	Local press/all members/website news area	Comms/Monitoring Officer	<p><b>The final investigation report:</b> Whether a copy can be provided will depend on whether the report is confidential or considered to be in the public domain.</p> <p><b>The outcome of the hearing:</b>          If the Member is found <b>in breach but no action is needed</b>, the Council will issue a public summary which will say that the councillor has failed to follow the Code but that no action needs to be taken, outline what happened and give reasons for the Standards Hearing Sub-Committee’s decision not to take any action.</p> <p>If the Member is found to be <b>in breach and a sanction is imposed</b>, a public summary will be issued to say that the Member failed to follow the Code, outlining what happened; explaining what sanction has been imposed and giving reasons for the</p>

Appendix 4

				<p>decision made by the Standards Hearing Sub-Committee.</p> <p>If the Member is found <b>not to have breached the Code</b>; a public notice will only be issued if the Member has no objection.</p>
Press query regarding number of complaints made about a Councillor	Verbal or written	Query only	Comms/Monitoring Officer	The number of complaints can be confirmed. In the event of a large number of names needing to be checked, a Freedom of Information request may be required.
Press query regarding name of complainant	Verbal or written	Query only	Comms/Monitoring Officer	The names of complainants will not be disclosed as this might deter complainants from bringing legitimate concerns to the Council's attention. In addition, by revealing the names of complainants we run the risk of compromising our duty to protect whistleblowers.
Press query regarding cost of complaint and or investigation	Verbal or written	Query only	Comms/Monitoring Officer	The Council does not keep a record of time spent on individual complaints. For specific investigations, a Freedom of Information request will be required.



Somerset Council



Full Council  
- 26 July 2023

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## **Report of the Monitoring Officer – Approval to minutes of committees of two legacy councils**

Lead Officer: David Clark – Service Director – Governance, Democratic and Legal Services and Monitoring Officer

Author: Andrew Melhuish – Service Manager - Democratic Services

Contact Details: [andrew.melhuish@somerset.gov.uk](mailto:andrew.melhuish@somerset.gov.uk)

### **Summary**

1. Following the establishment of the new Somerset Council, this report seeks the Council's approval to the accuracy of several minutes of former committees of two legacy district councils, namely Sedgemoor District Council and Somerset West & Taunton Council.

### **Recommendations**

2. **That the Council:**

- a. **Approves the accuracy of the minutes of former committee meetings of two legacy councils as set out in Appendix 1 – 9 (Sedgemoor District Council Development Committee – 13 December 2022, 10 January 2023, 7 February 2023, 7 March 2023, 28 March 2023; Executive meeting on 30 November 2022 and Full Council on 29 March 2023 and Somerset West & Taunton Council Planning Committee on 8 December 2022).**

- b. **Agree the case for exempt information for the minutes of the former Sedgemoor District Council Executive meeting on 30 November 2022 (Appendix 1) and the Sedgemoor District Council meeting on 29 March 2023 (Appendix 2) to be treated in confidence, as the case for the public interest in maintaining the exemption outweighs the public interest in disclosing that information.**

**c. Agree to exclude the press and public from the meeting where there is any discussion at the meeting regarding the minutes of the former Sedgemoor District Council Executive meeting on 30 November 2022 and the former Sedgemoor District Council Full Council meeting on 29 March 2023 (to be treated as exempt information).**

## **Background**

3. Following the approval of the Somerset Structural Changes Order 2022, Somerset Council came into effect on 1 April 2023 as part of local government reorganisation in Somerset.
4. Following vesting day for the new Somerset Council on 1 April 2023, the former four district councils have been abolished. There are draft minutes from former committees of Sedgemoor District Council and Somerset West & Taunton Council which have not been agreed as records of those meetings. Those draft minutes are set out in Appendices 1 – 9.
5. Draft minutes of a meeting are submitted for confirmation of their accuracy to the next succeeding meeting. The minutes are merely a record of what has already taken place at a meeting. The confirmation of accuracy is not a further opportunity for debate on items recorded in the minutes nor the reporting of subsequent actions.
6. In accordance with the Somerset Structural Changes Order 2022, the new Somerset Council undertakes all of the powers and functions of the former County Council and the four district councils.
7. The draft minutes need approval and it is therefore proposed that the Council approves the accuracy of the minutes set out in Appendices 1 – 9.
8. It is highlighted that the sets of minutes from the meeting on 30 November 2022 of the former Sedgemoor District Council's Executive and 29 March 2023 of the former Sedgemoor District Council's Full Council meeting contain exempt information under category 3 of Schedule 12A of the Local Government Act 1972 relating to the financial or business affairs of Sedgemoor District Council. It is recommended that the Council resolves to exclude the press and public should it wish to debate the accuracy of those minutes.

## **Legal Implications**

9. There are none arising from the recommendations set out in this report.

## **Appendices**

10. Appendix 1 - Sedgemoor District Council Executive meeting minutes 30 November 2022  
Appendix 2 - Sedgemoor District Council Development Committee meeting minutes 13 December 2022.  
Appendix 3 - Sedgemoor District Council Development Committee meeting 10 January 2023.  
Appendix 4 - Sedgemoor District Council Development Committee meeting 7 February 2023.  
Appendix 5 - Sedgemoor District Council Development Committee meeting 7 March 2023.  
Appendix 6 - Sedgemoor District Council meeting minutes 29 March 2023  
Appendix 7 - Somerset West & Taunton Council Planning Committee meeting 8 December 2022  
Appendix 8 - Sedgemoor District Council Development Committee meeting 28 March 2023  
Appendix 9 - Sedgemoor District Council Executive meeting minutes 30 November 2022 (Confidential minutes)  
Appendix 10 - Sedgemoor District Council meeting minutes on 29 March 2023 (Confidential minutes)

## **Background Papers**

11. Somerset Council Constitution  
Local Government Act 1972  
Local Government Access to Information Act 1985  
Local Government Structural Changes Transitional Arrangement Orders 2008  
Openness of Local Government Bodies Regulations 2014  
Somerset Structural Changes Order 2022

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**SEDGEMOOR DISTRICT COUNCIL**

**EXECUTIVE ADVISORY MEETING**

**Minutes of the Executive Advisory Meeting held via Microsoft Teams on**

**Wednesday 30 November 2022 at 10.00am**

**This meeting considered the reports listed on the agenda with the final decisions being taken by the Leader of Council under powers vested to the Leader as set out in the Council's Constitution**

**Councillors**

**Present:**

Duncan McGinty	Leader of Council (Chairman)
Mike Caswell	Infrastructure & Transportation
Lance Duddridge	Customer Access & Digital Delivery
Andrew Gilling	Housing
Mark Healey MBE	Commercial & Asset Management

**32. APOLOGIES FOR ABSENCE  
(Agenda Item 1)**

Councillors Gill Slocombe and Janet Keen gave their apologies.

**33. MINUTES  
(Agenda Item 2)**

The Executive Advisory Meeting recommended the Leader of Council to confirm the minutes of the Executive Advisory Meetings held on 4 December 2019, 18 December 2019 and 5 August 2020 as correct records.

**34. DECLARATIONS OF INTEREST  
(Agenda Item 3)**

None.

**35. URGENT BUSINESS  
(Agenda Item 4)**

None.

**36. PUBLIC SPEAKING TIME  
(Agenda Item 5)**

No members of the public had registered to speak.

**37. CORPORATE DASHBOARD – QUARTER 2 (2022/2023)  
(Agenda Item 6)**

The Executive considered a report which gave Members key performance management data on Actions, Audit Recommendations and Performance Indicators for the 2022/23 year.

It was noted that there were 5 Overdue Actions for Customer Services however there had been a very level of calls; these actions were being worked on and notes entered to update members with one having been completed. Business As Usual group has been very useful and work areas have been monitored.

**Recommendation to Leader of Council**

To note the report.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**38. QUARTERLY PERFORMANCE MONITORING REPORT – QUARTER 2 (2022/2023)  
(Agenda Item 7)**

Members of the Executive considered that the report was very positive on the whole and there were many areas where services were performing well, including Planning and the Northgate Development was busy with further units coming on-line shortly.

During discussions, Members spoke about the following areas:

- Housing voids,
- Customer services,
- rent arrears and impact of the cost of living crisis
- survey of mould in properties undertaken and will be reassessing again shortly but there were robust processes in place and were being proactive in their approach.
- Appointment of Warm Homes Co-Ordinator

**Recommendation to Leader of Council**

To note the report.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**39. BRIDGWATER TOWN FUND – BUSINESS CASE SIGN OFF – BRIDGWATER DOCKS/CYCLING LINKS  
(Agenda Item 8)**

This report was presented to the Executive to approve the funding for a combined project as part of the Town Fund, these projects have been combined and will address the demand for a leisure/tourism activity facility at the Docks, restoring the operation of the docks and to develop more walking and cycling links within the town centre.

The Executive agreed that this project would compliment other areas in the town. In response to a question about the Bowerings Feed Mill, it was confirmed that the Council were assisting the owner with possible projects for redevelopment.

#### **Recommendation to Leader of Council**

To approve the Docks Regeneration and Walking & Cycling Business Case for submission to government to allow the drawdown of £5.2m (£4.2m for Docks and £1m for active travel improvements) of Town Fund investment into Bridgwater.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

#### **40. BRIDGWATER TOWN FUND – BUSINESS CASE SIGN OFF – CARNIVAL (Agenda Item 9)**

This project was to address the need for updated facilities to protect and enhance future community events, this would include the development of quality workshops including power source, heating, water and lighting and also supporting the training with the college of apprentices. It was noted that the planning application for the new units would be submitted shortly.

#### **Recommendation to Leader of Council**

To approve the Carnival Business Case for submission to government to allow the drawdown of £3m of Town Fund investment into Bridgwater.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

#### **41. FOOTBRIDGE – GRANT OF EASEMENT HIGHBRIDGE (Agenda Item 10)**

This was for agreement of a small section of land at Highbridge to a local developer for the development of a pedestrian and cycle bridge as part of the consented Brue Farm housing development. This bridge would provide access to Highbridge Railway Station and the town.

#### **Recommendation to Leader of Council**

That an easement be entered into with Hallam Land Management Ltd to enable the development of the footbridge to complete.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**42. DISPOSAL OF LAND – EXPRESS PARK  
(Agenda item 11)**

This report was seeking consent for approval to dispose of land at Express Park, Bridgwater to the Environment Agency. This site was specially purchased for the Bridgwater Tidal Barrier and the transfer of this land forms part of the Council's partnership funding commitment for the delivery of this strategic flood defence project. The Executive were advised that this decision would need approval under S24 as over £100,000 but it was noted that County were involved in the project as so should not be an issue.

**Recommendation to Leader of Council**

That the freehold title of the land at the Express Park is transferred to the Environment Agency to enable the development of the flood defence.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**43. EXEMPT REPORTS**

**The Executive Advisory Meeting unanimously recommended the Leader of Council to approve that the Press and Public are excluded from the meeting during consideration of the following item on the grounds that it involves information which relates to the financial or business affairs of the Council defined as exempt by paragraph 3 of Part 1 of Schedule 12a to the Local Government Act 1972 (as amended).**

**44. TRANSFER OF HOUSING DEVELOPMENT FUNCTION TO HOMES IN SEDGEMOOR  
(Agenda Item 12)**

The report updated the Executive on the transfer of staff within the SDC Development and Enabling function to Homes in Sedgemoor. There had been a pilot for 6 months and this had been reviewed including informal consultation with the staff affected. It was agreed that this was an effective way of working with communication and results improving benefits for advancing council house development.

During discussion, the Chief executive of Homes in Sedgemoor confirmed that their board had approved the recommendations and fully supported the proposals. It was noted that the Enabling function would remain seconded to HiS until a decision was made where the function would sit within the new council.



**Recommendation to Leader of Council**

1. For SDC to transfer the Housing Development function to HiS permanently, with the associated uplift in their Management Fee.
2. That the Enabling function to remain seconded to HiS until such time as a decision is made as to where the Enabling roles will sit in the new Council's organisational structure.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**45. REPLACEMENT OF PUBLIC CONVENIENCES AT CROSSES PENN & OXFORD STREET, BURNHAM-ON-SEA  
(Agenda Item 13)**

This report was coming to Executive as an update as costs for the project to replace public conveniences at Crosses Penn and Oxford Street, Burnham-on-Sea had come in above the original capital budget. It was explained that this was due to an increase in materials and costs.

**Recommendation to Leader of Council**

That an additional budget as detailed within the report is made available to ensure the new toilet blocks can be completed.

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

**46. CAPITAL INVESTMENT TO SUPPORT THE DELIVERY OF NEW COUNCIL HOMES – NORTH PETHERTON WARD  
(Agenda item 14)**

The proposal was for the council to purchase 3 new build homes on a subsidy free basis at Carrots Farm in North Petherton. The executive were provided with a breakdown on the costings and project description.

It was confirmed that HiS Board were in support of the proposal and that due diligence had been undertaken and the project was supported by Management Team.

**Recommendation to Leader of Council**

1. Approve the business case and acquisition and recommend to Full Council to commit a budget as detailed within the exempt appendices of the report for the purchase of three (3) new build homes on a subsidy free basis at Carrots Farm in North

Petherton as set out in this report.

2. Subject to Full Councils approval of the budget, to delegate authority to Teresa Harvey (Assistant Director) in consultation with Melanie Wellman (Monitoring Officer) to agree the terms of the acquisition
3. To waive the requirements of contract standing orders in relation to the acquisition of the properties

ALTERNATIVE OPTIONS CONSIDERED: As set out in the officer report.

REASONS FOR DECISION: As set out in the officer report.

The meeting ended at 11.25am.

**CHAIRMAN**

## SEDGEMOOR DISTRICT COUNCIL

### DEVELOPMENT COMMITTEE

Minutes of the meeting of the Development Committee held in the Canalside Centre, Marsh Lane, Huntworth, Bridgwater on Tuesday 13 December 2022 at 9.30am

**Councillors** R D Filmer (Chairman)

**Present:** T Grimes (Deputy Chairman)

A Betty

B Bolt

M Facey

A Glassford

G Granter

A Hendry

T Heywood

S Kingham

M Murphy

L Perry

L Scott

**Apologies:** K Pearce & B Revans Cllrs M Facey (am), G Granter (pm), L Scott (pm), L Perry (pm) & T Heywood (pm)

#### 42. MINUTES

The minutes of the Development Committee held on 21 July 2022 were confirmed as a correct record subject to the following amendments:

- Application 31/19/00016, in the 2<sup>nd</sup> paragraph, to amend '2 were consented' to read '8 were consented'.
- Cllr A Betty's attendance recorded
- Cllr A Betty's declaration of a personal interest as the Council's representative on the Parrett Drainage Board recorded
- Cllr E Scott's declaration of a personal interest as the Council's representative on the Axe-Brue Drainage Board recorded
- That Cllr Hendry's declaration of interest in respect of application no. 08/22/00028 was personal interest only as he knew the applicant

#### 43. URGENT BUSINESS

None.

#### 44. PUBLIC SPEAKING TIME

The following persons spoke in respect of the indicated applications: -

Application No	Name	Spoke
34/21/00008	Nobby Turner	Against
	John Grisman	Middlezoy Parish Council – Against
	James McKechnie	Agent

13/21/00037	Barry James	Agent
37/22/00094	Mr Frasier Hawke	Applicant
50/22/00064	Cheryl Morris	Against
	Isobel Beacom	Wedmore Parish Council – Against
50/22/00085	Andy Reeson	Against

#### 45. DECLARATION OF INTEREST

In accordance with the Mandatory Code of Member Conduct, the following declarations of interest were made:

<b>Application No</b>	<b>Name</b>	<b>Nature of Interest</b>	<b>Reason</b>
15/22/00014	Cllr T Grimes	Other Registrable Interest	Somerset County Councillor for this area but took no part in discussions on this application
13/21/00037	Cllr B Bolt	Other Registrable Interest	Somerset County Councillor and Ward Member for this area but took no part in discussions on this application
34/21/00008	Cllr A Betty	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
34/21/00008	Cllr L Perry	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
08/22/00116	Cllr T Heywood	Other Registrable Interest	Member of Bridgwater Town Council but took no part in discussions on these applications
08/22/00116	Cllr A Glassford	Other Registrable Interest	Member of Bridgwater Town Council but took no part in discussions on these applications
15/22/00014	Cllr B Filmer	Other Registrable Interest	Somerset County Councillor for this area but took no part in discussions on this application

Cllrs A Hendry, M Murphy, T Grimes, B Bolt & B Filmer all declare a Non-Registrable Interest as members of Somerset County Council.

Cllrs E Scott, A Hendry, M Murphy, S Kingham, A Betty and B Filmer all declared an other registerable interest as members of a drainage board.

**43. MAJOR APPLICATIONS (AM)**

Middlezoy	34/21/00008 registered 04/11/2021 Expiry Date 02/02/2022 (Full Planning Permission)
Proposal:	<b>Erection of 26no. dwellings, incidental open space, drainage, landscaping and associated infrastructure. at Land to the East of, Back Lane, Middlezoy, Bridgwater, Somerset, TA7 for Summerfield Homes (agent: Jillings Hutton Planning)</b>

The Planning Officer introduced the application, which had been deferred for a site visit, to the Committee with the assistance of a presentation. She provided the following updates to the written report:-

- Condition 22 has been amended so that it now refers to the latest drawing showing the hedgerow going all the way up.
- All the technical details of the drainage have been reviewed and agreed by the Lead Local Flood Authority
- Ecology reports have been reviewed by the Ecologist and a number of conditions are being proposed to secure improvements.

Member then gave their comments following the Committee's site visit. They all agreed that it had been worthwhile to see the narrow nature of the roads, hearing from the Highways Officers and to gauge the strength of feeling of the local residents.

During discussion, the following points were made by Members:-

- The organic nature of development in the village
- The narrowness of the lanes and the variety of access lanes and drives off of them
- The restrictive access to the site
- Increased traffic and the potential danger to pedestrians without a pavement.

A Highways officer outlined the proposed new road layout and that a Transport Regulation Order (TRO) would be required. Members acknowledged that with a TRO the proposals would possible mitigate the risk. However, as the process for obtaining a TRO sat outside the planning framework they were reluctant on approving the application as the necessary highways improvements could not be guaranteed.

**PROPOSED:** Cllr T Grimes

**SECONDED:** Cllr Liz Perry

*(For 11, Abstentions 1)*

**RESOLVED:**

To Refuse Permission due to insufficient certainty regarding the ability of the highway improvements recommended to be secured through a TRO concerns were raised in terms of scale of traffic generation and intensification of the existing highway network which was considered to be substandard and would increase potential pedestrian and vehicular conflict within the vicinity of the site to the detriment of highway safety and contrary to Policy D13 and D14 of the Local Plan.

The Committee then adjourned for a 10 minute comfort break.

#### 44. OTHER PLANNING APPLICATIONS (AM)

Cannington 13/21/00037 registered 02/01/2022  
Expiry Date 26/02/2022  
(Full Planning Permission)  
Proposal: **Conversion of agricultural buildings (barns 4 & 5) to 1no. dwelling and ancillary accommodation with carport, including partial demolition of barn 5 and associated works (revised scheme). at Chilton Trivett Farm, Blackmore Lane, Cannington, Bridgwater, Somerset, TA5 2LG for Mr & Mrs Coles (agent: James Planning & Development Services Ltd)**

The Planning Officer outlined the application to the Committee with the assistance of a presentation.

Members believed that the application would help tidy up the site and felt that it was appropriate to grant permission.

**PROPOSED:** Cllr B Bolt

**SECONDED:** Cllr A Hendry

*(Unanimous)*

#### **RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 With the exception of ground works, no works to convert the barn hereby approved shall be carried out unless particulars of the following have been submitted to and approved in writing by the Local Planning Authority:-

- materials (including the provision of samples where appropriate) to be used for all external walls and roofs;
- details of works to conserve and preserve original materials to be retained
- details of the design, materials and external finish for all external doors and windows;

- details of rainwater goods;
- details of all hard surfacing and boundary treatments.

Once approved such details shall be implemented as part of the development unless agreed otherwise in writing by the local planning authority.

Reason: In the interest of visual amenity in accordance with policy D2 of the Sedgemoor Local Plan 2011-2032.

- 4 The site of the proposed development may be contaminated. Therefore, unless otherwise agreed by the Local Planning Authority, development other than that required to be carried out as part of an approved scheme of remediation must not commence until conditions A to C have been complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning Authority in writing until condition D has been complied with in relation to that contamination.

Please note this condition also includes any asbestos containing materials (ACM) that should be identified, removed and disposed of according to current legislation.

#### **A. Site Characterisation**

A detailed site investigation and risk assessment must be completed in accordance with current UK guidance to assess the nature, extent and scale of any contamination on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings must be produced. The investigations, risk assessments and written reports must be approved in writing by the Local Planning Authority. The report of the findings must include:

- (i) a survey of the extent, scale and nature of contamination;
- (ii) desk study information, conceptual models, investigation methods, investigation results and interpretation and any other information required by the local planning authority to justify and appraise the report findings.
- (iii) an assessment of the potential risks to:
  - human health,
  - property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
  - adjoining land,
  - groundwaters and surface waters,
  - ecological systems,
  - archaeological sites and ancient monuments;
- (iv) an appraisal of remedial options, and proposal of the preferred option(s).

This must be conducted in accordance with current UK guidance including DEFRA and the Environment Agency's '*Model Procedures for the Management of Land Contamination, CLR 11*'.

#### **B. Submission of Remediation Scheme**

In cases where contamination is shown to exist a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human

health, buildings and other property, the natural and historical environment and surrounding land must be prepared and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

### **C. Implementation of Approved Remediation Scheme**

The approved remediation scheme must be carried out in accordance with its terms prior to the commencement of development other than that required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority. The Local Planning Authority must be given two weeks written notification of commencement of the remediation scheme works. Following completion of measures identified in the approved remediation scheme, a verification report (referred to in PPS23 as a validation report) that demonstrates the effectiveness of the remediation carried out must be produced and approved in writing by the local planning authority.

### **D. Reporting of Unexpected Contamination**

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment must be undertaken in accordance with the requirements of condition A, and where remediation is necessary a remediation scheme must be prepared in accordance with the requirements of condition B, which is subject to the approval in writing of the Local Planning Authority.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared, which is subject to the approval in writing of the Local Planning Authority in accordance with condition C.

### **E. Long Term Monitoring and Maintenance**

If a monitoring and maintenance scheme, to include monitoring the long-term effectiveness of the proposed remediation, is required as part of the approved remediation scheme then the monitoring and maintenance scheme will need to be approved in writing by the local planning authority.

Following completion of the measures identified in that monitoring and maintenance scheme and when the remediation objectives have been achieved, reports that demonstrate the effectiveness of the monitoring and maintenance carried out must be produced and submitted to the Local Planning Authority for approval.

This must be conducted in accordance with current UK guidance including DEFRA and the Environment Agency's *'Model Procedures for the Management of Land Contamination, CLR 11'*.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors.



and security lighting shall be submitted to and approved in writing by the local planning authority. The strategy shall be informed by up to date information regarding how the site is being used by bats and shall show how through the choice of light units and the provision of a lighting and contour plan and technical specifications how the site will be lit so as not disturb or prevent bats using their territory or having access to their breeding sites and resting places. Once approved all external lighting shall be installed in accordance with the approved details and shall be maintained thereafter in accordance with the agreed design.

Reason: To prevent light pollution in the interests of visual amenity and to safeguard the biodiversity of the site and European protected species in accordance with policies D20 and D24 of the Sedgemoor Local Plan.

6 The development hereby approved shall not be occupied until measures for the enhancement and protection of biodiversity have been installed in accordance with details that have been submitted to and approved in writing by the Local Planning Authority. Such enhancement measures shall include:-

- A Beaumaris Woodstone maxi bat box or similar
- 2x Vivara Pro Woodstone Nest Boxes or similar
- a Barn Owl roosting space be created in a nearby tree or within nearby farm buildings
- provision of 2x artificial nest cups.

Once installed such measures shall be retained at all times thereafter unless otherwise agreed in writing by the local planning authority.

Reason: To safeguard and promote biodiversity in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no enlargement or extension of the development hereby permitted, including any additions or alterations to the roof, or insertion of new or enlargement of existing window or door openings, or erection of any new building or means of enclosure within the application site without the prior written approval of the local planning authority.

Reason: In the interest of visual amenity and the interest of the amenity of adjoining occupants in accordance with policies D2 and D25 Sedgemoor Local Plan

8 Prior to the occupation of the dwelling hereby approved, the existing barn located immediately to the north-east of the barns to be converted shall be demolished and the land cleared of debris.

Reason: to safeguard the amenity of future residents from noise and disturbance.

9 With the exception of the part of the building marked on the approved plans to be demolished, no approval is hereby granted for the demolition of the existing barns or for the

erection of a new dwelling. The dwelling hereby approved shall be created through the conversion of the existing structures.

Reason: To protect the countryside from unjustified new residential development in accordance with policy CO1 of the Sedgemoor Local Plan 2011 to 2032.

### Schedule A

Site Location Plan Drg No. EX SLP PLN-A  
Existing Site Plan Drg No. EX BLK PLN Rev A  
Existing Ground Floor Plans (Combined) Drg No. EX GFC PLN-A received 18th February 2022  
Existing Ground Floor Plan Barn B1 Drg No. EX GF1 PLN  
Existing Ground Floor Plan Barn B2 Drg No. EX GF2 PLN-A received 18th February 2022  
Existing Elevations Barn 1 Drg No. EX EL1 PLN  
Existing NW & NE & SW Elevations Barn 2 Drg No. EX EL2 PLN 1  
Existing SE & SW Elevations Barn 2 Drg No. EX EL2 PLN 2 Rev A  
Existing Roof Plans Barn 1 and Barn 2 Drg No. EX ROOF PLN-A received 18th February 2022  
Proposed Site Plan Drg No. PR SPL COMB Rev A  
Proposed Floor Plans Barn 1 and Barn 2 Drg No. PR FPS PLN Rev-F received 2nd November 2022  
Proposed Elevations (Combined) Drg No. PR ELE COMB Rev E received 2nd November 2022  
Proposed Roof Plans Barn 1 & Barn 2 Drg No. PR ROOF PLN-A received 18th February 2022

Bridgwater	08/22/00116 registered 13/07/2022 14:00:20 Expiry Date 06/09/2022 14:00:20 (Full Planning Permission)
Proposal:	<b>Change of use and conversion of warehouse into 4no. residential flats (revised scheme). at 4-6 St Mary Street, Bridgwater, TA6 3LT</b> for Mr Kesterton (agent: Shattock Associates).

The Planning Officer outlined the application to the Committee and in response to questions confirmed that provision of adequate fire escape routes would be covered by the Building Regulations.

Members noting the number of other flats in the vicinity felt that it was good to see old building being brought back into use.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr Liz Scott

*(10 For, 1 Abstention)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from

the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The development shall be carried out in accordance with the submitted flood risk assessment ('Flood Risk Assessment for Warehouse, adjoining 4-6 St Mary Street, Bridgwater, Somerset TA6 3LT', updated October 2022, Shattock Associates) and the following mitigation measures it details:

- a) Finished floor levels shall be set no lower than 7.65 metres above Ordnance Datum (AOD) as detailed in section 1.04
- All flats shall incorporate upper floors to act as places of safe refuge in the event of an extreme flood, as detailed in section 3.01
  - Flood resilient construction techniques shall be incorporated as detailed in section 3.02

These mitigation measures shall be fully implemented prior to first occupation. They shall be retained and maintained thereafter throughout the lifetime of the development.

Reason: To manage the residual risk of flooding to the proposed development and future occupants in accordance with Policy D1 of the Sedgemoor Local Plan.

### **Schedule A**

Location Plan Drg No. 001

Block Plan Drg No. 002

Existing Ground Floor Plan & Elevations Drg No. 22115/01

Existing First Floor Plan Drg No. 22115/02

Proposed Ground Floor Plan & Elevations Drg No. 22115/03 Rev B

Proposed First Floor Plan Drg No. 22115/04

Chapel Allerton

15/22/00014 registered 18/07/2022

Expiry Date 11/09/2022

(Full Planning Permission)

Proposal:

**Change of use of agricultural building for the storage and maintenance of agricultural vehicles and machinery (Retrospective). at Tynings Farm, New Road, Stone Allerton, Axbridge, Somerset, BS26 2NW for Taylor (agent: Whiteacre Planning Ltd)**

The Planning Officer outlined the application to the Committee and that an amendment was proposed for condition 2 so that it referred to the storage and maintenance of 'agricultural vehicles' and not 'cars' and a revised description of the development.

In response to questions from members it was confirmed that the existing hedgerow, referred to by the Parish Council, was still there as far as the Officer was aware, and could be seen in the photos within the presentation and did not form part of the application.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr S Kingham

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amended description and amended condition as detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 The storage and maintenance use hereby approved shall be limited to the storage and maintenance of cars and machinery solely within the private use of the occupier of the dwelling currently known as Tynings Farm and not for any commercial purpose whatsoever.

Reason: In the interest of sustainable development, highway safety and in order to protect amenity, as in accordance with Adopted Sedgemoor Local Plan 2011-2032 S1, D14 and D25.

**Schedule A**

Location Plan Drg No. 001

Site Plan Drg No. 1488-001

Plans & Elevations Drg No.1488-002

**45. INFORMATION SHEETS**

The committee considered the following Information sheets:

- Planning Appeals Received
- Planning Appeals Decided
- S106 Agreements
- Certificate of Lawfulness Decided

**RESOLVED:**

To note the Information Sheets.

#### 46. REMAINING PLANNING APPLICATIONS (PM)

North Petherton	37/22/00094 registered 12/09/2022 14:00:13 Expiry Date 06/11/2022 14:00:13 (Full Planning Permission)
Proposal:	<b>Conversion of storage building to form 1no. dwelling. at Nonum, Clare Street, North Petherton, Bridgwater, Somerset, TA6 6RG</b> for Mr & Mrs F Hawke (agent: re:DSGN LTD)

The Planning Officer outlined the application.

Members, whilst understanding the Officer's concerns over the lack of parking provision, felt that it was not unsimilar to living in a street of terraced housing and that in a town centre was something that an owner would have to accept.

They believed that the proposal would make the building more presentable and unlikely to become an eyesore, which would happen if nothing were done with it. In respect of the potential overlooking they felt that this could be address with the conditioning of obscure glass in the affected window.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr S Kingham

*(8 For, 1 Against)*

#### **RESOLVED:**

To Grant Permission subject to the imposition of appropriate conditions to be delegated to the Assistant Director (Inward Investment and Growth) to be agreed in consultation with the Chairman & Deputy Chairman of the Development Committee.

Wedmore	50/22/00064 registered 28/06/2022 Expiry Date 22/08/2022 (Reserved matters)
Proposal:	<b>Approval of reserved matters for the erection of a dwelling. at The Hill, Mill Lane, Wedmore, Somerset, BS28 4DW</b> for Mr P Cullen (agent: benjamin + beauchamp)

The Planning Officer outlined the application and updated members that County Councillor H Munt was now supporting the Parish Council's and local resident's objections highlighting the contradiction to policies D'' and D9 relating to design.

She also confirmed that the proposal had been revised since the outline application, to address some of the concerns raised, and that it now had a reduced ridge height and an overall reduction in size and scale. Additionally, the building had been moved closer to Mill Lane from which it would appear to be single storey dwelling

In response to questions from Members the Officer confirmed that the lighting design, which looked at things external lighting and the use of anti-glare glazing, would have to be submitted and approved by the local planning authority. Noting this and the changes to the proposal since the outline application the Committee believed that it was appropriate to grant permission.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr A Hendry

*(8 For, 1 Against)*

**RESOLVED:**

To Grant approval of reserved matters subject to the following conditions:

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 The dwelling hereby permitted shall be planned, built and first occupied in an accordance with the definition of “self-build and custom housebuilding” as defined in the Self-build and Custom Housebuilding Act 2015 (as amended). The dwelling hereby permitted shall be first occupied by Jessica Cullen, as their sole or main residence.

Reason: Development in this location is only considered acceptable on the basis that it meets an identified local need for self or custom build development in accordance with Sedgemoor Local Plan 2011-2032 Policies CO2 and D9.

- 3 A landscape planting scheme shall be submitted to and approved in writing by the Local Planning Authority. The approved planting scheme shall be implemented no later than the end of the first planting season following the first use of the development hereby approved. The proposed planting scheme shall include a detailed scaled drawing which identifies the proposed green infrastructure and includes a plant schedule and planting specification. The planting schedule shall detail the proposed species, quantities, stock sizes, planting densities and spacings. The landscaping shall be protected and maintained and any trees or plants that fail within a period of 5 years shall be replaced in the next planting season with those of a similar species and size.

Reason:

To ensure that development sites are appropriately landscaped to provide enhancement of the environment, mitigation for vegetation that is to be removed, to ensure biodiversity is maintained and that planting schemes are established and managed into the future in accordance policy D20 Sedgemoor Local Plan 2011-2032

- 4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no enlargement or extension of the development hereby permitted, including any additions or alterations to the roof, or insertion of new or enlargement of existing window or door openings, or erection of any new

building or means of enclosure within the application site without the prior written approval of the local planning authority.

Reason: In the interest of visual amenity and the interest of the amenity of adjoining occupants in accordance with policies D2 and D25 Sedgemoor Local Plan

- 5 No development shall take place above damp proof course level until details and/or samples of the materials to be used on the external surfaces of the building hereby approved, to include windows, doors, walls and roof, have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved materials.

Reason: In the interests of visual amenity in accordance with Adopted Sedgemoor Local Plan 2011-2032 Policy D2.

### **Schedule A**

Site Location Plan Drg No. 0918.PL.000 Rev A  
Existing Site Plan Drg No. 0918.S.001  
Proposed Site Plan Drg No. 0918.PL.001 Rev C  
Proposed Floor Plans Drg No. 0918.PL.101 Rev B  
Proposed SW and NW Elevations Drg No. 0918.PL.201 Rev B  
Proposed NE and SE Elevations Drg No. 0918.PL.202 Rev C  
Proposed Street Elevation Drg No. 0918.PL.203 Rev B  
Proposed Roof Plan Drg No. 0918.PL.102 Rev B

Wedmore	50/22/00085 registered 30/09/2022 Expiry Date 24/11/2022 (Full Planning Permission)
Proposal:	<b>Erection of replacement livestock agricultural building and bat roosting shelter, with planting (revised scheme). at Land Off, Wells Road, Latcham, Wedmore, Somerset, BS28</b> for H G Tincknell & Son Ltd (agent: Michael Goff)

The Planning Officer outlined the application and advised members that an amendment to one of the conditions was required in respect of the plan reference for the siting of a bat box.

The Committee, understanding the need for agricultural building to adapt and change over time, considered the proposal acceptable.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr S Kingham

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amended condition as

detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 No external lighting shall be erected or installed on the agricultural building hereby permitted, or on the land forming the application site without the prior written approval of the Local Planning Authority

Reason: In the interests of visual amenity, to protect the surrounding residential occupiers from light pollution, and in the interests of the Favourable Conservation Status of local populations of European Protected Species in accordance with policies D2, D20, D24 and D25 of Sedgemoor Local Plan 2011-2032

- 4 The new hedgerow planting as detailed in the supporting ecological appraisal dated 21 October 2021 shall be completed no later than the end of the first planting season following first use of the development hereby permitted. Thereafter, the landscaping shall be protected and maintained and any trees or plants that fail within a period of 5 years shall be replaced in the next planting season with those of a similar species and size.

Reason: in the interests of securing biodiversity enhancement through development and to ensure the application site is appropriately landscaped in accordance with policies D19 and D20 Sedgemoor Local Plan 2011-2032.

- 5 The bat box shown on approved plan drg no. XXX shall be installed prior to the first use of the agricultural building hereby permitted and shall thereafter be retained and maintained.

Reason: to ensure biodiversity enhancements are secured through development and in accordance with policy D20 Sedgemoor Local Plan 2011-2032.

### **Schedule A**

Location & Proposed Block Plans Drg No. TIN/LAT/PLN/001A

Existing Site & Proposed Roof Plans Drg No. TIN/LAT/PLN/003

Proposed Floor Plan & Elevations Drg No. TIN/LAT/PLN/002A



Cossington 22/22/00008 registered 14/06/2022  
Expiry Date 08/08/2022  
(Full Planning Permission)

Proposal: **Variation of Conditions 2 and 8 of Planning Permission 22/19/00012 (Erection of detached dwellinghouse with garage and upgrading of existing access thereto.) to amend the approved drawings to include the retention of earthworks with the use of gabion baskets. at Land To The East Of, Station Road, Cossington, Bridgwater, Somerset, TA7 for Duncliffe Homes Ltd (agent: Tandem Architects)**

The Planning Officer presented the application and explained that it sought secure the retention of gabion baskets, which had been used , because of the slope, as retaining structures to contain soil. As well as a small section of post and rail fencing along the back of the dwelling. He also gave an update confirming the need to amend three conditions due to the referencing of a site plan drawing.

After the depth and arrangement of the gabion baskets was confirmed the Committee that it was appropriate to grant permission.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr B Bolt

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amended conditions as detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee:

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 The access track shall be constructed in accordance with the details within the submitted and approved Proposed Landscape Layout Drg No. 105 rev E.

Reason: In the interest of highway safety in accordance with Sedgemoor Local Plan 2011-2032 Policies D13 and D14.

- 3 At the proposed access there shall be no obstruction to visibility greater than 300 millimetres above adjoining road level within the visibility splays shown on the submitted and approved Proposed Landscape Layout Drg No. 105 rev D. Such visibility splays shall be constructed prior to the first occupation of the development hereby permitted and shall thereafter be maintained at all times.

Reason: In the interest of highway safety in accordance with Sedgemoor Local Plan 2011-2032 Policies D13 and D14.

- 4 Prior to the first occupation of the dwelling hereby approved, a properly consolidated and surfaced access shall be constructed (not loose stone or gravel) and shall be maintained in that form thereafter at all times.

Reason: In the interest of highway safety in accordance with Sedgemoor Local Plan 2011-2032 Policies D13 and D14.

- 5 Prior to the first occupation of the dwelling hereby approved, a “lighting design for bats” shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory or having access to their resting places. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the ‘Favourable Conservation Status’ of populations of European protected species and in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

- 6 Prior to the first occupation of the dwelling hereby approved the following biodiversity enhancements will be integrated into the dwelling or mounted upon suitable trees/buildings within the application site:

- A Beaumaris Woodstone maxi bat box or similar will be mounted under the apex of the south elevation of the garage and maintained thereafter.
- Two Vivara Pro Woodstone Nest Boxes (32mm hole version) will be installed mounted on the northerly facing aspect of retained trees and maintained thereafter
- A Vivara Pro Barcelona Woodstone Bird Box (open front design) or similar mounted between 1.5m and 3m high on the shaded side of retained trees and maintained thereafter
- A bee brick built into the wall about 1 metre above ground level on the south or south elevation of the dwelling

Once installed, the biodiversity enhancements shall thereafter be retained.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 170(d) of the National Planning Policy Framework and policy D20 of the Sedgemoor Local Plan 2011-2032.

- 7 The development hereby approved shall be carried out in accordance with the details in the submitted and approved Proposed Landscape Layout Drg No. 105 rev E. The approved planting scheme shall be implemented no later than the end of the first planting season following the first occupation of the dwelling hereby approved. All landscape areas shall be protected and maintained, and any trees or plants which, within a period of five years from

the completion of the planting, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species

Reason: To ensure that development sites are appropriately landscaped to provide enhancement of the environment and to ensure adequate amenity for adjoining occupants in accordance with Sedgemoor Local Plan 2011-2032 Policies D20 and D25.

- 8 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no erection of any means of enclosure within the application site without the prior written approval of the local planning authority by submission of a planning application.

Reason: In the interest of visual amenity in order to maintain the open aspect of the site in accordance with Sedgemoor Local Plan Policy 2011-D2.

### Schedule A

Location Plan No. 002 rev A  
Proposed Ground Floor Plan Drg No. 100  
Proposed Roof Plan, Section & Elevations Plan Drg No. 101  
Proposed Garage/Car Port Drg No. 2487-DR-A-004  
Proposed Landscape Layout Drg No. 105 rev E  
Proposed External Works Drg No. M2402-100A

The meeting ended at 3.23pm

**CHAIRMAN**

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**SEDGEMOOR DISTRICT COUNCIL**

**DEVELOPMENT COMMITTEE**

**Minutes of the meeting of the Development Committee held in the Canalside Centre, Marsh Lane, Huntworth, Bridgwater on Tuesday 10 January 2023 at 9.30am**

**Councillors** R D Filmer (Chairman)  
**Present:** T Grimes (Deputy Chairman)  
 A Betty A Hendry  
 M Facey (AM only) S Kingham  
 A Glassford K Pearce (PM only)  
 C Riches

**Apologies:** Cllrs B Bolt, M Facey (PM), G Granter, K Pearce (AM), L Perry, M Murphy, L Scott

**48. URGENT BUSINESS**

None.

**49. PUBLIC SPEAKING TIME**

The following persons spoke in respect of the indicated applications: -

<b>Application No</b>	<b>Name</b>	<b>Spoke</b>
11/22/00039	Toni Hammick	Agent
17/22/00051	Clive Panchaud on behalf of Cheddar Parish Council	Against
17/22/00076	John White Clive Panchaud on behalf of Cheddar Parish Council	Agent Against
19/22/00004	James Tadman	Applicant
27/22/00008	Simon Martin	Agent
31/22/00013	Ward Cllr Andrew Gilling Christopher Saunders	For Applicant
37/22/00104	Lyndon Brett	Agent
38/21/00028	Andrew Tizzard on behalf of Othery Parish Council James Venton	Against Agent

**50. DECLARATION OF INTERESTS**

In accordance with the Mandatory Code of Member Conduct, the following declarations of interest were made:

<b>Application No</b>	<b>Name</b>	<b>Nature of Interest</b>	<b>Reason</b>
09/22/00033 09/22/00034 13/22/00035	Cllrs A Hendry, T Grimes, K Pearce & B Filmer	Other Registrable Interest	Members of Somerset County Council and therefore financial interest in the applications
11/22/00039	Cllr A Hendry	Other Registrable Interest	Somerset County Councillor Division Member for this area but took no part in discussions on this application
11/22/00039	Cllr M Facey	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
09/22/00033 09/22/00034	Cllr A Betty	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
08/22/00169	Cllr A Glassford	Other Registrable Interest	Member of Bridgwater Town Council but took no part in discussions on these applications
17/22/00051 17/22/00076	Cllr C Riches	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
19/22/00004	Cllr S Kingham	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
31/22/00013	Cllrs B Filmer and T Grimes	Other Registrable Interest	Somerset County Councillor for this area but took no part in discussions on this application
38/21/00028	Cllr A Betty	Non-Registrable Interest	Predetermination

Cllrs A Betty, B Filmer, A Hendry and C Riches all declared an Other Registrable Interest as they were members of the Drainage Boards.

**51. MAJOR APPLICATION (AM)**

Burnham & Highbridge 11/22/00039 registered 07/06/2022  
 Expiry Date 05/09/2022  
 (Full Planning Permission)

Proposal: **Residential development of 29no. apartments with ancillary parking (revised scheme). at Canal House, 1 Market Street, Highbridge, Somerset, TA9 3BW** for New Shore Developments - Market Street Highbridge Ltd (agent: Property Link Consultants )

There were a number of updates to the report, these being:

The S106 agreement had been amended to include maintenance and ongoing access to the flat at Island House and the following conditions, the wording of which was provided in the officer's presentation.

Condition 17 – plans updated

Condition 20 – updated details of plans

Condition 21 – additional condition relating to the EV points

Condition 22 – additional condition relating to pedestrian access

The list of plans submitted had also been updated as detailed above pursuant to condition 2.

It was noted by the committee that there had been a number of negotiations to the application which included the balcony screens and an additional higher wall to protect residents privacy, entrances for pedestrians and barriers for the vehicular access with an atrium area at the rear of the building.

During discussion, it was acknowledged that the basement flat at Island House would be impacted but there was already an issue with the lack of natural light and the amendments proposed would not make this worse. There would also be access via a lift from the basement. Members accepted the amendments to the conditions as noted.

**PROPOSED:** Cllr M Facey

**SECONDED:** Cllr A Betty

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amendment of the S106 agreement to include the ongoing maintenance and access to the basement flat at Island House and the additional conditions as detailed by the officer.

(A)

- 1.the applicant first entering into an Agreement under Section 106 of the Town and Country Planning Act 1990 (as amended) to secure the delivery of at least 15% of the dwellings as affordable housing to the satisfaction of the development manager in consultation with the Affordable Housing Policy & Development Manager; and
2. Secure the provision and maintenance of ongoing access to the basement flat of Island House; and

(B) the Assistant Director - Legal and Governance, being authorised to prepare and seal the Agreement; and

(C) the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to the commencement of development, including any site clearance, groundworks or construction within each sub-phase (save such preliminary or minor works that the Local Planning Authority may agree in writing), a Construction Management Plan (CMP) to manage the impacts of construction during the life of the works, shall be submitted to and approved in writing by the Local Planning Authority. Such details should include details to manage contractor movements and parking, the impact of piling, dust and noise and hours of construction. The details so approved and any subsequent amendments as shall be agreed in writing by the Local Planning Authority shall be complied with in full and monitored by the applicants to ensure continuing compliance during the construction of the development.

Reason: This condition is pre commencement to protect the amenity of local residents from potential impacts whilst site clearance, groundworks and construction is underway and in the interests of highway safety in accordance with Policies D13 and D25 Sedgemoor Local Plan.

- 4 Prior to the commencement of development, a written commitment to the sourcing of local labour shall be submitted to and approved in writing by the local planning authority. The written commitment, as a minimum, shall set out the following matters: i) The proportion of construction workers to be sourced from the local labour pool, ii) Work experience/ apprenticeship opportunities; iii) The proportion of local procurement and sourcing; iv) On-going skills development and training opportunities; v) The steps that will be taken to ensure that the above is implemented; vi) The operator shall maintain a record of i - v above and shall make that information available to the local planning authority at all reasonable times upon request.

Reason: In accordance with policy D15 the Sedgemoor Local Plan. This matter needs to be agreed prior to commencement in order to ensure that local labour is used in the project from the start.

- 5 The development shall not be occupied unless it has been provided with a surface water drainage scheme in accordance with the details set out in:-

- Letter responding to LLFA response points (JRC Consulting Engineers, 21



November 2022)

- Proposed Drainage Strategy (JRC Consulting Engineers, 21/11/2022)
- Wessex Water Network Map (21/11/2022)
- Culverted Watercourse Maintenance proposal (JRC Consulting Engineers)

In this respect you are reminded that any works required for any new connections will need to be agreed under Land Drainage Consent with the IDB and any works required within 7m of the watercourse will require a Land Drainage Consent from the IDB.

Reason: To ensure the development is properly drained in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 6 Before the commencement of the development hereby permitted the applicant, or their agents or successors in title, shall have secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation (WSI) which has been submitted and approved in writing by the Planning Authority. The WSI shall include details of the archaeological excavation, the recording of the heritage asset, the analysis of evidence recovered from the site and publication of the results. The development hereby permitted shall be carried out in accordance with the approved scheme.

Reason: To safeguard the archaeological potential of the site in accordance with policy D26 of the Sedgemoor Local Plan.

- 7 With the exception of ground works, no works to construct the development hereby approved shall be carried out unless particulars of the following have been submitted to and approved in writing by the Local Planning Authority:-
- a. materials (including the provision of samples where appropriate) to be used for all external walls and roofs;
  - b. details of the design, materials and external finish for all external doors and windows;
  - c. details of all hard surfacing and boundary treatments.

Once approved such details shall be implemented as part of the development unless agreed otherwise in writing by the local planning authority.

Reason: In the interest of visual amenity in accordance with policy D2 of the Sedgemoor Local Plan 2011-2032.

- 8 Prior to the first occupation of the any of the units hereby approved a flood evacuation plan will be submitted to and approved in writing with the Local Planning Authority including details of any early warning systems and rescue/evacuation routes. The development shall be carried out in accordance with the approved details unless otherwise agreed in writing.

Reason: To reduce the risk of flooding to future users in accordance with Policy D1 of the Sedgemoor Local Plan.

- 9 The development hereby approved shall not be occupied until such time as details of how use/operation of the lift during times of flood will be prevented has first been submitted to and approved in writing by the local planning authority in consultation with the Environment Agency. The lift shall thereafter be operated in accordance with the approved details.

Reason: To reduce the risk of lift entrapment during times of flood in accordance with Policy D1 of the Sedgemoor Local Plan.

- 10 The development hereby approved shall not be occupied until such time as a scheme detailing the maintenance requirements and responsibilities of the approved flood resilience/mitigation measures utilised in the construction of this development has first been submitted to and approved in writing by the local planning authority in consultation with the Environment Agency. Such measures shall include details of:-
1. measures to reduce risk of flood waters immobilising vehicles.
  2. Flood resilient lift shaft to ground floor, waterproof sealant on the walls and provision for a demountable flood barrier on the fire door.
  3. Ground floor set at a minimum of 7.8mAOD.
  4. Provision of upper floor safe refuge areas.

The measures shall thereafter be maintained in accordance with the approved details unless otherwise agreed in writing by the local planning authority in consultation with the Environment Agency.

Reason: To reduce the risk of flooding to the proposed development and future occupants in accordance with policy D1 of the Sedgemoor Local Plan.

- 11 A. Reporting of Unexpected Contamination  
In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment must be undertaken in accordance with the requirements of condition B, and where remediation is necessary a remediation scheme must be prepared in accordance with the requirements of condition C, which is subject to the approval in writing of the Local Planning Authority.

If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the Local Planning Authority in writing until condition A has been complied with in relation to that contamination.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared, which is subject to the approval in writing of the Local Planning Authority in accordance with condition D.

B. Site Characterisation

A detailed site investigation and risk assessment must be completed in accordance with current UK guidance to assess the nature, extent and scale of any contamination

on the site, whether or not it originates on the site. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings must be produced. The investigations, risk assessments and written reports must be approved in writing by the Local Planning Authority. The report of the findings must include:

- (i) a survey of the extent, scale and nature of contamination;
- (ii) desk study information, conceptual models, investigation methods, investigation results and interpretation and any other information required by the local planning authority to justify and appraise the report findings.
- (iii) an assessment of the potential risks to:
  - human health,
  - property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes,
  - adjoining land,
  - groundwaters and surface waters,
  - ecological systems,
  - archaeological sites and ancient monuments;
- (iv) an appraisal of remedial options, and proposal of the preferred option(s).

This must be conducted in accordance with current UK guidance including DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11'.

#### C. Submission of Remediation Scheme

In cases where contamination is shown to exist a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property, the natural and historical environment and surrounding land must be prepared, and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

#### D. Implementation of Approved Remediation Scheme

The approved remediation scheme must be carried out in accordance with its terms prior to the commencement of development other than that required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority. The Local Planning Authority must be given two weeks written notification of commencement of the remediation scheme works.

Following completion of measures identified in the approved remediation scheme, a verification report (referred to in PPS23 as a validation report) that demonstrates the

effectiveness of the remediation carried out must be produced and approved in writing by the local planning authority.

E. Long Term Monitoring and Maintenance

If a monitoring and maintenance scheme, to include monitoring the long-term effectiveness of the proposed remediation, is required as part of the approved remediation scheme then the monitoring and maintenance scheme will need to be approved in writing by the local planning authority.

Following completion of the measures identified in that monitoring and maintenance scheme and when the remediation objectives have been achieved, reports that demonstrate the effectiveness of the monitoring and maintenance carried out must be produced, and submitted to the Local Planning Authority for approval.

This must be conducted in accordance with current UK guidance including DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11'.

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with policy D24 of the Sedgemoor local plan.

- 12 The area allocated for cycle parking and for the parking and turning of vehicles on the approved plans shall be kept clear of obstruction at all times and shall only be use for the parking of vehicles and bicycles in connection with the development hereby permitted.

Reason: In the interests of highway safety in accordance with policy D14 of the Sedgemoor Local Plan.

- 13 All the recommendations of the Approved Travel Plan shall be implemented in accordance with the timetable therein. Thereafter the development shall operate the Approved Travel Plan or any variation of the Travel Plan agreed in writing by the Local Planning Authority.

Reason: In the interests of sustainable travel in accordance with Policy D13 of the Sedgemoor Local Plan.

- 14 The dwelling(s) hereby approved shall not be occupied until measures for the enhancement and protection of biodiversity have been installed in accordance with details that have been submitted to and approved in writing by the Local Planning Authority. Such enhancement measures shall include:-

- Bat boxes
- Bird boxes

Reason: To safeguard and enhance biodiversity in accordance with policy D20 of the Sedgemoor Local Plan.

- 15 The development hereby approved shall not be occupied until such time as a refuse management plan has been submitted to and agreed in writing by the local planning authority. Once approved such management plan shall be implemented for the duration of the occupation of the development.

Reason: In the interests of residential amenity in accordance with policies D24 and D25 of the Sedgemoor Local Plan.

- 16 No development hereby approved shall be commenced until details of measures to be taken to achieve Secure by Design accreditation have been submitted to and agreed in writing by the local planning authority. Once approved such measures shall be implemented as part of the development.

Reason: In the interests of residential amenity in accordance with policy D25 of the Sedgemoor local plan.

- 17 Units 6, 16 and 25 shall not be occupied unless their balconies/terraces have been provided with the privacy screens in accordance with the details shown on drawing numbers 1516-P12 Rev A (Section GG) and 1516 –P14 (Section H-H) . Thereafter such screens shall be retained in accordance with the approved drawings at all times thereafter.

Reason: To safeguard the living conditions of the occupiers of 2 Market Street in accordance with policy D25 of the Sedgemoor Local Plan 2011 to 2032

- 18 Units 19, 20, 28 and 29 shall not be occupied unless they have been provided with the screen walls to the balconies shown on the drawings here by approved. Thereafter such screen walls shall be retained in accordance with the approved drawings at all times thereafter.

Reason: To safeguard the living conditions of the occupiers of 2 Market Street in accordance with policy D25 of the Sedgemoor Local Plan 2011 to 2032.

- 19 Units 18 and 27 shall not be occupied unless privacy screens have been fitted to their balconies in accordance with details that have been submitted to an agreed in writing by the local planning authority. Thereafter such screens shall be retained in accordance with the approved details at all times thereafter.

Reason: To safeguard the living conditions of the occupiers of 2 Market Street in accordance with policy D25 of the Sedgemoor Local Plan 2011 to 2032.

- 20 Unit 8 shall not be occupied unless a privacy screen has been fitted to its terrace area in accordance with the details shown on drawing numbers 1516 –P14 (Section H-H) and Drg No. 1516-P13 Rev A (Section F-F). Thereafter such screen shall be retained in accordance with the approved details at all times thereafter.

Reason: To safeguard the living conditions of the occupiers of 2 Market Street in accordance with policy D25 of the Sedgemoor Local Plan 2011 to 2032

- 21 No unit hereby approved shall be occupied until the EV charging points shown on drawing number 1516 –P01 Rev Q have been fully provided in accordance with a specification that has been submitted to and approved in writing by the local planning authority.

Reason: In the interests of sustainable transport in accordance with policy D13 of the Sedgemoor Local Plan 2011 to 2032.

- 22 No unit hereby approved shall be occupied until secure access to the basement flat of Island House has been provided in accordance with details that have been submitted to and approved in writing by the local planning authority. Such details shall include the provision of a pedestrian access gate , a safe footpath route through the parking area , an intercom system to enable visitors and delivery drivers to notify the occupiers of the flat of their arrival and a secure drop point for postal deliveries. Once installed such details shall be maintained at all times thereafter.

Reason: To maintain access to the basement flat of Island House and safeguard the amenities of the occupier of this property in accordance with policy D25 of the Sedgemoor Local Plan 2011 to 2032.

### **Schedule A**

Location Plan Drg No. 1516-001 Rev A  
Existing Site Plan Drg No. 1516-002  
Existing Site Sections & Levels Plan Drg No. 1516-008 Rev A  
Lower Ground Floor & Block Plan Drg No. 1516-P01 Rev O  
Ground Floor Plan Drg No. 1516-02 Rev P  
First Floor Plan Drg No. 1516-P03 Rev C  
Second Floor Plan Drg No. 1516-P04 Rev B  
Roof Plan Drg No. 1516-P06 Rev N  
Sections A-A & B-B Drg No. 1516-P07 Rev O  
Sections C-C & D-D Drg No. 1516-P09 Rev A  
Sections E-E Drg No. 1516-P10 Rev P  
Street Elevation Drg No. 1516-P08 Rev N  
Refuse Collection Plan Drg No. 1516-P11 Rev N  
Visibility Splay Plan Drg No. 1516-003  
Sections G-G Drg No. 1516-P12 Rev A

## 52. OTHER PLANNING APPLICATIONS (AM)

**Councillors Filmer, Grimes and Hendry left the meeting as they were County Councillors and Councillor Kingham then took the chair for the following applications.**

Cannington                      13/22/00035 registered 15/11/2022  
 Expiry Date 09/01/2023  
 (Advertisement consent)

Proposal:                      **The erection of 3no non illuminated roundabout advertisement / sponsorship signs. at Cannington Roundabout North, Cannington Bypass, Cannington, Bridgwater for L Simms**

The speaker that had registered did not join the meeting, however the application was considered at this point.

It was confirmed that the advertisement signs would advertise local businesses and would show the County logo too.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr A Glassford

*(Unanimous)*

**RESOLVED:**

**TO GRANT ADVERTISEMENT CONSENT**

- 1        1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to-
  - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
  - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
  - (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
3. Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the

public or impair visual amenity.

Reason for the above five conditions: To accord with the provisions of Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

### **Schedule A**

Location Plan Drg No. CB001

Block Plan Drg No. CB002

Sign Layout 1 Drg No. Cannington Bypass (N)

Sign Layout 2 Drg No. Cannington Bypass (N)

Proposed sign Dimensions Drg No. CB003

Bridgwater Without 09/22/00033 registered 15/11/2022  
Expiry Date 09/01/2023  
(Advertisement consent)

Proposal: **The erection of 4no non illuminated roundabout advertisement/sponsorship signs. The fascia of each sign measures 500 x 1000 mm with a depth of 2mm, installed at a height of 260mm from the ground to the base of the sign. at Ascot and Kings Drive Roundabout, Kings Drive, Bridgwater, TA6 for Somerset County Council**

This application was for 4 signs with the design being identical to the other applications received.

**PROPOSED:** Cllr M Facey  
**SECONDED:** Cllr A Glassford

*(Unanimous)*

**RESOLVED:**  
**TO GRANT ADVERTISEMENT CONSENT**

- 1
  - No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
  - No advertisement shall be sited or displayed so as to-
    - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
    - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
    - (c) hinder the operation of any device used for the purpose of security or surveillance



or for measuring the speed of any vehicle.

- Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
- Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
- Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Reason for the above five conditions: To accord with the provisions of Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

### **Schedule A**

Location Plan Drg No. AK001

Block Plan Drg No. AK002

Sign Layout 1 Drg No. Ashcot and King Drive

Sign Layout 2 Drg No. Ashcot and King Drive

Proposed Sign Dimensions Drg No. AK003

Bridgwater Without      09/22/00034 registered 15/11/2022  
Expiry Date 09/01/2023  
(Advertisement consent)

Proposal:                    **The erection of 3no non illuminated roundabout advertisement / sponsorship signs. The fascia of each sign measures 500 x 1000 mm with a depth of 2mm, installed at a height of 260mm from the ground to the base of the sign. at Bath Road Roundabout, Bath Road, Bridgwater, Somerset, TA6 for Somerset County Council**

This application was for 3 signs and would be erected when the roundabout is redesigned, for which there is no date but the consent lasts for 5 years. There was an objection to the proposal as the councillor considered that the proposal would not be safe.

**PROPOSED:** Cllr A Glassford

**SECONDED:** Cllr M Facey

*(For 3, Against 2)*

**RESOLVED:**

To **GRANT ADVERTISEMENT CONSENT**

1. 1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to-
  - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
  - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
  - (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
3. Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Reason for the above five conditions: To accord with the provisions of Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

2. The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

**Schedule A**

Location Plan Drg No. BR001

Block Plan Drg No. BR002

Sign Layout 1 Drg No. Bath Road

Sign Layout 2 Drg No. Bath Road

Proposed Sign Dimensions Drg No. BR003

**All councillors returned to the meeting and councillor Filmer returned to the Chair.**

Bridgwater 08/22/00169 registered 01/11/2022  
Expiry Date 26/12/2022  
(Full Planning Permission)

Proposal: **Erection of 1no. attached dwelling. at 78 Sydenham Road, Bridgwater, Somerset, TA6 4QQ** for Mr Barwood (agent: Mr Barwood )

The planning officer explained to the committee that the previous application for this site had been refused and this application had been amended and included the previous refusal reasons. It was agreed that the proposal did not have any adverse impacts on neighbouring dwellings.

**PROPOSED:** Cllr S Kingham  
**SECONDED:** Cllr C Riches

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to the first occupation of the development hereby approved flood resilience measures will be carried out in accordance with the measures set out in the submitted Flood Risk Assessment and will be maintained thereafter in perpetuity.

Reason: In accordance with Policy D1 of the Sedgemoor Local Plan 2011-2032.

**Schedule A**

Block and Site Location Plan Drg No. P-200  
Existing Elevations Drg No. P-201  
Proposed Plans Drg No. P-203 Rev 0  
Proposed Elevations Drg No P-202

**53. INFORMATION SHEETS**

The committee considered the following Information sheets:

- Planning Appeals Decided
- S106 Agreements
- Certificate of Lawfulness Decided

**RESOLVED:**

To note the Information Sheets.

**54. REMAINING PLANNING APPLICATIONS (PM)**

Cheddar 17/22/00051 registered 03/10/2022  
Expiry Date 27/11/2022  
(Full Planning Permission)

Proposal: **Erection of rural worker's dwelling at Land North Of, Hythe Lane, Hythe, Cheddar, Somerset, BS27** for Ms T Shaw (agent: Arena Global Management Ltd )

The committee were informed that the application was for a rural workers dwelling to replace the current dwelling that was subject to a temporary consent. The proposed dwelling would be restricted to the business, however condition 3 would be amended to include "widow/Widower".

In response to queries raised, the planning officer confirmed that Policy D10 didn't just include agricultural workers but also those rural workers with the functional and financial tests needed to be met including a business case being met through 3 years assessments showing a profit. Committee members supported the proposal as it was a modern bungalow proposed, that met policy and would not impact the area.

**PROPOSED:** Cllr K Pearce

**SECONDED:** Cllr A Hendry

*(/unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to amended condition 3 as detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The dwelling hereby permitted shall only be occupied by a worker solely or mainly employed at the adjoining equestrian enterprise known as Rictless Stables and any resident dependents.

Reason: To ensure that the accommodation meets the needs of the enterprise upon which it's need has been justified as an exceptional development in the countryside and in accordance with policy D10 of the Sedgemoor Local Plan 2011-2032.

- 4 No later than three months from the date of first occupation of the dwelling hereby permitted, the mobile home granted temporary consent under application 17/19/00053 shall be removed from site.

Reason: The mobile home was granted temporary permission only to facilitate the development of the business. The need for a rural worker in connection with the business would be adequately met by the development approved under Local Plan policy D10.

- 5 Prior to the first occupation of the dwelling house hereby approved, a lighting design shall be submitted to, and approved in writing by the Local Planning Authority.

The design shall show how and where external lighting, including any amenity and security lighting, will be installed, including through the provision of technical specifications so that it can be clearly demonstrated that areas to be lit or affected by light spill will not disturb or prevent bats using their territory, and details of how glare from internal lighting is to be mitigated through materials such as anti-glare glazing.

All external lighting and glazing shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting or glazing be installed without prior written consent from the Local Planning Authority.

Reason: In the interests of the integrity of a European site, the 'Favourable Conservation Status' of populations of European protected species, and to prevent any unacceptable adverse impacts from light pollution within this countryside location; in accordance with policies D19, D20, and D24 of the Sedgemoor Local Plan 2011-2032.

- 6 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no enlargement or extension of the development hereby permitted, including any additions or alterations to the roof, or insertion of new or enlargement of existing window or door openings, without the prior written approval of the local planning authority.

Reason: In the interest of visual amenity in accordance with Adopted Sedgemoor Local Plan Policy D2.

7 Prior to first occupation of the dwelling hereby approved, a programme of biodiversity enhancement measures shall be included within the development. These shall thereafter be retained and maintained and shall include:

- a) the provision of at least 1 x no. bat box installed under the eaves of the dwelling
- b) the provision of at least 1 x no bird box installed on an appropriate tree/trees no lower than 3m from ground
- c) Any fencing shall be hedgehog friendly fencing

Once approved such measures shall be implemented in accordance with the approved details unless otherwise approved in writing by the local planning authority.

Reason: To promote biodiversity in accordance with policy D20 of the Sedgemoor Local; Plan 2011-2032.

### **Schedule A**

Existing and Proposed Site Plans Drg No. 281 PL2022 001

Proposed Floor and Roof Plans Drg No. 281 PL2022 002

Proposed Elevations Drg No. 281 PL2022 003

Cheddar 17/22/00076 registered 25/11/2022  
Expiry Date 19/01/2023  
(Full Planning Permission)

Proposal: **Erection of first floor side (SE) extension with integrated car port and front extension to existing garage below, installation of dormers to the front (SW) and rear (NE) elevations (revised scheme). at 11 Woodview Road, Cheddar, Somerset, BS27 3NF for Mrs Robertson (agent: Hill Reading Architects )**

This application was submitted as there that there was a structural issue and the rear wall was required to be changed by 50cms, this has led to a reduction of a gap but the windows would be glazed as it would be a bathroom or study and no objections had been received from the neighbours.

An additional condition would be added to cover biodiversity.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr T Grimes

*(Unanimous)*

### **RESOLVED:**

To Grant Permission subject to the following conditions and subject to an additional condition as detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy

Chairman of the Development Committee.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The windows to the en-suite and bathroom at first floor on the north east elevation of the dormer shall be fitted with obscure glass, which shall thereafter be retained and maintained.

Reason: In the interests of the residential amenities of the adjoining occupiers in accordance with Policy D25 of the Sedgemoor Local Plan 2011-2032.

- 4 The development hereby approved shall be carried out in accordance with the flood resilience measures as set out in submitted and approved Flood Risk Assessment 28/11/2022.

Reason: To safeguard the site and surrounding area from flood risk in accordance with Sedgemoor Local Plan 2011-2032 Policy D1.

### **Schedule A**

Existing Plans Drg No. H6543 001

Proposed Plans Drg No. H6543 100D

Chilton Polden                    19/22/00004 registered 22/04/2022  
Expiry Date 16/06/2022  
(Full Planning Permission)

Proposal:                            **Erection of 1no. dwelling, including parking provisions. at 88  
Broadway, Chilton Polden, Bridgwater, Somerset, TA7 9EQ for JT  
Electrics Ltd (agent: Tadman Planning Consultants Ltd )**

The proposal was a dwelling which would be at the end of a terrace and set back slightly to mirror the other end of terrace, however it was noted that the third bedroom was smaller than normal but overall the space of the rooms were larger than the housing standards.

The committee had no objections and were satisfied with the proposal.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr T Grimes

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to first occupation of the development hereby approved, the area allocated for parking on the submitted and approved drg.no.2125/06 A, shall be kept clear of obstruction at all times and shall not be used other than for the parking of vehicles in connection with the development hereby permitted.

Reason: in the interests of highway safety and in accordance with policy D20 Sedgemoor Local Plan 2011-2032.

- 4 There shall be no external lighting erected on the dwelling hereby permitted or within the application site unless a lighting design has first been submitted to and approved in writing by the Local Planning Authority.

The design shall show how and where external lighting, including any amenity and security lighting, will be installed, including through the provision of technical specifications so that it can be clearly demonstrated that areas to be lit or affected by light spill will not disturb or prevent bats using their territory, and details of how glare from internal lighting is to be mitigated through materials such as anti-glare glazing.

All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting or glazing be installed without prior written consent from the Local Planning Authority.

Reason: In the interests of a European protected species and to prevent any unacceptable adverse impacts from light pollution; in accordance with policies D20, and D24 of the Sedgemoor Local Plan 2011-2032.

- 5 Prior to first occupation of the dwelling hereby approved, the following biodiversity



enhancement features shall be erected or installed within the development and shall thereafter be retained and maintained:

- a) 1x Beaumaris Woodstone maxi bat box or similar, installed directly under the eaves, or on a suitable tree on site and shall be correctly installed in line with the manufacturer's guidelines
- b) 2x integrated bee brick built into an appropriate external wall space. The bricks should be placed 1m above ground level and vegetation must not block the entrance holes. Please note, solitary bees are harmless and do not sting.
- c) Any new fencing installed on site must have accessible hedgehog holes, measuring 13cm x 13cm to allow the movement of hedgehogs into and out of the site

**Reason:** In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy Framework and policy D20 Sedgemoor Local Plan 2011-2032.

- 6 No development shall take place above damp proof course level until samples or details of the materials to be used on the external surfaces of the building hereby approved, to include windows, doors, walls and roof, have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved materials.

**Reason:** In the interests of visual amenity in accordance with Adopted Sedgemoor Local Plan 2011-2032 Policy D2.

### **Schedule A**

Existing Location & Block Plans Drg No. 2125-01 Rev A

Existing Topographical Site Plan Drg No. 2125-04

Existing Elevations, Ground Floor, First Floor & Roof Plans Drg No. 2125-05

Proposed Location & Block Plans Drg No. 2125-02 Rev C

Proposed Site Plan Drg No. 2125-06 Rev A

Proposed Elevations, Typical Section, Ground Floor, First Floor & Roof Plans Drg No. 2125-07

Enmore 27/22/00008 registered 21/10/2022  
Expiry Date 15/12/2022  
(Full Planning Permission)

Proposal: **Erection of single storey extension to the South elevation. at Laburnum Villa, Enmore Road, Enmore, Bridgwater, Somerset, TA5 2DP for Mr and Mrs Hopkins (agent: David Salisbury Joinery )**

The planning officer updated the committee as the Ward Councillor Caswell had commented on the application supporting it as he considered that this application would not detract from the property or the listed building.

During discussion, members considered that the proposal would not have an adverse impact on the listed building and did not agree with the views of the conservation officer, considering that the reasons for granting would be the opposite of the refusal reasons.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr T Grimes

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the imposition of appropriate conditions to be delegated to the Assistant Director (Inward Investment and Growth) to be agreed in consultation with the Chairman & Deputy Chairman of the Development Committee.

Lympsham                      31/22/00013 registered 05/10/2022  
 Expiry Date 29/11/2022  
 (Full Planning Permission)

Proposal:                      **Erection of 1no. residential dwelling with detached garage/workshop and provision of a community public open space. at Land East of, Boat Lane, Lympsham, Weston-super-mare, Somerset, BS24** for Mr & Mrs C Sanders (agent: Stephen Locke Associates )

The committee were informed that this application was for a dwelling with a community orchard, however the planning officer explained that it was considered that the proposal did not meet the Policies CO2 and D9 as it was not an infill plot nor did the application pass the sequential test although the local connection could be provided.

During discussion, there was a lot of comments about the local connection which could be proven, however it was agreed that this was not a brownfield site and was outside the development boundary and the proposed community benefit did not outweigh going against policy.

**PROPOSED:** Cllr T Grimes

**SECONDED:** Cllr S Kingham

*(For 6, Against 2)*

**RESOLVED:**

**REFUSE PERMISSION for the following reason(s):**

- 1        The erection of a dwelling in this location would not constitute an infill development in a clearly defined nucleus of at least 10 other dwellings as required by policy CO2 and would extend development into the countryside. As such, the proposal is contrary to policy CO2 of the Sedgemoor Local Plan 2011-2032 and would constitute unjustified and unsustainable development contrary to policies S2 and CO1 of the Sedgemoor Local Plan 2011-2032.
  
- 2        In the absence of a justification for the proposed dwelling in this location, the

development is not considered to have passed the Sequential Test in respect of flood risk and it has not therefore been clearly demonstrated that there are no alternative sites within a reasonable search area at a lower flood risk. As such the proposal is contrary to policy D1 of the Sedgemoor Local Plan 2011-2032.

North Petherton            37/22/00104 registered 31/10/2022  
Expiry Date 25/12/2022  
(Full Planning Permission)

Proposal:                    **Conversion of Cider House Barn to 1no. dwelling. at Parsons Farm House, Moon Lane, North Petherton, Bridgwater, Somerset, TA6 6NP for Mr A Bradford (agent: Lyndon Brett Partnership )**

This application had been submitted as the previous application had expired, there were no changes from the previous application and this was a resubmission only.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr S Kingham

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1        The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2        The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3        Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory. The design should accord with Step 5 of Guidance Note 08/18, including submission of contour plans illustrating Lux levels. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should external lighting be installed without prior consent from the Local Planning Authority.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 4 The development hereby approved shall not be occupied until measures for the enhancement and protection of biodiversity have been installed in accordance with details that have been submitted to and approved in writing by the Local Planning Authority. Such enhancement measures shall include:-
- Installation of 1x Schwegler 1FF or 2FN bat box (or similar) to be installed within the site, facing a southerly direction and approximately 3-5m above ground level.
  - Installation of 1x National Trust Apex insect house (or similar)
  - Installation of 2x standard bird boxes, sited at a height of at least 3m above ground level.

Once installed, the features shall be maintained and retained thereafter in perpetuity.

Reason: To safeguard and promote biodiversity in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

- 5 If, during the works contamination is encountered which has not previously been identified, then the contamination shall be fully assessed and an appropriate remediation scheme shall be submitted to and approved in writing by the Local Planning Authority.

Reason: To protect the health of future occupiers of the site from any possible effects of contaminated land as in accordance with policy D25 of the Local Plan.

- 6 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no enlargement or extension of the development hereby permitted, including any additions or alterations to the roof, or insertion of new or enlargement of existing window or door openings, or erection of any new building without the prior written approval of the local planning authority by submission of a planning application.

Reason: In the interest of visual amenity in accordance with Sedgemoor Local Plan 2011-2032 policy D2.

- 7 The permission hereby granted only permits the conversion of the building to a dwelling. The existing building shall not be demolished and/or replaced with a new structure.

Reason: The proposal is only acceptable as it involves the conversion of an existing building.

## **Schedule A**

Existing Location Plan Drg No. A3/221213  
Existing Block Plan Drg No. B5/221213  
Existing Floorplans and Elevations Drg No.C1/220201  
Proposed Location Plan Drg No. A1/221213  
Proposed Block Plan Drg No. B2/221213  
Proposed Floorplans and Elevations Drg No. C1/220201

**Councillor Betty left the committee for the last application as he declared a prejudicial interest.**

Othery 38/21/00028 registered 28/01/2022  
Expiry Date 24/03/2022  
(Full Planning Permission)

Proposal: **Retention of agricultural building (retrospective application) at Orchard Farm, Bedwell Lane, Othery, Bridgwater, Somerset, TA7 0QJ** for Mr Jennings (agent: James Venton Planning & Building Design )

The planning officer explained that the application for an agricultural building would be screened and adjacent to other agricultural buildings and although there were concerns expressed by the parish council, it was confirmed that the drainage scheme had been agreed and deemed acceptable and conditioned.

**PROPOSED:** Cllr C Riches  
**SECONDED:** Cllr K Pearce

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 The drainage scheme hereby approved (as set out in the submitted and approved Flood Risk Assessment and Drainage Report, Innervision Design, December 2022) shall be fully implemented within three months of the date of this permission. The system shall thereafter be retained and maintained in accordance with the approved scheme.

Reason: To prevent the increased risk of flooding in accordance with Sedgemoor Local Plan policy D1.

- 3 No livestock shall be housed in the building.

Reason: To ensure the proposal does not unacceptably impact on nearby protected sites including SSSIs and the Somerset Levels and Moors Ramsar site, in accordance

with Sedgemoor Local Plan 2011-2032 policy D20.

- 4 Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory. The design should accord with Step 5 of Guidance Note 08/18, including submission of contour plans illustrating Lux levels. Lux levels should be below 0.5 Lux on the identified horseshoe bat commuting routes. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

- 5 Within 3 months of the date of the permission hereby approved, the following biodiversity enhancements shall be installed at the application site:
- Installation of 1x standard woodcrete bat box on to a building or mature tree on site, facing south or west, at a height above 3m.
  - Installation of 1x standard woodcrete bird box on to a building or a mature tree on site, facing east or north, at a height above 3m. Once installed the biodiversity enhancements shall thereafter be retained.

Reason: In the interests of biodiversity net gain in accordance with the National Planning Policy Framework and Sedgemoor Local Plan 2011-2032 policy D20.

### **Schedule A**

Location Plan Drg No. 6795-21-01

Block Plan Drg No. 6795-21-02

Proposed Plan & Elevations Drg No. 6795-21-02

The meeting ended at 4.09pm

**CHAIRMAN**

**SEDGEMOOR DISTRICT COUNCIL**

**DEVELOPMENT COMMITTEE**

**Minutes of the meeting of the Development Committee held in the Canalside Centre, Marsh Lane, Huntworth, Bridgwater on Tuesday 7 February 2023 at 9.30am**

**Councillors** R D Filmer (Chairman)  
**Present:** T Grimes (Deputy Chairman)  
 A Betty S Kingham  
 B Bolt M Murphy  
 A Glassford K Pearce  
 G Granter C Riches  
 A Hendry L Scott

**Apologies:** Cllrs M Facey, T Heywood and L Perry

**55. URGENT BUSINESS**

None.

**56. MINUTES**

The minutes of the meetings held on 23 August 2022 and 26 September 2022 were confirmed as a correct record subject to adding Councillor Anthony Betty to the attendance list for both meetings.

**57. PUBLIC SPEAKING TIME**

The following persons spoke in respect of the indicated applications: -

<b>Application No</b>	<b>Name</b>	<b>Spoke</b>
09/21/00017	David Preece	Against
	Liz Browne on behalf of Bridgwater Without Parish Council	Against
	Tim Mander on behalf of Bridgwater Town Council	Against
	Adjoining Ward Cllr Diogo Rodrigues	Against
	Phil Jones	Agent

07/22/00025	Tim Griffiths-Jones Colin Townsend on behalf of Brent Knoll Parish Council Arran Adams	Against Against  Applicant
38/21/00013	James Venton	Agent
42/22/00039	Anthony Gibbons	Applicant

## 57. DECLARATION OF INTERESTS

In accordance with the Mandatory Code of Member Conduct, the following declarations of interest were made:

<b>Application No</b>	<b>Name</b>	<b>Nature of Interest</b>	<b>Reason</b>
07/19/00025 07/22/00025 24/22/00031 49/22/00010	Councillors B Filmer & T Grimes	Other Registrable Interest	Somerset County Councillor Division Member for this area but took no part in discussions on these applications
09/21/00017	Councillor A Betty	Other Registrable Interest	Ward member for this area but took no part in discussions on this application
09/21/00017	Councillors A Glassford and K Pearce	Other Registrable Interest	Members of Bridgwater Town Council but took no part in discussions on these applications
24/22/00031	Councillor A Hendry	Other Registrable Interest	Somerset County Councillor for this area but took no part in discussions on this application
	Councillors B Bolt, B Filmer, T Grimes, A Hendry and K Pearce	Other Registrable Interest	Members of Somerset County Council and therefore financial interest in the applications
38/21/00013	Councillor A Betty	Non-registrable Interest	Pre-Determination
49/22/00010	Councillor L Scott	Other Registrable Interest	Ward member for this area but took no part in discussions on this application



Cllrs A Betty, B Filmer, A Hendry, S Kingham, M Murphy, L Scott and C Riches all declared an Other Registrable Interest as they were members of the Drainage Boards.

## 58. MAJOR APPLICATION (AM)

Bridgwater Without 09/21/00017 registered 12/04/2021  
Expiry Date 02/08/2021  
(Outline Planning Permission)

Proposal: **Outline application with some matters reserved, for erection of up to 530 dwellings including vehicular, pedestrian and cycle access, car parking, public open space, landscaping, infrastructure and other associated works. at Folletts Farm, Dunwear Lane, Bridgwater, TA6 5HH for Lance Alec Rainey House and Hannick Homes Developments Limited (agent: Turley )**

Also present at the meeting were officers from Somerset County Highways Authority and Sedgemoor`s Planning Policy manager. This application had previously been considered and deferred from the December committee as it was requested that further information be received relating to healthcare provision and highways information.

The planning officer updated the meeting on a number of issues as follows:

- The number of dwellings proposed has been reduced to 530
- NHS had confirmed that they did not wish for any financial contributions from this application
- A petition had been received with approximately 600 signatures against the proposal
- Affordable housing contributions have been reduced to 10% with viability to be reviewed and it was noted that an uplift clause would need to be added
- Air quality and noise – additional assessment and information had been received and it was noted that there were conditions covering these areas which would include distance from M5 for the dwellings, design of the dwellings and a landscaped bund to be created.
- County Highways Authority had also provided clarification on the proposals and that off site contributions requested for the proposed changes to the road network, these included amending traffic flows, changes to junctions and other improvements that would be needed.
- S106 Agreement – clauses updated to reflect the application on the County land that had been received.
- Buildings have been reduced from 3 storey to no more than 2.5 storeys

During debate, a number of concerns were raised by the councillors, including:

The reduction of Affordable Housing, however it was confirmed that an independent viability assessment had been undertaken and an uplift clause would be added to the application, it was also explained that there was a number of contributions being made for other things including highway upgrades and additional off site improvements.

The planning officer also confirmed that the NHS had responded and their comments had been included on P51 of the report which confirmed that no financial contributions were requested and that the current provision of healthcare would be sufficient for the needs of the area.

The County Highways officer confirmed that modelling had been undertaken at the start of the application process and had been worked through with additional information requested and received. There would be other works in the area including a new roundabout and highway improvements to Westonzoyland Road, St John Street and cycle and pedestrian routes around the town; these amendments had been taken into account with the aim being to increase active transport and lessen car use; it was also noted that Bower Lane would not be upgraded.

There being some reservations, a proposal for refusal of the application was made on the grounds of B3 overdevelopment, D6 and lesser amount of Affordable Housing being proposed and D13 sustainable transport with suitable road network that should be in place, this proposal was seconded. The officers explained that some of the issues discussed were not within the control of the developer including the bus provision in the area and that there had been no objections from the statutory consultees with the viability of the scheme being assessed independently and with an uplift clause.

The proposal was put to a vote but was lost (For 5, Against 6)

It was then proposed to go with the officer's recommendation as amended with the additional triggers detailed within the officer's presentation and was granted with the Chairman using his vote.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr S Kingham

*(For 5, Against 5, Abstention 1, Chairman's vote For)*

**RESOLVED:**

To Grant Permission subject to the applicant first entering into an Agreement under Section 106 of the Town and Country Planning Act 1990 (as amended) to secure the following:

- deliver at least 10% of the dwellings as affordable housing to the satisfaction of the development manager in consultation with the Affordable Housing Policy & Development Manager with provision for future review to meet the policy compliant position should the viability of the development change;
- secure the detail, provision and future management of the on-site public open space (including a NEAP, with MUGA, 2 LEAPs and 3 LAP), communal areas, paths and cycleways (necessary for public permeability through the site) and to the satisfaction of the development manager in consultation with the landscape officer, open space officers and ecologist.
- the landscaping, landscape management and general maintenance of the acoustic bund and fence to the satisfaction of the development manager in consultation with the council's environmental health officer, landscape officer and open space officers.
- A contribution of £1,250 per dwelling towards improvements at the Dunball roundabout
- A contribution £3,073,320 of toward the provision of primary education facilities to the satisfaction of the development manager in consultation with the county education officer
- A contribution £883,445 of towards off site highways improvements to Westonzoyland Rd, St John Stand cycle and pedestrian connection town to the satisfaction of the development manager in consultation with the county highways officer

- the delivery of the roundabout and access works through the necessary highways legal agreements to the satisfaction of the development manager in consultation with the county highways officer
- that the Assistant Director (Legal and Governance) be authorised to prepare and seal the Agreement and;
- subject to the following conditions:
  - 1 Approval of the details of the appearance, landscaping, layout and scale (hereinafter called "the reserved matters") shall be obtained from the local planning authority in writing before any development is commenced.

Plans and particulars of the reserved matters referred to above, relating to the appearance, landscaping, layout and scale, shall be submitted in writing to the local planning authority and shall be carried out as approved.

Application for approval of the reserved matters shall be made to the local planning authority before the expiration of three years from the date of this permission.

The development hereby permitted shall be begun either before the expiration of 5 years from the date of this permission, or before the expiration of 2 years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

Reasons: The application was submitted as an outline application in accordance with the provisions of Article 5(1) of the Town and Country Planning (Development Management Procedure) Order 2015. In accordance with the provisions of Section 92 of the Town and Country Planning Act, 1990 (As amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 **Design Coding**

Prior to the submission of any reserved matters application a Design Code for the site shall be submitted to and agreed in writing by the local planning authority. Such code shall be generally in accordance with the submitted parameter plans ('Building Heights Parameters Plan' drawing 17110.412 Rev I; and 'Land Use, Access and Movement Plan' 17110.411 Rev G) and the design principles outlined in Sections 4.0 and 5.0 of the Design and Access Statement (March 2022 Final Issue V.3) and shall detail the phasing of the development.

Reason: To ensure the site is developed in a coherent and comprehensive manner in accordance with Policy B3 of the Sedgemoor District Local Plan and the adopted East Bridgwater Development and Design Principles Document – Feb 2018.

#### 4 Highways

No dwelling hereby approved shall be occupied until a measures only travel plan has been submitted to an agreed in writing by the local planning authority. Such travel plans will set out the measures by which alternative means of travel to the private motor car will be promoted and the time scale for the implementation and duration of the travel plan. Once approved such measures shall be fully implemented In accordance with the approved details.

Reason: To promote sustainable travel options in accordance with policy D14 of the Sedgemoor Local Plan 2011 to 2032.

- 5 No development hereby approved which shall interfere with or compromise the use of footpath BW 3/1 shall take place until a path diversion/extinguishment order has been made and confirmed and the diverted route made available to the satisfaction of the Local Planning Authority.

Reason: In the interest of the safety of users of the right of way in accordance with policy D14 Sedgemoor Local Plan 2011-2032.

- 6 With the exception of site clearance and preparation, no development shall take place until the new roundabout on Westonzoyland Road and main vehicle access to the site has been installed and operational in accordance with details to be submitted to and approved in writing by the local planning authority. Such details shall be generally in accordance with the details shown on drawing No. PHL-104C and development hereby permitted shall be carried out in accordance with approved details.

Reason: In the interest of highways safety in accordance with policy D14 Sedgemoor Local Plan 2011-2032.

- 7 The proposed estate roads, footways, footpaths, tactile paving, cycleways, bus stops/bus lay-bys, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car, motorcycle and cycle parking, and street furniture shall be constructed and laid out in accordance with details to be approved by the Local Planning Authority in writing before their construction begins. For this purpose, plans and sections, indicating as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the Local Planning Authority

Reason: In the interest of highways safety in accordance with policy D14 Sedgemoor Local Plan 2011-2032.

- 8 The proposed roads, including footpaths and turning spaces where applicable, shall be constructed in such a manner as to ensure that each dwelling before it is occupied shall be served by a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.

Reason: In the interest of highways safety in accordance with policy D14 Sedgemoor Local Plan 2011-2032.

- 9 The submission of all reserved matters applications for the layout of the development shall include details of cycleway and foot path permeability. Such details shall show permeability and links to existing development and to existing foot and cycle paths.

Reason: In the interest of sustainable development in accordance with policies D13 and D14 9 of the Sedgemoor Local Plan 2011-2032.

## 10 Noise

No dwelling hereby permitted shall be occupied until a scheme to mitigate against road traffic noise has been submitted to, and approved in writing by, the Local Planning Authority that demonstrates how the internal and external living spaces will not exceed the following maximum noise criteria:

<b>Location</b>	<b>07.00 – 23.00</b>	<b>23.00 – 07.00</b>
	<b>Maximum Level</b>	<b>Maximum level</b>
<b>Living Room</b>	35 dB $L_{Aeq,16hr}$	
<b>Dining Room/Area</b>	40 dB $L_{Aeq,16hr}$	
<b>Bedroom</b>	35 dB $L_{Aeq,16hr}$	30 dB $L_{Aeq,8hr}$ < 10 events >45 $L_{Amax,F}$
<b>Private Amenity Areas and Gardens</b>	55 dB $L_{Aeq,16hr}$	

Such scheme shall detail all necessary elements of the mitigation including: bunding, fencing, site layout, floor plan layout, building envelope construction, glazing and ventilation. The scheme shall include calculations showing the source noise levels, the attenuation characteristics of the building element or barrier and the resultant noise levels in the relevant internal and external spaces. Sufficient details of the construction of bunds or fences on bunds shall be provided to demonstrate the technical feasibility of the structure. The scheme shall be implemented in full prior to occupation.

Reason: To safeguard local residents from undue noise and disturbance in accordance with policies D2 and D25 of the Sedgemoor Local Plan 2011-2032.

- 11 No dwelling hereby permitted shall be occupied until a certificate, to be provided by a suitably qualified acoustic engineer, has been provided to demonstrate that it has been constructed so as to meet all the requirements set out in the previous condition.

Reason: To safeguard local residents from undue noise and disturbance in accordance with policies D2 and D25 of the Sedgemoor Local Plan 2011-2032.

- 12 No dwelling hereby approved shall be occupied until a bund/acoustic barrier, of a minimum height of 6 metres above surrounding ground level, has been provided

along the length of the boundary adjoining the M5 in accordance with details to have been submitted to and approved in writing by the local planning authority. Such details shall include the method of construction of the bund, the specification and finish of any acoustic barrier to be installed onto of the bund, the landscaping of the bund and a maintenance regime detailing the management of the bund and setting out those responsible for the management and maintenance. The approved bund once installed shall be maintained in accordance with the approved details at all times thereafter so as to achieve the noise levels specified in the Table above.

Reason: To safeguard local residents from undue noise and disturbance and in the interests of visual amenity in accordance with policies D2 and D25 of the Sedgemoor Local Plan 2011-2032.

**13 Flooding/Drainage**

The finished floor levels of the dwellings hereby approved shall be set no lower than 6.5m AOD.

Reason: To ensure the risk of flooding is reduced in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 14 All reserved matters applications shall include details of finished floor levels for all associated infrastructure including but not limited to roads, sub stations and pumping stations. Once approved such details shall be fully implemented as part of the Development.

Reason: To ensure the risk of flooding is reduced in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 15 All reserved matters applications for the dwellings hereby approved shall include details of flood resilience measures to be incorporated in the proposed dwellings. Once approved such measures such be fully implemented as part of the development.

Reason: To ensure the risk of flooding is reduced in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 16 The development hereby approved shall not be occupied until a sustainable surface water drainage scheme has been implemented in accordance with details that have been submitted to and approved in writing by the local planning authority. Such scheme shall include measures to prevent the run-off of surface water onto the highway.

Reason: To ensure the development is properly drained in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 17 No development approved by this permission shall be occupied or brought into use until a scheme for the future responsibility and maintenance of the surface water drainage system has been submitted to and approved by the Local Planning Authority.

The approved drainage works shall be completed and maintained in accordance with the details agreed.

Reason: To ensure the development is properly drained in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

- 18 No dwelling hereby approved should be occupied unless a flood warning and evacuation plan has been submitted to an agreed in writing by the local planning authority. Such approved plan shall be made available to all first time occupiers.

Reason: To reduce the residual risk of flooding to the proposed development and future users in accordance with policy D1 of the Sedgemoor Local Plan 2011-2032.

19 **Construction Management**

Prior to the commencement of development, including any site clearance, groundworks or construction (save such preliminary or minor works that the Local Planning Authority may agree in writing), a Construction Management Plan (CMP) to manage the impacts of construction in the local highways network and local residents shall be submitted to and approved in writing by the Local Planning Authority. The approved plan, and any subsequent amendments as may be agreed in writing by the Local Planning Authority, shall be complied with during the construction of the development.

Reason: In the interests of highways safety and to safeguard residential amenity in accordance with policies D13, D24 and D25 of the Sedgemoor Local Plan 2011-2032.

- 20 Prior to the commencement of development, including any site clearance, groundworks or construction (save such preliminary or minor works that the Local Planning Authority may agree in writing), a construction environmental management plan (CEMP: Biodiversity) shall be submitted to and approved in writing by the Local Planning Authority. The CEMP (Biodiversity) shall include the following:
- A. Risk assessment of potentially damaging construction activities.
  - B. Identification of “biodiversity protection zones”.
1. Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements) to biodiversity on site, including habitats (trees, hedgerows, waterbodies, rhyes and ditches) and protected species (bats, birds, badgers and water voles), followed by appropriate mitigation, as required.
  2. The location and timing of sensitive works to avoid harm to biodiversity features.
  3. The times during construction when specialist ecologists need to be present on site to oversee works.
  4. Responsible persons, lines of communication and written notifications of operations to the Local Planning Authority
  5. The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person [
  6. Use of protective fences, exclusion barriers and warning signs.
  7. Ongoing monitoring, including compliance checks by a competent

person(s) during construction and immediately post-completion of construction works.

The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

Reason: To safeguard biodiversity with policy D20 of the Sedgemoor Local Plan 2011-2032. This is necessary as a pre-commencement condition as the development of the site needs to be informed by measures to protect biodiversity.

- 21 A report will be prepared by the Ecological Clerk of Works, or similarly competent person, certifying that the required mitigation and compensation measures identified in the CEMP (biodiversity), Biodiversity Chapter of the Environmental Statement (Chapter 8) and Appendix 8.5 – Ecology Technical Appendix have been completed to their satisfaction, and detailing the results of site supervision and any necessary remedial works undertaken or required, shall be submitted to the Local Planning Authority for approval before occupation of each phase or sub-phase of the development or at the end of the next available planting season, whichever is the sooner. Any approved remedial works shall subsequently be carried out under the strict supervision of a professional ecologist following that approval.

Reason: To safeguard biodiversity with policy D20 of the Sedgemoor Local Plan 2011-2032.

## 22 **Local Labour Agreement**

Prior to the commencement of development a written commitment to the sourcing of local labour shall be submitted to and approved in writing by the local planning authority. The written commitment, as a minimum, shall set out the following matters:

- The proportion of construction workers to be sourced from the local labour pool;
- Work experience/ apprenticeship opportunities;
- The proportion of local procurement and sourcing;
- On-going skills development and training opportunities;
- The steps that will be taken to ensure that the above is implemented;

The operator shall maintain a record of i - v above and shall make that information available to the local planning authority at all reasonable times upon request.

Reason: To promote opportunities for the local population in accordance with policy D15 of the Sedgemoor Local Plan 2011-2032.

## 23 **Contaminated Land**

In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority. An investigation and risk



assessment and, if necessary, remediation strategy shall then be undertaken and submitted to and agreed in writing by the local planning authority prior to any further work on that part of the site. Thereafter the development shall be carried out in accordance with the agreed details.

Reason: To ensure that any risks from land contamination to are minimised in accordance with policy D25 of the Sedgemoor Local Plan 2011-2032.

24 **Archaeology**

Before the commencement of the development hereby permitted a Written Scheme of Investigation (WSI) shall be submitted to and approved in writing by the local planning authority. Such WSI shall include provision for geophysical surveying, trial trenching and paleoenvironmental assessment generally in accordance with the submitted Archaeological Impact and Mitigation Statement (AIMS). The development hereby permitted shall be carried out in accordance with the approved WSI.

Reason: To safeguard the archaeological potential of the site in accordance with policy D26 of the Sedgemoor Local Plan 2011-2032.

- 25 Following the completion of the investigations agreed by the approved WSI details of the results of trenching, surveying and the assessment, along with any works to investigate further and a timescale for doing so, shall be submitted to and approved in writing by the local planning authority. Once approved the additional investigations shall be carried out in accordance with the approved details.

Reason: To safeguard the archaeological potential of the site in accordance with policy D26 of the Sedgemoor Local Plan 2011-2032.

- 26 No building shall be occupied until the site archaeological investigation has been completed and post-excavation analysis has been initiated in accordance with Written Scheme of Investigation approved under the previous condition and provision made for analysis, dissemination of results and archive deposition has been secured in accordance with details that have been submitted to and agreed in writing by the local planning authority.

Reason: To safeguard the archaeological potential of the site in accordance with policy D26 of the Sedgemoor Local Plan 2011-2032.

27 **Ecology**

Prior to the installation of any external lighting in the public realm, a "lighting design for bats" shall be submitted to and approved in writing by the local planning authority. The strategy shall be informed by up to date information regarding how the site is being used by bats and shall show how through the choice of light units and the provision of a lighting and contour plan and technical specifications the site will be lit so as not disturb or prevent bats using their territory or having access to their breeding sites and resting places. Once approved all external lighting in the public realm shall be installed in accordance with the approved details and shall be maintained thereafter in accordance with the agreed design.

Reason: To prevent light pollution in the interests of visual amenity and to safeguard the biodiversity of the site and European protected species in accordance with policies D20 and D24 of the Sedgemoor Local Plan.

28 A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and be approved in writing by, the local planning authority prior to first occupation of the development. The content of the LEMP shall include the following:-

- i. Description and evaluation of features to be managed.
- ii. Ecological trends and constraints on site that might influence management.
  1. Aims and objectives of management.
  2. Appropriate management options for achieving aims and objectives.
  3. Prescriptions for management actions.
  4. Preparation of a work schedule (including an annual work plan capable of being rolled forward over a five-year period).
  5. Details of the body or organization responsible for implementation of the plan.
  6. On-going monitoring and remedial measures.

The LEMP shall also include details of the mechanisms by which the long-term implementation of the plan will be secured by the developer with the management body responsible for its delivery. The plan shall also set out (where the results from monitoring show that conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme. The approved plan will be implemented in accordance with the approved details.

Reason: To safeguard and enhance biodiversity in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

29 Prior to the commencement of any demolition or commencement of construction activity on site all retained hedgerows and trees shall be protected from mechanical damage, pollution incidents and compaction of roots in accordance with details that have been submitted to and approved in writing by the local planning authority. such details shall accord with BS5837:2012. Thereafter during site clearance works, groundworks and construction no materials shall stored at within the protected areas.

Reason: To ensure adequate protection for the retained trees and hedges for the duration of the development in accordance with policy D20 of the Sedgemoor local Plan 2011-2032. This is necessary as a pre-commencement condition as the development of the site needs to be informed by measures to protect the retained trees and hedges.

31 Prior to the commencement of development, including vegetative clearance or groundworks, a survey for badger setts shall be carried out by an experienced

ecologist. The results of these surveys will be reported to the Local Planning Authority and subsequent actions or mitigation agreed in writing prior to the commencement of vegetative clearance or groundworks. Where a Natural England licence is required a copy will be submitted to the Local Planning Authority prior to works affecting the badger resting place commencing .

Reason: To safeguard the favourable conservation status of protected species in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032. This is necessary as a pre-commencement condition as the development of the site needs to be informed by measures to safeguard protected species.

- 31 Works to the watercourse located in proximity to the access road which links to Dunwear Lane shall not commence unless the Local Planning Authority has been provided with either:
1. a copy of the licence issued by Natural England pursuant to the Wildlife and Countryside Act 1981 (as amended) authorising the development to go ahead; or
  2. a statement in writing from an experienced water vole ecologist to the effect that he/she does not consider that the specified development will require a licence.

Reason: A pre-commencement condition in the interest of the strict protection of UK protected species and in accordance with Sedgemoor Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 32 Each reserved matters application shall include measures for the enhancement and protection of biodiversity which shall include:-
- Bat boxes
  - Bird boxes
  - Bee bricks
  - Species rich planting
  - Hedgehog friendly fencing to incorporate accessible hedgehog holes, measuring 13cm x 13cm to allow the movement of hedgehogs through the site

Thereafter no dwelling shall be occupied unless the features proposed for it have been installing in according with the approved plans and any planting shall be carried out in accordance the times for planting as agreed through the approval of the landscaping.

Reason: To safeguard and enhance biodiversity in accordance with policy D20 of the Sedgemoor Local Plan.

### 33 **Dunball Improvements**

No dwellings shall be occupied until contracts are let to deliver the infrastructure improvements to M5 J23 and A38 Dunball roundabout as generally shown on Drawing 70047731-WSP-HGN-TR6-SK-CH-6013 or an alternative scheme which provides equal

or greater capacity and safety benefit as may be agreed in writing by the Local Planning Authority (who shall consult with National Highways), has been completed in accordance with the Local Planning Authority's approval (who shall consult with the National Highways) and is open to traffic.'

**Reason:** To manage and mitigate operational traffic impacts in the interest of the safe and efficient operation of the Strategic Road Network and specifically M5 Junction 23.

OFFICER NOTE:- At the time of writing it is anticipated that the Dunball improvements will be implemented in early 2023. If, by the time the decision is to be issued, the contracts are let to deliver these infrastructure improvements it will not be necessary to impose this condition and it would be deleted.

### **Schedule A - Approved Plans**

Location Plan Drg No. 17110.414C  
 Proposed Roundabout Access Drg No. PHL-104C  
 Proposed Site Access Plan - Southern Access Drg No. PHL-202B  
 Pedestrian Cycle Access Plan Drg No. PHL-203B

### **Schedule B - Plans for Information to guide subsequent reserved matters applications**

Illustrative Masterplan Drg No. 17110.122 Rev C  
 Land Use, Access & Movement Parameters Plan Drg No. 17110.411G  
 Building Heights - Parameters Plan Drg No. 17110.412I  
 Design Strategies Land Use Budget Drg No. 17110.421C  
 Design Strategies Character Areas Drg No. 17110.422C  
 Design Strategies Green Infrastructure Drg No. 17110.423C  
 Design Strategies Movement Framework Plan Drg No. 17110.424B  
 Design Strategies Landscape Strategy Drg No. 17110.425A  
 Design Strategies Open Spcae Drg No. 17110.426A  
 Tree Constraints Plan Drg No. 181113-1.1-FFB-TCP-MM  
 Preliminary Drainage Layout Drg No. 01-PDL-1001E  
 Site Levels Sections Drg No. 17110.312A

## **59. OTHER PLANNING APPLICATIONS (AM)**

Brent Knoll                      07/22/00025 registered 07/11/2022  
 Expiry Date 01/01/2023  
 (Full Planning Permission)

Proposal:                      **Change of use of residential shed to Class B8 Storage, including the erection of new entrance gate and fencing to the Western boundary (retrospective). at Hafod, Wick Lane, Lympham, Weston-super-mare, Somerset, BS24 0HG for Mr & Mrs Adams (agent: Gibson Architecture )**

This application was for a Change of Use of a residential shed and it was proposed that the building would be used for the storage of business materials; the officer confirmed that a condition restricts the use to the occupiers of the main dwelling who are the business owners. It was noted that comments from the CPRE stated that they considered that this should be in an industrial area and not within a residential property.

During discussions, there was comment on the use of the building and that there was a difference of opinion on what was suitable for the property. In respect to the proposed gates, there were comments that they seemed excessive, however it was agreed that it was not unreasonable for the gates to aid security on the site.

Members were mindful of the impact on neighbours and the surrounding area, therefore requested an additional condition relating to the hours of operation and amendment of the condition relating to storage on site.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr B Bolt

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the additional condition and amended Condition 3 as detailed by the officer, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The building hereby permitted shall be used for B8 storage use only and shall be used solely by occupants of the existing house known as Hafod.

Reason: In the interests of residential amenity in accordance with policy D25 of the Sedgemoor Local Plan 2011-2032.

- 4 Details of the colour and finishes to be used in the construction of the gates and fence hereby permitted shall be submitted to and approved in writing by the Local Planning Authority prior to their installation. The gates and fence shall be installed in accordance with the approved details and retained as such thereafter.

Reason: In the interests of visual amenity in accordance with Policy D2 of the Sedgemoor local Plan 2011-2032.

### **Schedule A**

Site Location Plan Drg No. 001 Rev 2  
Existing Block Plan Drg No. 002 Rev. 1  
Proposed Site Plan Drg No. 003 Rev. 1  
Existing and Proposed Plan Drg No. 004 Rev. 1  
Existing and Proposed Elevations Drg No. 005 Rev. 1  
Existing and Proposed Fence & Gate Drg No. 006 Rev. 1

**Councillor Murphy left the committee at 1.13pm and took no further part in the meeting.**

Brent Knoll                      07/19/00025 registered 26/09/2019  
Expiry Date 20/11/2019  
(Full Planning Permission)

Proposal:                      **Part retrospective application for the change of use of land for travellers caravan site for 2 No. pitches - each pitch comprising 1 No. mobile home, 1 No. semi-detached dayroom and associated development. at Oakdale, Battleborough Lane, Brent Knoll, Highbridge, Somerset for Mr & Mrs Jones (agent: Murdoch Planning Ltd )**

The planning officer explained that there was a great deal of planning history to this site, however the applicant had provided further information with this application and there was now only one objection which was from the Environment Agency due to the national planning policy position, but the officer considered that there were defences in place within this site.

The committee were informed that Condition 13 would be amended to include the visual impact on the nearby listed building, Condition 11 and 12 duplicated condition 3?.  
The committee had no objections to the proposal.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr A Hendry

*(Unanimous)*

### **RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amended Conditions as detailed by the officer, the wording of these conditions to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

### **CONDITIONS:**

- 1        The development hereby permitted shall be begun before the expiration of three

years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The pitches hereby approved shall not be occupied by any persons other than gypsies and travellers, as defined in Annex 1 to Planning policy for traveller sites (August 2015) or any such definition arising from amendments to that document. Each approved pitch shall comprise no more than 1 touring caravan and 1 mobile home at any one time, nor shall it be occupied by more than one family living as a single household at any one time.

Reason: In accordance with national policy on the provision of sites for gypsies and travellers.

- 4 No external lighting shall be erected on the site without the prior written approval of the Local Planning Authority.

Reason: In the interests of residential amenity and in accordance with Policy D25

- 5 Any entrance gates erected shall be hung to open inwards, set back a minimum distance of 7 metres from the carriageway edge and shall thereafter be maintained in that condition at all times.

Reason: in the interests of highway safety and in accordance with policy D14 Sedgemoor Local Plan 2011-2032

- 6 The areas allocated for parking and turning on the submitted plan (drawing number TDA.2299.03) shall be kept clear of obstruction at all times and shall not be used other than for the parking and turning of vehicles in connection with the development hereby permitted.

Reason: In the interests of highway safety in accordance with Policy D14 of the Sedgemoor Local Plan 2011-32

- 7 The proposed access shall be constructed in accordance with details shown on the submitted plan, drawing number TDA.2299.03, and shall be available for use before first occupation of the mobile homes hereby approved. Once constructed the access shall be maintained thereafter in that condition at all times.

Reason: In the interests of highway safety and in accordance with Policy D14 of the Sedgemoor Local Plan 2011-32

- 8 Prior to the first occupation of the mobile homes hereby approved, details of a scheme for the management of surface water based on sustainable drainage principles and foul water shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented, managed and maintained in accordance with the approved details for the lifetime of the development.

Reason: In the interests of preventing food risk and ensuring the development is served by an appropriate drainage scheme in accordance with Policy D1 of the Sedgemoor Local Plan 2011-32.

- 9 Prior to the first occupation of the mobile homes hereby approved, a management and maintenance plan for the watercourses that bound the site shall be provided to, and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in accordance with the approved details.

Reason: In the interests of preventing food risk and ensuring the development makes provision for appropriate maintenance and management of adjacent watercourses in accordance with Policy D1 of the Sedgemoor Local Plan 2011-32.

- 10 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revising revoking and re-enacting that order with or without modifications), there shall be no fence, wall or other means of enclosure erected on the application site without the prior written approval by the Local Planning Authority

Reason: In the interests of landscape visual impact and in accordance with policies D2 and D19 Sedgemoor Local Plan 2011-2032.

- 11 The site shall not be occupied by any persons other than gypsies and travellers, as defined in Annex 1 to Planning policy for traveller sites (August 2015) or any such definition arising from amendments to that document.

Reason: In accordance with national policy on the provision of sites for gypsies and travellers.

- 12 There shall be no more than 2 touring caravans, 2 dayrooms and 2 mobile homes on the land subject to the application hereby approved at any one time.

Reason: The plot is not considered large enough to accommodate further caravans/mobile homes without compromising minimum separation distances (in the interests of fire safety) and in the interests of highway safety.

- 13 No construction activities relating to the development hereby approved shall take place until details of the materials to be used in the construction of the external surfaces of the development have been submitted to and approved in writing by the local planning authority. Development shall be carried out strictly in accordance with the approved details.

Reason: In the interests of visual amenity and to ensure that the development does



not have a detrimental impact on the setting of the adjacent listed building in accordance with Policies D2 and D26 of the Sedgemoor Local Plan 2011-32. This is a pre-commencement matter as materials need to be agreed in advance of development commencing.

### **Schedule A**

Location Plan Drg No. TDA.2299.01

Site Layout and Landscape Scheme Drg No. TDA.2299.03

Plan and Elevations Drg No. TDA.2299.06

### **60. REMAINING PLANNING APPLICATIONS (PM)**

Councillor Betty left the room as he had declared he was pre-determined on this application.

Othery                                38/21/00013 registered 10/08/2021  
 Expiry Date 04/10/2021  
 (Full Planning Permission)

Proposal:                            **Erection of an agricultural workers dwelling. at Orchard Farm, Bedwell Lane, Othery, Bridgwater, Somerset, TA7 0QJ** for Mr Jennings (agent: Mr Venton )

The planning officer confirmed that additional comments had received from the Parish Council, however they reiterated their previous observations.

During discussions, it was confirmed that the core owned land remained the same and still met policy. It was also confirmed that the track that is referred to within the application was unregistered and now has had the correct certificate issued and that the design of the dwelling complies with the village design statement.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr L Scott

*(/unanimous)*

### **RESOLVED:**

To Grant Permission subject to the following conditions:

- 1        The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2        The development hereby permitted shall be carried out in accordance with the

approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Hedgerows within 5m of the proposed dwelling and any mature trees on site (within the red line boundary) shall be protected from mechanical damage, pollution incidents and compaction of roots in accordance with BS5837:2012 during site clearance works, groundworks and construction and to ensure materials are not stored at the base of trees, hedgerows and other sensitive habitats. The measures shall be maintained throughout the construction period.

Reason: A pre-commencement condition in the interests of European and UK protected species and biodiversity generally and in accordance with policy accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 4 Prior to the installation of any external lighting on the dwelling hereby approved, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed. Lux levels should be below 0.5 Lux. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 5 Prior to the first occupation of the dwelling hereby approved the following biodiversity enhancements shall be provided at the application site:
- Two established shrubs to be planted with the curtilage of the dwelling hereby approved which must be high nectar producing to encourage a range of invertebrates to the site, to provide continued foraging for bats. The shrubs must also appeal to night-flying moths which are a key food source for bats. The Royal Horticultural Society guide, "RHS Perfect for Pollinators, [www.rhs.org.uk/perfectforpollinators](http://www.rhs.org.uk/perfectforpollinators)" provides a list of suitable plants both native and non-native plants. The shrubs shall be protected and maintained, and any which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species
  - 1x Beumaris Woodstone maxi bat box or similar, installed directly under the eaves or on a suitable tree on site and to be correctly installed in line with the manufacturer's guidelines. Once installed, the bat box shall thereafter be retained

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy

Framework and in accordance with Sedgemoor Local Plan 2011-2032 policy D20.

- 6 Within three months of the date of the first occupation of the dwelling hereby approved the existing mobile home shall be permanently removed from the site and the land on which it was sited returned to its former condition.

Reason: It is the policy of the local planning authority to restrict additional dwellings in this area in accordance with Sedgemoor Local Plan 2011-2032 policy CO1.

- 7 The occupation of the dwelling hereby approved shall be limited to a person solely or mainly working in the locality in agriculture or in forestry, or a widow or widower of such a person, and to any resident dependents.

Reason: This development is only acceptable in the locality on the basis of the agricultural need in connection with the existing business in accordance with Sedgemoor Local Plan 2011-2032 Policy D10.

### **Schedule A**

Location Plan Drg No. 6872-21-03

Block Plan Drg No. 6872-21-02

Proposed Floor Plans & Elevations Drg No. 210226 - 01

### **Councillor Betty returned to the room for the remainder of the meeting.**

Puriton 42/22/00039 registered 18/11/2022  
Expiry Date 12/01/2023  
(Full Planning Permission)

Proposal: **Change of use and erection of single storey extensions to North, West and South elevations of existing outbuilding to create a dwelling. at 7 Batch Road, Puriton, Bridgwater, Somerset, TA7 8BY for Mr Giddings**

This application was a new application which had been submitted amended design and the lessening of impact on the neighbours which were refusal reasons for the previous applications. The conservation officer was now satisfied with the proposal as the amendments were sympathetic to the listed building nearby.

Members considered that this proposal was modest and of a sympathetic design.

**PROPOSED:** Cllr C Riches  
**SECONDED:** Cllr A Hendry

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 No external lighting shall be installed either on the dwelling hereby permitted or within the application site without a lighting design for bats shall be submitted to and approved in writing by the Local Planning Authority.

The design shall show how and where external lighting, including any amenity and security lighting, will be installed, including through the provision of technical specifications so that it can be clearly demonstrated that areas to be lit or affected by light spill will not disturb or prevent bats using their territory, and details of how glare from internal lighting is to be mitigated through materials such as anti-glare glazing.

All external lighting and glazing shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting or glazing be installed without prior written consent from the Local Planning Authority.

Reason: In the interests of the integrity of a European site, the 'Favourable Conservation Status' of populations of European protected species, and to prevent any unacceptable impacts on residential amenity; in accordance with policies D20, and D25 of the Sedgemoor Local Plan 2011-2032.

- 4 No development shall take place above damp proof course level until details and/or samples of the materials to be used on the external surfaces of the building hereby approved, to include windows, doors, walls and roof, have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved materials.

Reason: In the interests of visual amenity in accordance with Adopted Sedgemoor Local Plan 2011-2032 Policy D2.

- 5 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting

that Order with or without modifications), there shall be no enlargement or extension of the development hereby permitted, including any additions or alterations to the roof, without the prior written approval of the local planning authority.

Reason: In the interest of visual amenity and to ensure no unacceptable impact on the nearby listed building and its setting in accordance with Adopted Sedgemoor Local Plan Policy D2 and D26.

- 6 Prior to the first occupation of the dwelling hereby permitted, the following biodiversity enhancement measures shall be erected and installed within the site and shall thereafter be retained and maintained:
- a. 2x Schwegler 1SP Sparrow terrace or similar and 2x Beaumaris Woodstone maxi bat box or similar, installed directly under the eaves and appropriately spaced in relation to one another, or on a suitable tree on site and to be correctly installed in line with the manufacturer's guidelines
  1. At least 1x refugia piles (e.g. log piles) as a shelter for reptiles, amphibians and small mammals constructed within the boundary of the site and maintained thereafter
  2. Installation of at least one insect hotel (National Trust Apex insect House or similar), to be installed appropriately and positioned at the correct orientation e.g., within one of the hedgerows

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy Framework and policy D20 Sedgemoor Local Plan 2011-2032

### **Schedule A**

Location Plan Drg No. 0001

Proposed Elevations & Floor Plan Drg No. 0002

Proposed Street Scene Drg No. 0003

Garage - Proposed Plan & Elevations Drg No. 0004

Existing & Proposed Site Plans Drg No. 0005

Proposed Site Plan Drg No. 0006

Cossington                      22/20/00006 registered 24/06/2021  
 Expiry Date 18/08/2021  
 (Full Planning Permission)

Proposal:                      **Retention of a stable building and erection of a dayroom. at Green Paddock, Cossington Lane, Cossington, Bridgwater, Somerset for Mr D Goddard (agent: Murdoch Planning Ltd )**

Members had no objections to the application as they considered there was no impact on the surrounding area or neighbours.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr S Kingham

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 Hedgerows and trees shall be protected from mechanical damage, pollution incidents and compaction of roots in accordance with BS5837:2012 during site clearance works, groundworks and construction and to ensure materials are not stored at the base of trees, hedgerows and other sensitive habitats. The measures shall be maintained throughout the construction period.

Reason: In the interests of European and UK protected species and biodiversity generally and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 3 Within three months of the date of this decision, a waste management plan for the proper storage and disposal of straw and dung, including an undertaking not to burn any straw and dung on site and no straw or dung shall be stored or disposed, shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the submitted and approved plan.

Reason: To prevent undue problems to neighbours from flies, smells and unwanted smoke in accordance with Sedgemoor Local Plan 2011-2032 policy D25.

- 4 Within 3 months of the date of this decision, the following biodiversity enhancement(s) will be installed at the application site:
  - Installation of 1x standard woodcrete bat box on to a building or mature tree on site, facing south or west, at a height above 3m.
  - Installation of 1x standard woodcrete bird box on to a building or a mature tree on site, facing east or north, at a height above 3m

Once installed, the biodiversity enhancement(s) shall thereafter be retained.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy

Framework and Sedgemoor Local Plan 2011-2032 policy D20.

- 5 The day room hereby permitted shall be used on an ancillary basis to the use of the existing gypsy and traveller pitch at the site (known as Green Paddocks) and shall not be used as a separate unit of accommodation.

Reason: For the avoidance of doubt as to the extent of the permission.

- 6 The stables hereby permitted shall be used on a basis ancillary to the residential occupation of Green Paddocks. It shall not be let or used for any commercial purpose.

Reason: In the interests of highway safety in accordance with Sedgemoor Local Plan 2011-2032 policies D13 and D14.

### **Schedule A**

Location Plan Drg No. 20166/03

Proposed Site Layout Plan Drg No. 20166/01B

Proposed Dayroom Plan & Elevations 20166/03A

Proposed Stables Plan & Elevations Drg No. 20166/02

**Councillors Bolt, Filmer, Grimes, Hendry and Pearce left the room as they were Somerset County Councillors and had declared a non-registrable interest.**

East Brent                      24/22/00031 registered 16/11/2022  
Expiry Date 10/01/2023  
(Advertisement consent)

Proposal:                      **The erection of 3no non illuminated roundabout advertisement / sponsorship signs. The fascia of each sign measures 500 x 1000 mm with a depth of 2mm, installed at a height of 260mm from the ground to the base of the sign. at East Brent Roundabout, A38, Bristol Road, East Brent, Highbridge, Somerset, TA7 for Somerset County Council**

The committee were satisfied with the proposal and considered that there would be no adverse impact on the area or road users.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr A Glassford

*(Unanimous)*

**RESOLVED:**

To Grant Advertisement Consent subject to the following conditions:

- 1            • No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.

- No advertisement shall be sited or displayed so as to-
  - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
  - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
  - (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
- Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
  - a) Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
  - b) Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Reason for the above five conditions: To accord with the provisions of Schedule 2 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

### **Schedule A**

Site Location Plan Drg No. 002

Block Plan Drg No. 001

Roundabout Advertisement Drg No. EAST BRENT (Sign Locations)

Proposed Sign Dimensions Drg No. 0001

Weare 49/22/00010 registered 07/09/2022 14:00:15  
 Expiry Date 01/11/2022 14:00:15  
 (Full Planning Permission)

Proposal: **Raising the ridge height of the property with the erection of a two-storey front (north east) and rear (south west) extensions to provide additional living accommodation with first floor balcony on rear elevation. The extension of existing garage on the northeast elevation. at Meadowbank, Sparrow Hill Way, Weare, Axbridge, Somerset, BS26 2LA for Mr & Mrs Brookes (agent: MB Architectural Drawings Ltd )**



This application came forward as the parish council had objected to the proposal as they considered that it would cause problems with drainage and flooding, however it was considered that the proposed extensions would not impact the rhynes situated within the site and that there would be no significant drainage issues.

**PROPOSED:** Cllr K Pearce

**SECONDED:** Cllr A Glassford

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Works will not in any circumstances commence until:

- Construction and demolition operatives have been inducted by a licensed bat ecologist to make them aware of the possible presence of bats, their legal protection and of working practices to avoid harming bats.
- An improved cavity bat box or similar, to accommodate any discovered bat(s), will be hung on a suitable tree or building on or adjacent to the site at a minimum height of 4 metres as directed by a licensed bat ecologist. Any such box will be maintained in-situ thereafter; and
- Works potentially affecting bats will then proceed under the supervision of the licensed bat ecologist.

Reason: To ensure the strict protection of European protected species and in accordance with policy D20 of the Sedgemoor Local Plan 2011-2032.

- 4 Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb roosting or prevent bats using their territory. The design

should accord with Step 5 of Guidance Note 08/18, including submission of contour plans illustrating Lux levels. Lux levels should be below 0.5 Lux. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

6 Prior to first occupation of the extensions hereby approved, the following biodiversity enhancement(s) will be installed on the/at the property:

- 1x Schwegler 1SP Sparrow terrace or similar and 1x Beaumaris Woodstone maxi bat box or similar, installed directly under the eaves and away from windows or on a suitable tree on site and to be correctly installed in line with the manufacturer's guidelines;
- a) 1x new high-nectar shrubs to be planted to encourage a range of invertebrates to the site and to provide continued foraging for bats. The shrubs must also appeal to night-flying moths which are a key food source for bats. The Royal Horticultural Society guide, "RHS Perfect for Pollinators, [www.rhs.org.uk/perfectforpollinators](http://www.rhs.org.uk/perfectforpollinators)" provides a list of suitable plants both native and non-native plants.

Once installed, the biodiversity enhancement(s) shall thereafter be retained.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy Framework and Sedgemoor Local Plan 2011-2032 policy D20.

## **Schedule A**

Location and Block Plan Drg No. 2022/MEADOWBANK/09A  
 Existing Floor Plan Drg No. 2022/MEADOWBANK/01  
 Existing Elevations Drg No. 2022/MEADOWBANK/02  
 Proposed Ground Floor Plan Drg No. 2022/MEADOWBANK/03  
 Proposed Roof Plan Drg No. 2022/MEADOWBANK/04A  
 Proposed Sections Plan Drg No. 2022/MEADOWBANK/05A  
 Proposed Elevations Drg No. 2022/MEADOWBANK/07A  
 Proposed Garage Details Drg No. 2022/MEADOWBANK/08

## **61. INFORMATION SHEETS**

The committee considered the following Information sheets:

- S106 Agreements
- Certificate of Lawfulness Decided

**RESOLVED:**

To note the Information Sheets.

**62. STATEMENT OF COMMUNITY INVOLVEMENT**

Members considered a briefing which detailed the Somerset Statement of Community Involvement which the new Somerset Council were consulting on ready for after vesting day so that all the planning committees were engaging with the community in a consistent way.

**RESOLVED:**

To note the report.

The meeting ended at 3.10pm

**CHAIRMAN**

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**SEDGEMOOR DISTRICT COUNCIL**

**DEVELOPMENT COMMITTEE**

**Minutes of the meeting of the Development Committee held in the Canalside Centre, Marsh Lane, Huntworth, Bridgwater on Tuesday 7 March 2023 at 9.30am**

**Councillors**

**Present:** T Grimes (Deputy Chairman)  
 A Betty S Kingham  
 B Bolt (AM Only) M Murphy (AM Only)  
 M Facey (AM Only)  
 A Glassford K Pearce  
 C Riches  
 A Hendry L Scott

**Apologies:** Cllrs B Filmer and L Perry (Nothing received from Cllrs Heywood or Granter)

**63. URGENT BUSINESS**

None.

**64. PUBLIC SPEAKING TIME**

The following persons spoke in respect of the indicated applications: -

<b>Application No</b>	<b>Name</b>	<b>Spoke</b>
28/22/00003	Rod Cole	Against
	Wayne Hawley on behalf of Fiddington Parish Council	Against
	Ward Cllr Mike Caswell	Against
	Andrew Goodchild	Agent
24/22/00026	Jane Watkins	Against
	Kevin Bray on behalf of East Brent Parish Council	Against
	Ward Cllr Andrew Gilling	Against
	Alban Henderson	Agent

24/22/00034	Jane Watkins	Against
	Kevin Bray on behalf of East Brent Parish Council	Against
	Ward Cllr Andrew Gilling	Against
	Alban Henderson	Agent
24/22/00043	Jane Watkins	Against
	Kevin Bray on behalf of East Brent Parish Council	Against
	Ward Cllr Andrew Gilling	Against
	Alban Henderson	Agent

## 65. DECLARATION OF INTERESTS

In accordance with the Mandatory Code of Member Conduct, the following declarations of interest were made:

Application No	Name	Nature of Interest	Reason
28/22/00003	Cllr B Bolt	Other registerable interest	Somerset County Councillor Division Member for this area but took no part in discussions on this application
03/22/00015 24/22/00026 24/22/00034 24/22/00043	Cllr T Grimes	Other registerable interest	Somerset County Councillor Division Member for this area but took no part in discussions on these applications
02/22/00028 03/22/00015	Cllr L Scott	Non-registrable interest	Owns land adjacent to these sites

Cllrs A Betty, B Filmer, A Hendry, S Kingham, M Murphy, L Scott and C Riches all declared an Other Registrable Interest as they were members of either the Axe Brue or Parrett Drainage Boards.

## 66. MAJOR APPLICATION (AM)

Fiddington

28/22/00003 registered 27/07/2022

Expiry Date 25/10/2022  
(Full Planning Permission)

Proposal: **Development of 58 no. additional touring caravan pitches. Continued use of existing 53 no. touring caravan pitches in Home Meadow for use by HPC workers until 31st December 2025. Erection of welfare block and relocation of trampoline block adjacent to proposed welfare block. Repositioning of MUGA (previously approved through application reference 28/20/00006). at Mill Farm Caravan Park, Watery Lane, Fiddington, Bridgwater, Somerset, TA5 1JQ for Mill Farm Camping and Caravan Park (agent: EDF Energy )**

The committee considered a Habitats Regulation Assessment Report which had been prepared as the site was adjacent to a European Special Area of Conservation, this has been prepared by Somerset County Council. The assessment did not consider that there would impact on the habitat in the area, however it did highlight that mitigation measures were needed to protect wildlife from light spill and therefore a condition was requested to cover this area.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr M Murphy

*(Unanimous)*

**RESOLVED:**

To recommend that the Habitats Regulation Assessment Report dated 16<sup>th</sup> December 2022 and associated provision be endorsed by the Development Committee, as the competent authority. In reaching the decision to agree the Habitats Regulation Assessment, the Council considers that the proposed development would not have an adverse impact on the integrity of a European site.

The committee then considered the planning application. (After the officer gave his presentation, the meeting was adjourned and restarted at 10.40am due to technical issues).

It was explained that there were a number of planning consents for the site, however this application was to continue the use of 53 pitches and to create an additional 58 spaces. HPC workers would be using the site and they would be bussed to and from the site with no anticipated increase in vehicular movements, however County Highways Authority has requested that additional passing bays needed to be created but there were no objections.

In response to questions from members of the committee, the planning officer clarified the various planning consents as there had been some confusion of what had been authorised over the whole site; he also confirmed that the road to the site will need to be surveyed and any works needed had to be completed before the occupation of the additional pitches and this had been conditioned.

It was also noted that this was a mixed use site and included tourist pitches.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr S Kingham

(For 10, Abstention 1)

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted, excluding the continued use of the existing 53 touring caravan pitches at Home Meadow Field (and as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021), shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The use of 111 caravan pitches hereby approved to be used and occupied solely by bona fide officially sanctioned Hinkley Point C workers (consisting of 53 existing pitches at Home Meadow and 58 proposed additional pitches in Glebe Field and as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021) as permitted by Condition 4 shall be discontinued from the 31st December 2025. The use of the 111 caravan pitches from the 1st January 2026 thereafter shall be for tourism purposes strictly in accordance with Condition 5.

Reason: In accordance with the application and because the proposed use for HPC workers on a permanent basis would be unacceptable in this location.

- 4 Up until 31st December 2025:

- a) The 111 caravan pitches hereby approved shall be occupied solely by bona fide officially sanctioned Hinkley Point C workers (or in accordance with condition 5) and shall not be occupied as a person's sole or main residence.

- b) The applicant, or their successor(s) in title, shall maintain a comprehensive up-to-date register listing all occupiers of the individual caravans on site hereby approved, evidence of their main home addresses and the dates of occupation of such accommodation. Evidence of their eligibility to reside as an officially sanctioned Hinkley Point C worker shall be recorded on the register. The said register shall be made available for inspection by the Local Planning Authority at reasonable notice.

Reason: To ensure the accommodation is only occupied in a residential manner that reflects the exceptional need for temporary accommodation for Hinkley Point C workers in accordance with policy MIP2 of the Local Plan and the Hinkley Point C SPD.

- 5 From the 1st January 2026 thereafter:

- a) the 111 caravan pitches hereby approved shall be occupied for holiday accommodation purposes only and shall not be occupied as a person's sole or main residence; and shall not be occupied by the same person or family at any time for no more than 3 months in any 12-month period.



b) The applicant, or their successor(s) in title, shall maintain a comprehensive up-to-date register listing all occupiers of the individual caravans on the site hereby approved, evidence of their main home addresses and the dates of occupation of such accommodation. The said register shall be made available for inspection by the Local Planning Authority at reasonable notice.

Reason: The development is not considered suitable for a full residential development and in accordance with Policy D17 of the Sedgemoor Local Plan.

## 6 Pre-Commencement Conditions

No development shall take place, excluding the continued use of the existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021 (but including any ground works or vegetation clearance) until a Construction Ecological Environmental Management Plan (CEEMP: Biodiversity) has been submitted to and approved in writing by the Local Planning Authority. The CEEMP: Biodiversity shall include the following:

- Risk assessment of potentially damaging construction activities.
- Identification of "biodiversity protection zones".
- Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements), including for retained habitats, nesting birds, hazel dormice, badgers and hedgehogs. To include details of appropriate construction phase lighting measures.
- The location and timing of sensitive works to avoid harm to biodiversity features.
- The times during construction when specialist ecologists need to be present on site to oversee works.
- Responsible persons, lines of communication and written notifications of operations to the Local Planning Authority.
- The role and responsibilities on site of an Ecological Clerk of Works (ECoW) or similarly competent person.
- Use of protective fences, exclusion barriers and warning signs.
- Ongoing monitoring, including compliance checks by a competent person(s) during construction and immediately post-completion of construction works.

The approved CEEMP shall be strictly adhered to and implemented throughout the construction period strictly in accordance with the approved details.

Reason: In the interests of protecting European and UK protected species, UK priority species and habitats listed on s41 of the Natural Environment and Rural Communities Act 2006 prior to the commencement of development and throughout the duration of the use, and in accordance with Policy D20 of Sedgemoor Local Plan.

7 No development shall take place, excluding the continued use of the existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021, until a survey of the condition of the adopted highway has been submitted to and approved in

writing by the Local Planning Authority. The extent of the area to be surveyed must be agreed by the Highways Authority prior to the survey being undertaken. The survey must consist of:

- A plan to a scale of 1:1000 showing the location of all defects identified.
- A written and photographic record of all defects with corresponding location references accompanied by a description of the extent of the assessed area and a record of the date, time and weather conditions at the time of the survey.
- No use hereby permitted shall be occupied or the use commenced until any damage to the adopted highway has been made good to the satisfaction of the Highway Authority.

Reason: To ensure that the transport implications of the development are sufficiently managed and that the access is acceptable, prior to the commencement of development and throughout the construction period and in accordance with Policy D13 of the adopted Sedgemoor Local Plan

- 8 No development shall take place, excluding the continued use of the existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021, but including any site clearance, material storage, demolition or construction, until a suitably qualified arboricultural consultant is appointed, and a site meeting held with the Local Authority Tree Officer.

Tree protection measures, as set out in the approved Arboricultural Impact Assessment and Arboricultural Method Statement (O Frost Forestry & Arboriculture Ltd, June 2022) shall be installed prior to the commencement of development, including any site clearance, material storage, demolition or construction. The approved tree protection fencing, and signage installations shall remain undisturbed and in-situ in their entirety for the duration of the construction of the development.

All tree works including tree pruning and hedge removal shall be completed strictly in accordance with the approved Arboricultural Impact Assessment and Arboricultural Method Statement.

Reason: To ensure compliance with best practice so that trees are effectively protected until construction and landscaping is completed.

- 9 Pre-Occupation Conditions

All construction activities in relation to the development hereby approved shall be carried out strictly in accordance with the measures set out within the approved Construction Management Plan (Hinkley Point C, Undated).

Reason: To ensure a satisfactory level of environmental protection and to minimise disturbance to sensitive receptors during the construction process and in accordance with Policy D24 of the adopted Sedgemoor Local Plan.

- 10 No part of the development hereby permitted, but excluding the continued use of the

existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021, shall be occupied or brought into use until proposed Carriageway Widening to SCC Approved Standards shown on General Arrangement Drawing numbers: BTC21101/P\_10/P2, BTC21101/P\_13/P2 and BTC21101/P\_14/P2 has been carried out in accordance with a design and specification to be submitted to and approved in writing by the local planning authority and to be fully implemented in accordance with the approved details.

The provision of these works will require a legal agreement and contact should be made with the Highways Authority well in advance of commencing works so that the agreement is complete prior to starting the highways works.

Reason: to ensure that the transport implications of the development are sufficiently managed and that the access is acceptable.

- 11 Prior to occupation of the development hereby approved, excluding the continued use of the existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021, suitable and sufficient waste storage facilities for refuse and recycling shall be provided for the safe and secure on-site storage of waste derived from the site, to ensure that no detriment to amenity arises from the accumulation of waste, smell, flies or vermin. A scheme detailing the provisions to be made for the safe storage of waste must be submitted to and approved by the Local Planning Authority and shall be maintained for the life of the approved development.

Reason: To protect the amenity of the locality, especially for people living and/or working nearby, in accordance with Policies D24 and D25 of the adopted Sedgemoor Local Plan.

- 12 The landscaping scheme (as shown on drawing SPP09, Swan Paul, Feb 2022) hereby approved shall be implemented prior to occupation of the development but excluding the continued use of the existing 53 touring caravan pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021. Following implementation, the landscaping shall be maintained throughout the duration of the use. Any plants that become diseased or die shall be replaced in the following planting season. Any variation to the planting specification shall be submitted to the local authority for approval.

Works to undertake the landscaping scheme (as shown on drawing SPP09, Swan Paul, Feb 2022) shall commence only when all main construction work has ceased.

Maintenance of the proposed hedgerows and landscaping shall be carried out in accordance with the guidance on approved drawing SPP09 (Swan Paul, Feb 2022) and the approved Preliminary Ecological Appraisal (Sarah Dale, May 2022).

Reason: To provide screening and enclosure to the site, in the interest of visual amenity in accordance with Policy D19 of the adopted Sedgemoor Local Plan.

- 13 The approved sustainable urban drainage measures shall be completed in accordance with the approved Drainage Strategy (Harcombe Environmental Services Ltd, Feb 2023) and prior to the occupation of the development hereby approved but excluding the 53 existing pitches at Home Meadow as shown on Drawing Number: 984-01, Rev: I, (Proposed Site Layout for Touring Park) dated December 2021).

The approved drainage scheme shall be maintained throughout the duration of the use in accordance with the approved Drainage Strategy.

Reason: To prevent the increased risk of flooding by ensuring the provision of a satisfactory means of surface water disposal and that the principles of sustainable drainage are incorporated into this proposal and maintained for the lifetime of the proposal. This is in accordance with Policy D1 of the adopted Sedgemoor Local Plan.

14 Compliance Conditions

Any external lighting hereby approved must only directly illuminate the application site and shall be fully adjustable and shall be maintained as such thereafter.

Reason: To safeguard local residents from obtrusive light and in accordance with Policies D24 and D25 of the adopted Local Plan.

- 15 All external lighting shall be installed strictly in accordance with the specifications and locations set out in the design (as shown on External Lighting Strategy - Levels of Horizontal Illuminance Shown at Ground Level from External Lighting Only. Full Output Shown (MF=1), The Lighting Bee, 2022) as submitted, and shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting be installed without prior consent in writing from the Local Planning Authority.

Reason: In the interests of the integrity of a European site, the 'Favourable Conservation Status' of populations of European Protected Species, and in accordance with Policy D20 of Sedgemoor Local Plan and Chapter 15 of the National Planning Policy Framework 2021.

- 16 No later than five years from the date of this decision, a report shall be submitted to the Local Planning Authority detailing the inspection of the retained trees identified in the approved Arboricultural Impact Assessment and Arboricultural Method Statement (O Frost Forestry & Arboriculture Ltd, June 2022) and any subsequent tree remedial work shall be agreed in writing with the Local Planning Authority.

Reason: In the interest of promoting tree health and in accordance with Policy D19 of the adopted Sedgemoor Local Plan.

**Schedule A**

Planning, Design & Access Statement Dated June 2022

Location Plan Drg. No. 984-06 Rev. A

Proposed Site Layout Plan Drg No. 984-01 Rev. I  
 Proposed Ground Floor Plan & Elevations Welfare Block Drg No. 984-03  
 Proposed Ground Floor Plan & Elevations Trampoline Building Drg No. 984-04 Rev. A  
 Covering Letter Dated July 2022  
 Planning, Design & Access and sustainability Statement Dated July 2022  
 Construction Environmental Management Plan July 2022  
 Transport Statement & Travel Plan Iss 3 Dated May 2022  
 environmental Health Statement V2 Dated July 2022  
 Preliminary Ecological Appraisal Dated May 2022  
 Flood Risk and Drainage Assessment Dated July 2022  
 AIA & AMS Report 07.06.2022  
 Touring Site & Leisure Building - Landscape Appraisal Rev. A  
 Mitigation Plan Drg No. SPP09 Rev. A  
 Figures & Viewpoints - Touring Site and Leisure Rev A

**It was noted that application 37/22/00007 had been withdrawn from the agenda.**

#### **67. OTHER PLANNING APPLICATIONS (AM)**

Ashcott                      01/22/00025 registered 30/09/2022  
 Expiry Date 24/11/2022  
 (Full Planning Permission)

Proposal:                    **Hybrid application for the erection of 1no. self- building dwelling (full) and outline permission with some matters reserved for the erection of 1.no self-build dwelling. at Land East of, 42, Bath Road, Ashcott, Bridgwater, Somerset, TA7** for Mrs James (agent: Tandem Architects )

This application was for 2 dwellings, both self-build but one would be for outline permission only with the access agreed as this would be shared by the 2 dwellings. The plans show the properties would be in line with other dwellings and as the site was sloping, they would be the same height as the adjacent bungalows so it was considered that there would be no adverse impact on the neighbouring dwellings.

During discussions, it was confirmed that there would be landscape and ecological conditions; with the foul drainage being connected to the mains supply. It was also confirmed that the 1 property with full permission was conditioned as a self-build property and the 2<sup>nd</sup> dwelling for outline permission would need the same condition when the reserved matters application is received; this meets the Policy.

**PROPOSED:** Cllr K Pearce

**SECONDED:** Cllr A Hendry

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The dwelling for which full permission is hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The dwelling hereby approved in outline shall not commence until an application for the written approval of the details of the appearance, landscaping, layout and scale (hereinafter called "the reserved matters") has been submitted and approved by the local planning authority in writing.

An application for approval of the reserved matters shall be made to the local planning authority before the expiration of three years from the date of this permission.

The dwelling hereby permitted in outline shall be begun either before the expiration of five years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

Reasons: The application was submitted partly as an outline application in accordance with the provisions of Article 5(1) of the Town and Country Planning (Development Management Procedure) Order 2015. In accordance with the provisions of Section 92 of the Town and Country Planning Act, 1990 (As amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 3 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 4 The dwelling for which full planning permission is hereby permitted shall be planned, built and first occupied in an accordance with the definition of "self-build and custom housebuilding" as defined in the Self-build and Custom Housebuilding Act 2015 (as amended). The dwelling hereby permitted shall be first occupied by the applicant, Mrs James, as their sole or main residence.

Reason: Development in this location is only considered acceptable on the basis that it meets an identified local need for self or custom build development in accordance with Sedgemoor Local Plan 2011-2032 Policies CO2 and D9.

- 5 The dwelling for which outline consent (with some matters reserved) is hereby permitted shall be planned, built and first occupied in accordance with the definition of “self-build and custom housebuilding” as defined in the Self-build and Custom Housebuilding Act 2015 (as amended) and as the sole or main residence of a person on the Council’s Self Build Register with an appropriate local connection to the parish of Ashcott.

Reason: Development in this location is only considered acceptable on the basis that it meets an identified local need for self or custom build development in accordance with Policy D9 and Policy CO2 of the Sedgemoor Local Plan 2011-2032.

- 6 If, during the works contamination is encountered which has not previously been identified, then the contamination shall be fully assessed and an appropriate remediation scheme shall be submitted to and approved in writing by the local planning authority.

Reason: To protect the health of future occupiers of the site from any possible effects of contaminated land and in accordance with policy D24 Sedgemoor Local Plan 2011-2032

- 7 Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority, prior to construction. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory. The design should accord with Step 5 of Guidance Note 08/18, including submission of contour plans illustrating Lux levels. Lux levels should be below 0.5 Lux on potential bat commuting routes (hedgerows). All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. Under no circumstances should any other external lighting be installed without prior consent from the Local Planning Authority.

Reason: In the interests of the ‘Favourable Conservation Status’ of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity

- 8 Prior to commencement, retained hedgerows and trees shall be protected from mechanical damage, pollution incidents and compaction of roots in accordance with BS5837:2012 during site clearance works, groundworks and construction and to ensure materials are not stored at the base of trees, hedgerows and other sensitive habitats. The measures shall be maintained throughout the construction period.

Reason: A pre-commencement condition in the interests of European and UK protected species and biodiversity generally and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 9 All foul water from the development hereby approved shall discharge via connection into the Wessex Water mains foul sewer. No other means of disposal of foul water shall be permitted.

Reason: To ensure that the proposal does not negatively impact upon the Somerset Levels and Moors Ramsar site (due to an increase in nutrient loads (phosphorous) from foul waste) in accordance with Sedgemoor Local Plan 2011-2032 Policy D20.

- 10 The following biodiversity enhancement measures shall be installed in accordance with the detail set out below and shall thereafter retained and maintained:

Prior to first occupation of each of the dwellings hereby permitted, a Habitat 001 bat box (or similar) shall be installed into the structure of a wall of the respective dwelling under the eaves and at a minimum height of 3-4m away from potential sources of disturbance and light pollution such as windows, doorways, and external lighting. The exposed bat entrance should face towards the nearest line of vegetation.

Prior to the first occupation of each of the dwellings hereby permitted, a nest box suitable for a house sparrow, a species of conservation concern and a UK and Somerset BAP Priority species will be installed facing between north and east.

As part of the construction of each of the dwellings hereby permitted, a bee brick shall be installed within a south facing external wall at a height of 1m above ground level.

Reason: To ensure biodiversity enhancement is secured through development in accordance with para 174 National Planning Policy Framework 2021 and policy D20 Sedgemoor Local Plan 2011-2032

- 11 Prior to commencement of each of the dwellings a landscape planting scheme for the specific plot shall be submitted to the Local Planning Authority for approval. For the avoidance of doubt, this shall take the form of a detailed scaled drawing which identifies the proposed green infrastructure and plant schedule and specification that complies with the recommendations set out in appendix 4 of the Preliminary Ecological Appraisal dated July 2022 and shall include the following:

a) details of how the retained hedgerow will be protected during the works, including groundworks, by the establishment of Root Protection Areas in accordance with BS 5837:2012. The measures shall be maintained throughout the construction period.

b) retention of all hedgerows with the exception of the hedgerow along the northern boundary that is to be limited to that necessary to provide access and visibility splays to the site.

c) replacement planting for the hedgerow and trees to be removed along the northern boundary to provide access and visibility splays to the site.

All landscape areas shall be protected and maintained, and any trees or plants which, within a period of five years from the completion of the planting, die, are removed or



become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species

Reason: A pre-commencement condition is necessary to ensure that the development site is appropriately landscaped to provide biodiversity enhancement, mitigation for vegetation that is to be removed and that planting schemes are established and managed into the future in accordance with policies D9, D19 and D20 Sedgemoor Local Plan 2011-2032.

- 12 There shall be no obstruction to visibility greater than 600 millimetres above adjoining road level within the visibility splays shown on the submitted plan (Drawing Number 122 Rev C). Such visibility splays shall be constructed prior to the commencement of the groundworks and shall thereafter be maintained at all times.

Reason: in the interest of highway safety and in accordance with policies D13 and D14 Sedgemoor Local Plan 2011-2032

- 13 Any entrance gates erected shall be hung to open inwards, shall be set back a minimum distance of 6 metres from the carriageway edge and shall thereafter be maintained in that condition at all times.

Reason: in the interests of highway safety and in accordance with policies D13 and D14 Sedgemoor Local Plan 2011-2032

### **Schedule A**

Existing Location Plan Drg No. 001 Rev A  
Proposed Site Plan Drg No. 122 Rev C  
Proposed Floor and Elevation Plans (Plot 1) Drg No. 120 Rev A  
Topological Survey Drg No. 2937RS-01

**Councillor Scott left the room before the following 2 applications were considered.**

Axbridge	02/22/00028 registered 29/11/2022 Expiry Date 23/01/2023 (Full Planning Permission)
Proposal:	<b>Erection of an extension to the West elevation. at 3 Court Orchard, Old Church Road, Axbridge, Somerset, BS26 2BQ</b> for Ms Askwith (agent: Robinson Clark Ltd )

The committee considered that there would be no adverse impact on the neighbours or the conservation area although it was a contemporary design.

**PROPOSED:** Cllr C Riches  
**SECONDED:** Cllr M Facey

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

**Schedule A**

Location Plan, Existing & Proposed Site Plan, Existing and Proposed Plans & Elevations Drg No. 668/005

Badgworth                      03/22/00015 registered 22/12/2022  
Expiry Date 15/02/2023  
(Full Planning Permission)

Proposal:                      **Part retrospective change of use of land for the siting of 4 no. shipping containers. at Bow Farm, Bristol Road, Badgworth, Axbridge, Somerset, BS26 2QA** for Mr M Clements (agent: Axistor Design Ltd )

The committee were informed that there had been a previous application for caravan storage which used this access, however this application for the 4 containers, 2 of which were already on site were to be used for storage of the applicants equipment for his construction business.

During discussion it was confirmed that the application had a condition to restrict use for the dwelling and it was not considered that an additional lighting condition was needed as Condition 3 related to lighting.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr A Hendry

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 Any features such as rubble piles which potentially afford resting places for reptiles and/or amphibians will be dismantled by hand by a competent ecologist in April or August to October and any individuals found translocated to a location agreed with the Local Planning Authority prior to the siting of any further storage containers (over and above the two already on site).

Reason: In the interests of UK protected and priority species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 3 Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed. Lux levels should be below 0.5 Lux. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 4 No later than the end of the first planting season following the date of this permission 1x established shrub shall be planted on site which must be high nectar producing to encourage a range of invertebrates to the site, to provide continued foraging for bats. The shrubs must also appeal to night-flying moths which are a key food source for bats. The Royal Horticultural Society guide, "RHS Perfect for Pollinators, [www.rhs.org.uk/perfectforpollinators](http://www.rhs.org.uk/perfectforpollinators)" provides a list of suitable plants both native and non-native plants. This planting shall be protected and maintained, and any trees or plants which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy Framework.

- 5 The containers hereby approved shall only be used for activities ancillary to the existing dwelling on site (currently known as Bow Farm).

Reason: In the interests of highway safety in accordance with Sedgemoor Local Plan 2011-2032 policies D13 and D14.

## **Schedule A**

Location Plan Drg No. MJC BF SP01

Site Plan Drg No. MJC BF SP02

Container Plans and Elevations Drg No. MJC BFC P01

**68. MINUTES**

The minutes of the meetings held on 20 October 2022 and 15 November 2022 were confirmed as a correct record.

**69. INFORMATION SHEETS**

The committee received 1 information sheet:

- Certificate of Lawfulness Decided

**RESOLVED:**

To note the Information Sheet.

**70. REMAINING PLANNING APPLICATIONS (PM)**

The following 3 applications were presented to the committee by the planning officer with 1 power point presentation but was then voted on separately by the committee. Speakers were also allowed up to 9 minutes to speak on the 3 applications.

East Brent                      24/22/00026 registered 14/09/2022  
 Expiry Date 08/11/2022  
 (Outline Planning Permission)

Proposal:                      **Variation of Condition 2 of Planning Permission 24/19/00015 (Outline application with some matters reserved, for the erection of up to 40 dwellings and formation of access.) to accurately show the position of site access, relocation of part of off-site footpath and the exclusion of some drawings listed in the condition. at Land To The North Of, Old Bristol Road, East Brent, Highbridge, Somerset, TA9 for Edenstone Group (agent:Walsingham Planning )**

This first application was to amend the plans to correctly show the position of the access to the site, relocate part of a footpath and to correct the specific plan numbers.

It was noted that a letter received from the Residents Association raising issues relating to the planning notice and access. There was also another letter from a resident of Old Taunton Road who raised issues with Highway Safety.

There were also a number of conditions that needed to be amended or deleted as follows:

Condition 16 to be amended to include first occupation of dwelling

Condition 17 with an amended plan number

During discussion the committee asked for clarification on land ownership as this had been raised during the public speaking, it was confirmed by the officer that the correct certificate had been issued as the land was not registered. This application was to correct the original application which had shown 2 accesses.

There were some concerns raised about the highways, however it was explained that HGV access was included within the Construction Management Plan and that the technical matters had been addressed.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr A Hendry

*(For 6, Against 2)*

**RESOLVED:**

To Grant Permission subject to the amended conditions as detailed within the officer's presentation and:

- (A) subject to the applicant first entering into a supplemental agreement under Section 106 of the Town and Country Planning Act 1990 (as amended) to ensure that the agreement refers to the updated drawings.
- (B) that the Assistant Director (Legal and Governance) be authorised to prepare and seal the Agreement.

- 1 Approval of the details of the appearance, landscaping, layout and scale (hereinafter called "the reserved matters") shall be obtained from the local planning authority in writing before any development is commenced and the development shall be carried out as approved.

Application(s) for approval of the reserved matters shall be made to the local planning authority no later than three years from the date of the original planning permission no. 24/19/00015 dated 9th December 2021. The development hereby permitted shall take place not later than two years from the date of approval of the last of the reserved matters to be approved.

Reasons:

The application was submitted as an outline application in accordance with the provisions of Article 5(1) of the Town and Country Planning (Development Management Procedure) Order 2015. In accordance with the provisions of Section 92 of the Town and Country Planning Act, 1990 (As amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans below:
  - a. Location Plan Drg No. 180403L0101C
  - b. Proposed access and off site footway 4297/012A

c. Proposed footpath plan and sections Drg No. 200-1 Rev D

d. Proposed footpath plan Drg No. 200-2 Rev G

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to the commencement of development, a landscape planting scheme shall be submitted to and approved in writing by the local planning authority. The approved scheme shall be implemented in the first planting season following the completion of the development. Notwithstanding the submitted details and for the avoidance of doubt the landscape scheme shall comprise a landscape masterplan which identifies the trees to be retained, removed and proposed. The detailed planting scheme shall include a scaled drawing which identifies the proposed green infrastructure and includes a plant schedule and planting specification. The planting schedule shall detail the proposed species, quantities, stock sizes, planting densities and spacings.

Reason: To ensure that the site is appropriately landscaped to provide enhancement of the environment, mitigation for vegetation that is to be removed, to ensure biodiversity is maintained and that planting schemes are established and managed into the future.

- 4 All landscape areas shall be protected and maintained, and any trees or plants which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species.

Reason: In the interests of visual amenity. This is in accordance with Section 12 of the NPPF and Policies D2 and D20 of the Sedgemoor District Local Plan.

- 5 In accordance with BS 5837:2012 (Trees in relation design, demolition & Construction - Recommendations), temporary protective fencing shall be erected in line with defined root protection areas (RPA). No fires shall be lit, liquids tipped, rubbish dumped, or materials and plant stored within defined RPA. No underground services shall be located within any RPA. The temporary protective fencing shall be retained for the duration of the works and shall not be altered or realigned.

Reason: To ensure that the health and stability of the retained trees and hedgerows is maintained and that operations can be undertaken with minimal risk of adverse impact on the protected and retained trees/hedgerows.

- 6 Tree surgery and vegetation removal shall not be carried out during the bird nesting season, which is approximately between March & September (inclusive). If this is not possible, a survey for nesting birds shall be carried out immediately prior to commencement of the works by a suitably qualified ecologist. Any nesting birds discovered will be buffered by an exclusion zone determined by the ecologist which will remain in force until any chicks have fledged.

Reason: In the interests of good arboricultural practice and to ensure compliance of the Wildlife & Countryside Act 1981.

- 7 No development shall take place (including demolition, ground works, vegetation clearance) until a Construction Environmental Management Plan for Biodiversity (CEMP: Biodiversity) has been submitted to and approved in writing by the local planning authority. The CEMP: Biodiversity shall include the following:
- a. Risk assessment of potentially damaging construction activities.
  - b. Identification of "biodiversity protection zones".
  - c. Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements).
  - d. The location and timing of sensitive works to avoid harm to biodiversity features.
  - e. The times during construction when specialist ecologists need to be present on site to oversee works.
  - f. Responsible persons, lines of communication and written notifications of operations to the local planning authority
  - g. The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person
  - h. Use of protective fences, exclusion barriers and warning signs.
- The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

Reason: In the interests of European and UK protected species. UK priority species and habitats listed on s41 of the Natural Environment and Rural Communities Act 2006 and in accordance with policy D20 of the Sedgemoor Local Plan.

- 8 A Landscape and Ecological Management Plan (LEMP) shall be submitted to, and be approved in writing by, the local planning authority prior to the commencement of the occupation of the first dwelling. The content of the LEMP shall include the following:
- a. Description and evaluation of features to be managed.
  - b. Ecological trends and constraints on site that might influence management.
  - c. Aims and objectives of management.
  - d. Appropriate management options for achieving aims and objectives.
  - e. Prescriptions for management actions.
  - f. Preparation of a work schedule (including an annual work plan capable of being rolled forward over a five-year period).
  - g. Details of the body or organization responsible for implementation of the plan.
  - h. On-going monitoring and remedial measures.

The LEMP shall also include details of the legal and funding mechanism(s) by which

the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery. The plan shall also set out (where the results from monitoring show that conservation aims and objectives of the LEMP are not being met) how contingencies and/or remedial action will be identified, agreed, and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme. The approved plan will be implemented in accordance with the approved details.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European and UK protected species, biodiversity generally and in accordance with policy D20 of the Sedgemoor Local Plan.

- 9 Prior to the commencement of construction above ground level, a "lighting design for bats shall be submitted to and approved in writing by the local planning authority. The strategy shall:

a. identify those areas/features on site that are particularly sensitive for bats and that are likely to cause disturbance in or around their breeding sites and resting places or along important routes used to access key areas of their territory, for example, for foraging; and

b. show how and where external lighting will be installed (through the provision of lighting contour plans and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent the above species using their territory or having access to their resting places.

All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter as approved. Under no circumstances should any other external lighting be installed if it has not been so approved.

Reason: In the interests of the Favourable Conservation Status of populations of European protected species and in accordance with policy D20 of the Sedgemoor Local Plan.

- 10 The following will be integrated into or mounted upon buildings:

a. A Habibat 001 bat boxes or similar will be built into the structure at least four metres above ground level and away from windows of the west facing elevations of four plots

b. A cluster of five Schwegler 1a swift bricks or similar built into the wall at least 60cm apart, at least 5m above ground level on the north facing elevation of two plots

c. Four Vivra Pro Woodstone House Martin nests or similar will be mounted directly under the eaves of the north elevation on the north facing elevation of two plots



d. Two Schwegler 1SP Sparrow terraces or similar at least one metre apart directly under the eaves and away from windows on the north elevations on the north facing elevation of four plots

e. A bee brick built into the wall about 1 metre above ground level on the east or southeast elevation of six dwellings

Plans showing the installed features will be submitted to and agreed in writing by the Local planning authority prior to the commencement of construction works above ground level.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 170(d) of the National Planning Policy Framework.

- 11 The proposed estate roads, footways, footpaths, tactile paving, cycleways, bus stops/bus lay-bys, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car, motorcycle and cycle parking, and street furniture shall be constructed and laid out in accordance with details to be approved by the local planning authority in writing before their construction begins. For this purpose, plans and sections, indicating as appropriate, the design, layout, levels, gradients, materials and method of construction shall be submitted to the local planning authority.

The proposed roads, including footpaths and turning spaces where applicable, shall be constructed in such a manner as to ensure that each dwelling before it is occupied shall be served by a properly consolidated and surfaced footpath and carriageway to at least base course level between the dwelling and existing highway.

Reason: In the interest of highway safety.

- 12 The gradients of the proposed drives to the dwellings hereby permitted shall not be steeper than 1 in 10 and shall be permanently retained at that gradient thereafter at all times.

Reason: In the interest of highway safety.

- 13 Plans showing vehicle parking in accordance with the Somerset Parking Strategy shall be submitted to and approved in writing by the local planning authority before the development is commenced. This area shall be properly consolidated before the buildings are occupied and shall not be used other than for the parking of vehicles in connection with the development hereby permitted.

Reason: In the interest of highway safety.

- 14 The development hereby permitted shall not commence until a Construction Traffic

Management Plan has been submitted to and approved in writing by the local planning authority (in consultation with Somerset County Council). The plan shall include construction vehicle movements, construction operation hours, construction vehicular routes to and from site, construction delivery hours, expected number of construction vehicles per day, car parking for contractors, specific measures to be adopted to mitigate construction impacts in pursuance of the Environmental Code of Construction Practice and a scheme to encourage the use of public transport amongst contractors. The development shall be carried out strictly in accordance with the approved Construction Traffic Management Plan.

Reason: In the interest of highway safety.

- 15 The proposed access shall be constructed generally in accordance with details shown on the submitted plan, drawing no. 4297/12A and shall be available for use before prior to occupation of the dwellings. Once constructed the access shall be maintained thereafter in that condition at all times.  
The provision of these works will need to be included in a legal agreement and contact should be made with the Highway Authority well in advance of commencing the works so that the agreement is complete prior to starting the highway works.

Reason: In the interest of highway safety.

- 16 At the proposed access there shall be no obstruction to visibility greater than 600 millimetres above adjoining road level within the visibility splays shown on the submitted plan drawing no. 4297/12A. Such visibility splays shall be provided prior to first occupation of the dwellings hereby permitted and shall thereafter be maintained at all times.

Reason: In the interest of highway safety.

- 17 The proposed off-site footway shall be constructed generally in accordance with details shown on the submitted plan, drawing number Section 278 Agreement Plan Drg No. 200-2 Rev G, and drawing no. 200-1 Rev D and shall be available for use before prior to occupation of the dwellings. Once constructed the footway shall be maintained thereafter in that condition at all times. The provision of these works will need to be included in a legal agreement and contact should be made with the Highway Authority well in advance of commencing the works so that the agreement is complete prior to starting the highway works.

Reason: In the interest of highway safety.

- 18 No work shall commence on the development site until the developer has submitted and had approved by the local planning authority details of the box culvert to be provided at the site access. No part of the development hereby permitted shall be occupied until the approved box culvert has been constructed.

Reason: In the interest of highway safety.

- 19 Provision shall be made within the site for the disposal of surface water to prevent its discharge onto the highway, details of which shall have been submitted to and approved in writing by the local planning authority. Such provision shall be installed before first occupation and thereafter maintained at all times.

Reason: In the interest of highway safety.

- 20 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order), any existing garage, or garage hereby permitted, as part of this development shall not be used other than for the parking of domestic vehicles. Garages shall not be used for ancillary residential accommodation, business use or any other purpose whatsoever.

Reason: In the interest of highway safety.

- 21 No development hereby permitted shall be commenced until a surface water drainage scheme for the site, based on sustainable drainage principles and in accordance with local plan policies, has been submitted to, and approved in writing by, the local planning authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is occupied. The scheme shall also include:
- a. Details of the existing surface water drainage arrangements including runoff rates for the QBAR, 3.3% Annual Exceedance Probability (AEP) (1 in 30) and 1% AEP (1 in 100) storm events.
  - b. Full results of the proposed drainage system modelling in the above referenced storm events (as well as 1% AEP plus climate change) , inclusive of all collection, conveyance, storage, flow control and disposal elements and including an allowance for urban creep, together with a schematic of how the system has been represented within the hydraulic model.
  - c. Detailed drawings of the entire proposed surface water drainage system, including levels, gradients, dimensions and pipe reference numbers and all SuDS features.
  - d. A plan of the drained site area and which part of the proposed drainage system these will drain to.
  - e. Full details of the proposed attenuation and flow control measures.
  - f. Site Investigation and test results to confirm infiltration rates.
  - g. Temporary storage facilities if the development is to be phased.
  - h. A timetable for implementation if the development is to be phased.
  - i. Details of overland flood flow routes in the event of system exceedance, with demonstration that such flows can be appropriately managed on site without increasing flood risk to occupants.
  - j. Full details of the arrangements for maintenance/adoption of the surface water drainage system.
  - k. Measures taken to prevent pollution of the receiving groundwater and/or surface water
  - l. Formal agreement from a third party if discharging into their system is proposed, including confirmation (and evidence where appropriate) that sufficient capacity is available.

The drainage scheme must adhere to the hierarchy of drainage options as outlined in the Framework and Planning Practice Guidance.

Reason: In the interest of highway safety.

- 22 Details for the long-term maintenance arrangements for the surface water drainage system (including all SuDS features) shall be submitted to, and approved in writing by, the local planning authority prior to the first occupation of any of the buildings hereby permitted. The submitted details should identify runoff sub-catchments, SuDS components, control structures, flow routes and outfalls. In addition, the plan must clarify the access that is required to each surface water management component for maintenance purposes. The maintenance plan shall be implemented as approved.

Reason: To ensure the satisfactory maintenance of drainage systems that are not publicly adopted, in accordance with the requirements of paragraphs 163 and 165 of the National Planning Policy Framework.

- 23 No building hereby permitted shall be occupied until foul water drainage works have been implemented in accordance with details that to have been submitted to and approved in writing by the local planning authority.

Reason: To ensure that the proposed development can be adequately drained and to ensure that there is no increased flood risk on or off site resulting from the proposed development.

- 24 Sedgemoor District Council (SDC) do not adopt any new SuDS system, above or below ground, or any SuDS feature that is part of any Public Open Space (attached to or surrounded by a public open space). All SuDS features will require a 6m maintenance strip around them with a clearly defined access track to, which is also not adopted. This site shows 'open spaces' abutting / surrounding SuDS features. All new SuDS & drainage features would need to be excluded from any SDC adoption of public open space, should they be offered. A plan, clearly showing the boundary of the open space and SuDS feature, including maintenance strip and access track, should be provided, with marked areas, on who is the responsibility body/company maintaining/owning the area. Details shall be submitted to and approved by the local planning authority before development is commenced.

Reason: To ensure that there is boundary between the SUD feature and public open spaces and it is know who the responsibility body / company is.

- 25 A plan is to be submitted, which details who the 'planned' riparian owners of water assets (non- Water Authority adopted) are to be. This is for the areas of land that abuts the ditches/watercourses/culverted watercourses, abutting and within the site boundary. Details are to be submitted and approved by the local planning authority before any part of the building is first sold/occupied, together with confirmation that details of riparian responsibility to be included in the title deeds of the land sold / transferred.

Reason: To ensure that it is clear on who the riparian owner is of water assets and

who then should maintain them.

- 26 The development hereby permitted shall be constructed with Finished Floor Levels set at a minimum of 5.93m AOD.

Reason: To reduce the impact of flooding on the proposed development and future occupants.

- 27 No approval of reserved matters shall take place until such time as a scheme detailing flood resilience measures to be incorporated in the construction of the proposed development has been submitted to and approved in writing by the local planning authority, and in consultation with the Environment Agency. The scheme shall be fully implemented as approved prior to occupation and subsequently maintained for the lifetime of the development.

Reason: To reduce the residual risk and impact of flooding to the proposed development and future occupants.

- 28 Prior to the commencement of development, a written commitment to the sourcing of local labour shall be submitted to and approved in writing by the local planning authority. The written commitment, as a minimum, shall set out the following matters:
- a. The proportion of construction workers to be sourced from the local labour pool.
  - b. Work experience/ apprenticeship opportunities.
  - c. The proportion of local procurement and sourcing.
  - d. On-going skills development and training opportunities.
  - e. The steps that will be taken to ensure that the above is implemented.
  - f. The operator shall maintain a record of a - e above and shall make that information available to the local planning authority at all reasonable times upon request.

Reason: To ensure the development accords with the employment and skills charter.

- 29 No construction work (other than internal fitting out) or deliveries to and from the site shall take place outside the hours of 07:00 to 18:00 Mondays to Fridays, 08:00 to 13:00 on Saturdays, specific exemptions shall be submitted to and approved in writing by the local planning authority and shall include details of the task, the date and duration of works. No works shall take place on Sundays or Bank Holidays.

Reason: To protect the amenity of local residents from potential impacts whilst site clearance, groundworks and construction is underway.

- 30 Prior to the commencement of development, including any site clearance, groundworks or construction within each sub-phase, a Construction Environmental Management Plan (CEMP) to manage the impacts of construction during the life of the works, shall be submitted to and approved in writing by the local planning authority. The CEMP shall, amongst other things, include:
- a. Measures to regulate the routing of construction traffic.
  - b. The importation of spoil and soil on site.
  - c. The removal /disposal of materials from site, including soil and vegetation.

- d. The location and covering of stockpiles.
  - e. Details of measures to prevent mud from vehicles leaving the site and must include wheel-washing facilities.
  - f. Control of fugitive dust from earthworks and construction activities; dust suppression measures.
  - g. Noise and Vibration control plan (which includes control methods) to include mitigation measures as defined in BS 5528: Parts 1 and 2: 2009 'Code of practice for noise and vibration control on construction and open sites' shall be used to minimise noise or vibration disturbance from construction works.
  - h. A waste disposal policy (to include no burning on site).
  - i. Measures for controlling the use of site lighting whether required for safe working or for security purposes.
  - j. Details of any site construction office, compound and ancillary facility buildings.
  - k. Specified on-site parking for vehicles associated with the construction works and the provision made for access thereto.
  - l. A point of contact (such as a Construction Liaison Officer/site manager) and details of how complaints will be addressed, including an appropriate phone number.
- The details so approved shall be complied with in full and monitored by the applicants to ensure continuing compliance during the construction of the development.

Reason: To protect the amenity of local residents from potential impacts whilst site clearance, groundworks and construction is underway.

- 31 Following the Phase 1 and 2 site survey, further investigation is required as detailed in the report:
- a. Further sampling and analysis for PAHs and risk assessment required following elevated levels detected in the soil samples collected.
  - b. Following exceedances of Methane gas during ground gas monitoring, further gas monitoring will be required. Also, further assessment to determine the level of ground gas protection required for the proposed development.
- Assessments pursuant to a. and b. shall be submitted to and approved in writing by the local planning authority. Any necessary action identified through these assessments shall be implemented as approved. If during the works contamination is encountered which has not previously been identified, then the additional contamination shall be fully assessed in an appropriate remediation scheme submitted to and approved in writing by the local planning authority. Any remediation scheme shall be implemented as approved.

Reason: To protect the health of future occupiers of the site from any possible effects of contaminated land, in accordance with local planning policy.

- 32 Prior to the commencement of each phase of development a Sustainability Statement (for each phase) shall be submitted to and approved in writing by the local planning authority. This statement shall set out the various sustainable actions/ technologies (including renewable or low carbon energy, water and energy conservation, waste minimisation and recycling) that are to be adopted in the development of this phase. Development shall be carried out in accordance with the approved details and permanently retained as such thereafter.

Reason: To ensure sustainable development in accordance with Policy S1, S4, S5 and D3 of the Local Plan.

### **Schedule A**

Site Location Plan Drg No. 180403 L01 01C  
Proposed Access and Off-Site Footway Drg No. 4297/012A  
Section 278 Agreement Plan Drg No. 200-1 Rev D  
Section 278 Agreement Plan Drg No. 200-2 Rev G

East Brent                      24/22/00034 registered 22/09/2022 18:00:42  
Expiry Date 16/11/2022 18:00:42  
(Full Planning Permission)

Proposal:                      **Formation of temporary access from A38 Bristol Road. at Land to The North of, Bristol Road, East Brent, Highbridge, Somerset, TA7** for Edenstone Group and East Brent LVA LLP (agent: Walsingham Planning )

This application dealt with permission for a temporary access to accommodate the construction traffic so that it did not travel via Old Bristol Road but taken directly off the main Bristol Road.

During the officer`s presentation, they confirmed that Condition 6 would need to be deleted and replaced with 3 conditions to clarify details and that Conditions 9 and 10 would be deleted and replaced with 1 condition.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr A Hendry

*(For 7, abstention 1)*

### **RESOLVED:**

To Grant Permission subject to the conditions as follows:

- 1      The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2      The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 At the access onto Bristol Road, there shall be no obstruction to visibility greater than 600 millimetres above adjoining road level in advance of lines drawn 2.4 metres back from the carriageway edge on the centre line of the access and extending to points on the nearside carriageway edge 215 metres either side of the access. Such visibility shall be fully provided and shall thereafter be maintained until the temporary access is closed up.

Reason: In the interest of highway safety.

- 4 At the development entry and exit the proposed accesses over at least the first 6 metres of their length, as measured from the edge of the adjoining carriageway, shall be properly consolidated and surfaced (not loose stone or gravel) and drainage installed in accordance with details which shall have been submitted to and approved in writing by the Local Planning Authority. The accesses shall thereafter be maintained in that condition until they are closed up.

Reason: In the interest of highway safety.

- 5 Provision shall be made within the site for the disposal of surface water so as to prevent its discharge on to the highway. Such provision shall be installed before the development hereby approved is first brought into use and shall thereafter be maintained for the duration of the time until the temporary accesses are closed up.

Reason: In the interest of highway safety in accordance with Sedgemoor Local Plan 2011-2032 Policies D13 and D14.

- 6 The access hereby approved shall only be used to access the development site in connection with the implementation of the development approved by 24/19/000015 as may be varied by S73 application 24/22/00026.

Reason: In the interest of highway safety.

- 7 The access hereby approved shall only be used in accordance with the Construction Traffic Management Plan as agreed through the discharge of condition no. 14 of 24/19/000015 as may be varied by s73 application 24/22/00026

Reason: In the interest of highway safety.

- 8 The access hereby approved shall not be brought into use unless the bollards to prevent access to Old Bristol Road to the west of the site have been installed in accordance with drawing number 2244-105 rev. F. At no time shall the access be used to gain vehicular access to Old Bristol Road to the west.

Reason: In the interest of highway safety.

- 9 No development shall take place (including investigation work, demolition, siting of site compound/welfare facilities) until a survey of the condition of the adopted highway has been submitted to and approved in writing by the Local Planning Authority. The extent of the area to be surveyed must be agreed by the Highways Authority prior to the survey being undertaken. The survey must consist of:



- A plan to a scale of 1:1000 showing the location of all defects identified;
- A written and photographic record of all defects with corresponding location references accompanied by a description of the extent of the assessed area and a record of the date, time and weather conditions at the time of the survey.
- Any damage to the adopted highway as a result of the development will need to be made good to the satisfaction of the Highway Authority.

Reason: In the interest of highway safety.

- 10 The temporary access hereby approved shall be closed up and reinstated to its former condition, to the satisfaction of the local planning authority prior to either:
- a) the first occupation of the 40<sup>th</sup> dwelling approved within the site covered by application no. 24/22/00026 or
  - b) within 2 years of the temporary access hereby approved first coming into use, whichever is the sooner.

Reason: In the interest of highway safety.

- 11 All works shall be carried out in accordance with the details contained in the Ecological Technical Note (EAD Ecology, 05/08/2022) as already submitted with the planning application and agreed in principle with the Local Planning Authority prior to determination. This includes relevant works that may impact water voles, reptiles and birds (and their habitats) being undertaken in line with the existing LEMP and CEMP for the site (Edenstone Group, October 2022) which shall be supervised by an Ecological Clerk of Works or similarly competent person. A letter confirming these operations shall be submitted by the person responsible for supervision to the Local Planning Authority prior to the first use of the access hereby approved or within 1 week of completion of works, which ever is sooner.

Reason: In the interests of European and UK protected species. UK priority species and habitats listed on s41 of the Natural Environment and Rural Communities Act 2006 and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 12 Works to the watercourse shall not commence unless the Local Planning Authority has been provided with either:
- a) a copy of the licence issued by Natural England pursuant to the Wildlife and Countryside Act 1981 (as amended) authorising the development to go ahead; or
  - b) a statement in writing from an experienced water vole ecologist to the effect that he/she does not consider that the specified development will require a licence.

Reason: In the interest of the strict protection of UK protected species and in accordance with policy Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

## **Schedule A**

Application Boundary Drg. No. 226551\_SK02 Rev C received 01/12/22  
Construction Management Plan Drg. No. 1259\_01\_CEMP Rev C  
Temporary Access Review Drg. No. 226551\_SK01 Rev B  
Typography Survey Drg. No. Z18226\_SX  
Temp access 2244\_105-F received 01/12/22

East Brent                      24/22/00043 registered 05/01/2023  
Expiry Date 01/03/2023  
(Full Planning Permission)

Proposal:                      **Application for site access from Old Bristol Road. at Land To The North Of, Old Bristol Road, East Brent, Highbridge, Somerset, TA9 for Edenstone Group (agent: Walsingham Planning Ltd )**

This application was to include land between the development site and the highway as part of the site to enable access to be provided.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr A Betty

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1        The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2        The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3        The development hereby permitted shall not commence until a Construction Traffic Management Plan has been submitted to and approved in writing by the local planning authority (in consultation with Somerset County Council). The plan shall include construction vehicle movements, construction operation hours, construction vehicular routes to and from site, construction delivery hours, expected number of construction vehicles per day, car parking for contractors, specific measures to be adopted to mitigate construction impacts in pursuance of the Environmental Code of Construction Practice and a scheme to encourage the use of public transport amongst contractors. The development shall be carried out strictly in accordance with the approved Construction Traffic Management Plan.

Reason: A pre-commencement condition is required in the interest of highway safety.

- 4 The proposed access shall be constructed generally in accordance with details shown on the submitted plan, drawing no. 4297/12A and shall be available for use before prior to occupation of the dwellings. Once constructed the access shall be maintained thereafter in that condition at all times.

Reason: In the interest of highway safety.

- 5 At the proposed access there shall be no obstruction to visibility greater than 600 millimetres above adjoining road level within the visibility splays shown on the submitted plan drawing no. 4297/12A. Such visibility splays shall be provided prior to the commencement of the development hereby permitted and shall thereafter be maintained at all times.

Reason: A pre-commencement condition is required in the interest of highway safety.

- 6 No work shall commence on the development site until the developer has submitted and had approved by the local planning authority details of the box culvert to be provided at the site access. No part of the development hereby permitted shall be occupied until the approved box culvert has been constructed.

Reason: A pre-commencement condition is required in the interest of highway safety.

- 7 Provision shall be made within the site for the disposal of surface water to prevent its discharge onto the highway, details of which shall have been submitted to and approved in writing by the local planning authority and installed before first occupation and thereafter maintained at all times.

Reason: In the interest of highway safety.

## **Schedule A**

Location Plan Drg No. 201

Proposed Site Access & Offsite Footway Drg No. 4297/012 Rev. A

Topographical Survey Drg No. Z18226\_SX

Fiddington                      28/22/00004 registered 23/11/2022  
 Expiry Date 17/01/2023  
 (Full Planning Permission)

Proposal:                      **Partial conversion of garage/workshop to 3 bed, two storey ancillary accommodation at New Barn, Farm Lane, Fiddington, Bridgwater, Somerset, TA5 1JH** for Mr J Blackmore (agent: Blueprints Architectural Services Ltd )

The application was to convert a garage/workshop to a new dwelling which would be used as ancillary accommodation, however the planning officer considered that the proposal did not meet Policy 12.

During the debate the committee considered that the proposal, although large would be an annexe and that there would not be any adverse impact on the area or would be ancillary accommodation to allow for independent living.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr C Riches

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the imposition of appropriate conditions to be delegated to the Assistant Director (Inward Investment and Growth) to be agreed in consultation with the Chairman & Deputy Chairman of the Development Committee.

Spaxton

45/23/00002 registered 18/01/2023 12:00:11

Expiry Date 14/03/2023 12:00:11

(Outline Planning Permission)

Proposal:

**Outline planning permission with some matters reserved for the erection of 1no. dwelling and vehicular access formation. at Sunnyside Bungalow, Charlynch Road, Four Forks, Bridgwater, TA5 1BJ for Mrs J Merchant (agent: James Venton Planning & Building Design )**

This outline application for a new dwelling and access had been objected to by the parish council, however during discussion, the committee were informed that the reserved matters application would agree the drainage issues alluded to by the parish.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr K Pearce

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions:

- 1 Approval of the details of the appearance, landscaping, layout and scale (hereinafter called "the reserved matters") shall be obtained from the local planning authority in writing before any development is commenced.

Plans and particulars of the reserved matters referred to above, relating to the appearance, landscaping, layout and scale, shall be submitted in writing to the local planning authority and shall be carried out as approved.

Application for approval of the reserved matters shall be made to the local planning

authority before the expiration of three years from the date of this permission.

The development hereby permitted shall be begun either before the expiration of five years from the date of this permission, or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.

Reasons: The application was submitted as an outline application in accordance with the provisions of Article 5(1) of the Town and Country Planning (Development Management Procedure) Order 2015. In accordance with the provisions of Section 92 of the Town and Country Planning Act, 1990 (As amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 The proposed access shall be constructed in accordance with details shown on the submitted plan, drawing number 00106-22-02A, and shall be available for use prior to first occupation. Once constructed the access shall be maintained thereafter in that condition in perpetuity.

Reason: In the interests of highway safety in accordance with Policy D14 of the Sedgemoor Local Plan.

- 4 At the proposed access there shall be no obstruction to visibility greater than 600 millimetres above adjoining road level within the visibility splays shown on the submitted plan Drawing No00106-22-02A. Such visibility splays shall be constructed prior to the first occupation of the development hereby permitted and shall thereafter be maintained in perpetuity.

Reason: In the interests of highway safety in accordance with Policy D14 of the Sedgemoor Local Plan.

- 5 Before the development is commenced a landscape planting scheme shall be submitted including the following:

- confirmation of trees/shrubs to be planted.
- enhancement of border planting to the boundaries of the application site.
- the planting of a replacement hedgerow to the southeast boundary, which shall comprise native species including hawthorn, hazel, dogwood, wild privet and field maple planted as a double staggered row at 5 plants per linear metre. The new hedge shall be protected and maintained until it is fully established

The detailed landscaping scheme shall be approved in writing by the local planning authority and shall be carried out within nine months from the date of commencement of the development. The trees/hedgerow shall be protected and maintained until full established, and dead or dying trees/hedgerow shall be replaced

to the satisfaction of the local planning authority for a period of five years following their planting.

Reason: A pre-commencement condition in the interests of visual amenity in accordance with Policy D2 of the Sedgemoor Local Plan.

- 6 A Reasonable Avoidance Measures Method Statement (RAMMS) for amphibians and reptiles will be submitted to and approved in writing by the Local Planning Authority prior to the commencement of any groundworks. The RAMMS will provide details on sensitive and precautionary working practice which shall safeguard GCN and other amphibians and reptiles during works to and removal of hedgerows, rubble piles or any other areas that may afford resting places for these species. All works impacting potential habitats will be undertaken under the supervision of competent ecologist.

Reason: Pre-commencement condition in the interests of UK protected and priority species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 7 Prior to the first occupation of the dwelling hereby permitted the following biodiversity enhancement measures shall be provided on site and maintained as such thereafter:

- at least 1x refugia piles (e.g. log piles) as a shelter for reptiles, amphibians and small mammals constructed within the boundary of the site.
- 1x Schwegler 1SP Sparrow terrace or similar and 1x Beaumaris Woodstone maxi bat box or similar, installed on a suitable tree on site and to be correctly installed in line with the manufacturer's guidelines.

Reason: In accordance with Government policy for the enhancement of biodiversity within development as set out in paragraph 174(d) of the National Planning Policy Framework and Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

## **Schedule A**

Location Plan Drg No. 00106-22-01A

Site Plan Drg No. 00106-22-03A (in respect of access only)

Proposed Block Plan Drg No. 00106-22-02A (in respect of access only)

The meeting ended at 4.05 pm



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**SEDGEMOOR DISTRICT COUNCIL**

**COUNCIL MEETING**

**Minutes of the Meeting of the Sedgemoor District Council held at the Hollinsworth Hall,  
Canalside, Huntworth Lane, Bridgwater on Wednesday 29 March 2023 at 2.30pm.**

**Councillors** Alan Bradford (Chairman of Council)

**Present:**

Sue Barber, Alexia Bartlett, Anthony Betty, Brian Bolt, Hilary Bruce, Mike Caswell, Peter Clayton, John Cook-Woodman, Julie Cordiner, Polly Costello, Barrie Crow, Ian Dyer, Mike Facey, Bob Filmer, Paul Fineran, Andrew Gilling, Alex Glassford, Graham Godwin-Pearson, Tony Grimes, Phil Harvey, Alistair Hendry, Will Human, Janet Keen, Stuart Kingham, Liz Leavy, Rachel Lilley, Alan Matthews, Duncan McGinty, Lisa Methley, Mike Murphy, Julie Pay, Kathy Pearce, Bill Revans, Charlie Riches, Diogo Rodrigues, Liz Scott, Gill Slocombe, Brian Smedley and Gary Wong.

**47. APOLOGIES  
(Agenda Item 1)**

Apologies received from Cllrs Lance Duddridge, Li Gibson, Mark Healey, Tony Heywood, Liz Perry, Leigh Redman.

**48. MINUTES**

Members received the Minutes of the last meetings held on 11 October 2022 and 14 December 2022 and agreed that they were a correct record subject to an amendment on the 14 December 2022 meeting as Councillor Hilary Bruce was in attendance at the meeting.

**49. DECLARATIONS OF INTEREST  
(Agenda Item 3)**

**Agenda Items relating to Somerset County Council:**

The following members declared an Other Registrable Interest as they are members of Somerset County Council: Cllrs Bolt, Bruce, Clayton, Cook-Woodman, Duddridge, Filmer, Grimes, Healey, Murphy, Redman, Rodrigues and Smedley.

**Agenda Item 10 – HRA Budget Request for new Council homes**

Councillors Janet Keen and Kathy Pearce declared an Other Registrable Interest as they are on the board of Homes in Sedgemoor.

**50. CHAIRMANS ANNOUNCEMENTS  
(Agenda Item 4)**

The Chairman led the Council in a minute's silence in memory for former Councillor Anne Fraser who had recently passed away, the Group Leaders and Deputy Leader all spoke on her service, commitment and help whilst she was a Councillor of Sedgemoor District Council.

The Chairman then presented a cheque to Rusty Road to Recovery which was his chosen charity during his term of office, the amount was for £1,345.12 and was raised through a number of events and raffles for which the Chairman thanked everyone for their support.

The Chairman then informed the Council of a number of events he had attended since the last meeting, these included:

- Holocaust Memorial service
- Army Presentation evening
- Somerset County Council Chair's Awards Evening
- Staff Bake Off & Quiz for the end of Sedgemoor events
- Thanksgiving Service held for current and former Councillors
- Axbridge Civic Service
- Presentation of grants to voluntary groups and to the Village Halls
- Official opening of Allstars Bowling at Northgate
- County-wide Thanksgiving Service at Wells Cathedral
- Service at Taunton for Somerset West and Taunton
- Sedgemoor District Council celebration event at Canalside for staff and Councillors
- Lastly there will be a time capsule and commemorative tree planted at Apex Park on 31 March 2023.

The Leader of the Council took the opportunity to thank the Chairman for his hard work over his term of office and to remind everyone that the recording of the celebration given by Clinton Rogers could be found on the intranet.

**51. PUBLIC SPEAKING TIME  
(Agenda Item 5)**

No members of the public had registered to speak at this meeting.

**52. RECOMMENDATIONS FROM EXECUTIVE & OTHER COMMITTEES  
(Agenda Item 6)**

**52.1 Bridgwater Tidal Barrier**

Recommendation from Executive held on 8 February 2023, there was no discussion and no questions were raised.

Proposed: Leader

Seconded: Cllr G Slocombe

The recommendations were unanimously supported.

**Resolved:**

- That the updated funding position including the use of CIL receipts to be noted and agreed and the Council's Infrastructure Funding Statement to be updated accordingly
- The Council re-endorses its support for the Bridgwater Tidal Barrier and associated down stream banks including a commitment to use all reasonable endeavours to secure appropriate match funding and continued partnership working with EA.
- That the Deputy Chief Executive in consultation with the Portfolio Holder for Infrastructure and Transport write to the Environment Agency setting out the Council's support.

**53.2 Capital Budget Update 2022/2023**

Recommendation from the Executive held on 8 February 2023. No questions were raised.

Proposed: Leader

Seconded: Cllr G Slocombe

The recommendations were unanimously supported.

**Resolved:**

To agree the revised capital budget requirements for 2022/23.

**53.3 Gender Pay Statement**

Recommendation from Audit and Standards Committee held on 13 February 2023. No questions were raised.

Proposed: Cllr Julie Pay

Seconded: Cllr Will Human

The recommendations were unanimously supported.

**Resolved:**

1. Approve, under the Equalities Act 2010 (Specific Duties and Public Authorities), the Gender Pay Statement.
2. Publish the details by 30 March 2023 in accordance with the Regulations.

**53.4 Charity Street Collection Policy**

Recommendation from Licensing and General Purposes Committee held on 18 January 2023. There were no questions raised.

Proposed: Cllr Polly Costello

Seconded: Cllr Barrie Crow

The recommendations were unanimously supported.

**Resolved:**

To amend the Council's Charitable Collections Policy with the **removal** of article 21 (which forbids street collections in the town centres of Burnham-On-Sea, Cheddar or Bridgwater during the last week of the month).

**54. EXECUTIVE QUESTION TIME  
(Agenda Item 7)**

**Leader of Council (Cllr Duncan McGinty)**

No questions raised

**Deputy Leader & Inward Investment & Growth (Cllr Gill Slocombe)**

No questions raised

**Infrastructure & Transport (Cllr Mike Caswell)**

No questions raised

**Customer Access & Digital Delivery (Cllr Lance Duddridge)**

Due to technology issues no report had been received. However, Members were invited to email the Portfolio Holder if they had any questions relating to matters within his portfolio.

**Housing (Cllr Andrew Gilling)**

No questions raised

**Commercial & Asset Management (Cllr Mark Healey MBE)**

No questions raised

**Communities & Wellbeing (Cllr Janet Keen)**

No questions raised

**55. COMMITTEE CHAIRMAN QUESTION TIME  
(Agenda Item 8)**

**Development Committee (Cllr Bob Filmer)**

No questions raised, the Leader of the Council thanked the Chairman of the committee Councillor Bob Filmer and the Portfolio Holder Councillor Gill Slocombe on their work over the years.

**Licensing & General Purposes Committee (Cllr Polly Costello)**

No questions raised.

**Corporate Scrutiny Committee (Cllr Brian Smedley)**

No questions raised.

**Community Scrutiny Committee (Cllr Hilary Bruce)**

No questions raised.

**56. MEMBERS QUESTION TIME  
(Agenda Item 9.1)**

None.

**57. QUESTIONS WITHOUT NOTICE  
(Agenda Item 9.2)**

The Leader confirmed that the meeting had been held to agree a number of issues before Sedgemoor District Council ended.

Cllr Bill Revans responded to a question from Cllr Human in respect of comments made ex-District Councillors on planning applications still in being processed and he confirmed that the Constitution of Somerset Council will treat those comments as from current Councillors.

**58. EXEMPT REPORTS**

**The public and press were requested to leave the meeting during consideration of the following item on the grounds that it involves information which related to the financial or business affairs of the Council defined as exempt by paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).**

**59. HRA REQUEST FOR CONSTRUCTION OF NEW COUNCIL HOMES**

This was a recommendation from the Executive held on 20 March 2023, there were no questions raised.

Proposed: Leader

Seconded: Cllr Andrew Gilling

The recommendation was supported unanimously.

**RESOLVED:**

Conditional upon Somerset Council's agreement after 1<sup>st</sup> April 2023 and the granting of planning permission, to approve the scheme proposals and financial business case and recommend to Full Council to commit a budget for the construction of 11 new council homes as set out in this report.

**60. REQUEST FOR REDUNDANCIES**

Management Team in consultation with the portfolio holder approved the two redundancy requests detailed in this report under delegated authority. The amounts stated within the report is not within the budget and therefore is requested as a supplementary estimate. Although the redundancy requests were agreed by management team, the costs for one of the posts exceed £100,000 and in line with the Localism Act guidance this must be approved by Full Council.

Proposed: Leader

Seconded: Cllr Gill Slocombe

There were no questions and the recommendations were supported unanimously.

**RESOLVED:**

Members are requested to note the redundancies detailed in the report and approve:

- A supplementary estimate as requested within the exempt report to fund the costs of redundancy.
- Approve the redundancy for the specific post which exceeds £100,000 in line with the Localism Act guidance.

**Members voted to return to open session for the last item on the agenda.**

**61. CLOSING SPEECHES**

The Leaders of the 3 political groups, the Deputy Leader of Council, Chief Executive and Chairman of the Council all gave speeches on the life and times of the local authority and experiences of both the councillors and staff who had been part of the council. There were also thanks to the staff and best wishes for the future, especially to those continuing with the new authority.

The meeting ended at 15. 50pm.

**CHAIRMAN**

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**SWT Planning Committee - 8 December 2022**

Present: Councillor Marcia Hill (Vice-Chair)

Councillors Ian Aldridge, Steve Griffiths, Roger Habgood, John Hassall, Mark Lithgow, Craig Palmer, Vivienne Stock-Williams, Ray Tully, Brenda Weston, Keith Wheatley and Loretta Whetlor

Officers: Alison Blom-Cooper, Martin Evans (Shape Legal Partnership), Simon Fox, Darren Roberts, Ron Moss, Ben Gilpin, Kerry Kerr-Peterson and Tracey Meadows

(The meeting commenced at 1.00 pm)

71. **Apologies**

Apologies were received from Councillors Coles and Wren.

The Vice-Chair, Councillor Marcia Hill took the Chair for this meeting.

72. **Minutes of the previous meeting of the Planning Committee**

(Minutes of the meeting of the Planning Committee held on 10 November 22 circulated with the agenda)

**Resolved** that the minutes of the Planning Committee held on 10 November 22 be confirmed as a correct record.

Proposed by Councillor Habgood seconded by Councillor Griffiths

The **Motion** was carried.

73. **Declarations of Interest or Lobbying**

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

Name	Minute No.	Description of Interest	Reason	Action Taken
Cllr I Aldridge	All Items	Williton	Personal	Spoke and Voted
Cllr R Habgood	49/22/0016	Visited site prior to application. Discretion not fettered.	Personal	Spoke and Voted

Cllr Mrs Hill	All Items	Taunton Charter Trustee & Shadow Taunton Town	Personal	Spoke and Voted
Cllr M Lithgow	All Items	Wellington	Personal	Spoke and Voted
Cllr C Palmer	All Items	Minehead	Personal	Spoke and Voted
Cllr R Tully	All Items	West Monkton	Personal	Spoke and Voted
Cllr B Weston	All Items	Taunton Charter Trustee & Shadow Taunton Town	Personal	Spoke and Voted
Cllr K Wheatley	All Items	Wellington	Personal	Spoke and Voted
Cllr L Whetlor	All Items	Watchet	Personal	Spoke and Voted

All Councillors declared that they had received correspondence for application No. 49/22/0016.

Councillor Palmer declared that he had received an invitation for a site visit for application 49/22/0016, which he declined.

#### 74. **Public Participation**

Application No.	Name	Position	Stance
42/22/0027	Mr T Smith	Local Resident	Against (read out by the Clerk)
	Ms T Dean	Chair of Trull PC	Against
	Mr L Turner	Boyer Planning	In favour
3/39/22/007	Mr N Leaney	Agent	In favour
49/22/0016	Ms R Riley	Applicant	In favour
	Ms K Benson	Applicant	In favour
	Ms B Forgham	Local resident	In favour
	Mr J Mellor	Local resident	In favour
	Mr E Gaines	Wiveliscombe TC	In favour
	Mr J Shorten	Agent	In favour
	Cllr Blaker	District and Wiveliscombe TC	In favour

75. **42/22/0027 Application for Approval of Reserved Matters in respect of the appearance, landscape, layout and scale, following Outline Approval 42/14/0069 for the erection of 70 No. dwellings, hard and soft landscaping, car parking including garages, internal access roads, footpaths and circulation areas, public open space and drainage with associated infrastructure and engineering works at Phase H1e, together with additional details as required by Condition No's., 9, 12, 13, 14, 15, 16, 18,**

## **19, 20, 21 and 23 on land west of Comeytrowe Lane, Taunton**

### **Comments from members of the Public included;**

- Concerns with the Placemaking Specialist's objections regarding financial viability of the development;
- Concerns that the access roads were not being adopted by SCC Highways;
- Concerns with Neighbourhood Plan Policies being ignored with Affordable Houses not being scattered, but in two blocks;
- Concerns that the parcel was visually prominent on the Northern Slopes Character Area;
- Concerns with the lack of EV charging points and that residents would have to pay separately for their own installation;
- Concerns with the long-term maintenance of the surface water drainage arrangements;
- Concerns that 20 of the 70 houses on the site will have between 3 and 7 steps to their front door which would be an obstacle to pushchairs, shopping trolleys, wheelie-bins, recycling boxes and bicycles;
- Cycle path concerns;
- Concerns with the design of the development with regards to the Garden Town scheme;
- This development would deliver more affordable homes than stated on the site that Taunton needed;
- A huge amount of public consultation had been undertaken over the years with local people, businesses, schools, Stakeholders, Officers and Central Government to help prepare the master plan for the site;
- No technical objections had been received from statutory consultees;
- This site was viable and deliverable;
- The development was supported by a Phosphate and mitigation strategy for the site which had been prepared in consultation with SWT, SCC and Natural England;
- No adverse effects on natural species on the site;

### **Comments from Members included;**

- Concerns that the Design Guide was not followed and the concerns raised from the Place Making specialist ;
- Extra tree planting was needed on this site, they needed to be nurtured and looked after in the first 5 years;
- Concerns that this development was not carbon neutral with gas being used on site for this development;
- Charging points should be fitted as standard on the site at the onset;
- Broadband concerns;
- Concerns with the distance of the public EV charging point;
- Affordable homes concerns and what was being delivering on the site;
- Concerns with the viability of the site;
- Stated that this development was well balanced and should be approved;

Councillor Habgood proposed, and Councillor Hill seconded a motion for Planning permission to be **GRANTED** subject to conditions and the additional condition of tree planting.

The motion was carried.

76. **3/07/22/017 Raising of brick chimney by 250mm - Lawford Farm, Stickle Hill, Crowcombe, TA4 4AL**

**Comments from Members included;**

- The application was for safety issues on a thatched roof;

Councillor Tully proposed and Councillor Habgood seconded a motion for Listed Building Consent to be **GRANTED** subject to conditions.

The motion was carried.

At this point in the meeting a 15-minute break was proposed.

77. **3/39/22/007 Installation of a battery energy storage facility, substation, underground cabling, access, landscaping, biodiversity enhancements and ancillary infrastructure and equipment to include acoustic fence, security fence, CCTV and gates. Land adjacent to Gas Substation, Smithyard Lane, Williton**

**Comments from members of the public included;**  
(summarised)

- The battery storage unit was widely recognised as an essential part of the transition to low carbon economy and addressed the urgent need to reduce emissions, enabling the wider environmental, economic and social benefits associated with increased production of energy from low carbon resources;
- The ability to connect to the grid was critical but due to limitations in the grid infrastructure the choice of locations where such schemes could be brought forward were limited to the point that Western Power were specific to the proposed pylon on this overhead line between both sub stations;
- Vegetation would separate the site from the surrounding area so therefore there was no unacceptable adverse impact on the surrounding landscape character of the AONB or the Quantocks;
- Safe construction access had been identified with no objections from Highways;
- A detailed battery plan would be submitted to ensure safety risks are understood and accounted for;

**Comments from Members included;**

(summarised)

- Concerns with the frequency level on the site;
- Concerns with the visual impact of the development;
- Concerns that there was already these types of unit in Watchet;
- Concerns with future development in the area;
- This type of development could be sited anywhere, why was this location chosen;
- Concerns that the amenity area of the cabin was too large for rare visits;
- Concerns with the narrow lane to the site for HGV's turning in and out of the development;
- Visibility concerns on the A39 egressing from the site;
- Concerns with good agricultural land being used for this facility;

Councillor Habgood proposed, and Councillor Lithgow seconded a motion for the application to be APPROVED. That motion failed.

Councillor Habgood proposed, and Councillor Weston seconded a motion for the application to be DEFERRED.

### **Reasons**

1. Clarification sought on why this location has been chosen for this development.
2. Concerns with the size of the service building and whether there was a need for this size of building.
3. Highway access concerns with getting the building onto the site.

The motion was carried.

78. **49//22/0016 Erection of 1 No. dwelling, to be tied to farm, with demolition of outbuildings at Pitt Farm, Ford, Wiveliscombe (resubmission of 49/21/0032)**

### **Comments from members of the public included;** (summarised)

- The development was well thought-out with intention and with an authentic heart to do right by the land and to be sensitively integrated with the surrounding landscape;
- The development would be complementary to the main house and surrounding out buildings, made from locally sourced sustainable materials;
- The development was designed to be highly energy efficient making good use of passive solar gain with large photovoltaic array which aligned with the corporate objectives and planning policy of Somerset west and Taunton Council to achieve carbon neutrality by 2030;

- The application was a policy compliant exemplary development and a model for sustainable intergenerational family living with overwhelming support from the community;
- Pitt Farm was a hub for the community and the new dwelling would allow for expanse on all the farm;
- The development was sustainable due to a direct route to the development via a long and well used footpath through the fields. Cyclists would use Grants Lane which was less than 5 minute ride to Langley Cross where there were pavements and lights into Wiveliscombe;
- This application would reduce phosphates load;
- This was a low impact development that complements the existing buildings on the site. It respected heritage and merged into the surrounding landscape;

At this point in the meeting a 30-minute extension was proposed.

- This was a sustainable development well imbedded in the community;
- The development offered sufficiency on the site, carbon sequestration and genuine benefits for nature;
- The tie would allow for the needs of the Farm, not sold off or used as a holiday let or an Airbnb;
- The development complies with the NPPF as the Farm was not isolated and met local needs;
- No objections were received for this application;

**Comments from Members included;**  
(summarised)

- This development would increase the well-being of the land and was a sustainable development;
- No objections of substance from anyone, this reflected the value of what was being done on the site;
- An exception should be made for this development because we need to interpret this application more along the lines of what is being done on the site;
- There was already a dwelling for a rural worker on this site;
- Concerns that we were going against our own Development Plan;

At this point in the meeting a further 30-minute extension was proposed.

- The development was phosphate compliant;
- There would be no increase in the reliant of private cars;
- The community aspect for this development was immense;

Councillor Lithgow proposed, and Councillor Tully seconded a motion for the application to be REFUSED. The motion failed.

Councillor Habgood proposed, and Councillor Aldridge seconded a motion for the application to be APPROVED against Officer recommendation.

## Reasons

That delegated authority be granted to Officers to approve the application, contrary to the Officers' recommendation, on the grounds that:

1. This is an exceptional site with high community value;
2. The development will support the expansion of the current activities on the site and lead to greater educational, community and experimental agricultural practices;
3. The development is sustainable;
4. The development will not increase transport needs;
5. The new building is well designed and is offset by demolition of other buildings on the farm;
6. There would be no harm caused to the listed building.

and subject to:

1. The proposed approval of the application being formally advertised as a departure from the Development Plan and any new, unresolvable issues raised being reported back to the Committee for consideration;
2. The wording of the planning conditions being delegated to Officers to determine;
3. The prior completion of a S106 Agreement to:
  - a. ensure that the ownership of the new dwelling is permanently tied to the ownership of the existing dwelling and farm for the duration of the use of the land in the form to be identified in sub-section 'b' below;
  - b. ensure the submission of a scheme to secure the long term operation and management of the farm (to include, but not be limited to, a program of educational benefits that will have demonstrable targets that can be measured);
  - c. secure the installation and maintenance of a biological package treatment plant for the purposes of phosphate mitigation;

The motion was carried.

At this point, Cllr Griffiths left the meeting and a 10-minute break was proposed.

79. **38/21/0525 Formation of synthetic pitch with perimeter fencing, sports lighting and wildlife area bunds with additional 7v7 and 11v11 grass pitches with site compound and accommodation facilities at Richard Huish College, South Road, Taunton**

### Comments from Members included;

- This application would be good for the community;
- Concerns with light spillage from the site;

- Native seeds need to be put on the grass bunds;
- Public right of way, the college needed to keep this pathway clear;
- Concerns with the Metal storage container on site;

Councillor Lithgow proposed and Councillor Wheatley seconded a motion for planning permission to be GRANTED subject to conditions and the additional conditions;

1. The new playing field land at Ash Meadows shall be provided in accordance with the details set out in the planning application and drawing No. MCA-MUK2520-30Rev D and made available for use within 12 months of the Artificial Grass Pitch development being first used.

*REASON – to ensure the satisfactory quantity, quality and accessibility of compensatory provision which secures a continuity of use and to accord with Policy of the Taunton Deane Site Allocation and Development Management Plan;*

2. Use of the development shall not commence until a community use agreement prepared in consultation with Sport England has been submitted to, and approved in writing by the Local Planning Authority, and a copy of the completed approved agreement has been provided to the Local Planning Authority. The agreement shall apply to the Artificial Grass Pitch and Playing Pitch at Ash Meadows and include details of pricing policy, hours of use, access by non-educational establishment users, management responsibilities and a mechanism for review. The development shall not be used otherwise than in strict compliance with the approved agreement.

*REASON – to secure well managed safe community access to the sports facilities, ensure sufficient benefit to the development of sport and to accord the Policy C4 of the Taunton Deane Site Allocations and Development Management Plan;*

The motion was carried.

80. **3/21/22/105 Erection of ground mounted solar panels. Avondale, Martlet Road, Minehead, TA24 5QD**

This application is adjourned to the next Planning meeting on the 5 January 2023.

81. **Latest appeals and decisions received**

Appeals and decisions adjourned until the next Planning meeting.

(The Meeting ended at 5.41 pm)



## SEDGEMOOR DISTRICT COUNCIL

## DEVELOPMENT COMMITTEE

**Minutes of the meeting of the Development Committee held in the Canalside Centre, Marsh Lane, Huntworth, Bridgwater on Tuesday 28 March 2023 at 9.30am**

<b>Councillors</b>	B Filmer (Chairman)	
<b>Present:</b>	T Grimes (Deputy Chairman)	
	A Betty	S Kingham
	B Bolt	M Murphy
	M Facey (AM Only)	K Pearce
	A Glassford	C Riches
	A Hendry	L Scott

**Apologies:** (No notice received from Cllrs Heywood, Perry or Granter)

**71. URGENT BUSINESS**

None.

**72. PUBLIC SPEAKING TIME**

The following persons spoke in respect of the indicated applications: -

<b>Application No</b>	<b>Name</b>	<b>Spoke</b>
02/22/00021	Chris Camp	Against
	Vicky Brice on behalf of Axbridge Parish Council	
	Elizabeth Parker	Against
	on behalf of Compton Bishop Parish Council	
37/22/00097	Ward Cllr Graham Godwin-Pearson	Against
	Coral Curtis	Agent
37/22/00097	Nayan Gandhi	Agent

53/21/00004	Alan Hurford on behalf of Westonzoyland Parish Council	Against
	Clive Miller	Agent

### 73. DECLARATION OF INTERESTS

In accordance with the Mandatory Code of Member Conduct, the following declarations of interest were made:

Application No	Name	Nature of Interest	Reason
02/22/00021	Cllr Liz Scott	Other registrable interest	Ward Councillor for this area but took no part in discussions on this application.
17/22/00077	Cllr Charlie Riches	Other registrable interest	Ward Councillor for this area but took no part in discussions on this application.
02/22/00021	Cllrs Bob Filmer & Tony Grimes	Other registrable interest	Within their Somerset County Council Division and declared as Compton Bishop PC had commented on this application but the Councillors had taken no part in discussions on this application.
53/21/00004	Cllr Antony Betty	Other registrable interest	Ward Councillor for this area but took no part in discussions on this application.

Cllrs A Betty, B Filmer, A Hendry, S Kingham, M Murphy, L Scott and C Riches all declared an Other Registrable Interest as they were members of either the Axe Brue or Parrett Drainage Boards.

### 74. SCHEDULE OF ALLEGED CONTRAVENTIONS

The committee received a copy of the Schedule of Alleged Contraventions statistics sheet and the confidential list of cases with the agenda; no issues were raised.

#### RESOLVED:

To note the report.

**75. MAJOR APPLICATIONS (AM)**

Axbridge 02/22/00021 registered 02/11/2022  
 Expiry Date 31/01/2023  
 (Reserved matters)

Proposal: **Approval of reserved matters, for appearance, landscaping, layout and scale for the erection of 53no. dwellings (30% affordable housing). at Land To The South Of, Houlgate Way, Axbridge, Somerset, BS26** for Bellway Homes (SW) Ltd (agent: Grass Roots Planning Ltd )

The planning officer confirmed that the application had been adjusted a number of times to take into account comments made; including layout changes, lessening the density on the boundary of the site with screening added in response to comments from the Conservation officer, landscaping and play areas and the affordable housing was spread over the site. It was noted that there was a shortfall on parking spaces but this included public parking, however there were no objections from the County Highways Authority.

During discussion, the following concerns were raised:

- The highways and the speed of vehicles but this was not a matter for the applicants and there had been no objection from the County Highways Authority, a S278 process would be needed for the technical details relating to the highways.
- In respect of the Public Right of Way, it was confirmed that it was outside of the red line of the application, therefore the applicant did not need to enhance it, however the local councils could use the CIL contributions if this was a matter they wished to pursue.
- It was confirmed that the play area would be fenced in and 2 sets of gates were planned as the play area is sited near the main road. It was proposed that an additional condition be added to agree alternative access points facing away from the main road.
- The Drainage Strategy had been agreed by the Lead Local Flood Authority and an informative would be added to any permissions advising of the need for land drainage consent.
- The car park would be managed by a private company, however some of the spaces would be for local residents.
- For fencing to be in place until the landscaping is established between the car parking area and the Doctors Surgery, to be added as a condition, details to be agreed.
- There was no local lettings policy for this application and the Affordable Housing Manager was happy with the mix and placement.
- The design of the properties reflected the local materials, impact on heritage and included climate change design. Members did request that further support for biodiversity was needed and for bat and bird boxes to be included as a condition.
- It was proposed to secure a condition relating to the removal of permitted development rights to retain the garages to the proposed scheme as garages to address the limitations to parking.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr B Bolt

(For 11, Abstention 1)

**RESOLVED:**

To Grant Approval of Reserved Matters subject to the following conditions and subject to the additional conditions as detailed by the officer relating to the fencing around the site and between the car parking area and the doctors' surgery, the further detail relating to the play area and the biodiversity enhancements, and removal of permitted development rights in respect of garages the wording of these conditions to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 No development shall take place above damp proof course level until samples of the materials to be used on the external surfaces of the dwellings hereby approved, to include windows, doors, walls and roof, have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved materials.

Reason: In the interests of visual amenity and to ensure an appropriate response to nearby heritage assets in accordance with Sedgemoor Local Plan 2011-2032 Policies D2 and D26 and Axbridge Neighbourhood Plan Policies HD-3 and H&NE-3.

- 3 Prior to the first occupation of plots 48 or 53 (as indicated on the submitted and approved Detailed Planting Plan 1 of 3 Drg No. 101 rev F), a scheme for the management and maintenance of the landscape planting within these plots shall be submitted to and approved in writing by the local planning authority. The proposed development shall be carried out in accordance with the approved scheme.

Reason: In the interests of protecting the setting of the adjoining listed building in accordance with Sedgemoor Local Plan 2011-2032 Policies D2 and D26 and Axbridge Neighbourhood Plan Policies HD-3 and H&NE-3.

**Schedule A**

Location Plan Drg No. LP.01 Rev B

Site Layout Drg No. SL.01 rev G

Coloured Site Layout Drg No. CSL.01 G

Affordable Housing Layout Drg No. AHL.01 Rev C

Material Layout Drg No. ML.01 Rev D

Refuse Strategy Layout Drg No. RSL.01 Rev C

Street Scene Drg No. CSS.01 Rev D

Energy Strategy Drg No. ES.01 Rev B

Stationer Bookbinder Floor Plans and Elevations Drg No. 1BM.01 Rev C

The Baker - Floor Plans and Elevations Drg No. HT.BA.pe Rev C  
 The Bowyer - Floor Plans and Elevations Drg No. HT.BO.pe1 Rev C  
 The Bowyer - Floor Plans and Elevations Drg No. HT.BO.pe2 Rev B  
 The Cartographer - Floor Plans and Elevations Drg No HT.CT.pe Rev C  
 The Goldsmith - Floor Plans Drg No. HT.GOL.p Rev B  
 The Goldsmith - Elevations Drg No. HT.GOL.e1 Rev C  
 The Goldsmith - Elevations Drg No. HT.GOL.e2 Rev D  
 The Goldsmith - Elevations Drg No. HT.GOL.e3 Rev C  
 The Hawthorne - Floor Plans and Elevations Drg No. HT.HAW.pe Rev B  
 The Hawthorne - Floor Plans and Elevations Drg No. HT.HAW.pe1 Rev B  
 The Jeweller - Floor Plans Drg No. HT.JEW.p Rev B  
 The Jeweller - Elevations Drg No HT.JEW.e Rev D  
 The Lorimer - Floor Plans Drg No. HT.LOR.p Rev C  
 The Lorimer - Elevations Drg No. HT.LOR.e1 Rev D  
 The Lorimer - Elevations Drg No. HT.LOR.e2 Rev C  
 The Lorimer - Elevations Drg No HT.LOR.e3 Rev C  
 The Lorimer - Elevations Drg No. HT.LOR.e4 Rev C  
 The Lorimer - Elevations Drg No. HT.LOR.e5 Rev C  
 The Mason - Floor Plans and Elevations Drg No. HT.MA.pe1 Rev B  
 The Moreton - Floor Plan Drg No. HT.MOR.p Rev B  
 The Moreton - Elevations Drg No. HT.MOR.e Rev C  
 The Moreton - Floor Plan Drg No. HT.MOR.p1 Rev A  
 The Moreton - Elevations Drg No. HT.MOR.e1 Rev B  
 The Turner - Floor Plans and Elevations Drg No. HT.TU.pe Rev C  
 The Turner - Floor Plans and Elevations Drg No. HT.TU.pe1 Rev A  
 The Weaver - Floor Plans Drg No. HT.WEA.p Rev A  
 The Weaver - Elevations Drg No. HT.WEA.e Rev B  
 Single Garage Drg No. SG.pe Rev A  
 Twin Garage Drg No. TG.01.pe Rev B  
 Double Garage Drg No. DG.01.pe Rev B  
 LAP & LEAP Drg No. 2207.34782 Rev B  
 Tree & Hedgerow Retention/Removal & Protection Plan Drg No. BHA\_4949\_01B\_TTP  
 Detailed Planting Plans - General Arrangement Drg No.100 Rev F  
 Detailed Planting Plans - 1 of 3 Drg No.101 F  
 Detailed Planting Plans - 2 of 3 Drg No. 102 F  
 Detailed Planting Plans - 3 of 3 Drg No. 103 F

North Petherton            37/22/00097 registered 14/10/2022  
    Expiry Date 08/12/2022  
    (Full Planning Permission)

Proposal:                    **Change of use of caravan park to permanent park homes. at Somerset View Caravan Park, Taunton Road, North Petherton, Bridgwater, Somerset, TA6 6NW** for Mr E Fry (agent: Paul Dance Ltd )

The planning officer updated the committee as a letter had been received from the agent who confirmed that the applicant wished to remove holiday use of the site and to be residential only.

During discussion in terms of the type of occupiers of the homes, the committee were informed that the site was for unrestricted occupation and there needed to be evidence provided to address the objections and to support the application.

**PROPOSED:** Cllr A Betty

**SECONDED:** Cllr L Scott

(Unanimous)

**RESOLVED:**

To Refuse Permission for the following reasons:

- 1 The proposed change of use of this holiday caravan site to permanent residential occupation for which no reasonable justification has been provided would result in the provision of 60 new residential units in the countryside, outside the settlement boundary of North Petherton. As such the proposal is contrary to the council's spatial policies for the location of new residential development specifically policies S2 and CO1 of the Sedgemoor Local Plan 2011 to 2032 and the site is not compliant with Policy C03.
- 2 The proposal would result in the unjustified loss of tourism accommodation on a site that is neither adjacent nor well related to an existing settlement. As such proposal is contrary to D17 of Sedgemoor Local Plan 2011 to 2032.
- 3 The proposal by reason of its cramped layout, with the potential for mutual overlooking between the proposed caravans, limited private garden space, and lack of public open space, result in an unacceptable layout and low standard of amenity for the future occupiers of the caravans. As such the proposal is contrary to Policies D2, D25 and D34 of the Sedgemoor Local Plan 2011 to 2032.
- 4 The proposal for 60 new residential units is not supported by an appropriate transport assessment to demonstrate that the existing access arrangements could safely accommodate the increased traffic movements that are likely to result from the proposed change of use. As such the proposal is contrary to D17 of Sedgemoor Local Plan 2011 to 2032.
- 5 No evidence has been provided demonstrate that safe and convenient access would be available for all, including pedestrians, people with disability, cyclists and users of public transport, to ensure that future occupiers of the proposed 60 residential units would have a reasonable range of alternatives to the private motor car to access the services and facilities available in North Petherton. In the absence of such information the proposal constitutes unsustainable development contrary to policies D13 and D14 of the Sedgemoor Local Plan 2011 to 2032.
- 6 The proposal for 60 new residential units would fail to provide adequate parking as required by the Highway Authority's adopted Parking Standards. No evidence has been provided to demonstrate that a lower parking provision is reasonable in this instance. As such the proposal is contrary to policy D14 of the Sedgemoor Local Plan 2011 to 2032 and the adopted parking standards for Somerset.

- 7 The proposal would result in the creation of 60 new residential units without any provision for affordable housing nor reasonable measures to mitigate the impact of increased demand arising from the development on healthcare provision. As such the proposal is contrary to policies S3, D6 and D28 of the Sedgemoor Local Plan 2011 to 2032.
- 8 The proposal is a major development that would see the change of use of this 2 hectare site to residential use and is not supported by any detailed drainage proposals that demonstrates that a sustainable drainage system for surface water could be provided. In the absence of such supporting information, it cannot be demonstrated that future occupiers of the site would be safe from flooding and that flood risk would not be increased elsewhere. As such the proposed is contrary to policy D1 of the Sedgemoor Local Plan 2011 to 2032.

**It was noted that Application 45/21/00037 had been withdrawn from the agenda.**

## **76. OTHER PLANNING APPLICATIONS (AM)**

Westonzoyland                      53/21/00004 registered 04/03/2021  
 Expiry Date 28/04/2021  
 (Full Planning Permission)

Proposal:                              **Retrospective application for the change of use of former runway for storage and blending of horticultural growing media. at Land To The East Of, Runway At Folley Farm, Langport Road, Westonzoyland, Bridgwater, Somerset** for Durston Garden Products Ltd (agent: Clive Miller Planning Ltd )

This application was for an area of the airfield that had been used by a highways contractor and was near to other parts of the site being used. The applicant has stated that the area was needed to blend and bag horticultural growing media which is then taken for storage at Sharpham.

During discussion, it was confirmed that there had been no objections relating to the highways or vehicle movements; additional drainage information had been provided with drainage running towards the north and away from the road and the consultees were now satisfied.

The major issue raised by many was dust management and it was agreed that Conditions 3 and 4 would be amended to reflect the comments and concerns raised.

**PROPOSED:** Cllr A Hendry

**SECONDED:** Cllr K Pearce

*(For 9, Against 3)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the amendments proposed to the conditions 3 and 4 to address measures relating to dust management, the wording of these conditions to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 2 Notwithstanding the submitted landscaping details, within three months of the date of this decision, a landscape planting scheme shall be submitted to and approved in writing by the Local Planning Authority. The approved planting scheme shall be implemented no later than the end of the first planting season following approval of the landscaping scheme. The proposed planting scheme shall include a detailed scaled drawing which identifies the proposed green infrastructure and includes a plant schedule and planting specification. The planting schedule shall detail the proposed species, quantities, stock sizes, planting densities and spacings. All landscape areas shall be protected and maintained, and any trees or plants which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of a similar size and species

Reason: To ensure that development sites are appropriately landscaped to provide enhancement of the environment, mitigation for vegetation that is to be removed, to ensure biodiversity is maintained and that planting schemes are established and managed into the future in accordance with Sedgemoor Local Plan 2011-2032 Policy D20.

- 3 No aerosols or odours from the proposed development shall be detectable at the boundary of the nearest residential property.

Reason: To safeguard local residents from disturbance from aerosols and odours from the development in accordance with Sedgemoor Local Plan 2011-2032 policies D24 and D25.

- 4 No fugitive dust emissions from the proposed development shall be detected at the boundary of the nearest residential property

Reason: To safeguard local residents from disturbance from aerosols and odours from the development in accordance with Sedgemoor Local Plan 2011-2032 policies D24 and D25.

- 5 At the proposed access there shall be no obstruction to visibility greater than 900 millimetres above adjoining road level within the visibility splays (that fall within the red line of the application) as shown on the submitted and approved General Arrangement & Visibility Splays Plan Drg No. BTC214048 P\_01 Rev P1 (as contained within the Highways Technical Note, Bellamy Transport Ltd, 12 May 2021). Such



visibility splays shall be maintained at all times.

Reason: In the interest of highway safety in accordance with Sedgemoor Local Plan 2011-2032 Policies D13 and D14.

- 6 No external lighting shall be provided, installed or operated in the development, except in accordance with a detailed scheme which shall provide for lighting that is hooded and directional, and has been submitted to and approved in writing by the local planning authority. The scheme shall be implemented in accordance with the approved details.

Reason: To protect the character of the countryside and wider landscape in accordance with Sedgemoor Local Plan 2011-2032 Policies CO1, D2 and D19.

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revising revoking and re-enacting that Order with or without modifications), there shall be no erection of any building, structure or means of enclosure within the application site without the express grant of planning permission.

Reason: In the interest of visual and landscape amenity in accordance with Sedgemoor Local Plan 2011-2032 Policies D2 and D19.

## **Schedule A**

Location Plan Drg No. 01

Cheddar 17/22/00077 registered 07/12/2022  
Expiry Date 31/01/2023  
(Full Planning Permission)

Proposal: **Erection of detached annex and single storey rear extension on site of existing (to be demolished). at Regina, Round Oak Road, Cheddar, Somerset, BS27 3BP** for Ms Packer (agent: Robinson Clark Ltd )

The planning officer explained that this application had 2 parts to it, one part was for a single storey extension on the main dwelling and also the construction of a single storey annexe with 2 bedrooms and (revised proposal to remove first floor bedroom), this was to be used for the disabled son and a carer, however the Parish Council considered the proposal to be tandem dwelling and was a dwelling in it's own right. The planning officer also updated the committee as a letter from a neighbour had been received stating that their boundaries would be affected and have an impact on the neighbour at the rear.

It was confirmed by the planning officer that they considered that there was a decent distance from the neighbours and there would be no adverse impact on them.

The committee were satisfied and requested that an additional condition be added for this to remain as an annexe.

**PROPOSED:** Cllr S Kingham

**SECONDED:** Cllr A Hendry

*(Unanimous)*

**RESOLVED:**

To Grant Permission subject to the following conditions and subject to the additional condition as detailed by the officer to ensure that the extension remained ancillary to the main building, the wording of this condition to be delegated to the Assistant Director (Inward Investment & Growth) to be agreed in consultation with the Chairman and Deputy Chairman of the Development Committee.

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the provisions of Section 91 of the Town and Country Planning Act, 1990 ( as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

- 2 The development hereby permitted shall be carried out in accordance with the approved plans listed in schedule A.

Reason: For the avoidance of doubt and in the interests of proper planning.

- 3 Prior to commencement of development hereby permitted the following will be provided in the design of the development:

- a) Suitable roosting provisions for horseshoe bats. The Location of roost entrances and internal details will be set out in the design. Any areas that are accessible to bats must be lined with traditional black bitumen felt (type 1F) to avoid the risk of entanglement of bats. Modern roofing membranes will not be permitted in areas which are accessible to bats. Any timbers that are to be retained and requiring remedial timber treatment should only be treated with 'bat friendly' chemicals (see <https://www.gov.uk/guidance/bat-roosts-use-of-chemical-pest-control-products-and-timber-treatments-in-or-near-them>). A scheme must be submitted to and approved in writing by the Local Planning Authority prior to work commencing on site. The roosts will be implemented in strict accordance with the agreed scheme and maintained for the exclusive use of bats thereafter

Reason: A pre-commencement condition in the interests of the Favourable Conservation Status of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 4 Prior to commencement of development hereby permitted no works shall commence until:

- i. Construction and demolition operatives have been inducted by a licensed bat ecologist to make them aware of the possible presence of bats, their legal protection and of working practices to avoid harming bats during the removal

of any roofing, fascia or soffit. If bats are found during development at any time, works must cease immediately and the Local Planning Authority must be contacted. Written confirmation of the induction will be submitted to the Local Planning Authority by the licensed bat ecologist within one week of the toolbox talk

- ii. An improved cavity bat box or similar, to accommodate any discovered bat(s), will be hung on a suitable tree or building on or adjacent to the site at a minimum height of 4 metres as directed by a licensed bat ecologist. Any such box will be maintained in-situ thereafter; and
- iii. Works potentially affecting bats will then proceed under the supervision of the licensed bat ecologist.

Reason: A pre-commencement condition in the interests of the Favourable Conservation Status of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 5 All large, glazed areas will be of glazing that limits light spillage so that light levels do not adversely disturb bats and other species using their territory or having access to resting places. Details of the glazing to limit light spillage will be submitted and agreed in writing by the Local Planning Authority prior to the installation. The glazing will be installed as agreed. No other type of glazing shall be used to replace faulty glazing unless it achieves the same or better results in terms of light spill than the agreed specification;

Reason: This is a pre-commencement conditions in the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 6 Prior to the installation of any external lighting, a lighting design for bats, following Guidance Note 08/18 Bats and artificial lighting in the UK (ILP and BCT 2018), shall be submitted to and approved in writing by the Local Planning Authority. The design shall show how and where external lighting will be installed (including through the provision of technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb roosting or prevent bats using their territory. The design should accord with Step 5 of Guidance Note 08/18, including submission of contour plans illustrating Lux levels. Lux levels should be below 0.5 Lux. All external lighting shall be installed in accordance with the specifications and locations set out in the design, and these shall be maintained thereafter in accordance with the design. No other external lighting shall be installed without prior consent from the Local Planning Authority through submission of a planning application.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

- 7 The planting of 1x high nectar shrub such as Buddleia, which should appeal to night-

flying moths (a key food source for bats) within the curtilage of the dwelling. The Royal Horticultural Society guide, "RHS Perfect for Pollinators, [www.rhs.org.uk/perfectforpollinators](http://www.rhs.org.uk/perfectforpollinators)" provides a list of suitable plants both native and non-native plants.

Reason: In the interests of the 'Favourable Conservation Status' of populations of European protected species and in accordance with Sedgemoor District Council Local Plan: Policy D20 - Biodiversity and Geodiversity.

### **Schedule A**

Site Location Plan and Existing Plans Drg No. 627/001  
Proposed Plans and Elevations Drg No. 627/011 Rev A

### **77. INFORMATION SHEETS**

The committee received 1 information sheet:

- Certificate of Lawfulness Decided
- Planning Appeals Received
- Planning Appeals Decided
- Enforcement Appeals Received

#### **RESOLVED:**

To note the Information Sheets.

The meeting ended at 12.30pm

**CHAIRMAN**

By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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For information

Somerset Council

Full Council  
- 26 July 2023



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## **Annual Report of the Leader of the Council and details of key decisions taken**

Lead Officer : David Clark – Service Director - Governance, Democratic and Legal Services and Monitoring Officer

Report author: Mike Bryant – Service Manager - Democratic Services

Contact Details: 01823 359048

### **1. Summary**

1.1 This report presents the annual report of the Lead Member for Finance and Human Resources and the Lead Member for Children Families and Education (see Appendix 1 and Appendix 2). It also summarises in Appendix 3 the key decisions taken by the Leader, Executive Lead Members and Senior Officers between 17 May 2023 and 17 July 2023, together with the items of business considered by the Executive at its meetings on 7 June 2023 and 10 July 2023.

The Leader of the Council and Executive Lead Members may also wish to highlight other matters within their areas of responsibility at the Council meeting.

There is an opportunity for other Members of the Council to ask questions of the Leader and Executive Lead Members regarding the matters set out in this report or their areas of responsibility.

### **2. Recommendations**

#### **2.1 Council is asked to:**

**(1) Receive the Annual Reports of the Lead Member for Finance and Human Resources and the Lead Member for Children Families and Education set out in Appendix 1 and Appendix 2; and**

- (2) Note the details of key decisions taken by the Leader, the Executive, Executive Lead Members and Senior Officers as set out in Appendix 3.**

### **3. Background**

#### **3.1 Annual report of the Lead Member for Finance and Human Resources and the Lead Member for Children Families and Education**

It is standard practice for Lead Members to present their Annual Reports to the Council.

Appendix 1 sets out the Lead Member for Finance and Human Resources and Appendix 2 sets out the Lead Member for Children Families and Education

#### **3.2 Details of decisions**

The Council's Constitution defines in Part C – Council that the Council will receive regular reports from the Leader and the Executive regarding their decisions and/or outcomes.

The agendas and papers for the Executive meetings held on 7 June 2023 and 10 July 2023 are published within the Executive webpages on the Council's website. Individual Leader, Executive Lead Member and Officer key decision records and related reports are also published on the Council's website.

### **5. Implications**

- 5.1 This report is for information only.

### **6. Background Papers**

- 6.1 Somerset Council Constitution  
Executive meetings 7 June 2023 and 10 July 2023  
Council's website  
Local Government Act 2000  
Openness of Local Government Bodies Regulations 2014

**Note** For sight of individual background papers please contact the report author.

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**Annual Report of the Executive Lead Member for Finance and Human Resources  
(to 31<sup>st</sup> March 2023) / Resources and Performance (from 1<sup>st</sup> April 2023)**

Executive Member: Councillor Liz Leyshon – Deputy Leader of Council and Lead Member for Resources and Performance

Local Members and Division: All

Lead Officers: Jason Vaughan – Executive Director – Resources and Corporate Services and Chris Squire – Service Director – Workforce

Author: Councillor Liz Leyshon – Deputy Leader of Council and Lead Member for Resources and Performance

Contact Details: [Liz.leyshon@somerset.gov.uk](mailto:Liz.leyshon@somerset.gov.uk)

## **1. Summary**

**1.1** This report highlights the key activities and achievements of the past year within my areas of responsibility, Finance & HR, to Vesting Day 1<sup>st</sup> April 2023. At Vesting my responsibilities moved to Resources & Performance.

Covid-19 still casts a long shadow on the activities, responsibilities and budget of the Council – Somerset County Council and now Somerset Council. Post-Covid pressures on people of all ages have had impacts on health, budgets and workloads across the whole country, and most of the world.

As well as increased demand on Adults and Children’s Services, the five predecessor Councils all had to deal with recruitment issues in areas such as Social Care, Planning and Legal. The uncertainty for staff in Somerset at the same time as a ‘hot’ labour market nationally added considerably to the challenges.

Having stepped up to support residents, businesses and communities through the lockdowns, implementation of vaccination programmes and distribution of Government grants, those same teams moved straight into the delivery of the One Somerset business case for Somerset.

The year to date continues to be a testing time for officers and members alike. It has been an unusual experience in local government reorganisation with the election having been held before Vesting, giving greater continuity for 2023 but

having created an exceptional workload throughout 2022/23, immediately after the global pandemic, with a new Administration and a new Executive Leadership Team to be appointed. The war in Ukraine and UK fiscal events, including the mini-budget in September 2022, led directly and quickly to much greater rates of inflation, higher interest rates and very significant financial challenges.

Every part of Local Government Reorganisation involved both the finance and human resources teams, across the County Council and all four District Councils. The move to one Council had considerable effect on the budget for 2022/23, as identified in the One Somerset business case, but that was predicted and planned. Inflation rapidly moving to double digits for the first time in decades, plus rapid rise in interest rates was neither expected nor planned.

The budget set in February 2022 was considered by the previous administration to be adequate for the social care services of Adults and Childrens in 2022/23, yet the additional funds were found to be inadequate by Month 3. Increases in energy costs, and a pay award that was more than double that allowed in the budget have contributed to a projected overspend for the year to 31<sup>st</sup> March 2023 in the region of £20million. We are currently awaiting the Statements of Accounts from all five predecessor Councils, some are published, others not yet. Early sight indicates surpluses from the former Districts, deficit from the former SCC.

It was always predicted that Covid-19 and lockdowns would affect District budgets first but that the long tail of the global pandemic would have a much longer lasting impact on the upper tier authorities with social care responsibilities. That prediction was correct.

Due to that effect, the work to set a balanced budget for 2023/24 with both greater pressures and need for savings was considerable and had to be moved at a rate not seen at SCC since 2017/18 financial year.

At the same time officers had to work on the harmonisation of Council Tax and changes in policy, in line with the new Administration. These were agreed at the November 2022 Full Council. Papers from SCC Full Council meetings can be found here:

<https://somerset.moderngov.co.uk/ieListMeetings.aspx?CId=589&Year=0>

The financial pressures on the new Somerset Council are in line with other upper tier authorities in the country, and the savings identified through LGR helped considerably in the budget setting. However, the need to explore fully those savings at such an early stage in the life of the new Council will make the following years more challenging, as we are already experiencing in the summer of 2023.

With Local Government Reorganisation being both made possible by the experienced staff of all five Councils and affecting all the same staff, it was inevitable that the challenge of LGR would put considerable pressure on all

officers – and much of that pressure remains relevant as transition and transformation have commenced and will encompass restructuring of the new Council directorates.

My responsibilities as Lead Member for Human Resources were taken on by Cllr Val Keitch, and now by Cllr Theo Butt Philip. I thank them both for their dedication to the responsibilities, knowing that they share my consideration and care for officers throughout the new Council.

## **2. Key Activities and Achievements**

### **2.1 2023/24 Revenue Budget**

The work on the first budget for Somerset Council brought together the five council budgets. Income and expenditure across the County and four District councils was aligned in order to enable the establishment of a baseline position for 2022/23, on which to base the 2023/24 budget.

Following the approval of the Medium Term Finance Strategy and Plan in July 2022, a Budget Working Group was established with Member representation from all five Councils and the LGR workstream leads. The fortnightly meetings explored every aspect of the present and future position of each Council's financial position: Revenue; Capital; Treasury Management; Commercial Investments.

Further full day meetings were held with all the Leaders, Chief Executives and Section 151 officers of the five Councils to explore in greater depth the combined approach to understanding the challenges of setting a balanced budget.

The resulting balanced budget, approved at Full Council in February 2023, commenced with the baseline position from 2022/23, included the Council Tax Reduction Scheme and Exception Hardship Scheme, and the Non Domestic Rates scheme approved in November 2022 and then combined the following:

- Additional financing requests across all the services of the former County Council, and the four District Councils
- Transformation, income and savings of £40million
- Special Expenses Rate
- Alignment of Fees and Charges
- Capital Strategy 2023 – 26
- Flexible Capital Receipts Strategy
- Existing and new Capital Schemes 2023/24
- Non Treasury Management Investment Strategy (commercial investments)
- Council Tax Setting
- Pay award based on the 2022/23 award as an average percentage

## **2.2 2023/24 Capital Programme**

A significant piece of work was completed in reviewing all the capital programmes of the former District Councils together with the former County Council's ongoing programme.

Officers also brought forward new Capital programmes for consideration, which were accepted or not through use of agreed criteria:

- Fully funded schemes
- Schemes that had health & safety considerations
- Schemes with highest priority

Externally funded Town Investment Plans for Glastonbury & Bridgwater, one Levelling Up Project in Bridgwater, and Future High Street Fund projects form an important part of the Capital Programme, with interdependencies particularly in Bridgwater.

All the capital programme in Somerset, as in the rest of the country, has been affected by inflation which has had a huge impact in the construction industry. Some of the proposed capital programme has been paused, to give time to review and consider Government priorities, and the programme will be further reviewed in 2023 following inevitable slippage and increasing costs.

Further increases in the cost of borrowing, and ensuring the Minimum Revenue Provisions meets our External Auditors' expectations, will further limit the size and scope of the Capital programme for 2024/25.

## **2.3 Revenues and Benefits**

The new Council is responsible for the Revenues and Benefits services that were previously undertaken by the four District councils, all on different systems. These services are critical to residents and businesses of Somerset and will continue on the district area systems while options for the future are explored.

The most critical date for Revs and Bens is October 2025, when the contract between Capita and the former Mendip District Council area of Somerset ends. A new system for all of Somerset must be in place before that date, and preferably before April 2025.

## **2.4 Fees and Charges**

Fees and charges were aligned across the five Councils, with the different approaches of the four Districts brought together on such varied, and essential, items as planning applications, taxi licences, burials, cremations and beach parking.

## **2.5 Reserves**

The reserves of all the five Councils will be combined and reviewed following the publication of all the Statement of Accounts for the 2022/23 financial year.

Government has been particularly interested in the level of reserves, both usable and non-usable, held by local authorities. It should always be noted that many of the earmarked reserves are held for other organisations and so are clearly unusable.

## **2.6 Commercial Investments**

As well as the usual Treasury Management, Somerset Council has a very significant portfolio of investments that are primarily for yield although many also include regeneration projects in Somerset towns. This portfolio review is currently underway, with considerable travel completed as investments are both within and without Somerset. Of course, the future of these investments overlaps with Treasury Management and particularly borrowing.

## **2.7 Housing Revenue Account**

The 2023/24 budget included the Housing Revenue Account for the new Council with housing stock owned and managed by two of the former Districts.

A 30 year Business Plan is part of the requirement of a HRA, bringing further opportunity and additional risk to the new Council. It is always essential to understand that the HRA funds are those of the tenants, not Council funds, and therefore totally separate.

An important decision lies ahead in how Somerset Council will continue with the HRA as we currently have two models including an ALMO (Arms Length Management Organisation) Homes In Sedgemoor.

## **2.8 New Finance System**

The new finance system, Microsoft Dynamics, went live on 1<sup>st</sup> April. The first months have been challenging, with useful comparisons developing as other local authorities have also implemented MSD.

It was always expected that the system would have huge potential for further functions such as payroll, revenues & benefits and many other interfaces as the

transformational work of the new Council proceeds. The implementation of new software also presents an opportunity for cultural change in an organisation.

In order to ensure that suppliers were paid promptly during the first months of the MSD implementation, bank to bank payments were made as well as payments through MSD and the finance team has had to work hard to ensure that all payments are fully recorded so that financial monitoring is accurate. A new Solver software is being implemented and will soon be working fully and creating dashboards for budget monitoring.

## **2.9 Internal Audit**

Throughout the year the Chief Internal Auditor (CIA) role has continued to be held by the South West Audit Partnership (SWAP) on behalf of the Council. Internal Audit will be of particular importance and interest during the first years of the new Somerset Council.

## **2.10 External Audit**

Grant Thornton has been the external auditor for three of the former Districts and the County Council, bringing continuity to the audit position of the new Somerset Council. The former Mendip District Council external auditor is EY. Fees for External Audit are expected to increase considerably for 2024/25 and future years, due to staffing pressures in that sector.

## **2.11 Risk Management, Scrutiny and Budget Monitoring**

Risk management is, and will continue to be, hugely important for Somerset Council. The risk registers from the five Councils have been combined with the LGR risk register and new strategic risks created such as the VCFSE sector funding and our reliance on the voluntary sector to help deliver services across the whole county.

The Audit Committee will take a renewed focus on Risk Management and the upgrade to JCAD software to create a new bespoke Somerset Council risk management system is to be commended.

Scrutiny and overview of Somerset Council's financial position and budget monitoring has moved to the new Resources and Corporate Services Scrutiny Committee together with the HRA and Assets.

Budget monitoring, like Performance monitoring, has been affected by the workload of Vesting Day and implementation of Microsoft Dynamics but continues in the background. Budget monitoring reports for Scrutiny and



Executive will look different in future months as software will generate a dashboard style of reporting with graphs and graphics designed to give clear indication of direction of travel on each part of the budget. Quarterly reports will continue to include further detail on Capital programme as well as revenue budget and reserves.

## **2.12 Finance Team appointments**

The appointment of Jason Vaughan to the role of Executive Director of Resources and Corporate Services role was followed by the appointment of Nicola Hix as Service Director for Finance and Procurement.

Interim working arrangements are in place for the many areas of the Finance Team, including Revs & Bens and Procurement.

My sincere thanks go to every officer of the Finance Teams across all five Councils. They have worked exceptionally hard to achieve a 'safe and legal' Somerset Council at the same time as working on the alignment and savings necessary for 2023/24.

My thanks also go to the Chairs and members of the former Scrutiny Committee for Policies & Place and the Audit Committee for their diligent and exacting work on all the papers that were approved at Full Councils in November 2022 and February 2023.

## **2.13 The Financial Challenge for 2023/24**

The scale of the challenge for the current financial year, and future years, is immense. As demand on our Adults and Childrens Services continues to grow, inflation continues at levels we have not seen for many years, and interest rates continue to rise we will see the scale of our challenge increase too.

At the same time, we are seeing house building restricted by the need for nutrient neutrality and affecting our Council Tax base; household budgets impacted by the cost-of-living crisis; and our need to step up with regard to inward investment to bring forward significant new employment opportunities.

The Medium Term Financial Strategy paper agreed by the Executive this month makes clear the range and scale of the work needed to address the challenge, and how it will encompass every directorate of our new Council.

As an Administration, our resolve and dedication to this huge task is undoubted; we will work together to deliver the best possible future for Somerset within considerable constraints.

## 2.14 Human Resources

The responsibility for Workforce and the chairing of the HR Committee will now be the responsibility of Cllr Theo Butt Philip, so this element of my report is from May 2022 to Vesting Day. The work of the Human Resources team since May 2022 has focussed on the following extensive list of priorities in preparation for Somerset Council:

- People Workstream progress including the appointment of Chief Executive, Executive Directors and Service Directors.
- Organisational Change Principles which underpinned all the work towards LGR
- Employment Policies and alignment across the County and District Council policies
- Culture Workshops across all five Councils
- Pension Policy and Processes
- The Dynamic Working Strategy for Somerset Council
- The Wellbeing Strategy for Somerset Council
- Pay Policy Statement
- Pay negotiations
- TUPE transfer of staff from four District Councils into the new Somerset Council
- Successful merger and integration of 5 payrolls, into the new council
- Common learning management system, greatly enhancing access to learning & development for staff in the new council
- Integration of different recruitment systems onto a single platform
- Procurement of a new top-tier agency, for the supply of temporary staff to Somerset Council

The HR team continued important work across the Council, outside of Local Government Reorganisation. This includes vital programmes of work within our Adults & Children's Services teams, for example, which have seen improvements in areas such as social worker recruitment and retention (including extending our approach to recruiting social workers from overseas), SEND leadership development, service restructuring and partnership working with other organisations including NHS.

Our HR Advisory, Learning & Development, Policy, Equalities, Wellbeing and Payroll teams continue to ensure that the Council remains a great place to work and for people to develop and thrive in their careers.

Our approach to the recruitment of young people into Somerset Council remains of paramount importance to the authority, as well as a core part of our workforce

strategy, this brings social and economic benefits to our County. Our work here has seen the continuation of our successful apprenticeship programmes (we were selected as a Government Top 100 employer in 2022-23 and received several local awards), including apprenticeships for young people with SEND and our degree apprenticeship programmes for Social Workers, and the development of our graduate scheme; these are a crucial part of our strategy to 'grow our own' and to offer our Young People in Somerset a meaningful and solid start to the world of work. Our Early Careers Strategy was recently approved by the Executive; this will also see the development of other initiatives for young people, including work experience, paid internships and T-levels.

I appreciate that Human Resources and Organisational Development officers of all the predecessor Councils, at all grades, have had an extremely demanding workload over the past few years. Their work is hugely appreciated and their exceptional work on the recruitment of Chief Executive, Executive Directors and Service Directors is worthy of special note. Thank you.

## **2.15 Internal, Outside Bodies and Partnerships**

As well as the work of the Finance and HR teams, another important task for Vesting Day was the amalgamation of all the Internal, Outside Bodies and Partnerships for all of Somerset.

Starting with approximately 250 organisations from across the five former councils, Democratic Services and I have worked to amalgamate, confirm or remove Bodies as necessary. The work will continue as we receive confirmation of any changes to responsibilities, and understand where more local representation might be more relevant, e.g. with the formation of Taunton Town Council and the work of the LCNs.

The next step is to survey the organisations and report back to Council. My thanks go to Democratic Services for their work on this complex task.

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## **Somerset Children, Family and Education Services**

I am delighted to present my annual report for 2022 - 2023, setting out the highlights and achievements of the services for which I am Executive Member.

Overall, I want to celebrate our children and young people, their resilience in difficult times and the quality of the support and services we are able to offer them.

As you will see, we have had two inspections in the last year which validated the high quality of our social care services and recognised the improvements made for children with special educational needs and disabilities (SEND) by the partnerships of which we are part.

We are, however, not complacent and continue to work on the areas identified by Inspectors, to further improve the experience of our children and their families, and the outcomes that they deserve.

In a time of significant financial strain for our most vulnerable families and in a period when there is an up to 25% increase in referrals to our social care and SEND services, we have worked creatively with our partners in the NHS, in schools and in the voluntary sector to ensure that families can access support when they need it within the resources available to us. Whilst the case studies in this report celebrate our successes, we recognise that, particularly for our SEND families, there is still much to do.

**We have also launched four major long-term projects this year which are the foundations of our plan for the forward year and beyond:**

- Our Education for Life Strategy - with the ambition and confidence to improve outcomes for children in both our maintained and academised sector schools over the next five years. This is a central pillar of the Council's work.
- Our SEND strategy – focussing with our partners on ensuring that our children with SEND are included with their peers in their schools and communities and well supported in all aspects of their lives
- Connect Somerset - an early help partnership between the Council, the NHS, schools, the voluntary sector and our communities, ensuring that professionals and communities work together to help families and residents to improve their lives. This work is integrated with the Neighbourhoods, Local Community Networks and Primary Care networks.
- Homes and Horizons - a strategic partnership with the charity, the Shaw Trust, to deliver up to 10 homes for children, up to 20 foster homes and therapeutic education provision for the most complex children in our care. This aligns with our political ambition to ensure that children from Somerset in our care have a home in the county and allows us to bring children who have been placed elsewhere home to their communities.

As an annexe to this report, I have included a new quarterly report which will enable all Councillors to understand the diversity of services my Directorate delivers and provide an update on our progress.

**Tessa Munt,**

Executive Member for Children, Families and Education

## Social Care

### Inspection of Local Authority Children's Services

Children's Social Care welcomed Ofsted in July 2022 for their first ILACS (Inspecting Local Authority Children's Services) inspection since 2017.

The Ofsted inspection provided great confirmation of the fantastic work achieved by all staff in Children's Services and by our partners to keep improving the quality of support for vulnerable children in Somerset. The inspectors graded Somerset Children's Social Care Good in all areas of our services for children.

Judgement	Grade
The impact of leaders on social work practice with children and families	Good
The experiences and progress of children who need help and protection	Good
The experiences and progress of children in care and care leavers	Good
Overall effectiveness	Good

The report [50192873 \(ofsted.gov.uk\)](https://www.ofsted.gov.uk/reports/50192873) evidences the high-quality work Ofsted found, which gives us an excellent trajectory to build upon to become Outstanding at our next inspection. Every service is reported on positively with an emphasis on how determined staff are to engage with children and their families, and other professionals to ensure children have what they need to thrive and stay within their family wherever possible.

**Inspectors found:**

- An amazing workforce
- A culture of openness, shared accountability and support
- Child focussed, skilled practitioners and managers
- Incredible Early Help services
- Child focused work leading to good outcomes for children
- Great direct work with children that is individualised to the child's needs
- Voice of the child is woven through our work with children
- Insightful and reflective recording
- Meaningful, timely and creative visiting
- Fantastic support for care leavers
- Strong and insightful management oversight and analysis
- Reflective supervision
- Great use of adult workers in family safeguarding
- A strong sense of ownership of risk
- A strong quality assurance framework where professional curiosity and challenge is welcomed to improve outcomes for children
- A strong team ethos and learning culture
- Approachable and trusted managers and leaders
- A strong response to child exploitation across the whole service
- Good collaboration to support children to be in school and stay in school

There was repeated mention of how well we work with fathers and non-resident parents and the good work we do around domestic abuse as well as championing children's identity. Having had those issues as areas of focus in the service for several years, it was great to see Ofsted recognise the determination with which we have challenged ourselves to improve these areas of practice.

**There were two areas identified for improvement which the service are working hard to make progress with:**

- 1) Placement sufficiency, including for emergency admissions, for older children with complex needs.**
- 2) The take-up of return home interviews and use of data to inform individual and service planning.**

## Social Care

### Homes & Horizons

“The project that we are doing actually has the voice of the child actually at the heart of everything.”

– Care leaver, Chloe, who has supported the project from its conception at the MJ Awards.

**Video:** [The MJ Awards 2023](#)

**Press release:** [Somerset Council wins national award for ground-breaking children's home partnership](#)

The first four 'Homes and Horizons' children's homes have now opened and our first six young people are settling in well, supported by a strong, partnership approach to supporting their transition into their new homes from unregistered provision.

The programme continues at pace with homes five (due to open early in August) and home six due to open towards the end of 2023. Planning work continues for the first annexes (for crisis provision) and pods (for Staying Close provision) and for the establishment of the registered Therapeutic Education Provision. Following a continued positive response to the recruitment campaign for Homes and Horizons High Needs Foster Carers, initial assessments for four new Carers are underway with two more applications in the pipeline.





## Social Care

### Case study: Homes and Horizons – caring for our most complex children

In July 2022, A referral was received due to the Police being called to the family home as Martha, aged 15, had allegedly assaulted her mum and her sister and made threats to kill. Martha's mum refused to have her home following this incident, which resulted in Martha being made the subject of Powers of Police Protection.

Martha came into care and due to her distress found it difficult to settle in any foster home or care home. She has had 6 moves in the last year, as providers did not feel able to look after her for long.

Martha continues to present with mental health difficulties, displaying depression and anxiety. She is also diagnosed with ADHD and can struggle to take her medication. Due to the level of aggression shown towards family, Martha has not yet been able to return to her family's care. Martha can be challenging towards staff supporting her and also displays distress where she will cause considerable damage to her living environment. Martha has some periods of stability however will then have extended periods of time where she will present as unsettled and struggle to be contained. The trigger for the periods of instabilities remains unknown.

Martha's mum continues to be a key part of Martha's life and there is regular contact between Martha and her mum.

Child and Adolescent mental health services are working with us to support her too.

Martha was placed in a Homes and Horizons home for children in June 2023 and has settled well. She feels safe and knows that we will stay with her throughout the rest of her childhood and help her move home or to independent accommodation as she moves towards adulthood.



## Homes and Horizons

## Social Care

### Case study: Helping families to stay together

M is an 11-year-old boy with a diagnosis of moderate deafness, developmental language disorder, Autism, Hyperkinetic Disorder and borderline learning disabilities. M's parents, both of whom are profoundly deaf, had requested for M to come into care after several incidences of M hurting his family members. The police / ambulance were called out every day of the week for several weeks. His parents were struggling to know how to manage M's distress resulting in him also getting hurt – this resulted in a Child Protection Plan. They were clear that M could no longer stay at home.

Following the social care co-ordinating support from the Learning Disability / Autism Key Working service, support from CAMHS, Adults Social Care and care agency support, the family's stress has reduced significantly. There has been a period of 4-5 weeks where the police / ambulance have not been called at all. M is having fun with his parents and key workers on day activities. His Dad has made a commitment to spend 15 minutes every evening after work with him and has built M a purpose built play area in the home. The family are now talking to their social worker about taking M on holiday. This shows their increased confidence as it is something that they had never considered before because they didn't feel able to manage M's behaviour previously.

The family are no longer requesting for M to come into care.



## Social Care

### Case study: Supporting homeless teenagers

The Pathways to Independence (P2i) service is commissioned from local YMCA providers and offers accommodation and support for young people aged 16 and over who would otherwise be homeless. Some of these young people are Children Looked After. A key role of the service is to strengthen young people's self-confidence by providing positive opportunities for change.

Riley has fully submerged himself in our Sailing partnership opportunity. He has done so well he has been recruited as a volunteer trainee watch leader, assisting with courses provided by our partner which other young people attend. Riley has talked about his experience and what he has gained from this opportunity in a way in which we simply couldn't ignore. In turn, Riley has created an opportunity for 10 more young people who call YMCA Dulverton Group home at this time and will be assisting in promoting this experience to others.

Riley brings a lot of positives to every situation and we strongly believe he will continue to make a difference for other young people, some we know locally but other young people across the country as well.



## Inclusion

# Inspection of Special Educational Needs and Disabilities

In November 2022, OFSTED and the Care Quality Commission (CQC) undertook a revisit inspection of Somerset's SEND services. The purpose of this inspection was to assess the progress made by the Council, NHS and other partners since the previous inspection in March 2020. Inspectors found that Somerset had made good progress and successfully addressed seven of the nine areas of weakness that they had identified in their 2020 inspection.

**OFSTED and CQC noted significant improvements in a number of areas, for example:**

- Leaders across the partnership had worked to resolve differences and come together to improve services. Immediately following the previous inspection, leaders brought in parents and carers to work alongside them to write their written statement of action. This spirit of co-production has continued. This has meant that children, young people, parents and carers and leaders have all contributed to strategic plans and decisions.
- Children and families were benefitting from recent improvements, such as access to newly established enhanced specialist provision within mainstream secondary schools, and the parents and carers who have received advice and guidance, such as the Toucan course, as part of the new assessment pathway for autism.
- Actions to improve the lived experience of the youngest children and their families, such as dramatically reduced waiting times for the portage service (which provides education support at home for pre-school children with SEND). In addition, this service is now available 52 weeks a year, which has increased parental confidence in their children's readiness for nursery and school.
- Significant improvements to the timeliness and quality of education, health and care plans, with parents and carers routinely involved in discussions around the assessment and the outcomes agreed.

The 2022 inspection marked the end of Somerset's written statement of action – the plan put together to improve services after the 2020 inspection. This comprehensive programme of work led to a broad range of improvements, in particular better working together, a better offer of services and better access to support, as summarised below:



## Inclusion

### Case study: Enhanced Learning Provisions

In 2022, as part of the Council's commitment to promoting an effective and inclusive approach to education, we worked with two secondary schools, Wadham School and Holyrood Academy, to set up an Enhanced Learning Provision in each school.

The transition to secondary school from primary school represents a significant shift in environment for all children, but particularly so for those identified as having Special Educational Needs and/or Disabilities (SEND).

The Enhanced Learning Provision sits within a mainstream secondary school and delivers tailored and high-quality teaching to pupils with SEND who are working at very low curriculum levels or who may have other identified needs which makes them more vulnerable than their peers at transition. It uses skilled teachers with additional training and experience and small groups to maximise achievement and progress primarily in core subjects, while supporting these pupils to access the wider mainstream curriculum alongside their peers.

Since September 2022, Year 7 Students, in these schools, have been attending these Enhanced Learning Provisions as part of their timetable and feedback from the teaching teams, parents and pupils themselves has been extremely positive.

We are now working with another seven secondary schools to develop more Enhanced Learning Provisions across the county in 2023. This is progress towards our ambition that by the end of 2025 all Somerset secondary schools will have an enhanced or specialist resource of inclusive support to enable more children with SEND to go to school with their peers in their local community:

**Find out more here:** [Enhanced Learning Provision for Students with SEND \(somerset.gov.uk\)](https://www.somerset.gov.uk)



## Inclusion

### Case study: The UnStoppables

The UnStoppables are a group of young people aged between 13 and 24 years who have Special Educational Needs and Disabilities (SEND). It has been a busy year for the UnStoppables who have been very involved in making a film about the Graduated Response Toolkit for children and young people to understand how it supports them in school and working with the Somerset Centre for Integrated Learning (SCIL) to write a SEND module for the Foundation Degree in Education and Development from a perspective of their lived experience.

The group also planned a recruitment roadshow and made an animation about joining the UnStoppables – which has led to nearly doubling their membership. The inspector for the Local Area Reinspection of SEND Services met the UnStoppables as part of the reinspection to hear about the difference their voices make to service improvement.



# Education Partnership and Skills

## Education for Life Strategy

The Education for Life Strategy was launched at the Fleet Air Arm Museum in March 2023, building on the work of a group of educational professionals from across the varied aspects of Somerset's education sectors. Over 200 leaders from early years, schools and further education joined the council's political and officer leadership, the two Dioceses, Ofsted and the Department for Education to commit to tackling underachievement and develop better educational provision for the county's children.

**The strategy has four goals over five years:**

### Goal 1

Improved access to support in the early years of life so that every child is ready to start school confidently.

### Goal 2

Increased inclusion in all schools, settings and in our communities so every child is included in their education 100% of the time.

### Goal 3

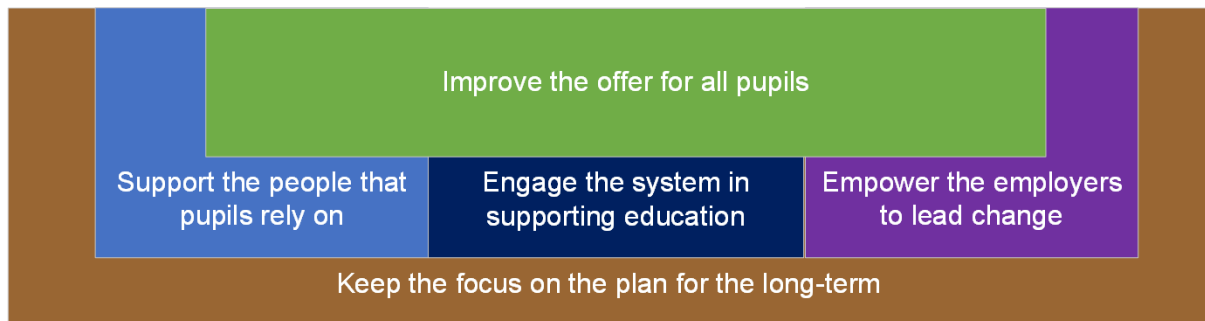
Strong and supportive leadership capacity within and between Somerset schools so that improvement is sustainable, and educational outcomes are improved in every key phase.

### Goal 4

Young people have access to further and higher education in the county where they can develop adaptable skills so they can join and progress in the workforce in Somerset.

The focus of the first year of the strategy is building relationships, with a focus on strong and collaborative governance delivering sharp and tangible projects that make a difference on the ground.

# Education for Life



## Change

## Impact

We have established more joined up, accountable working between the council, Department for Education and Diocese of Bath and Wells.

We are now able to regularly publish a forward plan for when schools convert to academies and develop more transparent financial arrangements for academisation.

We have established steering groups and recruited leaders from different parts of the system to shape the future direction.

We have identified some important reasons why things that should be helping children get help sooner are not working as well as they should be – which means we can change them.

We have established a baseline so we can track our progress and created a new way of looking at school performance which makes it easier to spot successes and areas for development.

We now have a plan to share what children have told us about their mental health, and how well schools are serving children, alongside information about what help is available to schools to help them improve.

We are creating a new Standing Panel on Education Standards as part of the council's scrutiny arrangements.

We will have more capacity from elected members to consider educational performance in greater depth, and to enable a clearer mechanism for locally elected challenge and support.



# Commissioning

## Case study: Connect Somerset

Connect Somerset is about early help in the community. We want all professionals and community groups working together to help families and residents to improve their lives. Connect Somerset is a partnership between Somerset Council, Somerset NHS, Voluntary, Community, Faith and Social Enterprises, and Schools, Colleges and Early Years settings.

As part of the Education for Life strategy, Connect Somerset will be an integral part of a refreshed Team Around the School model — enabling schools to better access local support, and to be anchors in their communities.

We have appointed Connect Somerset Champions who are leaders from their communities to re-shape public services — removing barriers and blockers, so professionals can work more easily and closely together.

It will be easier for families and residents to access the help they need earlier. More support will be delivered from hubs all across the county, with services closer to home and rooted in communities. Local delivery is coordinated from 12 Connect Somerset hubs which are linked to Neighbourhoods, Local Community Networks, Primary Care Networks and social prescribing.

We will continue to make improvements to share information across services, so multi-agency professionals and community groups can wrap better around families and residents. And we'll bring together databases of local community resources so these are easier to search, and professionals can link our most vulnerable families into what makes them more resilient.

Overall, Connect Somerset is about how we all work together, wrap support around families and residents, and ensure everyone can access the help they need in the community as early as they need it.

July 2023


### Improving people's lives by working with our communities

**Connect Somerset** increased the amount of early help that is there for residents - connecting the most vulnerable children and families to local community resources.

**12** Champions appointed from the **community** to lead the culture change in public services




New universal early help offer in development to increase the support available, **addressing inequalities** by hand-holding rather than signposting



Big comms drive to engage the **20,000 - 30,000** people working in **early help in Somerset** — this is all-age because we can't disaggregate the community



New Team Around the School model launched to build **relationships and wrap support around pupils and their families** — named professionals getting to know each other and working more organically and efficiently together — and schools becoming anchors in their communities.




Transform app for schools, data sharing agreements with a wide range of partners including housing and VCFSE, and starting to develop population risk analysis to target the new early help capacity



**12** core hubs being established, and a further **100** hubs across the County to be used for drop-ins etc closer to families in rural areas




Strategic partnership with VCFSE representatives is in development, so we have **genuine shared ownership of early help**, underpinned by strong ICS governance with support and oversight from the combined Health and Care Board and ICS Board



Working with personalised care initiative in the NHS to expand social prescribing to children and build investment in community support from the NHS, Council and other partners



Help to help yourself project to join up databases of community resources and make this information **easily accessible** to residents and professionals




## Commissioning

### Case study: Household Support Fund (HSF)

The HSF is a scheme led by the Department for Work and Pensions, in every Local Authority area nationally, started in the Winter of 2021, to provide support for people on low incomes who are struggling due to cost of living rises. It is currently in place until March 2024. Here are some examples of how it has been used in Somerset to improve children's lives:

“One of my families has a young child who has to walk 40 minutes each way to and from school in all weathers and did not have suitable clothing and would arrive at school wet and cold. Because of the HSF the child now has wellies, a warm waterproof coat and is able to stay dry walking to school”.

“A family I am working with has a young child who was sleeping on the floor on a very old and dirty mattress. Because the HSF was awarded, they now have their own brand-new bed and bedding. This has given such a positive impact to the family and means the child is sleeping well and their school attendance has also improved because they can maintain their bedtime routine and a good night sleep meaning they are refreshed for school the next day”.



## Commissioning Case study: Holiday Activities and Food programme (HAF)

This programme has been in place since 2018 and provides activities and a meal across the county, in school holidays for all children (and is free for children who receive free school meals and for some other low income families)

“My son fell asleep with the activity timetable in his hands, it's the last thing he looks at before bed. Thank you for arranging the extra transport to make it possible, we're so grateful.”

Neroche Woodlanders is a wild woodland camp set in 100 acres of forest near Taunton. Sessions are made of seasonal crafting, free play, quiet spaces and organised games. The team supports children to do what they want to do, whether that be play in the mud kitchen, craft making or helping with food preparation. Being outdoors, all hot meals are cooked on the campfire. Children help with all prep and clearing up. At the end of each HAF day, bags of food and recipes to take home are packed by the children and taken in the wheelbarrows down to the forest track to the waiting bus. Being healthy and active happens all day long without anyone having to be told.



## Children's Services – Participation team

### Case study: Youth Parliament

Members of the Youth Parliament (MYPs) are elected democratically. This year saw the launch of Joel's campaign on children and young people's Mental Health and Wellbeing at the Somerset Safeguarding Children's Partnership's (SSCP) Forum Week.

The MYPs attended the Annual Conference of Youth Parliament in Hull in July 2022 where they were able to strengthen Somerset's youth voice on a national stage, as well as gaining an understanding of the links between local and national voices. They also attended an assembly within the House of Commons, joining in with discussion, debate and voting processes which were facilitated by the Leader of the House and interacted able to operate confidently on panels and this helps them when they are interviewed themselves for jobs or college and university places.



## Annexe

Quarterly Report on Children's Services (April 2023)

Engagement and Participation – Annual Report 2022-23

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**Somerset**  
Council



# **Members' Quarterly Report**

January to March 2023

# Introduction

Welcome to our first quarterly report for Somerset Council Children's Services. Children and young people in Somerset in 2023 have amazing opportunities as they grow up but many also face significant challenges in their lives — including the impact of Covid-19 on school attendance and mental health and increasing levels of poverty as a result of the cost of living crisis. Children's services cover a wide spectrum of support for children and young people and their families. This includes strengthening community based early help and family resilience, the early years and supporting children to be ready for school, our oversight and support to maintained schools, services for children and young people with special educational needs or disabilities, social care, our edge of care services and for those most in need, a loving home in fostering or residential care as the corporate parent for 580 children and young people and 395? Young people leaving our care.

My teams operate a huge and complex group of services, delivering more than 300 statutory legal requirements and working with partners across the NHS and GPs, police, health visiting, housing, adult services, voluntary, community and faith groups, schools, colleges, special schools, pupil referral units, early years settings and many more. We have 1200 staff, a service budget of £105m (excluding schools) and manage an annual dedicated schools grant of £468m.

Nationally, the cost of living crisis and poor stewardship of care markets mean we face unprecedented financial challenges. New local initiatives such as Homes and Horizons are a direct response — helping Somerset to set our own future for our children in care.

All my teams have an unwavering commitment to working with children and their families to improve their own lives sustainably.

Every one of these reports will include examples from the services of the amazing work they do. This report focuses on children we care for.

Staying away from home is always a bit daunting the first time, but for those with complex needs, it can be a big worry for everyone. We've had three children stay at one of our respite homes for children with disabilities -The Elms - for the first time in the last couple of months, and all three have managed brilliantly! One of the parents fed-back that their child's confidence has improved and their anxieties have reduced since being brave enough to stay away from home.

'Billy' is a child with significant disabilities, who regularly comes to stay overnight at The Elms. He has always liked to sleep in a 'safe space' tent and brings the tent with him to The Elms. One of our Team Leaders recently did a research project on sleep and effective sleep hygiene, and with the right support and new strategies in place, Billy no longer feels he has to use his tent at The Elms. He has a really good routine, and sleeps in a standard bed all night! Congratulations to Billy, his family and everyone who works with him at The Elms – this is a fantastic achievement!

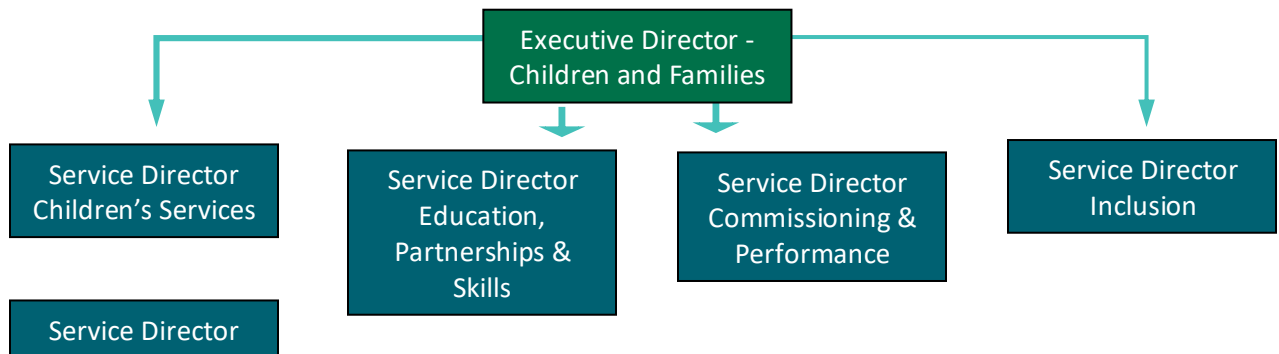


'Jane' has recently moved in to one of our new Homes & Horizons properties. Before she moved in, she was able to have a number of visits to the home, choose her bedroom and get to know the staff. These visits included overnight stays. When she became anxious during the visits, she was able to return to her existing placement without that placement breaking down or ending. She steadily built up her resilience and confidence in the staff team until she made the permanent move. She was able to gradually move her belongings (including her pet guinea pigs) into the home, at her own pace. She personalised her bedroom before she moved in. This enabled her to take ownership of the moving process, and to feel that she had control.

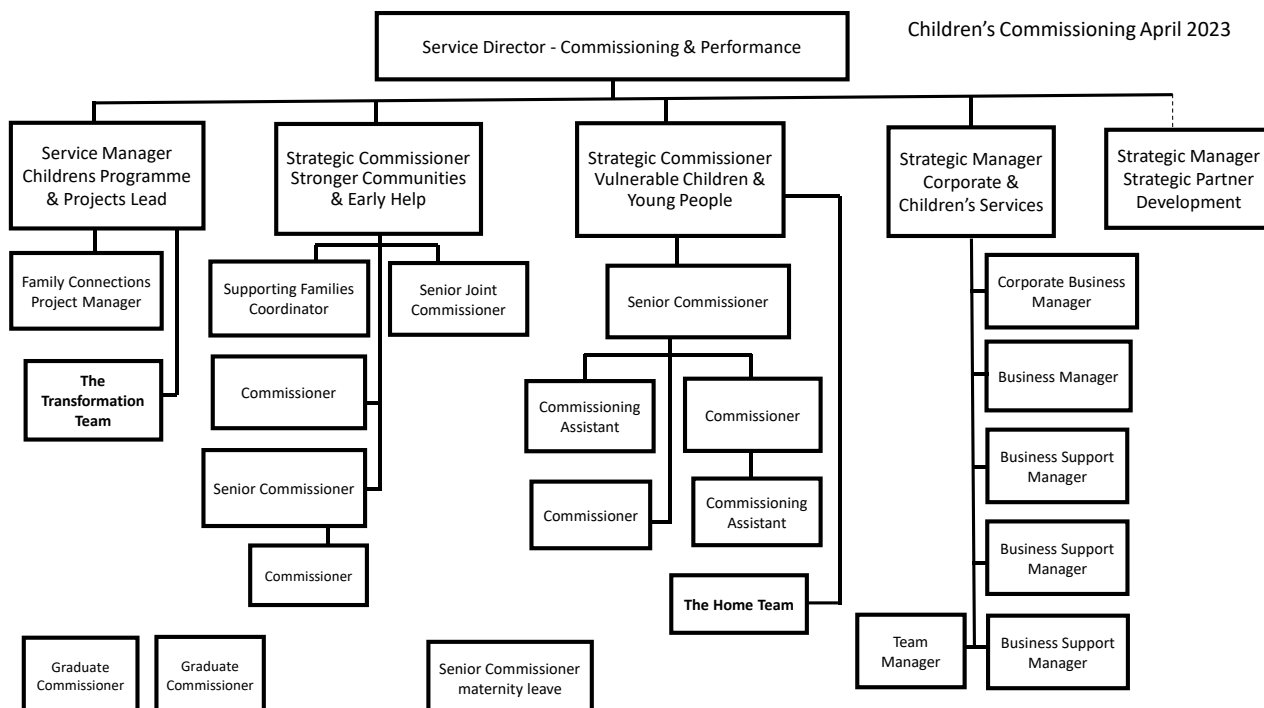
AX came to Somerset through the asylum seeker National Transfer Scheme aged 15. She left her father, mother and 5 siblings in Afghanistan due to war and the threat from the Taliban. She arrived by dinghy after an 8 month journey, travelling through 9 different countries. Now, she is living in foster care alongside another young man from Afghanistan and has been granted leave to remain. She is making good academic progress at school, including having good English skills. She is now in contact with her family by phone, and she really enjoys cricket!

The lives and individual achievements of Somerset's children are always at the forefront of our minds and I hope their experiences shine through as you read this report.

Claire Winter



# Commissioning



Commissioning is about improving children, young people and families' outcomes from the available resources – it's how we design and transform services, work with the community and partners, managing the market of suppliers, help people earlier, procure and monitor service delivery.

Our largest area of external spend is to support Children who are Looked After – we have an ambitious programme to build ten new homes in partnership with the Shaw Trust to improve the quality of support close to home and reduce costs. In total, the commissioning team is responsible for 104 contracts with an annual value of £45m. Services include Children Looked After placements, Family Safeguarding, young carers, short breaks, household support fund and early help in the community.

Strategic Commissioners are responsible for a significant portfolio of commissioning such as children looked after and edge of care services. Commissioners and Senior Commissioners are responsible for specific services – going through a cycle of understanding needs, planning the service model, implementing (which can include procurement) and reviewing delivery with user feedback, contract monitoring and evaluation. Commissioners are responsible for continuous improvement and using a wide range of resources and levers to achieve the outcomes and impact for families.

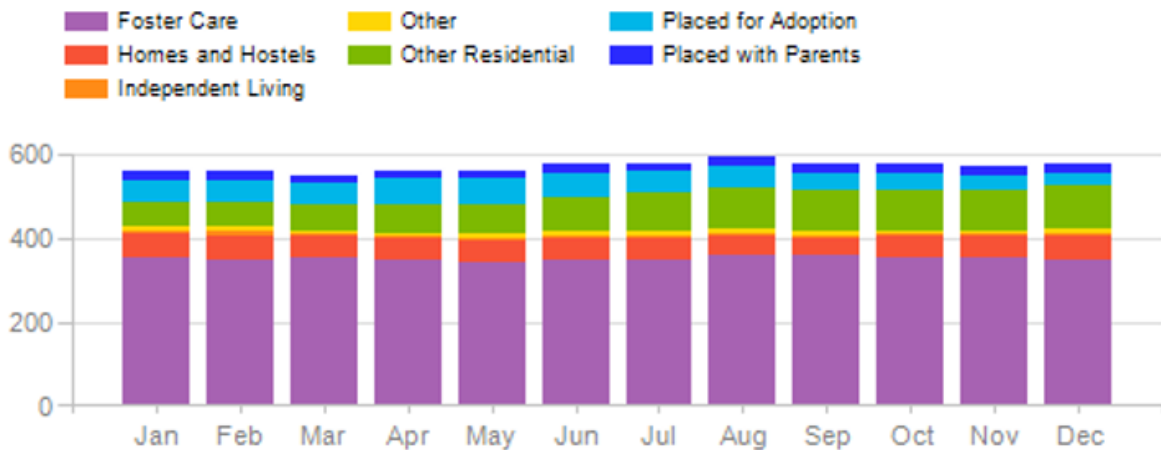
Increasingly, we are joining up our commissioning with partners in the NHS Integrated Care Board, Adult Services and Public Health. This is part of the Integrated Care System (ICS) governance for health and care, delivering the Children and [Young People's Plan](#) and [Fit for my Future](#) ICS strategy.

# Sufficiency

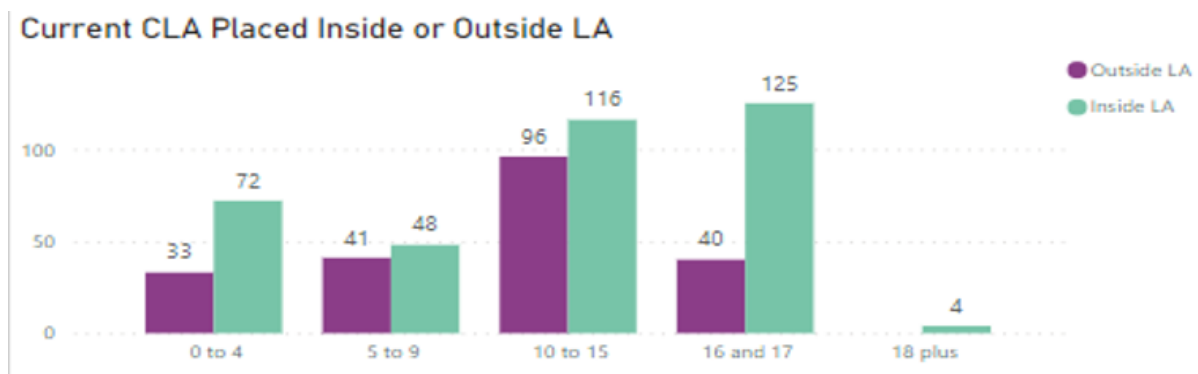
Sufficiency means ensuring we have enough high quality homes in Somerset for our children in care. The Council has a statutory duty under section 22G of the Children Act 1989. We need a range of accommodation capable of meeting different needs which can include foster carers, residential children’s homes and supported housing for 16-18 year olds as they prepare to live independently.

There aren’t enough of the right types of homes for our most vulnerable children which can result in some children living far away from their communities. Over 400 homes are commissioned within the private and charitable sector and commissioners work very closely with these providers to improve sufficiency and ensure children and young people feel safe and are properly cared for.

## Children Looked After by placement type



## Number of Children Looked After living in fostering or residential, in Somerset, or outside Somerset



# Homes and Horizons (H&H) Strategic Partnership

- The initial focus of H&H through early 2023 is developing small caring residential children's homes for two or three young people. The first two homes opened in February, with the first two young people moving into their new homes through this month. Building work has commenced at the next two homes and are due to open in April and May. Our first 29 staff are recruited, and this is progressing at pace to ensure homes 3 and 4 are fully staffed. Purchase and design work for homes 5-7 is also in progress.
- A comprehensive marketing programme to aid Higher needs foster care recruitment. There has been a 360% increase in visits to the fostering website (compared to the same time period in 2022) and the second most visited page is the Higher needs page related to H&H. 3 potential foster carers have already begun formal assessment. Both the foster care provision and homes will be integrated with a therapeutic education service, and two school sites and funding to support CAMHS therapeutic interventions have been secured.

## Connect Somerset

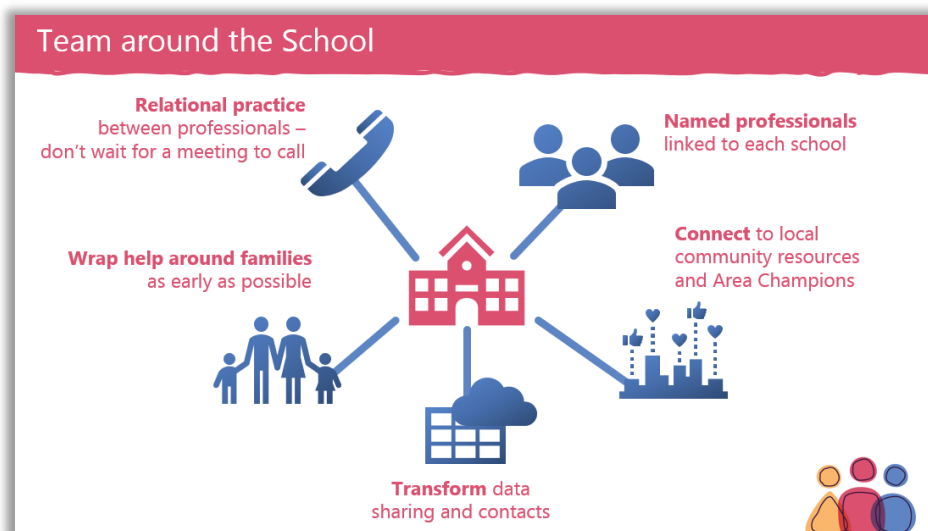
Connect Somerset is a new programme to improve early help in the community for children, young people, families, vulnerable individuals and older people. We are joining up our local support between health and care, children and adult's services and people and place.



Immediate areas of priority are to:

- Appoint **area champions** from the voluntary, community, faith and social enterprise sectors (VCFSE) – so local early help is led by people from the community
- Put in place a new **team around the school** model with named professionals supporting each school
- Increase our delivery through **hubs** so services are closer to home
- Bring together **databases of local resources** so these are easier to search for professionals and residents
- Share data using **Transform** so professionals are able to contact others working with a family
- Develop a **universal offer of early help** and support families to access this help
- Establish a new **strategic partnership** with an umbrella organisation representing Somerset VCFSE
- **Evaluate** the impact of Connect Somerset on outcomes for residents and families

Connect Somerset is a big part of the Education for Life strategy and important to meet the needs of local residents, as well as reducing the demand to more expensive services. The team around the school model is launching in April, so schools are better supported by named professionals in their communities.



## Transformation

Our transformation work has historically supported change within the service to deliver improved outcomes for children and families (through changes in practice, culture or the delivery of new services) alongside specific programmes of work to deliver cost savings and/or pressure control, linked to the MTFP process. Throughout the pandemic, key projects continued under the existing Transformation Programme which were focused on priority of need. This included the development of the Family Safeguarding service and the strategic partnership with Shaw Trust/Homes 2 Inspire to deliver the 'Homes and Horizons' blended care model (children's homes, high needs fostering and therapeutic education) for our most vulnerable children in care).

The programme is now broadening in recognition of evolving partnership and joint commissioning approaches, a renewed requirement to deliver MTFP targets, significant developments in the Somerset education sector and responses to Government initiatives (e.g. Family Hubs, Staying Close) – all whilst focusing on improving whole life outcomes for our children, young people and their families.

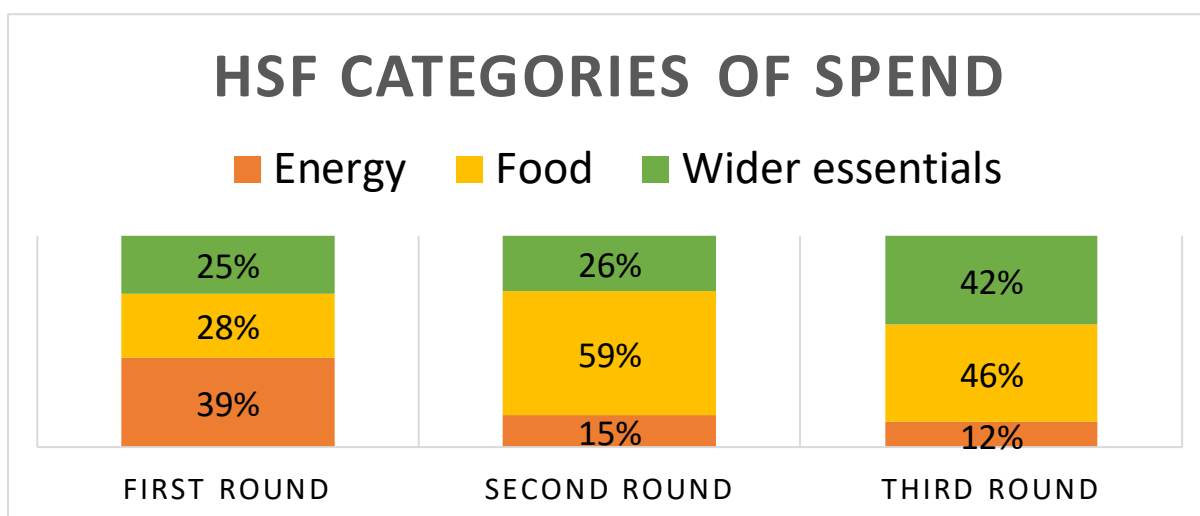
With the emergence of new partnership governing structures (including the Integrated Care Board and the new Children and Families Board) and the development of the Connect Somerset model which is very much focused on communities and partnership working; now is an opportune point to review the scope and scale of the programme and the benefits of taking a broader, system approach to how we manage change to improve outcomes for children and families. Initial exploration around how we best link transformation work moving forwards (spanning Health and Care Integration, Children in Care, Connect Somerset, Education for Life and the developing SEND Strategy) is underway.

# Early Help

## Household Support Fund

The third round of the Household Support Fund is available through the following routes:

- **Auriga online application portal** – providing food vouchers, pre-payment meter top-ups and white goods to members of the public who qualify for support. This includes applications on behalf of residents by front line workers such as Social Workers, Health Visitors and Village Agents.
- **School holiday food vouchers** – providing free school meal vouchers in the holiday periods of October half term, Christmas fortnight, Spring half term and Easter.
- **Professional applications** – ensuring professionals have access to additional funding to support people who need items not supplied through Auriga, such as purchasing heating oil.
- **Weekend HAF** – run by SASP – providing food and warm, enriching places for children and young people to access on weekends. Potential for phone and computer-charging facilities to enable homework and making food to take home to the family that evening.
- **Supporting non-eligible residents** – to Somerset Community Foundation to enable VCFSE organisations to support people who are not eligible for support from the Government schemes.



### **Case Study**

“One of my families has a young child who has to walk 40 minutes each way to and from school in all weathers and did not have suitable clothing and would arrive at school wet and cold.

Because of the HSF the child now has wellies, a warm waterproof coat and is able to stay dry walking to school.

“A family I am working with has a young child who was sleeping on the floor on a very old and dirty mattress. Because the HSF was awarded, they now have their own brand new bed and bedding. This has given such a positive impact to the family and means the child is sleeping well and their school attendance has also improved because they can maintain their bedtime routine and a good night sleep meaning they are refreshed for school the next day”.

### **Holiday Activities and Food**

- Approximately 8000 children a year benefit from warm food, exercise and enriching activities during the school holidays
- HAF has gone well over the Christmas holidays, reaching around 5000 children in one week across Somerset. <https://youtu.be/MLaDwPwTdgE>
- The majority of areas have a HAF programme within ten miles. Smaller providers are used, which helps with rurality, and helps develop small businesses.
- Inclusion has been really important, with providers trained and parents having the information they need to make an informed choice for their child.
- Young people have also been trained as coaches with SASP and are able to use HAF to further their training.

### **Young Carers**

- Approximately 100 young carers are supported in their caring roles by taking a weekly/fortnightly break to link with other young carers.
- A new Young Carers engagement group will be created by the Participation Team. This will be very useful to Commissioners in developing the Young Carers youth club offer.
- Youth Unlimited are working with eight schools, including King Alfred's, Haygrove and Huish Episcopi, Bishop Fox's and Castle School. King Alfred's and Huish Episcopi are two of our highest school populations of young carers.
- This award demonstrates a school is meeting the needs of young carers, specifically mentioned in Ofsted's Common Inspection Framework.
- Bath Philharmonic will be working with Taunton and Mendip Young Carers to create a recorded orchestral performance.

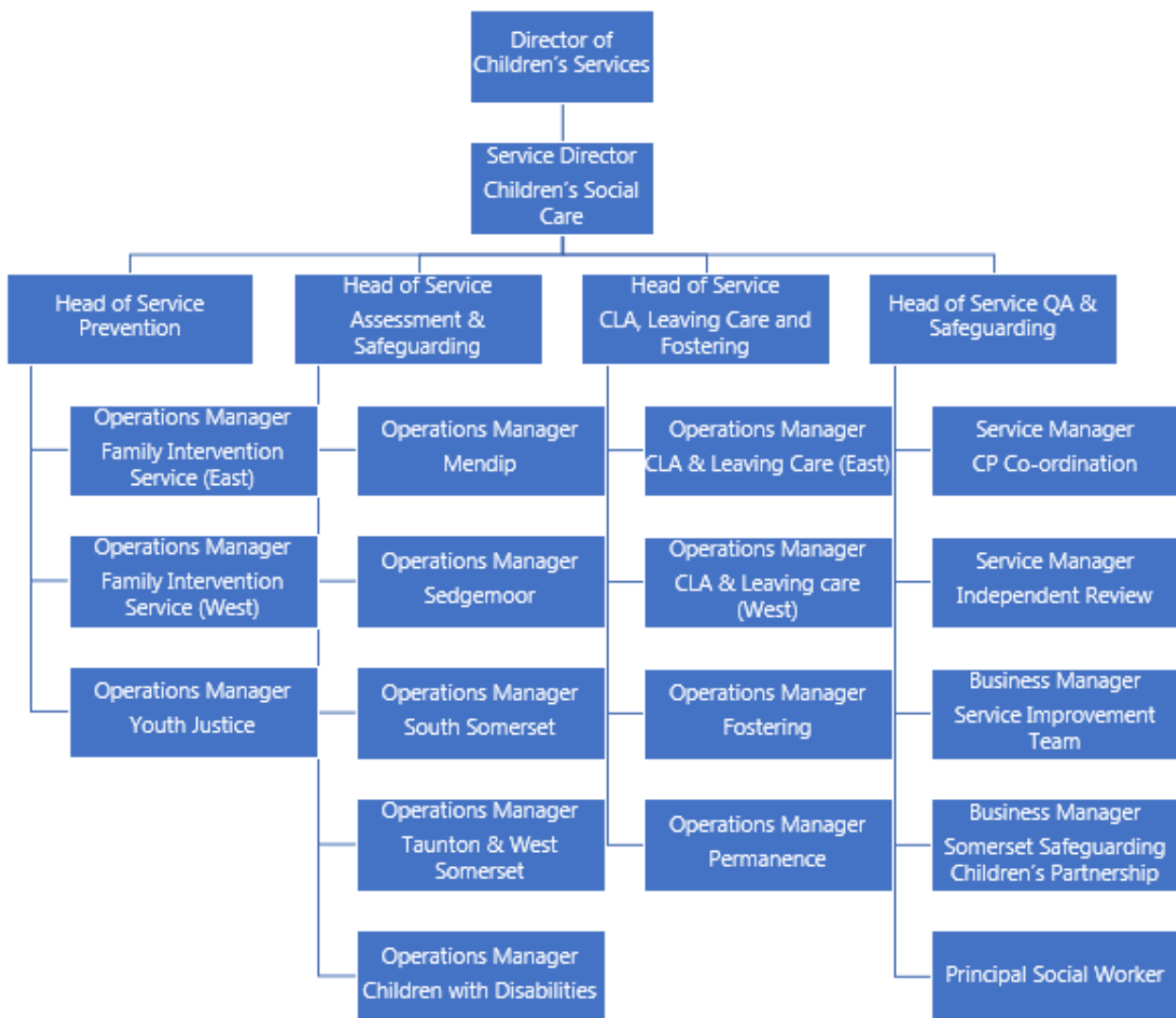
# Children's Social Care

CSC includes a number of key statutory services which work with the broad aim of assessing need and risk and providing support and protection to the most vulnerable children in our County. Requests for support come in via Somerset Direct to our Early Help Hub and Social Work triage team (First Response), both of which are based in Bridgwater Police Station, alongside our key health partners. Families with complex needs are supported by our skilled Family Intervention Service, who provide intensive family support work to help parents provide the best level of care for their children. Where needs require a social work response, children are supported as a child in need, or, where there is a risk of significant harm, under a multi-agency child protection plan, led by a social worker. If children cannot be safely cared for by their parents, then the local authority can ask the Family Court to remove the children into care.

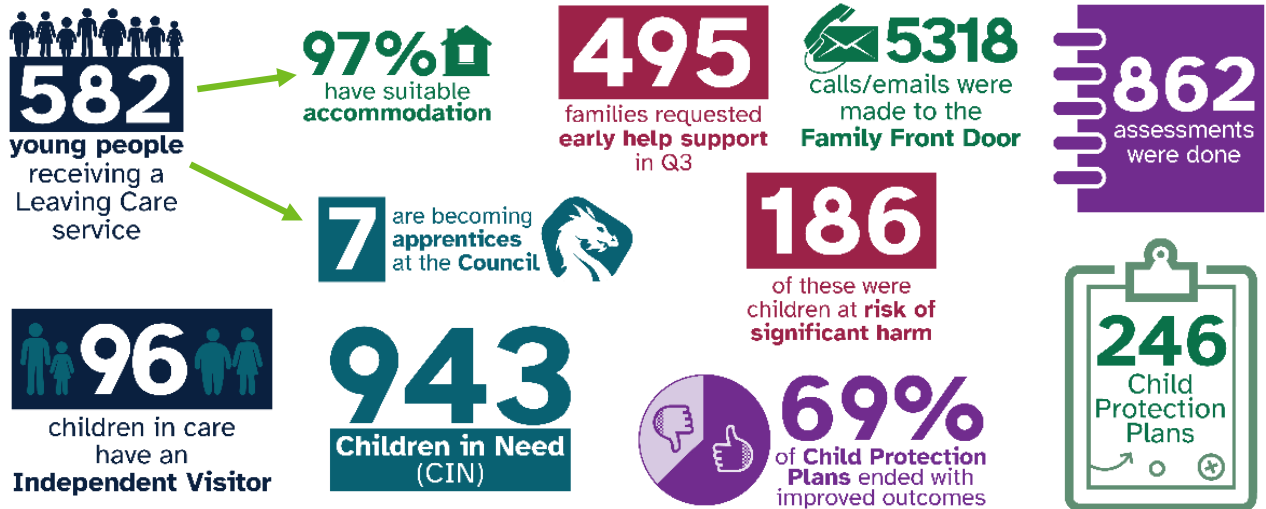
Wherever possible, CSC will support children to remain within their extended family or community, but if this is not possible, most children looked after will live with foster carers. CSC assesses, trains and supports around 300 foster carers. Where the child's needs are more complex, then they may require special residential care. Younger children who cannot stay with their parents or wider family may, subject to the court's agreement, go on to be adopted. Alongside these key areas, CSC provides support to children who are involved in criminality via our multi-agency Youth Justice Team. We also provide ongoing support to young people from age 18 to 25, who have been in our care and moved on to independent or supported living. We place a high value on Quality Assurance in our work, via our Service Improvement Team, and via the independent professional oversight provided by our Child Protection Coordinators and Independent Reviewing Officers.

We work within a clear statutory framework, including the Children Act 1989 and Working Together to Safeguard Children (2018). Somerset CSC has a clear and well-established Practice Framework [Local Resources \(proceduresonline.com\)](http://proceduresonline.com) which guides the way we work with families. We take a relationship and strengths-based approach, and focus on working **with** families, not doing **to** them. We encourage all our staff to be open, curious and tenacious in their work with families, and to be professionally generous in their interactions with key partners.



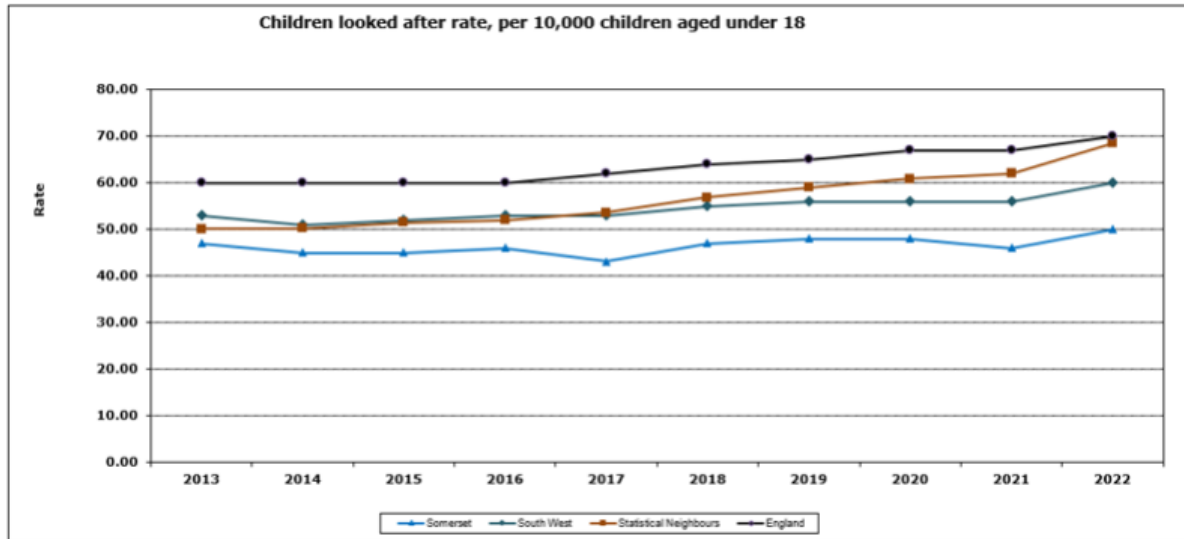


# Social Care



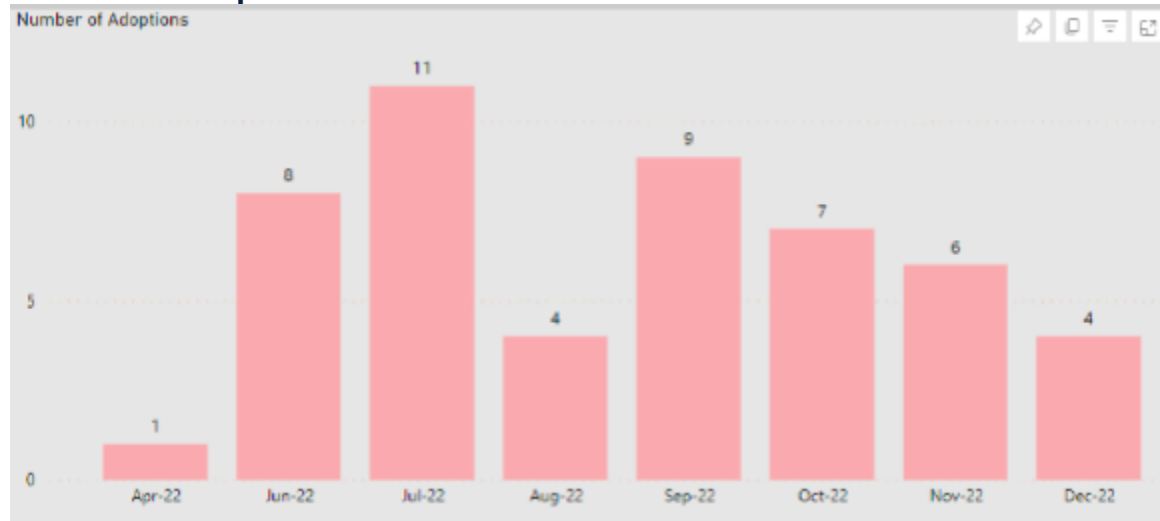
Following the successful Ofsted inspection in July 2022, at which all areas were judged to be Good, we have not rested on our laurels but have been working on our plan to move from Good to Outstanding. Following a consultation with staff, we have produced a new service plan for the next 18 months, which is launched, and which has already been shared with scrutiny. We are focusing on addressing key areas of development identified by Ofsted as well as on raising the standard of practice across the board to support all practitioners to reach the highest standards already demonstrated by a significant number of our workers. A number of senior roles are currently filled by temporary internal acting up arrangements, following the departure of Julian Wooster, but the team has gelled quickly and is bringing energy and ideas to improvement activity. Teams are currently engaging in a service ‘obsession’ to promote the importance of engagement in education in keeping children safe and supporting stable families.

## Rate of Children Looked After (CLA), per 10,000 children aged under 18



The lowest line on the graph, in light blue, is Somerset's rate of CLA, considerably lower than England, Statistical Neighbours and the South West. This also shows a similar increase for all authorities in the last year – generally understood to be as a result of increased vulnerabilities in families following the pandemic and the cost of living.

## Number of adoptions in the last 12 months



The number of adoptions in Somerset has continued to rise with 50 children adopted over the last 12 months.

# Children with Disabilities

The Children with Disabilities service provides support and safeguarding for children from 0-18 who have a diagnosed physical, learning or autism related disability or who are on the pathway for an autism diagnosis. The service includes social work and early support teams which work closely together to support varying levels of need dependent on individual circumstances. Children and their families can access any level of the service and we aim to ensure that all children and their families are receiving the right level of support at the right time in accordance with their needs. Some families who have a disabled child may not want or need the involvement of a social worker. In these circumstances our early help teams (with an establishment of 21 FTE posts, working with over 450 children) can enable access to sessional short break activities which include monthly clubs and groups or fun days out for children and families during school holidays. These are published on the Local Offer by way of a calendar of events. Where assessed as being required we can provide access to one-to-one support for children via Somerset Supporters or if parents wish via Direct Payments. We will also provide parenting support and advice, make applications for charitable funding and be part of the Team Around the Child support network.

Other children and families may want or, due to the complexity of their needs, require social work interventions. They can access all services that are available at the early support level but they may also require access to overnight short breaks or safeguarding procedures. The social work team, made up of 12 FTE posts, and currently working with 169 children, carry out all statutory functions of children social care including child and family assessment, child in need, child protection, children looked after and court work, including adoption proceedings.

On receipt of a referral, triage will take place and the child will be allocated to the most appropriate team within the service. The social work team will carry out a child and family assessment whilst the early support service will carry out an early support assessment, both of which are designed to identify what support will be required by the family to achieve the desired outcomes. The teams will also carry out a parent/carer assessment to ensure a holistic view of the family's individual needs is achieved. The child and family will be provided with either a child in need plan or an early support plan which will be reviewed at 3 or 6 months respectively.

# Children Looked After

- There are currently 570 children looked after by the Local Authority, this is a slight reduction compared to January 2022 where it was 584.
- When children need to live away from home, we consistently consider all family and friends options before children become looked after. We have worked

alongside partners to develop a shared understanding of the thresholds for coming into care leading to a reduced use of police protection.

- When children are unable to return home, carefully planned permanent homes are sought for them. Family time is promoted in a safe way that meets children's needs, largely through our dedicated family time team, led by a social work practitioner. Particular care is given to promoting siblings' family time when they are unable to live together.
- Children's changing needs are regularly considered via supervision, CLA reviews and permanence tracking. Children's views are central to care planning and reflect family history, culture, and identity. Planning for where children will live is carefully thought through to support their needs for family time and children are supported to remain with family members or wider networks where possible.
- Permanence options are carefully considered at the earliest opportunity and progressed accordingly via regular permanence planning meetings, considering the needs of the child. A small number of children in care live at home with their parents, and for them there is clear management oversight to ensure assessments and work is undertaken for the timely revocation of care orders. Children who need long term foster care are matched with carers who can best meet their needs.
- Sufficiency of foster carers in house and in the independent sector remains challenging locally, regionally, and nationally.
- There is high quality life story work completed when children are adopted. Good quality life story work is completed for children in foster care & residential care, however its less consistent and not recorded in a consistent way. This is a focus for the service in the next 6 months to address the inconsistency.
- There are currently 39 children in Somerset who are identified as unaccompanied asylum-seeking children (UASC) and they receive a prompt and sensitive response. Social workers and Leaving Care workers based in one area work as a team to ensure a coordinated response across the county and smooth transition from CLA teams to Leaving Care. Wherever possible, specially recruited and trained foster carers provide homes and they have established a good network of support.
- On reaching the age of 18, UASCs do not always want to remain in Somerset, often preferring to move to a city location. Workers support young people to make realistic choices and allow for sustainable continued support to be offered.

## Leaving Care

- There are currently 582 young people aged 16-21yrs receiving a service from the Leaving Care teams across the county.
- The Local Authority have employed 3 young people as apprentices with a plan to employ a further 4 in the coming months.

- Leaving Care workers know the young people well and are committed to driving forward plans to support them. Keeping in touch figures remain consistently high and stable at 99.1% (99.3% in November 2022). 0.9% was due to contact being refused or a young person returned to live with a parent/person holding PR for a continuous 6-month period.
- Somerset Leaving Care service attended the National Benchmarking Awards and came runners up for the category – Personal Advisor Team of the Year. The Leaving Care service were very pleased to have been runners up in this category.
- Seeking suitable accommodation for young people when they reach the stage of living independent is a key focus of the Leaving Care Service and provide on-going support. Currently 97% of young people are deemed at having suitable accommodation. For those not in suitable accommodation there is increased support and oversight in line with their needs.
- Young people who are 'Not in education or employment' (NEET) is a key area for the Leaving Care Service. 33.1% of young people are currently classed as NEET. We remain lower than our statical neighbours.

## Quality Assurance for children's social care and SEND

- We have an extensive, strengths-based quality assurance framework and comprehensive performance information which has supported quality assurance and feedback to become business as usual. This framework means that everyone has a role in quality assurance.
- Evidence of our quality assurance activity enabled inspectors undertaking our full ILACS inspection in July 2022 to see evidence of the considerable progress that we have made on all recommendations from our 2017 inspection. Moreover, it demonstrated the significant improvements we have made to the overall standard of social care practice in all areas.
- Performance and quality of practice is scrutinised regularly through a robust performance and quality assurance process. This supports senior leaders to have a clear and realistic line of sight on the quality of frontline practice, helping to drive continuous improvement in practice across all teams.
- A peer review of Quality Assurance in Somerset found that senior managers give direct recognition to team members, and this gives managers and practitioners confidence in what they are doing and a hunger to strive to do 'even better'. It found evidence of a well-embedded culture of striving for great performance and a strong culture of learning.
- The peer challenge confirmed that quality assurance in Somerset is everyone's business, both in terms of following QA processes and procedures but also in terms of influencing review and change, to make optimum use of QA and have maximum impact on children and families.

- We have already implemented some of the recommendations from the ILACS inspection of July 2022:
  - Supervision templates have been updated to ensure that any recent audit activity and learning is discussed in supervision
  - The quality assurance framework is being reviewed and updated. It will include quality assurance of missing return home interviews and have a greater focus on looking at the quality of practice in respect of children's education and inclusion where children have special educational needs
  - Team diagnostic programme will continue with a focus on aligning timings for service areas to provide clear service wide learning
  - Practice Evaluation template is being revised to ensure it contains a means for auditing quality of practice in respect of education, SEND and missing children
- To support our progress with improvement work, managers across all levels of the organisation use thorough and reliable performance data and information to track performance and identify any areas requiring deep dive audit. Auditing case work is embedded and embraced throughout the service and is providing high quality information to managers and leaders about the quality of practice and progress for children. This forms part of our comprehensive quality assurance framework that consists of systematic closing-the-loop audit activity, feedback from children, families and workers and a programme of intensive team peer audit.

## Prevention Services

- **Youth Justice Team** awaits its HMI Probation full inspection, which is now some 2 years overdue. Significant work has taken place with the multi-agency SYJ Partnership Board, leading to improved governance and a strategic plan (due for renewal this year) to drive the board's oversight of the YJT.
- The main focus in the YJT is on reoffending - Somerset is above the regional and national position on this. However, our overall rate is declining and with a small post court (sentenced) cohort in scope, one child makes a difference. We have seen a spike linked to a particularly active group of young people in Taunton. With significant input from a wide number of internal and external partners we have seen a dip in this spike in both anti-social and criminal behaviours.
- YJT are also engaged in developing a young people's advocacy group, to better hear from and use the voices of our children in service design. Details can be found here: [www.tinyurl.com/YouthJusticeAG](http://www.tinyurl.com/YouthJusticeAG)

# Family Intervention Service

The focus remains on demand management in Early Help:

- **Demand for EH support** continues to increase (Q3 2022/23 showing 955 children / 495 families) 606 children allocated within 3 weeks in this period (63.5%) with a reduction to 15% 9 weeks plus.
- **Increasing conversion rates** for EH (47%) and statutory SW services (37%) reflecting increased need and improved partnership understanding of thresholds.
- **Clear management process** in all areas in place to triage new referrals and risk assess cases waiting allocation with regular family check ins by TLs.
- **Management review of establishment** and localities in hand - provisional plans to move Family Intervention Workers positions to support Mendip locality.
- **Transfer and Allocation** meeting reviewed, and further work planned to include wider service areas (Kinship)
- **Working group planned** to look at how SWs can support EH work around step-up and step-down (Care Review)
- **Young Carer** review has taken place – better identification at C and F stage through revised paperwork. Under 8s now offered C & F assessment.
- Work on **accurate dashboards** continues with Business Intelligence team

Service response to Ofsted's challenge over Missing Return Interviews in Somerset is in hand and developing as was planned before the inspection process:

- **Our RHI form** has been reviewed and reworked to ensure effective analysis of all the information gathered, leading to more effective data reporting.
- **Our recording** now more accurately reflects work done, demonstrating where a child has been given the opportunity to discuss a missing episode through direct contact. **The number of children** who have engaged has risen 26% since July 2022.
- **CLA** Work completed with Avon and Somerset Police to roll out the Philomena Protocol (ongoing into the spring of 2023) – working with two major care providers to audit responses to their missing reports to take place February 2023. This will result in increased accuracy in recorded missing incidents with a more child focused pragmatic approach to responding to children.
- **Work underway** to consider Local Guidance for Missing Children – how can we ensure meaningful social work contact post return is better recorded?
- **Working group** established to engage the wider CSC management team (through the County Managers' Meeting process) to refresh the purpose and process of MRI work and identify challenges and barriers.



# Assessment & Safeguarding

- During the last quarter 5318 contacts were received into the Family Front Door (FFD), this resulted in 862 assessments being allocated to area assessment teams and 186 strategy discussions where it was deemed that a child was at risk of or likely significant harm.
- Contacts and referrals made to the Family Front Door are considered quickly and responded to appropriately. Family histories and previous interventions are consistently considered to help inform decisions.
- Conversion rate from referral to assessment continues to improve and is supported by a robust partnership and quality assurance schedule.
- The re-referral rate in Somerset remains low and in line with other 'good' authorities.
- As of January 2023, we are supporting 943 children in need. Social workers are passionate and knowledgeable about the children they support. They are skilful in identifying and considering risks to children in families, and extra-familial risk where this exists. Practice Evaluations tell us that children's assessments are holistic and concise. They explain the child's journey, capture children's views, describe their lived experience and use family history to help identify strengths, vulnerabilities and children's needs.
- The Family Safeguarding model in Somerset sees specialist adult practitioners (Mental Health; Domestic Abuse; Substance Misuse) placed within social work teams to provide rapid and intensive support to parents. Our diagnostic reports highlight effective collaboration between adult workers and social workers, with a clear understanding of each other's role and responsibilities. Parents and social workers value these interventions as evidenced in their feedback:

**'Being able to tap into all these elements within a team means we can work in a hub with constant communication'**

**'The family safeguarding model is helping me and my family, the sessions with my domestic abuse worker have been great.'**

- The impact in keeping families together and improving the lives of children can be seen in our low number of children subject to Child Protection Plans. There are currently 246 children subject to Child Protection plans. 69.2% of child protection plans ended due to the plan being achieved and outcomes improving for children.
- Further evidence of the effectiveness of the Family Safeguarding model has been seen in decreasing levels of drug and alcohol misuses and domestic abuse in those families supported by our Family Safeguarding teams.
- Our Wider safeguarding teams work with children who are at risk of exploitation and have developed expertise in this area, including a good understanding of place-based vulnerabilities. Alongside a focus on exploitation they have built expertise in supporting parents with learning difficulties and families where neglect is a key issue.

- To further support these teams, and in response to learning from QA activity we have developed and commissioned specific training in relation to neglect and assessing parents with learning difficulties.
- We are investing in the ParentAssess software to support social workers to confidently work with parents with learning needs, and to better inform our care planning in the court arena.

## Voice of the Child

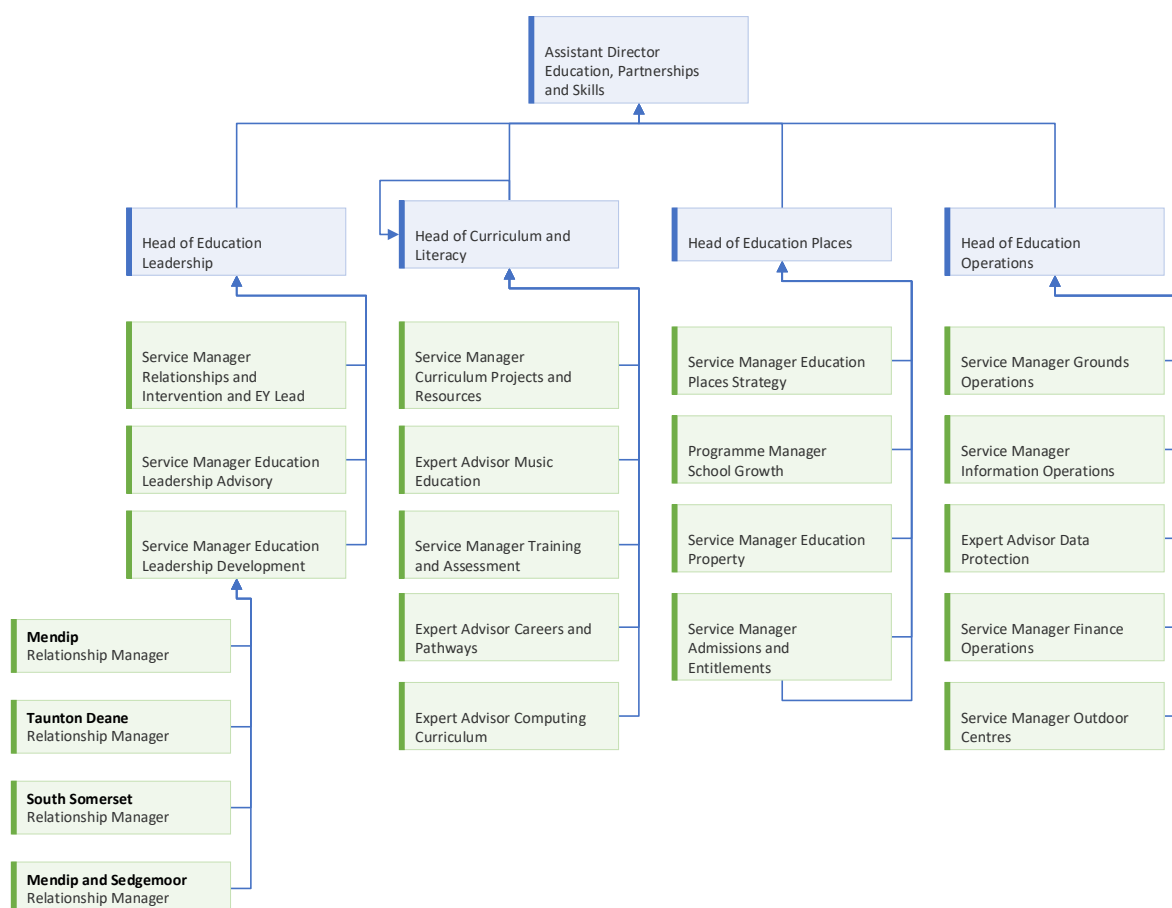
- Annual achievements remain a positive event in Somerset. Planning for 2023 is already underway and SiCC AND SLCC will be starting to contact elected members looking for sponsorship and support soon.
- Route 1 have increased their cohort of volunteer advocates and Independent visitors – (13 new will undertake training January and 6-8 already booked in for March training).
- Route 1 have devised a recruitment poster aimed at encouraging males into the role of Independent visitors to address the shortfall in this area.
- All newly looked after children have the opportunity to meet with a Route 1 case coordinator to talk to them about Independent visitors and ways of having their views heard.
- 96 children are matched with an Independent visitor (63 under 18 years and 33 care leavers) – this is a +9 improvement on July 2022.
- The CP conference animation for children and young people is now published and has been viewed 200 times since 19<sup>th</sup> October.  
<https://www.youtube.com/watch?v=DVh1MFKOmQE>
- Participation service have been working with young carer providers and have started a young carer group.
- Fiona Phur, the Unstoppables, and Sian Smiley (Participation Worker), won the tender to run an NHS regional CYP Self Advocacy service for children and young people with SEND in the south west.
- Both our new Homes and Horizons residential settings will have named allocated advocates available to the young people living there.

# Education Partnerships and Skills

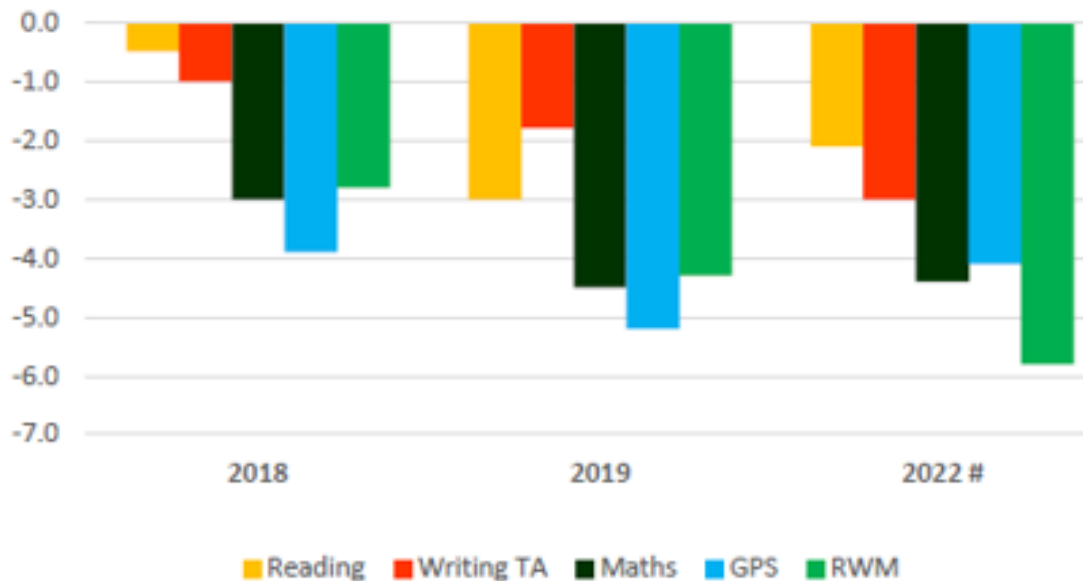
The Education for Life Strategy is being developed with partners and communities in Somerset, putting education at the centre of thriving family life. We have launched our plan for the new Somerset Council with huge ambition - love for our beautiful county, faith in its amazing people and excitement that as one council we can achieve so much more for our residents, working closely with our partners and communities...

Woven through all our plans are four threads: a determination to tackle the climate and ecological emergencies; a commitment to developing a fairer Somerset; the compassion to make Somerset a healthier and more caring place to live; and the ambition to create a flourishing and resilient county.

Developing a fairer Somerset will mean reducing inequality. Too many of our families will struggle to put food on the table and heat their homes over the coming years. We need to increase aspiration and opportunity in our schools and ensure good local jobs when young people move into adulthood.



**Somerset difference from England Average for Expected Standard or better (%)**



KS2 outcomes for all pupils are in decline and are now at -5.8 points below national average. GPS - Grammar punctuation and Spelling and RWM – Reading Writing and Maths

## Education Operations

- The Outdoor Centres continue to work closely with CSC to provide valuable bespoke day provision and residentials to some of Somerset’s most vulnerable young people. The Autumn saw the introductions of themed weekends including Halloween and a Christmas themed weekend with further events planned for this Spring term including Chinese New Year and World Book day.
- Between September and December- 7 CSC weekends residentials ran and 12 trail day visits took place.
- Traded services and other departments across Education continue to embed the new Education redesign that was finalised in the Autumn term and have been heavily involved in the core offer which is currently being promoted to schools, providing bundled services to ensure SCC are better supporting schools with their compliance with the intention of this to free up school staff to focus on teaching and learning.
- Numerous large contracts are up for renewal and evaluations are underway to determine to ensue best value from schools and the LA.
- We are still waiting for the revised guidance regarding Data Protection in schools as it is likely it will no longer a statutory obligation for schools to have a named individual.

## Curriculum and Literacy

Leaders and teachers design, structure and sequence a curriculum, which is then implemented through classroom teaching. The end result of a good, well-taught curriculum is that pupils know more and are able to do more. (Ofsted)

- The Curriculum Projects and Resources team are focusing on developing bite size pre-recorded training sessions available to all schools through the core offer. The key focus will be curriculum development which has featured heavily on Ofsted outcome reports recently.
- Targeted Curriculum support for individual schools is available and the team will be agreeing a consistent approach to ensure timely support is offered.
- A key action is to ensure that more training is made available as part of the core offer and that meets the needs of primary and secondary schools.
- SCIL is awaiting an Ofsted inspection of their SCITT (School Centred Initial Teacher Training) programme and are working hard to get everything in place to ensure it all runs smoothly.
- In an annual report by Arts Council England for Our Music Hub, led by Helen Reid, leadership and partnership were highly praised:
- The Hub's operational model and excellent track record of partnership working (both within the local authority and community sector) have been a particular strength.

## Education Places

- A key activity for the service at the start of the year is the determination of Admission Arrangements in Community and Voluntary Controlled Schools for the 2024/25 academic year. A public consultation exercise closed on 23<sup>rd</sup> January and a Key Decision which determined those arrangements was taken by the Executive on 27<sup>th</sup> February.
- Following this, we consulted on the school term dates for the 2024/25 and 2025/26 academic years – This consultation closed on 17<sup>th</sup> March. We also sought feedback on the concept of schools jointly agreeing shared Inset Days.
- Another notable activity is the delivery of Orchard Grove Primary School in the South of Taunton. A decision was taken at the end of January to open the school in September 2023, although it will initially be hosted at Isambard Kingdom Brunel Primary School in Wellington for the first year. The new 420-place school building will open in September 2024 and will be net-zero in operation. It's also been designed to allow simple expansion to become a 630-place school should local pupil numbers increase.
- In addition to Orchard Grove, the service will be assessing the impact of a range of planned housing development in various parts of the county to understand where additional places are required, through new or expanded schools. Key locations include Taunton, Highbridge, Bridgwater, Watchet, Chard and Wincanton.  
We'll also be looking at opportunities to improve planning processes once the new council comes into being in April 2023.
- Edge Public Solutions, an external consultancy, has been tasked to review the school transport system in Somerset and work with officers to identify opportunities to reduce costs associated with this duty.  
Initial feedback identified a range of best practice which is already in place in Somerset, but a number of recommendations are being drafted for consideration. Once agreed, the recommendations will be absorbed into the existing School

Transport Cost Management Strategy and will be overseen by a working group of elected members, established by the Scrutiny Committee for Children & Families.

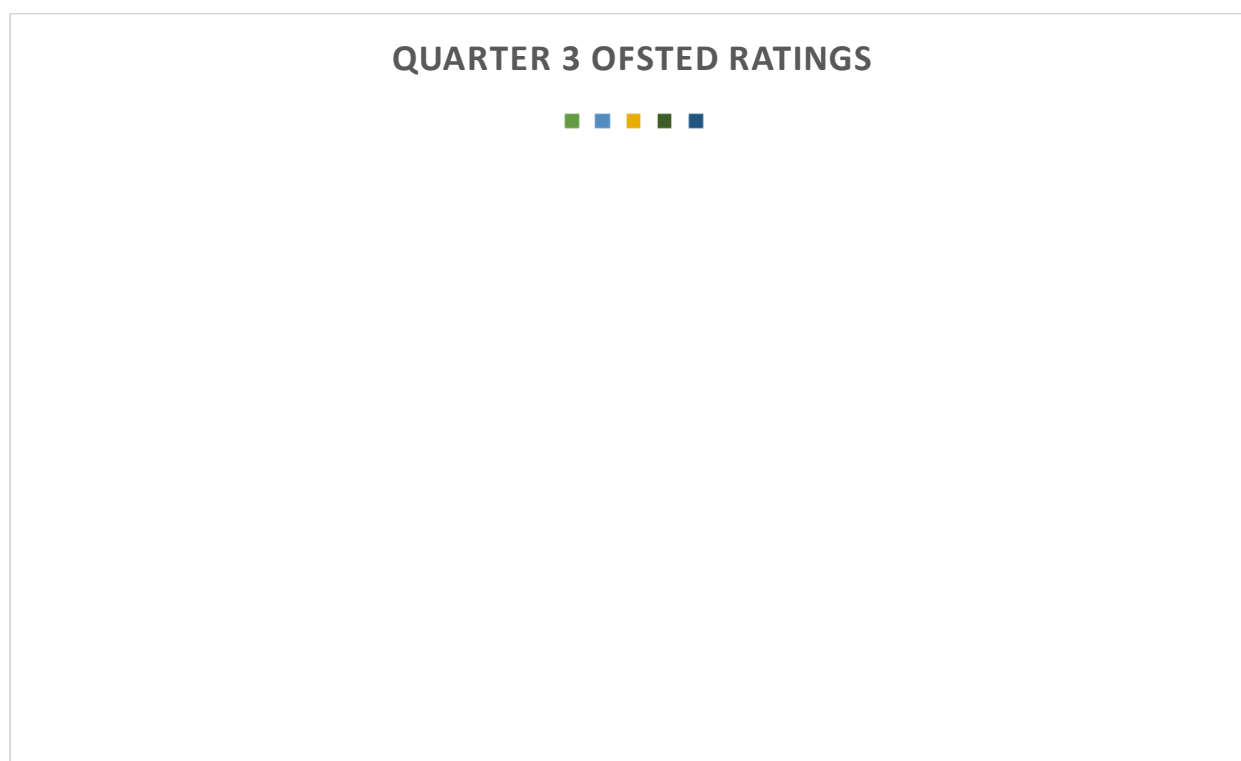
- Early Years will also be a key focus for the service and particularly, how we support the viability of the market in light of imminent increases in the cost of utilities and a workforce which is largely paid at minimum wage rates. We'll also be considering how the governments recent announcements relating to childcare will impact providers and our ability to deliver sufficiency of places.

# Education Leadership

- The Education Leadership Team's immediate focus is to continue the development of relationships with all schools and we are visiting as many schools as possible to understand the strengths of each school and the main challenges they face.
- Time is being spent on ensuring we have an appropriate system for gathering all the intelligence around each school, so that all LA services are aware of any intervention required. This will ensure we are proactive not reactive moving forward.
- Communication with schools is an area that needs to be consistent and transparent. Over the next 12 months we will be developing a programme of Headteacher briefings in 4 geographical areas. This will provide opportunities for face-to-face meetings so that LA services can brief schools sharing up to date information and guidance.
- The balance between support and challenge is being developed, ensuring the school improvement support is fit for purpose. Pre-Ofsted visits are proving to be extremely successful, and we need to ensure the support that follows is focussed with clear measurable impact.
- We want to develop a culture of collaboration across LA schools. Schools that have strong leadership and positive Ofsted outcomes have been approached to put themselves forward to support other LA schools. The response has been very positive and over the next 12-18 months a programme of school-to-school support will be developed.
- Where further challenge is required in some schools due to more serious concerns a process of Strategy Meetings is being developed involving school leaders, governors and LA Officers to discuss the areas of concern and actions are agreed to ensure rapid improvement.

# Recent Ofsted inspection results

30 schools were inspected by Ofsted in the last quarter.



Somerset currently has 7% inadequate schools overall as at 30 November 2022. This places Somerset among the ten LAs with the highest proportion of inadequate judgements in the country. Based on our intelligence about schools and inspection due dates there is a high probability this could rise further.

## Good rating

- Bishop Henderson Church of England Primary School, Radstock. Report available 27<sup>th</sup> January 2023. URN 123747. **GOOD**
- St Vigor & St John Church School, Radstock. Report available 1<sup>st</sup> December 2022. URN: 145676. **GOOD**.
- Hemington Primary School, Radstock. Report available 16<sup>th</sup> November 2022. URN 146069. **GOOD**
- Chewton Mendip Church of England VA Primary School, Radstock. Report available 29<sup>th</sup> November 2022. URN 123827. **GOOD**
- North Hill House, Frome. Residential Special School. Report available 2<sup>nd</sup> December 2022. URN: SC033014. **Education: REQUIRES IMPROVEMENT. Social Care: GOOD**
- The King Alfred School Academy, Highbridge. Report available 19<sup>th</sup> January 2023. URN: 146439. **GOOD**
- Axbridge Church of England First School Academy. Report available 16<sup>th</sup> December 2022. URN: 138763. **GOOD**



- Otterhampton Primary School, Bridgwater. Report available 13<sup>th</sup> December 2022. URN: 146243. **GOOD**
- Woolavington Village Primary School, Bridgwater. Report available 10<sup>th</sup> November 2022. URN: 140408. **GOOD**
- Strode College, Street. Report available 25<sup>th</sup> November 2022. URN: 1220982. **GOOD**
- Trull Church of England VA Primary School, Taunton. Report available 19<sup>th</sup> January 2023. URN: 123850. **GOOD**
- Priorswood Primary School, Taunton. Report available 16<sup>th</sup> December 2022. URN: 146747. **GOOD**
- Bishops Lydeard Church School, Taunton. Report available 10<sup>th</sup> November 2022. URN 142402. **GOOD**
- Herne View, Ilminster. Report available 25<sup>th</sup> January 2023. URN: 123764. **GOOD**
- Ashlands Church of England Primary School, Crewkerne. Report available 15<sup>th</sup> November 2022. URN: 123749. **GOOD.**
- 3 Dimensions, Chard. Report available 16<sup>th</sup> November 2022. URN: 134909. **GOOD**
- Combe St Nicholas Church of England VA Primary School, Chard. Report available 14<sup>th</sup> November 2022. URN 123828. **GOOD**
- Beech Grove Primary School, Wellington. Report available 18<sup>th</sup> November 2022. URN: 123711. **GOOD**
- All Saints CofE VC Infants School, Dulverton. Report available 10<sup>th</sup> November 2022. URN 123754. **GOOD**

### Inadequate rating

- Berrow Church of England Primary School. Burnham-on-Sea. Report available 11<sup>th</sup> November 2022. URN: 123807. **INADEQUATE**
- Huish Episcopy Academy, Langport. Report available 17<sup>th</sup> January 2023. URN: 136294. **INADEQUATE**
- Cambian Lufton College, Yeovil. Independent Specialist College. Report available 11<sup>th</sup> November 2022. URN: 131921. **INADEQUATE**
- West Chinnock Church of England Primary School, Crewkerne. Report available 12<sup>th</sup> December 2022. URN: 123820. **INADEQUATE**

### Outstanding

- Enmore Church of England Primary School, Bridgwater. Report available 25<sup>th</sup> January 2023. URN: 137437. **OUTSTANDING**

### Requires improvement

- Minerva Primary School, Taunton. Report available 27<sup>th</sup> January 2023. URN 143143. **REQUIRES IMPROVEMENT**
- Hatch Beauchamp Church of England Primary School, Taunton. Report available 10<sup>th</sup> November 2022. URN: 145842. **REQUIRES IMPROVEMENT**
- The Taunton Academy. Report available 10<sup>th</sup> November 2022. URN: 136193. **REQUIRES IMPROVEMENT**

- Norton-sub-Hamdon Church of England Primary School, Stoke-sub-Hamdon. Report available 27<sup>th</sup> January 2023. URN 123818. **REQUIRES IMPROVEMENT**
- Pen Mill Infant and Nursery Academy, Yeovil. Report available 14<sup>th</sup> December 2022. URN: 138849. **REQUIRES IMPROVEMENT**
- Dulverton Junior School. Report available 23<sup>rd</sup> January 2023. URN: 123871. **REQUIRES IMPROVEMENT**

# Inclusion Somerset

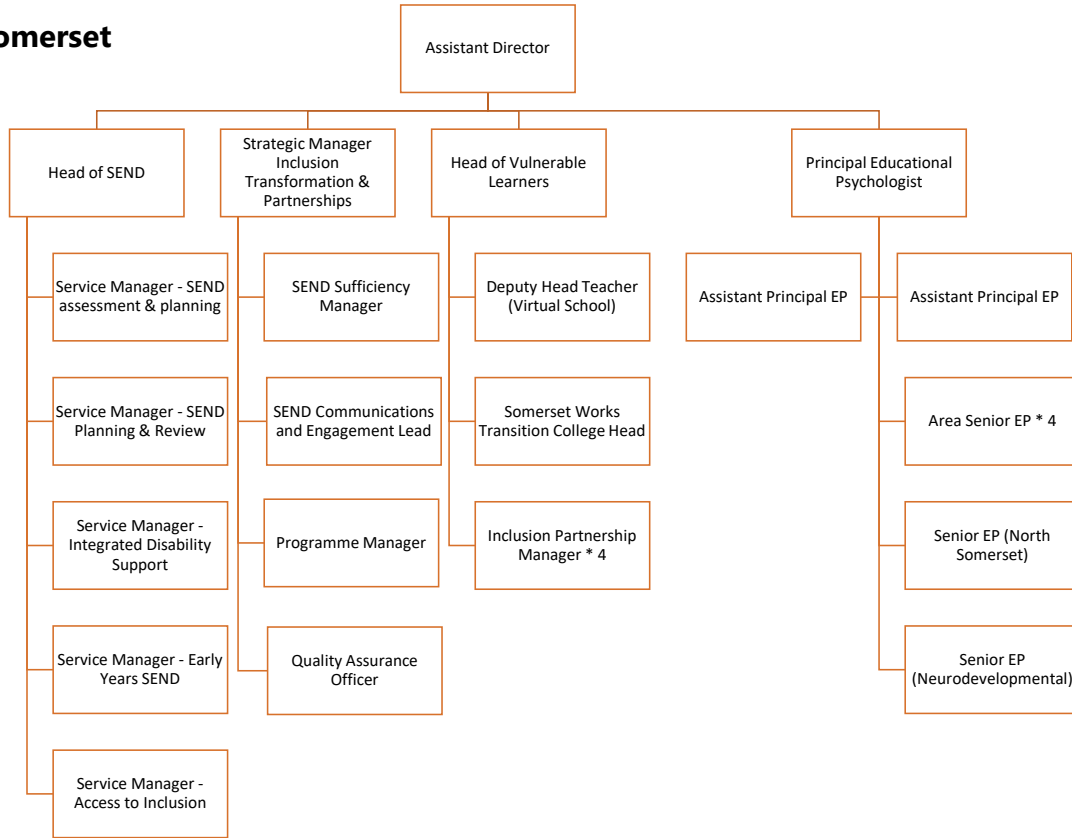
The core purpose of services within Inclusion Somerset is to ensure that all children and young people in Somerset can access appropriate education that meets their needs. For most children and young people, this is something that can be achieved by local mainstream schools and education settings without the need for additional support or involvement from Inclusion Somerset. However, some children in some circumstances require additional support, this includes:

- Children and young people (up to 25) with a special educational need or disability
- Children who are excluded from school or are unable to access a mainstream school for medical or other reasons
- Children who are missing from education (i.e. not on a school roll)
- Children who are educated at home/ not at school, if they are not receiving an appropriate education
- Children looked after, previously looked after and those with a social worker
- Young people who are not in education, employment or training

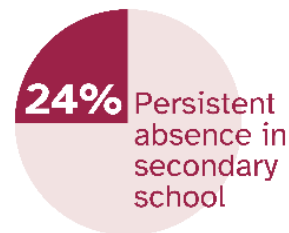
While the service focus is on education, the role is not limited to education. Successful engagement for many children requires support across home, education setting and from health services, and the role of Inclusion Somerset is to pull these things together so that children get the support that they need. Inclusion Somerset support these children and young people by various means:

- Commissioning specialist education for children who need it, including planning the number and type of specialist education places across the county
- The Virtual School has strategic responsibility for improving education outcomes for children with a social worker (approx. 1700 children)
- Specialist and advisory teachers who work with schools to help them to understand children's needs and put in place the right support
- Educational psychologists are responsible for assessing the needs of children with most complex SEND, as well as providing training and support to schools to promote emotional health and inclusive practice
- Somerset Works are responsible for identifying children at risk of becoming NEET and young people who are NEET and supporting them to engage with education, employment and training.
- The Statutory SEND team coordinate assessments and plans for children with an education health and care plan (EHCP). There are approximately 1000 requests for assessment each year, and Somerset has over 5000 children and young people with and EHCP.
- Education engagement staff identify children who are not attending school or excluded and support them and their families to reengage.
- Families of children with SEND receive support from occupational therapists and our Child Autism Outreach Team (CAOT).

# Inclusion Somerset



## Inclusion



### Key developments during this period have been:

- Implementation of the Inclusion and Education Services Redesign. A new Inclusion Leadership Team has been in place from 1 January, with the following people in key leadership roles: Amy Joynes (Strategic Manager Inclusion Transformation & Partnerships); Tim Cockerill (Principal Educational Psychologist); Claire Merchant-Jones (Head of SEND); Julia Ridge (Head of Vulnerable Learners). There is ongoing recruitment to posts lower down the structure, and work to establish new teams and refocus roles.
- OFSTED/ CQC Local Area Revisit was completed on 1 December 2022. The revisit outcome was that the area had made sufficient progress in addressing 7 of the 9 areas of significant weakness. The two areas of weakness where sufficient progress has not been made relate to exclusions and the effectiveness of the area at identifying and supporting children's needs. We will be developing a partnership accelerated progress plan to address these areas.
- Delivering Better Value for SEND – a DfE led programme focusing on identifying opportunities for improving management of high needs budgets. A programme of data analysis and focused deep dives has been undertaken to identify key opportunity areas. This will lead to a grant application with an opportunity for £1 million funding to support transformation activity in 2023-25.

### School Attendance

- The current overall attendance rate is 92.6%, and is in line with levels seen in 2020/21, after the Coronavirus Pandemic had a significant impact on attendance rates.

### Special Educational Needs and Disabilities (SEND)

- The restructure of the Inclusion teams has meant that a range of SEND Support Services and the Statutory SEND team are now part of one leadership team.
- This structure is allowing us to focus on what the future offer from these services should be to make sure we are making use of our combined resources to focus on identifying, assessing and meeting the needs of children and young people in a timely way.
- Between Feb and March, the Learning Support Team will be rolling out our **Somerset Inclusion Tool- Valuing SEND** with the support from IMPOWER. Using this tool across Somerset will create a baseline across Somerset Schools in relation to Inclusion and support SEND Teams to identify where and what support is needed to build skills and confidence.
- The Statutory SEND Team is currently putting all efforts into finalising EHC plans for children and young people who are moving schools in September. There are **600** children in this category and the pressure on the settings and the LA teams to achieve this deadline is very challenging.
- The SEND OFSTED revisit letter recognises the improvements that have been made regarding timeliness and quality of EHC plans and recognises the focus that needs to be made on ensuring that the provision in EHC plans is being delivered.
- Tribunals registered in academic year 2022/23 compared to 2021/2022 are showing a positive decrease and there have been **50** tribunals registered so far this year compared to **80** for the same period in the previous year.

## Educational Psychology

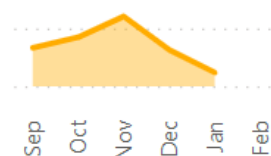
- The Educational Psychology Service (EPS) provides a statutory service and has maintained strong timeliness of 94% on time during this quarter when providing psychological advice as part of Education, Health and Care Needs Assessments (EHCNA).
- One key focus in this quarter has been to continue the roll-out of the Collaborative Outcomes Meetings (COMs) whereby the outcomes and provisions developed as part of the EHCNA are co-produced with the family, statutory SEND team, Educational Psychologist and other relevant stakeholders and professionals including the school. This has led to greater collaboration, improved outcomes and provisions being identified and it ensures all voices are heard in the process.
- Another key area of focus for the service in this quarter has been to support schools and settings in relation to mental health and wellbeing. The EPS started training the second cohort of senior mental health leads, bringing the total number of trained schools to 135. The course is approved by the Department for Education and is locally designed and delivered by the EPS, Public Health, Somerset Foundation Trust (CAMHS) and Young Somerset.
- Feedback is very strong and 96% of delegates reported the course met the learning outcomes expected and 96% also said it would support the implementation of an effective whole-school approach to wellbeing.
- Ongoing developments are planned for ensuring all senior mental health leads have access to ongoing training and supervision through locality networks.
- Another key focus going forward is supporting the next stages of the Trauma Informed Somerset approach.

## Vulnerable Learners

- Vulnerable Learners is a new service created following the Education redesign. It brings together teams who work to facilitate young people's engagement in education at an area level. The team works with schools to increase attendance and reduce exclusions. We are delivering through **Area Inclusion teams** and working collaboratively as Inclusion Partnership Boards.
- Initial meetings have indicated that the work of the Inclusion Partnerships Boards has the potential to be effective, but further work is needed to support the schools to develop strategies to support all pupils within their local communities. This will be done in liaison with Pupil Referral Units leads, local Headteachers, and those across inclusion providing services and training to schools.
- We are also exploring how best to link in with the Inclusion Advice Line, and other strategic early help developments such as Connect Somerset.

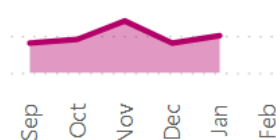
## Suspensions

Data Set	Sep	Oct	Nov	Dec	Jan
Fixed Period Exclusions 2020 - 2021	503	677	825	507	71
Fixed Period Exclusions 2021 - 2022	551	580	1105	585	778
Fixed Period Exclusions 2022 - 2023	667	849	1216	638	451



## Exclusions

Data Set	Sep	Oct	Nov	Dec	Jan
Permanent Exclusions 2020 - 2021	7	1	5	13	1
Permanent Exclusions 2021 - 2022	9	8	16	14	13
Permanent Exclusions 2022 - 2023	8	10	13	8	10



## Attendance

School Type	Total on Roll	Number of Persistent Absence	Persistent Absence %	Present Average %
Primary	37291	6363	17.06%	94.26%
PRU	127	108	85.04%	54.59%
Secondary	29630	7068	23.85%	91.41%
Special	936	321	34.29%	83.09%

The DFE visited in January to confirm we have in place ways of working to deliver new responsibilities for attendance. Attendance is important as vulnerable children not in school are at increased risk.

**The virtual school** oversees the Education of our Children looked after and recently the role has been extended by national government to also Work with Children in Need and Child protection cohort.

There has been a steady reduction in the number of **suspensions** of CLA this academic year and the number of CYP suspended.

Academic Year	2020-21	2021-22
<b>Total Fixed Term Exclusions (suspensions)</b>	70	57
<b>Total no of Children Young People excluded</b>	41	31

The number of CLA on Part Time - tables has significantly increased this academic year.

Academic Year	2020-21	2021-22
<b>Average no of CYP on PTT</b>	10.5	30.0

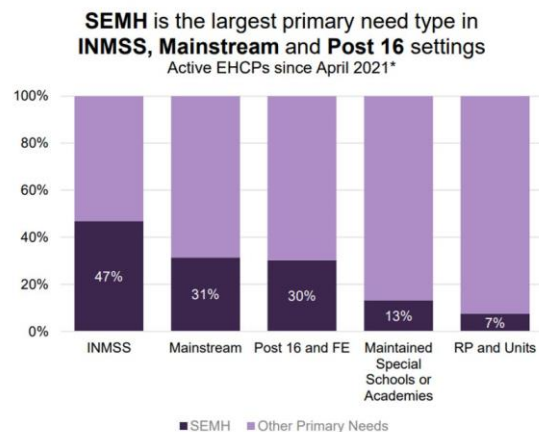
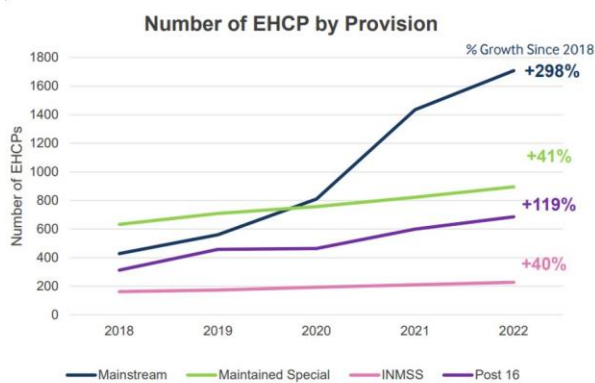
**Somerset works** focuses on our young people to ensure that maximise their opportunities post 16 and do not become “NEET” Not in Education, Employment or Training. The County - wide careers support service works with young people between the ages of 15 and 18 to overcome barriers and develop the personal and employment skills to support them into education, employment, or training outcomes. Our staff work closely with all Somerset Secondary schools, colleges and youth agencies to identify those most at risk of NEET. For the summer2023 leavers we have identified with schools **1836** young people who are at risk and we have referred re360 to SomersetWorks for visits and enhanced support including 62 home visits arranged for young people who are currently not in school.

# Transformation & Partnerships

Children identified as having SEND in Somerset accounts for 16.3% of the school age (11-16) population (October '22). This is significant in us ensuring our education strategy is correct and Inclusion Transformation will need to play a key role in that. This figure does not include those not yet identified and other children with vulnerabilities who are likely at some point to require additional support in order to achieve success in school.

An Inclusion Transformation Plan is being established by the new Inclusion Transformation team, in line with the DfE Delivering Better Value Programme. The Plan will focus on meeting the outcomes of the 2022 Joint area SEND re-visit and will be intrinsically linked to the DBV programme which aims to realise the following four opportunities in order to improve outcomes for children with SEND (and therefore overall outcomes for children in Somerset) and reduce the high Needs Deficit which impacts significantly on the Dedicated Schools Grant. The most significant area of need to focus on in relation to the opportunities below is SEMH due to disproportionate (compared to national) identification of this need.

- More students supported through SEN support (fewer EHCPs)
- More students supported in mainstream schools (fewer specialist placements)
- More students supported in LA M (and Academy) SS (fewer independent placements) – new places being created in MSS
- Reducing duration of post-16 EHCPs



includes a deep analysis of data systems to inform from all services together.

Within the inclusion transformation team is:

- A SEND sufficiency manager who will be utilising our transformation plan to ensure sufficiency of places in the right areas at the right time
- A SEND commissioning officer for transport who will be working with the team to help identify areas of the county where children are having to travel due to lack of local provision to meet need, as well as ensuring transport is available and in place for children with SEND



- A new Inclusion engagement and communications manager who will utilise project support assistant time to continually focus on developing the accurate view of our landscape for SEND in Somerset to ensure our engagement is where it needs to be as well as establishing a new cycle of stakeholder engagement to enable us to continually review the impact of the service and perceptions
- An Inclusion Quality Assurance Officer who will be developing a quality framework not only for school provision that our children with EHCPs access but also (in line with the Government's SEND and AP Plan) working with the SEND sufficiency manager to improve expectations of providers of alternative provision and schools' ability to access high quality AP and establish how AP, PRU and resource base provision should fit together as a critical resource to support our most vulnerable children and young people
- The Local Offer Coordinator who updates and manages the Local Offer web page. The post holder will work closely with the engagement manager to ensure the page is efficient and effective in supporting families and services working with families

# Finances

## 2022/23 Children's Services as at the end of December 2022 (Month 9)

Service Area	Current Budget £m	Full Year Projection £m	Month 9 Variance £m	A/(F)	Movement From Month 7	Direction From Month 7
<b>Children's Social Care</b>						
Prevention	5.7	5.8	0.1	A	0.0	→
Fostering & Permanence	12.8	12.4	(0.4)	(F)	0.2	↓
External Placements	27.4	41.9	14.5	A	2.4	↓
Fieldwork	8.9	10.6	1.7	A	0.5	↓
Disabilities	3.6	4.0	0.4	A	0.1	↓
Partnership, Audit & Quality	2.6	2.5	(0.1)	(F)	0.0	→
Safeguarding	0.0	0.0	0.0	-	0.0	→
Children Looked After	4.4	5.3	0.9	A	0.2	↓
Leaving Care	2.0	2.3	0.3	A	0.1	↓
Residential Homes	2.2	2.0	(0.2)	(F)	0.0	→
Central	0.6	1.1	0.5	A	0.1	↓
<b>sub total</b>	<b>70.2</b>	<b>87.9</b>	<b>17.7</b>	<b>A</b>	<b>3.6</b>	<b>↓</b>
<b>Commissioning</b>						
Commissioning Services	10.8	10.9	0.1	A	0.0	→
Supporting Families	(0.4)	(0.4)	0.0	-	0.0	→
Central	0.7	0.7	0.0	-	0.0	→
<b>sub total</b>	<b>11.1</b>	<b>11.2</b>	<b>0.1</b>	<b>A</b>	<b>0.0</b>	<b>→</b>
<b>Education Partnerships and Skills</b>						
School Improvement	0.1	0.1	0.0	-	0.0	→
Education System Development	0.9	0.9	0.0	-	0.0	→
Early Years	0.5	0.5	0.0	-	0.0	→
Schools Statutory	0.0	0.0	0.0	-	0.0	→
<b>sub total</b>	<b>1.5</b>	<b>1.5</b>	<b>0.0</b>	<b>-</b>	<b>0.0</b>	<b>→</b>
<b>Inclusion</b>						
Inclusion Services	5.0	5.1	0.1	A	(0.1)	↑
Home to School Transport	10.9	12.3	1.4	A	0.0	→
SEND Transport	6.6	8.1	1.5	A	0.1	↓
<b>sub total</b>	<b>22.5</b>	<b>25.5</b>	<b>3.0</b>	<b>A</b>	<b>0.0</b>	<b>→</b>
<b>Children's Services Total</b>	<b>105.3</b>	<b>126.1</b>	<b>20.8</b>	<b>A</b>	<b>3.6</b>	<b>↓</b>

# Dedicated Schools Grant

The Dedicated Schools Grant (DSG) consists of four distinct blocks of funding totalling £468m in the current financial year. These blocks are:

<b>DSG Block</b>	<b>Allocation (before recoupment and deductions)</b>	<b>Recoupment and Deductions (Academy/ NNDR)</b>	<b>Allocation (after recoupment and deductions)</b>
High Needs Block (HNB)	76.3	8.8	67.5
Central School Services Block (CSSB)	5.6	0.0	5.6
Early Years (EYB) *	29.1	0.0	29.1
Schools Block (SB) **	357.0	233.3	123.7
<b>Total DSG</b>	<b>468.0</b>	<b>242.1</b>	<b>225.9</b>

**Table 7: 2022/23 DSG as at the end of December 2022 (Month 9)**

<b>DSG Block</b>	<b>Current Budget (£m)</b>	<b>Full Year Projection (£m)</b>	<b>Month 9 variance (£m)</b>	<b>A/(F)</b>	<b>Movement from Month 7</b>	<b>Direction from Month 7</b>
High Needs Block (HNB)	67.5	71.6	4.1	A	(0.2)	↑
Central Schools Block (CSB)	5.6	5.6	(0.0)	-	0.2	↓
Early Years (EYB)	29.1	28.9	(0.2)	(F)	0.0	↓
De-delegated	1.8	1.9	0.1	A	(0.0)	→
<b>Total</b>	<b>104.0</b>	<b>107.9</b>	<b>3.9</b>	<b>A</b>	<b>(0.0)</b>	<b>→</b>

DSG deficit as at 31 March 2022 - £20.1m Forecast £24m as at 31 March 2023

## Statutory override

In 2020, the Department for Levelling Up, Housing and Communities (DLUHC) introduced a statutory override that separated DSG deficits from local authorities' wider finances. This statutory override was due to conclude at the end of the 2022-23 financial year but has now been extended for a further three years and it is proposed that this will now cease at the end of the 2025-26 financial year.

# Workforce – HR update

- The non-schools workforce of SCC at end of Dec 2022 is circa 3700 staff. Of these, circa 1200 work in Children's Services and of these 1200, around half are within Children's Social Care. The next largest parts of the organisation are ECI Operations at circa 680 and Adults at circa 430. So, Children's Services make up around one third of the current overall employee headcount figure. When we come together as one Somerset Council the Children's Services headcount will be around a quarter.
- It is therefore of note that the services provide a wide range of roles from a variety of disciplines and professions within teams who are spread geographically working from a variety of hubs across the County.
- The workforce make up is also multifaceted - in addition to those above it includes our staff in schools, locum staff (at significantly reduced numbers than in previous years) as well as staff employed via our partnership agencies (e.g. Mind, Turning Point, The Shaws Trust).
- Workforce data is produced monthly from the HR Admin and Payroll team and is shared with all Members. This includes headcounts, vacancies, turnover, absence and starters and leavers. This data is produced from SAP and is reliant on data input by managers.
- The service has a number of "hard to fill roles" which are a recurring challenge. These exist in all of the Service Director areas and at a variety of salary levels (so it's not just professional qualified posts). Some examples include Social Workers, Residential Support Workers, Family Intervention Workers, Educational Psychologists, Occupational Therapists, Teaching Assistants in schools, SEND Casework and Reviewing Officers.

## Going well:

- Recruiting Social Workers from overseas. We have a contract to recruit 20 Social Workers from Southern Africa. 14 staff are now in post with the remaining 6 on track for the end of March 2023.
- Our growth in our own schemes e.g. with Yeovil College (we had 9 previous Yeovil students who joined us last year as the first cohort to complete their Social Work degree in Somerset in a programme we set up with the college and the University of Gloucester), our Social Work degree programme, our Step Up to Social Work programme and the national Frontline fast track programme.
- Development into new areas such as our first Occupational Therapist apprenticeships.
- Our work as part of the SEND Written Statement of Action around leadership, culture and workforce. The specific area that the SCC HR Business Partner led on was area 2 which was deemed to have made sufficient progress at the recent reinspection. However, these areas of work are cross cutting across all areas, so it was very pleasing to see feedback around the improved relationships, partnership working and cultural change that has led to improvements.

- A large-scale restructure as part of the Education Redesign covering the Education Partnerships and Inclusion Services Teams (circa 500 staff) took place in the second half of 2022 and is now being concluded. We have also planned 3 face to face leadership development days for the top three tiers in these areas across 2023 and some group coaching via the Somerset ICB (Integrated Care Board) is also being planned.

**Areas of focus:**

- We are currently improving the accuracy of some of our workforce data with a new Power BI report. This is leading to some data cleansing work.
- Our support to SEND will continue with renewed focus on our contributions to the remaining two areas but also to the SEND Strategy going forwards. This will include the launch of the Immersive Leadership Development Programme and the System Wide Workforce Strategy.
- We recognise the importance of focussing on retention of our current staff as this will reduce the impact on trying to recruit to hard to fill roles in an increasingly fraught recruitment market. This is challenging in a cost-of-living crisis in public sector roles.



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**Somerset**  
Council

# Engagement and Participation

Annual Report 2022-23

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# Introduction

## Our vision

Every child and young person in Somerset has the opportunity to have a voice about their life experiences and aspirations and the services that care for them. Decision makers and practitioners will listen and act respectfully upon those voices to ensure children and young people are happy, healthy and prepared for adulthood.

## Our mission

The Engagement and Participation (E&P) team at Somerset Council (SC) will achieve this vision by:

- Developing fair and accessible opportunities for young people to be able to speak out
- Using creative and imaginative ways to listen so that we can hear children and young people telling us about their lived experiences in order to influence practice, strategy and policy in Somerset
- Enabling our colleagues across all agencies to engage meaningfully with children and young people through training, development and awareness
- Using good governance and due process in order to proactively implement the vision; for example, communications and promotion,

audits, mystery shops, surveys and positively responding to Expressions of Interest, issues raised by young people, speakers, events and all other appropriate means.

We will respectfully maximise the tools we have to achieve our vision, including:

- Resources/Assets
- Ourselves
- The young people who attend forums/ groups
- The Participation Workers Network
- The Toolkit
- E&P Strategy
- Our team governance
- Our networks – internal and external – and partners
- Our reputation/credibility
- Our technology- Zoom, Mentimeter, Google Classroom

We will also continually look for other resources and opportunities to further develop the young people and improve our reputation.

Our skills, knowledge and experience will drive our vision and mission and we will use them collaboratively and generously to develop the young people we work with, the services that support them and the communities they live in.

## Our purpose

In order to achieve our vision, we will:

- Develop and facilitate young people forums – Unstoppables, Somerset Youth Parliament, Somerset Youth Forum, Somerset In Care and Leaving Care Councils, Youth Justice Advocates Group (Y-JAG) and Young Carers Voice.
- Coordinate the multi-agency Participation Workers Network
- Work with services/partners who ask to engage
- Collaborate with governance groups – Corporate Parenting Board and its sub groups, SEND Strategic Partnership Board, ICS Children Young People and Families Partnership Board, Children & Families Scrutiny Committee, Full Council, Health & Wellbeing Board, Somerset Safeguarding Children Partnership (SSCP).
- Manage the Expressions of Interest process
- Collate outcomes and evidence the difference they have made
- Write newsflashes/ monthly updates and align to other communications
- Write annual reports and present them as requested
- Promote findings through communications, films, animations,

posters, presentations and training resources

- Undertake research on highlighted issues and align findings to national and regional trends
- Work with SSCP to align progress/data against their priorities to our findings
- Work with partners to avoid duplication and to share findings
- Apply rigorous corporate processes to our work including human resources, finance and health and safety.





# Introduction

## Youth Forum

**Contact:** Fiona Phur  
[fiona.phur@somerset.gov.uk](mailto:fiona.phur@somerset.gov.uk)  
07811 307699

**Website:** [www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/](http://www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/)

Young people across Somerset are encouraged to scrutinise Somerset's services through a youth-led forum, where topics affecting them are discussed, their views collected and their voices shared, this helps Somerset deliver safe services for young people and families.



## The Unstoppables

**Contact:** Sian Smiley  
[SENDparticipation@somerset.gov.uk](mailto:SENDparticipation@somerset.gov.uk)  
**Website:** [www.somersetparentcarerforum.org.uk/the-unstoppables/](http://www.somersetparentcarerforum.org.uk/the-unstoppables/)



A group for young people with special educational needs and/or disabilities aged between 13-25 who want to have their voice heard and help to make changes to services that affect them.

## Somerset in Care Council (SiCC) and Somerset Leaving Care Council (SLCC) - Somerset Care Council

**Contact:** Damien Erangey  
[somersetincarecouncils@somerset.gov.uk](mailto:somersetincarecouncils@somerset.gov.uk)  
**Website:** [www.somersetincarecouncils.org.uk](http://www.somersetincarecouncils.org.uk)

A group of young people that meets up to talk about all things affecting children and young people in or leaving care. These contributions help to shape the care system to make it better for all young people in Somerset.



## Participation Workers Network

**Contact:** Fiona Phur  
[fiona.phur@somerset.gov.uk](mailto:fiona.phur@somerset.gov.uk)  
07811 307699  
**Website:** [www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/](http://www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/)

A multi-agency group of Engagement and Participation Workers who work collaboratively to develop and deliver opportunities for young people and elevate the young person's voice.

## Somerset Youth Parliament

**Contact:** Kate Darlington  
[kate.darlington@somerset.gov.uk](mailto:kate.darlington@somerset.gov.uk)  
**Website:** [www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/](http://www.somerset.gov.uk/libraries-leisure-and-communities/somerset-young-peoples-voice/)

Somerset Youth Parliament works with decision makers, key community representatives and politicians to influence change, identify opportunities and better outcomes for children and young people across the county. Somerset Youth Parliament upholds the core values of democracy, fairness, respect and equality within everything it does.



## Youth Justice Advocates Group and Young Carers Voice

For more information on the Youth Justice Advocates Group (Y-JAG) and the Young Carers Voice, please contact: [participationmailbox@somerset.gov.uk](mailto:participationmailbox@somerset.gov.uk)



# Meet the team

## Fiona Phur

Participation & Partnerships Business Manager  
07811 307699 | [fiona.phur@somerset.gov.uk](mailto:fiona.phur@somerset.gov.uk)

Fiona manages the Participation & Engagement team and facilitates the Youth Forum and the Participation Workers Network. She has over 20 years experience of working in both adult and children services in the private, public and voluntary and community sector and passionately believes that the voice of the child, young person and their family should be at the heart of all good practice. In her spare time she is a youth worker, a mum and a doting granny, practices wobbly yoga and is an even wobblier paddle boarder and can be found in the woods most days calling for her two really badly behaved dogs.

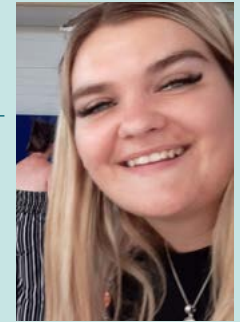


## Sian Smiley

SEND Engagement & Participation Officer  
07976 809773 | [sian.smiley@somerset.gov.uk](mailto:sian.smiley@somerset.gov.uk)

Sian supports the Unstoppables Forum and works alongside the SEND Young Person's Champion to advocate, advise and influence the Special Educational Needs & Disabilities sector. She has nearly 7 years worth of experience working children and young people, including working in schools but mainstream and specialist support. Sian wants to change the world one step at a time but wishes to start at getting pineapple permanently removed from Pizza!

Sian enjoys spending her weekends in muddy fields with her family and friends watching Autograss racing, which is a form of motorsport, that she has been going to since she was 2 weeks old. She also likes to spend time with her husband and the family dogs exploring beaches around the UK.



## Damien Erangey

Voice of the Child – Engagement & Participation Officer  
07585 983356 | [damien.erangey@somerset.gov.uk](mailto:damien.erangey@somerset.gov.uk)

Damien works with SiCC & SLCC to ensure that the voice of looked after young people and care leavers is included within the decision making processes of Somerset Council. This includes young people being part of the recruitment of new staff; collaborating with services to shape policies; working with commissioning on new projects and services and having an active presence on the Corporate Parenting Board.

Damien has over 30 years experience within both local authority and third sector youth services and feels strongly that a young person's involvement should benefit both their social skill development and employability as well as having their voice heard.



## Kate Darlington

Somerset Youth Parliament – Engagement & Participation Officer  
07964 699595 | [kate.darlington@somerset.gov.uk](mailto:kate.darlington@somerset.gov.uk)

Kate is a professionally qualified youth worker and currently supports the Somerset Youth Parliament to develop campaigns and projects which reflect their representative roles. The Parliament is an open, universal group of volunteers aged 11- 18 yr olds (up to 24 with SEND) and includes 3 publicly elected Members of Youth Parliament (MYP's) who each run a campaign of their choice and have a mandate to challenge and lobby decision makers and government regarding issues of concern for young people locally and nationally. Kate is interested in social justice and enlightenment, loves music and travel and has a mild obsession with Bollywood and K Drama.



## Paul Mitchell

Senior Partnership and Engagement Officer  
07875 783426 | [paul.mitchell@somerset.gov.uk](mailto:paul.mitchell@somerset.gov.uk)

Paul works with the Engagement and Participation team in finding the best and most creative ways to share the voice of the child and young person, and make real change to their lives. Paul has 15 years' experience in graphic design and specialises in visual communication.

Paul has always had designs on being a writer or filmmaker and loves a good story. You can normally find him at the cinema, in a comic shop or on a country walk. His Kryptonite is cake, chocolate, and any other sweet treat.



# Young Person's Champions

## Chloe Raeburn

Young Person Champion – Health, Wellbeing and Creative Arts

Chloe is a Young Person's Champion for health, wellbeing and creative arts. Her role will involve talking to artists and young people and getting a feel for young people's opinions when it comes to health, wellbeing and the creatively arts. Chloe has personal experience of being in care. Before this role she did a level 2 health and social care course at Wiltshire college which came from of passion of wanting to help children and young people when it comes to mental health issues. Chloe's ideal role would be a support/youth worker in the mental health field.

Chloe's other interests include music, film and TV and helping out in her community. She also has 2 guinea pigs called Kenai and Koda. She is really excited for what this role might bring and how she can help influence young people.



## Gabriella Sorgente

Young Person Champion – SEND

Gabriella is our Young Persons Champion for Special Educational Needs and/or Disabilities (SEND). She has recently joined the Unstoppables. She feels safe sharing her thoughts with the Unstoppables including such subjects like the impact of education on young people with SEND. Gabriella's three goals when it comes to being the advocate for SEND in Somerset include:

Gabriella wants to help young people struggling with SEND. This is so young people don't feel the strain of societal expectations. Gabriella is the voice for young people with SEND, she provides a safe place and someone to trust. Gabriella's goal is to see young people with SEND enjoy their life, in and out of education. Gabriella has dyslexia and slow learning processes, so she knows all too well what it is like to have a learning difficulty in education.

In her spare time, she loves to do arts like photography, that she has a degree in. Gabriella is a keen artist and dreams of bringing her creativity into working with children with SEND in the future. If you dream big and push through, you will achieve great things.



## Daniel Graves

Young Person's Champion – Children and Young People Plan

Daniel Graves is the Young People's Champion for the Somerset Children and Young People's Plan. A plan that outlines the support of children and young people throughout their developmental years and into their adult lives.

Working alongside the Partnership and Engagement team within Children's Social Care. Daniel's role is to support and promote the voice of children and young people throughout Somerset. Listening to the voices of those around him and relaying them back to make the necessary and critical improvements for young people's lives throughout Somerset.

In his spare time Daniel enjoys reading and going on walks.



## Nicole Tucker

Young Person Champion – SEND

Nicole is our Young Person's Champion for Special Educational Needs and/or Disabilities (SEND). She has been a member of The Unstoppables since it began over five years ago and she is a tireless advocate for issues facing children and young people with SEND across Somerset. Nicole also uses her own experience of accessing support services since she was a child and being a power wheelchair user to inform her advocacy.

In her spare time she loves getting creative in her Art Studio (her happy place!). Nicole is a YouTuber and a huge Robbie Williams fan, and she dreams of having her own TV show to tackle disability awareness and stigma.



# Getting in touch


If you'd like to get in touch with us, or make a request to engage with young people, please fill in our Expression of Interest form. You can also engage with us and see the views of young people with our social media channels.

## Expression of Interest form

 <https://bit.ly/3pFMQtT>


## Somerset Young People's Voice | Participation Toolkit

Whether you are a young person or you are working with young people, with this toolkit there are many ways that you can engage throughout Somerset and beyond.

 <https://www.somerset.gov.uk/children-families-and-education/the-local-offer/having-your-voice-heard/somerset-participation-toolkit/>

## Social media

### Engagement and Participation team


 [www.facebook.com/SomersetYouthVoice](http://www.facebook.com/SomersetYouthVoice)

 [www.twitter.com/SomerYouthVoice](http://www.twitter.com/SomerYouthVoice)


 [www.instagram.com/somersetyouthvoice](http://www.instagram.com/somersetyouthvoice)

### Somerset Youth Parliament

 [www.twitter.com/somerset\\_youth](http://www.twitter.com/somerset_youth)

 [www.instagram.com/somerset\\_youth\\_parliament](http://www.instagram.com/somerset_youth_parliament)

### The Unstoppables/SEND Participation

 [www.facebook.com/sendparticipationteam](http://www.facebook.com/sendparticipationteam)

 [www.instagram.com/sendparticipation](http://www.instagram.com/sendparticipation)



# Engagement and Participation Team

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Case Studies



# The impact of the cost of living on children and young people | Engagement and Participation team

## Nature of the case

Amidst growing concern about rising cost of living, the Somerset Safeguarding Children Partnership's (SSCP) and Partnership Business Group (PBG) requested that the Youth Forum captured the perception of the impact from children and young people.

## How did the Engagement and Participation team become involved?

We received a request to tackle this topic by the PBG and the SSCP, this was then discussed across our Youth Forum Summer Sessions in collaboration with the UnStoppables, SiCC and SLCC and Youth Parliament.

## Details of the case

The first Zoom session of the Youth Forum looked at some financial information to give a better understanding of the cost of living crisis and discussed what aspects of family life could be affected. In the second session of Youth Forum the group looked at a case study of a family and explored how it felt to be the teenagers in the case. At the third session, held face to face in the summer holidays the Youth Forum invited members of The UnStoppables, Youth Parliament and SiCC and SLCC to an event where they played the Cost of Living Game which involved budgeting for the family as costs increased. They also produced flip charts about the impact and the likely outcomes.

The findings were collected onto a presentation which was presented to the SSCP, PBG and Early Help Boards in September and October.

## How many young people took part and what was their involvement?

Across Youth Forum, the UnStoppables, SiCC and SLCC and Youth Parliament, around 20 young people shared their opinions.

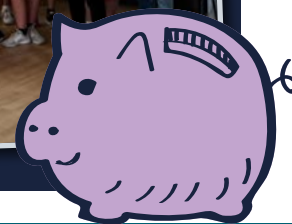
## What are the outcomes of the case?

The results of the actions are:

- Young people had a greater understanding of the economic factors involved
- The PBG were able to explore how the impact on young people might need to be considered on services - i.e. raising poor mental health, increase in criminality, services having to support families with food and fuel
- In raising awareness to take in to account the impact on children and young people, building a stronger ethos of Think Family.

## Links to supporting document

- *A presentation of results and findings*



# Corporate Parenting Board training | Engagement and Participation team

## Nature of the case

In May 2022 Somerset Council held local elections to elect the 110 councillors who will lead the five councils in the county into one unitary administration in 2023.

Corporate Parenting training is a mandatory course for all newly elected councillors and, for the first time, was delivered virtually using Mentimeter – an interactive presentation tool.

## How did the Engagement and Participation team become involved?

The team contacted the relevant people who sit on the Corporate Parenting Board (CPB) in February and asked them to hold 2 training sessions in their diaries to present their area of expertise.

## Details of the case

Once all the presenters had been secured, the team drew up a session plan and timed out each presenters slot. Presenters were given guidance sheets and asked to design slides for their slot on the agenda.

Once all slides had been designed they were pulled together onto the Mentimeter.

Resources produced by the Somerset in Care Council and Somerset Leaving Care Council (SiCC and SLCC) were also added to the presentation – an animation on What Makes a Good Corporate Parent and an animation called Coming Into Care which is shown to children and young people when they first come into care.

Damien shared the role of SiCC and SLCC in the presentation and a Young Persons Champion - Chloe Raeburn – gave a presentation about her own experience of coming into care.

## How many young people took part and what was their involvement?

SiCC and SLCC had previously made the resources shown and YPC took part in the training sessions.

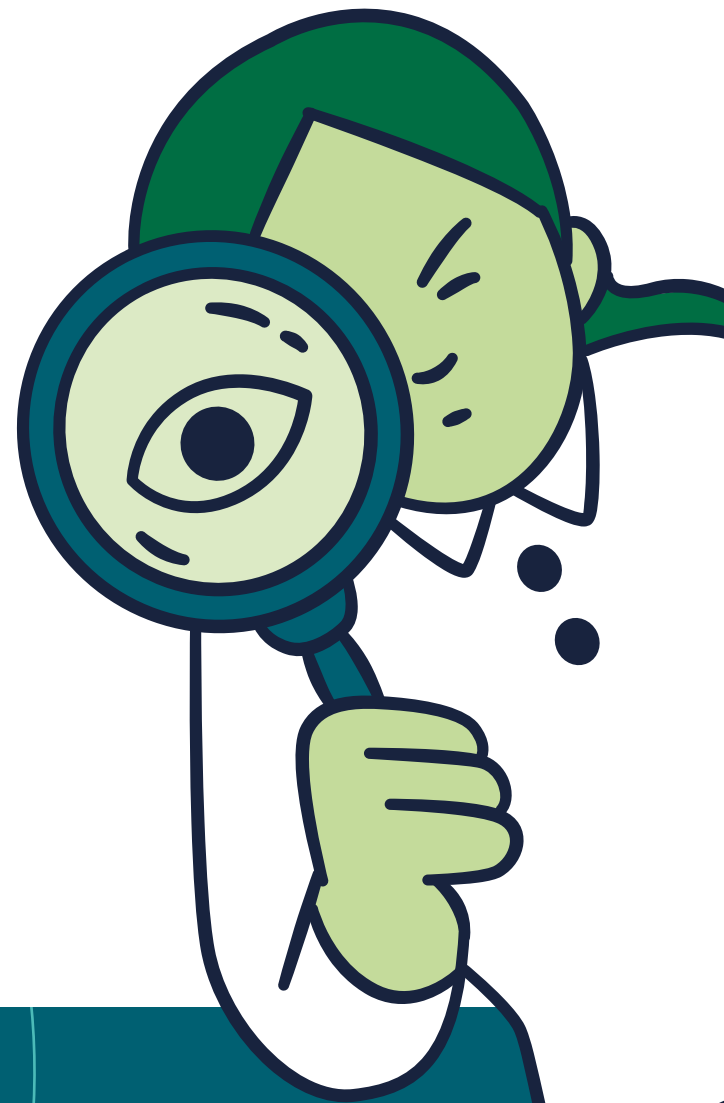
## What are the outcomes of the case?

The results of the actions are:

- 105 councillors have been trained in their roles and responsibilities of being a good Corporate Parent.
- This should mean that they will have greater awareness of what opportunities there are in their local communities and what issues they might need to help young people and their carers overcome.

## Links to supporting document

- [A PDF of the Mentimeter](#)



# The Somerset Children and Young People's Plan (CYPP) 2022-2024 | Engagement and Participation team

## Nature of the case

The CYPP 2019 – 2022 expired on 31st March 2022 and preparation for the new Plan commenced 12 months before this.

## How did the Engagement and Participation team become involved?

The Somerset Safeguarding Children Partnership (SSCP) directed the E&P team to research what priorities children and young people wanted included in the Plan.

## Details of the case

We looked at the results of the national Make Your Mark and extrapolated the Somerset responses (2,500) and took these results to the Youth Forum who added their own findings. The SSCP Forum in December gave practitioners an opportunity to discuss the young people's priorities and wider consultation across the SSCP networks commenced.



## How many young people took part and what was their involvement?

2,600+ young people were involved through surveys, focus groups and other engagement activities.

## What are the outcomes of the case?

The results of the actions are:

- The new administration elected in May 2022 adopted the plan co-produced by children and young people and integrated the priorities in to their new business plan.

## Links to supporting document

- *The Children and Young People's Plan 2022-24*





# Family Solutions – from Cradle to Grave | Engagement and Participation team

## Nature of the case

To prepare for the new unitary council Children's Social Care were asked to produce some training resources for staff to learn more about how we care for our most vulnerable children and young people.

in need of support and developed an animation to be shown before each training session. We then created a presentation template for each service to populate so that a consistent style, branding and image was offered.

Nine services were identified and delivered a lunchtime and evening 45 minute session on Teams.

## What are the outcomes of the case?

The results of the actions are:

- 18 training sessions took place welcoming over 500 staff members.
- Following these training sessions, staff have a better understanding of how the different sectors of Children's Social Care work.

## How did the Engagement and Participation team become involved?

A task and finish group met to identify which services we wanted to promote and who would take the lead from each service. We then created a typical family

## Details of the case

Over 500 staff attended the sessions which were very well received. All sessions were recorded, and a 'library' of Family Solutions training was available for new starters and those who couldn't attend.

## Links to supporting document

- *Family Solutions: From Cradle to Grave - Animation*

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The Smith family, stars of the Family Solutions training



# Amy's Story - Animation and Young Carers Resources

## Engagement and Participation team

### Nature of the case

To produce an animation about concerns from Young Carers that provision for them to attend Young Carers groups and participate in activities end at the age of 18 years. As well as produce a variety of other media about Young Carers, their views, opinions and lived experiences.

school to university or work. We took Amy's comments and drafted a script for the animation. Amy was then sent the draft and both reworded and expanded on the script and she recorded a narration for the animation. Using Amy's words we produced character designs and a storyboard for the animation, which Amy then gave comments on. From there we produced the animation.

In addition we talked to other Young Carers about their lived experiences as Young Carers. We then took these views and produced posters and a presentation.

### Links to supporting documents

- *Amy's Story - Animation*
- *The Lived Experiences of Young Carers - Presentation*

### How did the Engagement and Participation team become involved?

The Young Carers service contacted the Engagement and Participation team to ask them to speak with a Young Carer called Amy who was concerned about not being able to continue attending her Young Carers group now she had reached 18 years.

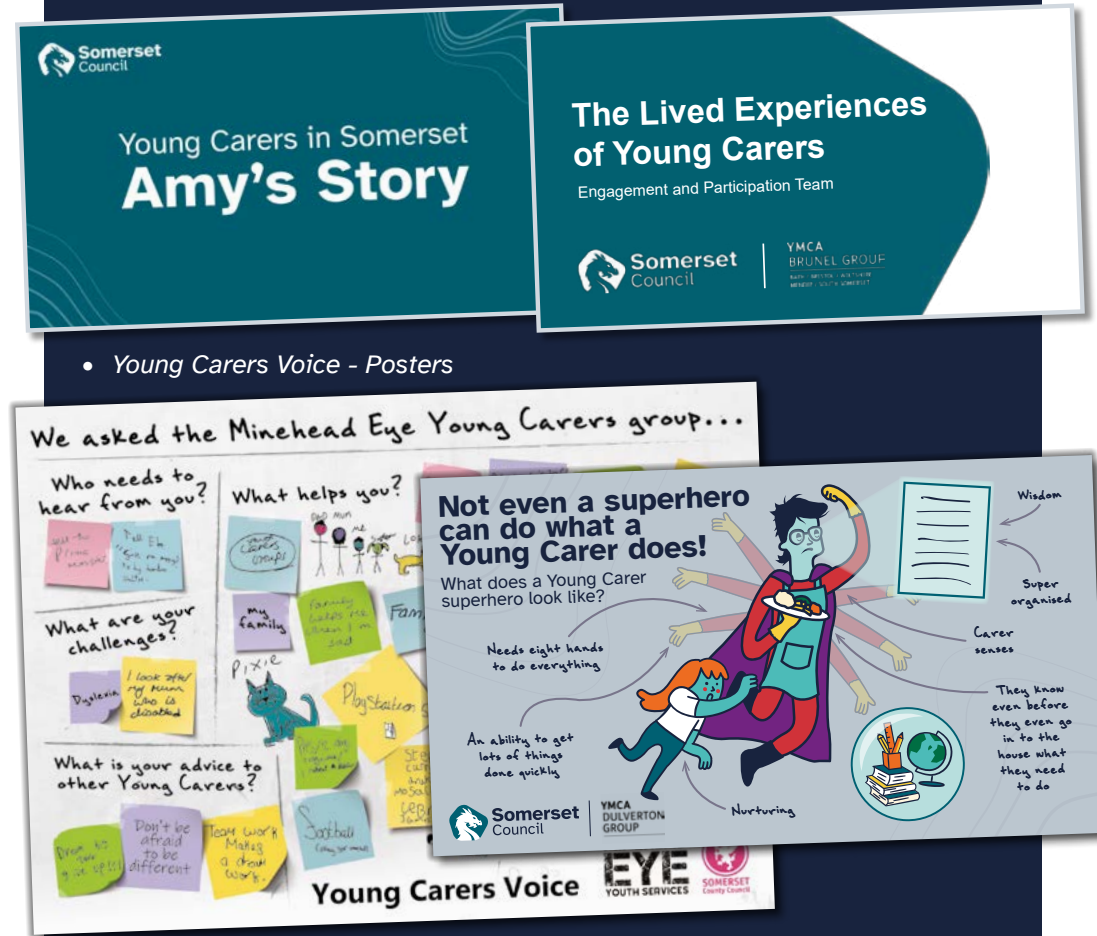
### Details of the case

Amy was met at school where she talked about her circumstances and how unfair she thought it was to expect 18 year old young carers to engage with adult carers activities. She also felt they needed as much support to help them through transitions from

### What are the outcomes of the case?

The results of the actions are:

- The film was presented at the Carers Strategic Board and commissioners have used it in collating evidence required to write the new joint Carers Strategy in 2024.
- Presentations and posters from the other Young Carers are being shared with services across Somerset that will help to elevate the voices of Young Carers.



# Unfair delays in the Criminal Justice System

## Engagement and Participation team

### Nature of the case

We were asked to produce a presentation on the impact of the unfair delays in the Criminal Justice System that was to be taken to Youth Justice Board Spring 2023.

as adults for the offences caused as a child when they became 18 years old. The Youth Justice Board requested information about this issue in order to generate some action.

Once we had arranged for the narration we researched the topic and looked at data provided by the Youth Justice Team, so that we could script the rest of the film and put together the presentation.

### How did the Engagement and Participation team become involved?

The Youth Justice Team contacted us about the impact of delays in court proceedings causing young people who committed crimes as children being prosecuted

### Details of the case

A young person who had been impacted by the delays told his story, which was recorded accurately by his probation officer. We then asked another young person to record a narration, so that we could produce a short film that we would include in a presentation about the issues that delays are causing.

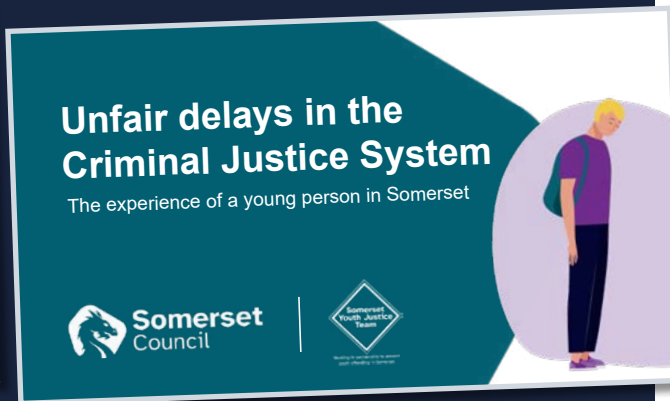
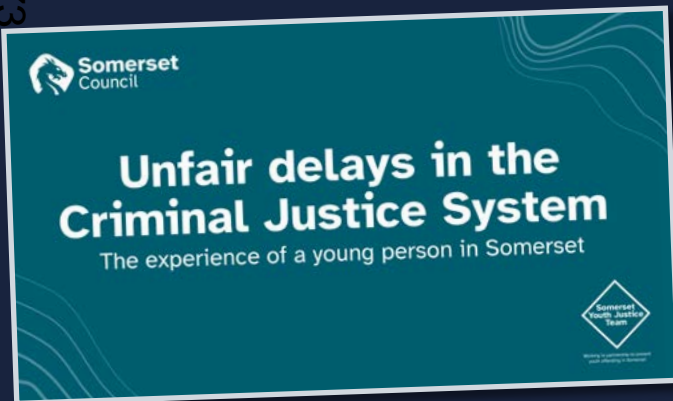
### What are the outcomes of the case?

The results of the actions are:

- The Youth Justice Board wrote to the Ministry of Justice Youth Division to ask about solutions to lessen the impact of delays in the Criminal Justice System on children and young adults.

### Links to supporting documents

- [Unfair delays in the Criminal Justice System - Animation](#)
- [Unfair delays in the Criminal Justice System - Presentation](#)



Page 374

# Youth Forum

Case Studies



# What makes you want to go to school? | Youth Forum

## Nature of the case

School attendance figures in Somerset are a growing concern. The Partnership Business Group of the Somerset Safeguarding Children Partnership (SSCP) requested that the Somerset Youth Forum explore the issues around young people's attendance.

## How did the Engagement and Participation team become involved?

School attendance figures in Somerset are a growing concern. The Partnership Business Group of the Somerset Safeguarding Children Partnership (SSCP) requested that the Somerset Youth Forum explore the issues around young people's attendance.

## Details of the case

The Youth Forum commenced this project by looking at previous research into poor school attendance. They noted that young people themselves are infrequently asked about the reasons they don't enjoy or engage

with schools, and this became the basis of the project. Once they had looked at the research the young people explored how and what to ask school pupils about their attendance and they felt that it is a sensitive subject for many so didn't want to send out a blanket survey. Once the questionnaire was devised, they interviewed other young people using the Microsoft Forms app that works well on their mobiles.

Questionnaire were completed and analysed in the Summer term and some recommendations were drawn up from the analysis.

The results were shown at the PBG meeting in September and then a presentation was taken to the Inclusion Summit in October 22 and debated on by the delegates at the summit who were mainly from education.

## How many young people took part and what was their involvement?

Over the five sessions, a total of twenty young people took part, shared their views and their opinions.

In addition our school's survey was filled in by 96 young people across Somerset.

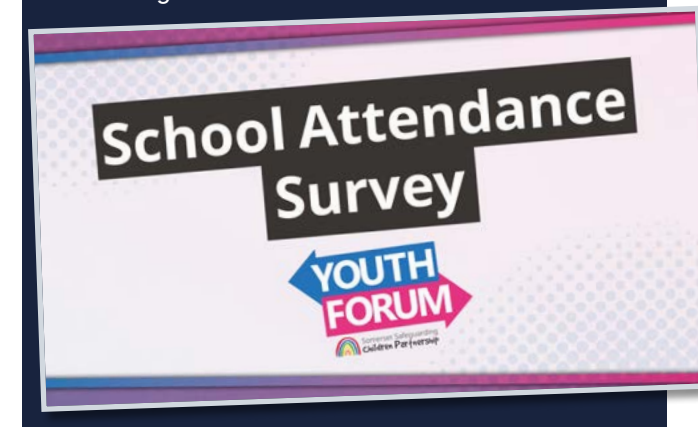
## What are the outcomes of the case?

The results of the actions are:

- The voice of the student was heard at a strategic conference with educationalists pledging to listen more closely to the voices of their pupils.
- This piece of work led to a better awareness of the value of giving young people a voice.

## Links to supporting document

- *Mentimeter presentation from strategic conference*



# Why is it so important to think about where our children live? | Youth Forum

## Nature of the case

In September 2022 the Partnership Business Group of the Somerset Safeguarding Children's Partnership (SSCP) requested that the Somerset Youth Forum look at the perceptions of safe homes and housing.

## How did the Engagement and Participation team become involved?

We were asked to look at this subject by the SSCP, who requested that we make it one of that term's topics for Youth Forum.

## Details of the case

The Youth Forum met over Zoom three times to explore this issue. They looked at what made a good home and what made a poor home. They then categorised these into three elements: the physical, the social and emotional and the location. They used Mentimeter and Google Jam to collect their thoughts. They learned about the rights of children and young people when bailiffs are involved with their families and collaborated with Citizen's Advice on producing a leaflet for children and young people about bailiffs. They undertook an exercise about how they fit into their communities and who keeps them safe in their communities.

## How many young people took part and what was their involvement?

Over the three Zoom sessions, a total of ten young people took part, shared their views and their opinions.

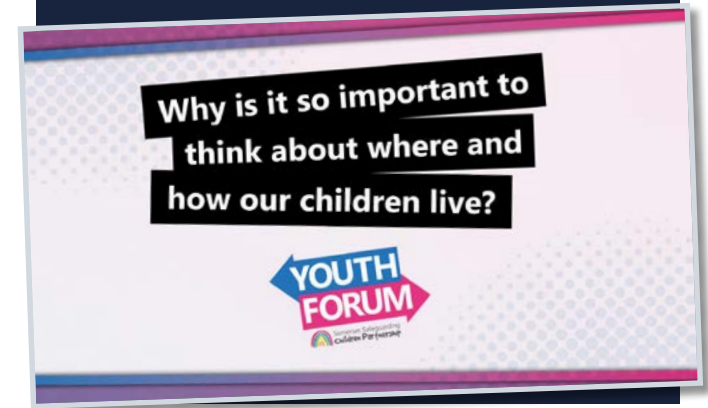
## What are the outcomes of the case?

The results of the actions are:

- The findings were made into a presentation and shown at the December meeting of the Partnership Business Group. This was also shared with Children's Commissioners and the Strategic Housing Group in Somerset.
- The voices of children and young people were heard in consideration of housing strategy and policy.

## Links to supporting document

- *Presentation of the findings shown to the Partnership Business Group*



# Building Stronger Families | Youth Forum

## Nature of the case

The Youth forum was approached by the Building Stronger Families project to look at their perception of parental conflict.

## How did the Engagement and Participation team become involved?

We invited the Supporting Families team to a Youth Forum meeting and created some engagement opportunities on a Mentimeter presentation on the topic of Building Stronger Families.

## Details of the case

The session was attended by the Supporting Families team who explained the topic. During the discussion with the young people word clouds and speech bubbles were created of their comments and opinion, that will be included in the Building Stronger Families tool kit.

## How many young people took part and what was their involvement?

Over the Zoom session 15 young people participated.

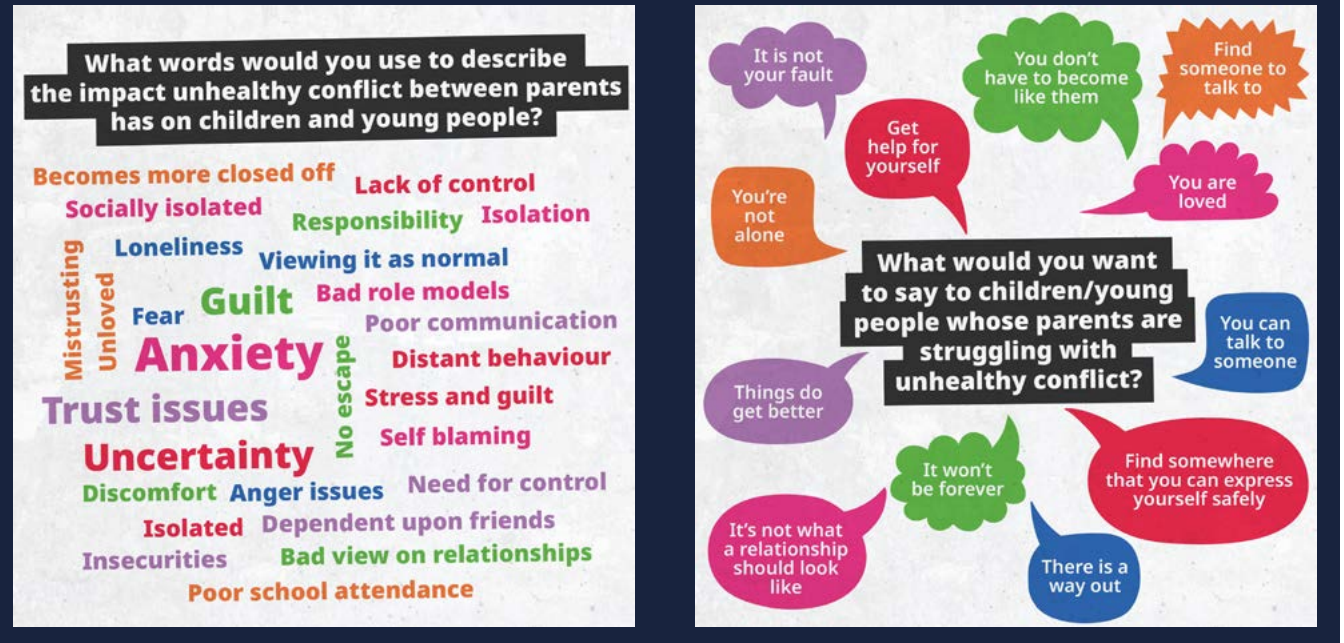
## What are the outcomes of the case?

The results of the actions are:

- The voices and opinions of young people will be included in the Supporting Families team's Building Stronger Families toolkit.

## Supporting documents

The various assets produced by Youth Forum during the session.



# What makes you happy? | Youth Forum

## Nature of the case

The Youth Forum were asked by the Somerset Safeguarding Children Partnership (SSCP) to help them to understand what children and young people need to help them to have good emotional health and wellbeing.

## How did the Engagement and Participation team become involved?

During Youth Forum we themed the spring sessions around this theme, looking at the theme broadly and then looking more closely at specific parts of it.

## Details of the case

The Youth Forum spring sessions ran over four Zoom meetings, where using Mentimeter we asked the attending young people their opinions on:

- What makes them happy
- How they would describe good emotional health
- What they need to achieve good emotional health
- What the barriers are to good emotional health
- What they would advise young people to do or not do to feel better if they had bad emotional health

We then recorded these opinions and views and collected them together as quotes, word clouds and speech bubbles.

## How many young people took part and what was their involvement?

Across the four sessions 10 different young people participated in the sessions.

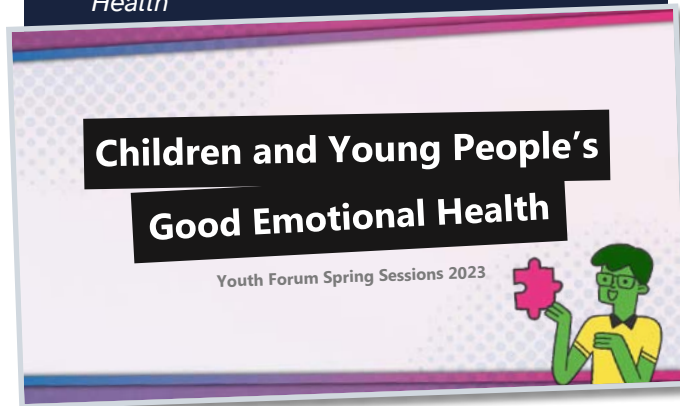
## What are the outcomes of the case?

The results of the actions are:

- The findings have been compiled in to a presentation that has been shared with the SSCP.
- The findings have also been shared with health and social care colleagues and used in the new strategies for Somerset Council.

## Links to supporting document

- *Children and Young People's Good Emotional Health*





# Somerset Youth Parliament

Page 379

Case Studies



# SSCP Event Campaign Presentation and Launch

## | Somerset Youth Parliament

### Nature of the case

The launch of Joel's campaign on children and young people's Mental Health and Wellbeing at the Somerset Safeguarding Children's Partnership's (SSCP) Forum Week.

### How did the Engagement and Participation team become involved?

SSCP approached Youth Parliament to offer a place on their Mental Health and Wellbeing staff/ workers Forum event agenda in June. Member of Youth Parliament Joel Fowler accepted the opportunity to introduce himself and talk to service reps about his campaign beliefs and aims over his term of office.

### Details of the case

SSCP contacted the Youth Parliament Engagement and Participation Officer to explore the potential of Joel participating in Forum Week.

Joel agreed to take part and adapted his campaign to create a PowerPoint presentation which was used as his first launch. He then presented his presentation at Forum Week.

### How many young people took part and what was their involvement?

Elected Member of Youth Parliament Joel Fowler.

This gave him the chance to represent young people's views and experiences, promote Youth Parliament and build networks with adults in order to influence better outcomes for young people.

### What are the outcomes of the case?

The results of the actions are:

- Joel has been asked to speak at schools about Youth Parliament and his campaign
- Joel has also been approached by Public Health's Schools Team to support, share and explore findings around priorities in schools regarding pupil health and wellbeing
- Joel has been invited to the Emotional Mental Health Practitioners meetings. Multi-service meetings that Joel will be able to regularly attend and present at, update, and listen directly to discussion about initiatives, change, outcomes, impact and challenges for teachers and schools.

### Links to supporting document

- *Joel's presentation on Mental Health and Wellbeing*



# Members of Youth Parliament Annual Conference

## Somerset Youth Parliament

### Nature of the case

Annual conference for members of the British Youth Council, where Members of Youth Parliament (MYP) debate and vote on the priority concerns.

### How did the Engagement and Participation team become involved?

Each year the British Youth Council invite MYPs from across the UK to attend a weekend conference to represent their constituents by debating and voting on priority concerns they have raised. Those top priorities then inform the annual House of Commons debate where MYPs will hold a final vote which will determine the national UKYP manifesto and agenda for the year, raised by their constituents.

Due to Covid this event didn't run for 3 years which has challenged the MYP roles and their capacity to overcome covid restrictions in order to represent and platform youth voice.

### Details of the case

Young people took part in debating concerns of young people, followed by a vote to choose priority issues for further debate later in the year. Young people also took part in workshops, networking and started to develop the national UK Youth Parliament manifesto for next year.

### How many young people took part and what was their involvement?

3 elected Members of Youth Parliament from

Somerset, Jasmine Fowler, Roxanne Wylie, Joel Fowler and a total of over 190 MYPs from across the UK.

### What are the outcomes of the case?

The results of the actions are:

- Delegates learned more about their national responsibilities, became more confident, skilled and knowledgeable about the complexities and intersectional nature of issues for young people in the current sociopolitical climate.
- Members of Somerset Youth Parliament were able to strengthen Somerset's youth voice on a national stage, as well as gaining an understanding of the links between local and national voices.

### Supporting imagery from the conference



# Young people's interview panel for CEO and Assistant Director | Somerset Youth Parliament

## Nature of the case

During the recruitment process for the CEO and Assistant Director appointments of the new Somerset Council, young people were asked to form a complimentary panel to assist in the interview process.

## How did the Engagement and Participation team become involved?

The Somerset Council HR department contacted the Engagement and Participation team to ask about the availability of young people to form a panel for the interviews.

## Details of the case

Although timescales were short, a panel was selected, trained, prepared questions and were able to practice ahead of the interviews.

One interview took place over Zoom and one face to face. There were complications when one worker contracted COVID, but the young people rose to the occasion.

## How many young people took part and what was their involvement?

The panel consisted of two elected Members of Youth Parliament Jasmine and Joel Fowler, one Youth

Parliament Advisory Group member Jessica Bullen, Unstoppables and Youth Parliament member Josh Lancaster.

## What are the outcomes of the case?

The results of the actions are:

- The young people interviewed a total of seven people for both positions and had complete ownership over their questions
- Their feedback and reflection on the answers to their questions, scrutiny and preferred choices revealed a high level of integrity and rationalism
- Two people were successfully appointed, with the adult panellists both surprised and impressed by how capable the young people were, how they owned their space and voice
- They built stronger relationships between adult decision makers and the young people, establishing more potential to work collaboratively
- Youth Voice was proven to work.

## Links to supporting document

- *The questions asked by the young people*
- *A thank you letter that the young people received*

## Feedback from adult panellists

"I learned things from the work that you and the panel did. There was a lot of positive feedback about this part of the process, so a real impact."

**HR Director**

"And finally on the Monday, a completely utterly fantastic Young People's Panel; honestly, the preparation they put into their questions and understanding of the role would put most of us to shame!"

**HR Director**

"The panel were fantastic and showed real interest and commitment to the task which was great to see and hear during the feedback. Thanks Kate for all the organising and support."

**HR Strategic Manager**



# Somerset Youth Parliament visit to the House of Commons | Somerset Youth Parliament

## Nature of the case

Elected Members of Somerset Youth Parliament represented local young people on a national stage in the House of Commons.

## How did the Engagement and Participation team become involved?

The British Youth Council (BYC) hold the contract for UK Youth Parliament (UKYP). Local Authorities & organisations across the UK affiliate to the BYC which gives them a mandate to run Youth Parliament elections.

Somerset Council pay an annual membership fee and the group sits within the Engagement and Participation teams remit of supporting and developing young people's learning/ skills and campaign work.

## Details of the case

Members of Youth Parliament, their support worker and group volunteer travelled by train from Somerset to London, attended an assembly within the House of Commons, discussion, debate and voting processes were facilitated by the Leader. MPs attended as quest speakers. Young People were able to represent their local constituents and discuss/ debate current challenges and priorities for young people.

## How many young people took part and what was their involvement?

Three members of Somerset Youth Parliament took part, with approximately 280 members of Youth Parliament from across the UK also in attendance on the day.

## What are the outcomes of the case?

The results of the actions are:

- Voting results have identifies Mental Health, Equality, Education, Child Poverty and climate as the topics which will form the basis for the national UKYP manifesto campaign 2023.
- The results will be incorporated into this year annual Make Your Mark ballot and all young people aged 11-18yrs will have the opportunity to vote on their main priorities for local young people. This in turn will inform services about what young people want/need and align with the Children and Young People's Plan.

## Links to supporting document

- [UK Youth Parliament House of Commons Sitting: Key Event Info](#)
- [Somerset Elected Members of Youth Parliament discuss priority issues for young people at the House of Commons](#)



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# The Unstoppables

Case Studies



# Graduated Response Tool - Animation

## | The Unstoppables

### Nature of the case

To consult with children and young people to then be able to promote the Graduated Response Tool.

We planned to use an event to consult with children and young people and create an activity where we could hear the voice of children and young people. The question we asked: 'If I need help with my learning, what can I expect?'

asked the question: 'If I need help with my learning, what can I expect?'

In the June Unstoppables meeting Participation worker Sian Smiley, the SEND Young Person's Champion Nicole Tucker and members started planning what activities we could do to get the voice of children and young people at a Family Fun Day in July. It was decided to create a caterpillar with the answers. Children and young people could write/draw their answers on a paper circle then decorate it - they would then be stapled together with a paper head to create the caterpillar. Members helped children and young people create the body and then decorated a 'pet rock' with them as a thank-you for their time answering our question.

After the event the answers were typed up and handed to Paul Mitchell who was creating the animation. We wanted the animation to be more on the cartoon side so the caterpillar was drawn in cartoon form and then a script was created to run along the animation. Sian & Nicole recorded this script.

34 young people were consulted with at the Family Fun Day event.

### What are the outcomes of the case?

The results of the actions are:

- There were a wide range of answers given from the voices we heard, some of the answers were expected and some answers were not expected - 'Not sitting me next to someone who distracts me'. The answers were eye-opening to professional as the children and young people's answers may not have been what was expected and gave an insight into what they may need.
- The answers then become an animation which was targeted at Children and Young people to promote the Graduated Response Tool.

### How did the Engagement and Participation team become involved?

The team became involved through IP1 steering group, it was originally decided that it would be a promotional animation for the tool however after discussions it was decided that it wouldn't be beneficial for the Unstoppables to read the document as it is a lengthy document which isn't always child and young person friendly to read. We decided we were going to consult with children and young people about what they can expect if they need help with their learning to then turn it into an animation of children and young people's voices which would direct them to the tool.

### Details of the case

We wanted to learn what children and young people expected if they needed help with their learning, so we

### How many young people took part and what was their involvement?

Eight members of the Unstoppables planned the activity and helped to run it at the event we attended.

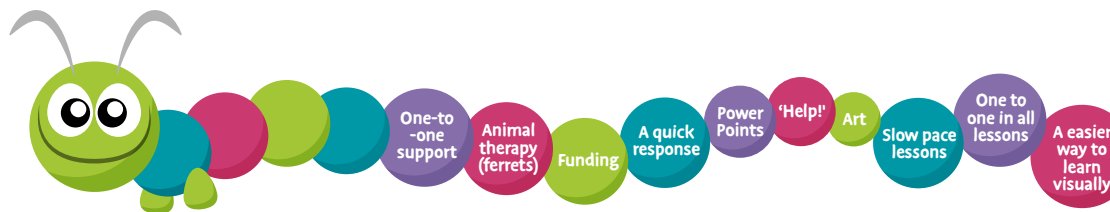
One Young Person's Champion recorded their voice for the animation and help organise the activity.

### Links to supporting document

- [The Graduated Response Tool](#)
- [The Graduated Response Tool - animation](#)



The caterpillar star of the Graduated response tool animation



# Education and development Foundation Degree in Education (FdA) with specialist pathways | The Unstoppables

## Nature of the case

We were asked to help write the specialist pathways that were Special Educational Needs and/or Disabilities (SEND) related, to help shape the SEND modules of the foundation degree being created for the University of Worcester.

## How did the Engagement and Participation team become involved?

We were asked by the Somerset Centre for Integrated Learning (SCIL) to help write this as the Unstoppables have a lot of varied lived experience of SEND, which was invaluable to help shape the modules.

## Details of the case

Using our knowledge of and the lived experience of SEND to decide what the Foundation Degree in Education and Development (FDED) learners should learn as part of their studies. This included looking at what policies should be in the modules, but our biggest contribution was really highlighting how the modules should involve lived experience and how hearing the voice of the child is vital – which is going to be incorporated in all modules and pathways including those that aren't SEND.

## How many young people took part and what was their involvement?

The members of the Unstoppables participated in this project, sharing their lived experiences and views.

## What are the outcomes of the case?

The results of the actions are:

- A foundation degree that involves SEND as a specialist pathway has been created, which is still fairly unique.
- The Unstoppables helped shape those modules.
- Learners on the course will be able to learn about lived experience and how important the voice of the child is. Also by having us involved as well as other professionals in SEND departments it ensures things that are important to those in SEND are involved because we decided it rather than someone in a different department writing it.

## Links to supporting document

- [Education and Development FdA with Specialist Pathway](#)



University of Worcester





# Recruitment animation and roadshow planning

## | The Unstoppables

### Nature of the case

To adapt, update and try out new channels of recruitment for the Unstoppables in order to recruit new members.

### How did the Engagement and Participation team become involved?

Recruitment is a major theme for our youth voice groups this year, though we have been finding that traditional methods haven't yielded as many expressions of interest as we would like.

### Details of the case

The plan was to create an animation that could show who we are as a forum and what we do so that children and young people might be inspired by it and want to become a member.

It will also be used at events we attend and places we visit as we feel a visual animation may be easier to follow for some children and young people than our existing leaflets. Though we can use both methods, leaflets and the animation to promote our forum.

This animation is a baseline to our next project 'Unstoppables roadshow'.

### How many young people took part and what was their involvement?

Seven members of the Unstoppables took part in the planning and scripting of the animation.

Every member was able to record their voice to be featured in the animation.

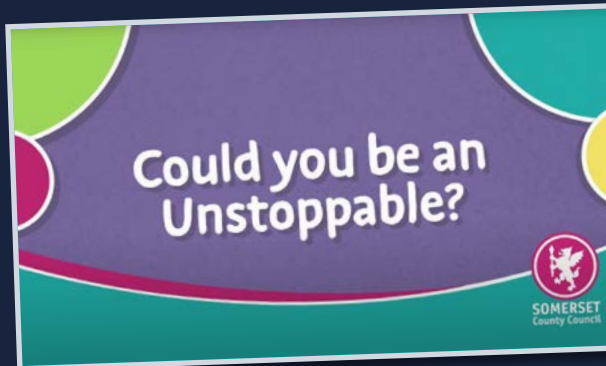
### What are the outcomes of the case?

The results of the actions are:

- The animation is a baseline to our next project 'Unstoppables roadshow'.
- We have been featured on the BBC Radio Somerset wellbeing hour and have shared this through our social media channels.

### Links to supporting document

- *Could you be an Unstoppable - Recruitment Animation*



- *BBC Radio Somerset Interview*



# QI (Quality Improvement) Therapies

## | The Unstoppables

### Nature of the case

As part of the Special Educational Needs and/or Disabilities (SEND) Improvement work that happened across Somerset the SPOT (Sensory, Physical and Occupational Therapy) service wanted to work collaboratively with children and young people to make the services work even better.

### How did the Engagement and Participation team become involved?

The Engagement and Participation team were involved in order to engage with children and young people to gain their lived experiences on the SPOT services and feedback to the team so they can know what is working well and what could be better.

### Details of the case

Nicole and Sian visited two schools to speak to children who had a hearing teacher visit them and who had also been known to speech and language therapists. The questions asked were: What do you enjoy? What don't you enjoy? What would make it better? We then asked two follow up questions about how their workers helped them.

This was followed by home visits with two young people who used Augmentative and Alternative Communication (AAC) devices to communicate\*. The first visit was unable to engage in the planned activity, however his mum answered to her best ability what his thoughts may be. We completely changed the

activity and had a informal conversation using the eye gaze. For the next visit, the activity was adapted to a conversation through eye gaze, talking aid and verbal between Engagement and Participation Officer, Young Person's Champion and the young person.

### How many young people took part and what was their involvement?

The SPOT team referred 10 young people to us, of which four took part - two in school and two homes visits.

### What are the outcomes of the case?

The results of the actions are:

- Overall, the feedback given towards the SPOT teams were positive from the CYP we engaged with.
- Some examples of the feedback:
  - "Comfortable in the sessions and environment"
  - "Teaches me new things".
  - "Get to talk about my views".
  - "Fun"
  - "Friendly"
  - Mum said: "He can communicate with peers using one word sentences and the family hope in the future he could create longer sentences with the eye gaze"
  - "... go above and beyond for us - really approachable and willing to help always".

- Using the feedback from the children and young people the SPOT team want to continue working to improve the therapy services and continue helping children and young people who need it.

### Links to supporting document

- [Feedback from QI Therapies engagement](#)

## Feedback from QI Therapies engagement

Sian Smiley and Nicole Tucker  
SEND Participation Team



# Somerset in Care and Leaving Care Councils (SiCC & SLCC)

Case Studies

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# Your Journey - Coming Into Care | SiCC and SLCC

## Nature of the case

SiCC and SLCC wanted to make a short animation for children and young people coming into care in Somerset about what they could expect.

## How did the Engagement and Participation team become involved?

During a SiCC and SLCC meeting, members looked at the current booklet that children and young people receive when they first come in to care and felt that it needed to be made more accessible for young people. They decided the best way to do this would be with an animation.

## Details of the case

The group looked at the current booklet and used the main key information to make a script for an animation.

During the creative process for the animation the young people also created some characters and recorded narration to be incorporated in to the animation.

## How many young people took part and what was their involvement?

In total 10 members of SiCC and SLCC took part in the creation of the animation.

## What are the outcomes of the case?

The results of the actions are:

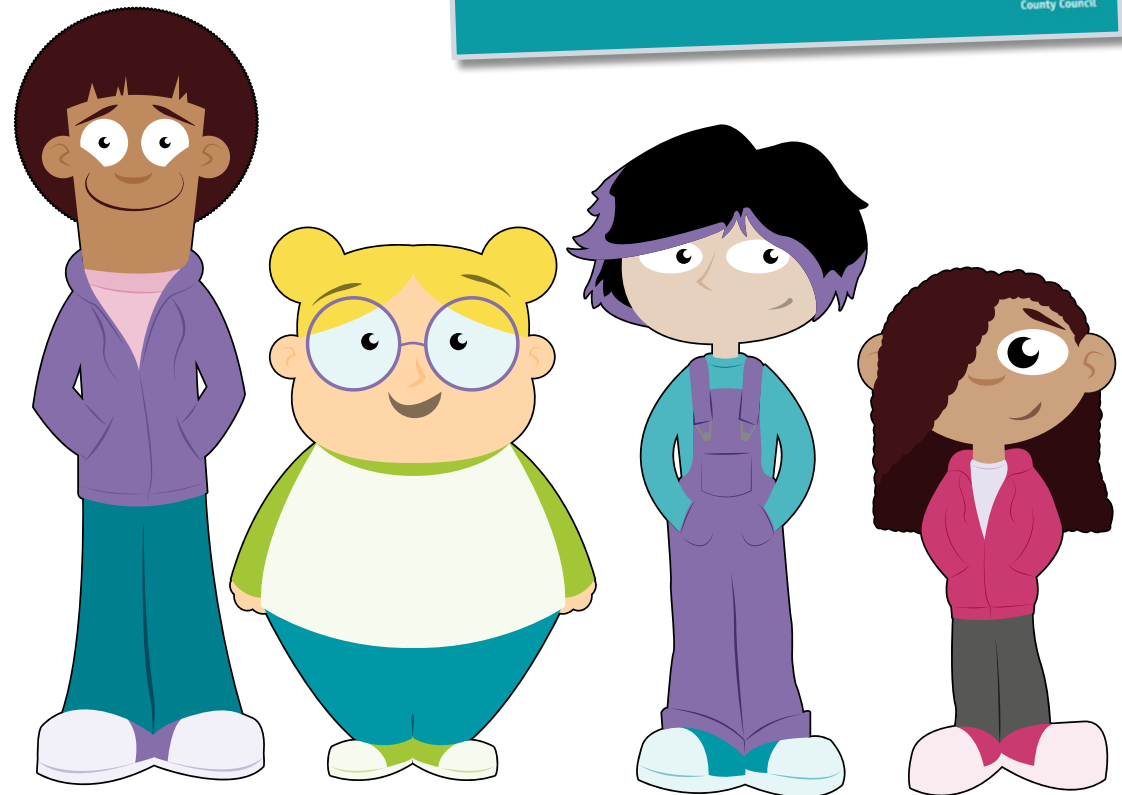
- The animation is now used by Route One advocacy and social workers when they first meet a child or a young people coming into care.
- It is also on the SiCC and SLCC website.

## Links to supporting document

- [Your Journey: Coming in to Care - Animation](#)



Characters created by young people that feature in the animation



# Creative Arts and Care Leavers Emotional Health & Wellbeing | SiCC and SLCC

## Nature of the case

Public Health approached the team to work alongside a project with creative arts organisations and schools in Somerset.

## How did the Engagement and Participation team become involved?

The Care Leavers project would be managed by a care leaver to work with the creatives and take their findings to care leavers groups and test the impact of creative work on their emotional health and wellbeing.

## Details of the case

We recruited a Young Persons Champion who was a care leaver and they mapped their journey via a journal that looked at the art forms being used in schools that might be useful for care leavers to manage their own emotional wellbeing.

## How many young people took part and what was their involvement?

In addition to our Young Person's Creative, over 500 children from schools across Somerset participated in this project.

In addition two members of SiCC and SLCC helped out at one of the events.

## What are the outcomes of the case?

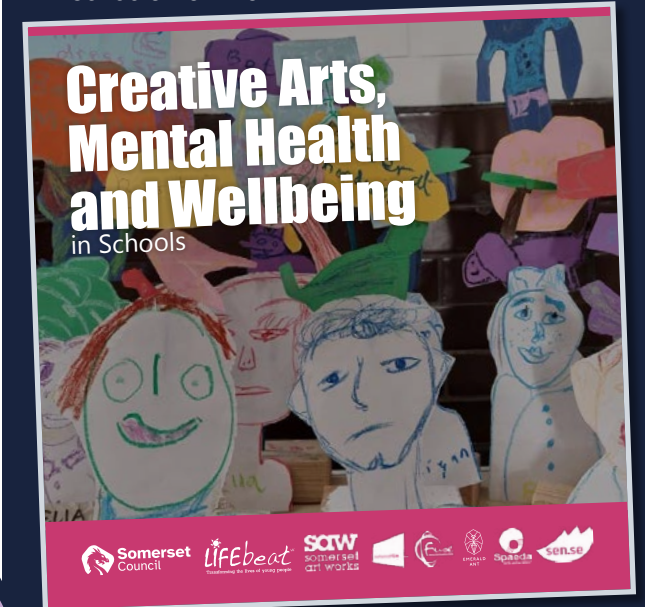
The results of the actions are:

- There is a better understanding of professionals appreciating the impact of making creative opportunities for care leavers to take part in.
- An e-zine that Public Health will promote with schools and social media was produced.



## Links to supporting document

- *Creative Arts, Mental Health and Wellbeing in Schools - e-zine*



# Homes and Horizons – a strategic partnership

## | SiCC and SLCC

### Nature of the case

Somerset Council have formed a strategic partnership with the Shaw Trust to run a project called Homes and Horizons which will see 10 new children's homes in the county for our most complex children looked after; two therapeutic schools and a high needs fostering service.

### How did the Engagement and Participation team become involved?

Working collaboratively with Children's Social Care and the Programme team at Somerset Council.

### Details of the case

SiCC and SLCC have been involved from the concept of the project and have contributed by:

- Inspecting children's homes across the country
- Speaking at the Shaw Trust Board's Annual General Meeting
- Choosing furniture and décor for the new homes
- Helping to name the new homes
- Talking to local residents about their experiences in care
- Speaking at the Strategic Partnership Board about young people's involvement
- Informing the training for foster carers
- Looking at plan for young people to be accredited Quality Checkers

### How many young people took part and what was their involvement?

As well as the core 10 Young People involved we also had 32 responses to the names of the homes poster so a total of 42 involved.

### What are the outcomes of the case?

The results of the actions are:

- The young people are working with the Shaw Trust and Somerset Council Communications Teams to promote the benefits of children and young people being involved in a strategic partnership.

### Links to supporting document

- *SiCC and SLCC - Homes and Horizons Corporate Parent Board Update*



# Vaping and Young People in Somerset

## SiCC and SLCC

### Nature of the case

Public Health approached the team to find out how young people felt about the health aspects of vaping.

### How did the Engagement and Participation team become involved?

One young person from SiCC and SLCC volunteered to lead the vaping project and worked with the Engagement and Participation team.

### Details of the case

The young person leading on the project devised a survey, which was circulated to youth organisations, about the social and health aspects of vaping. With the results of the survey the lead volunteer produced some findings which when added to some researched data and statistics on vaping were used to create a short animation.

### How many young people took part and what was their involvement?

In addition to the young person leading the project, an additional 40 young people shared their opinions through the survey.

### What are the outcomes of the case?

The results of the actions are:

- A short animation has been made about this project for public health to share with schools and use on their social media.
- Hopefully, it'll meant that fewer young people will vape in Somerset

### Links to supporting document

- *Vaping and young people in Somerset - Animation*



# Corporate Parenting Thematic Workshop on Children Going Missing | SiCC and SLCC

## Nature of the case

On 14th March 2023, there was a Missing Children thematic workshop to take an in depth look at children who go missing.

## How did the Engagement and Participation team become involved?

The Corporate Parent Board requested thematic workshops and identified this topic as its first theme.

## Details of the case

The meeting was opened by the Independent Chair of the Corporate Parenting Board, with the theme presented by the Prevent Missing and Exploitation (PMEX) team. A representative from the Avon and Somerset and Somerset Constabulary also attended.

There were discussions on what constitutes a missing child, local data was presented regarding numbers of missing children and the reasons they run away, they looked at the systems in place to support parent/ carers and young people when they go missing and heard case studies.

## How many young people took part and what was their involvement?

The meeting was attended by representatives from the Somerset Leaving Care Council (SLCC) and Dan Graves, the Young Person's Champion for the Children and Young People's Plan (CYPP).

## What are the outcomes of the case?

The results of the actions are:

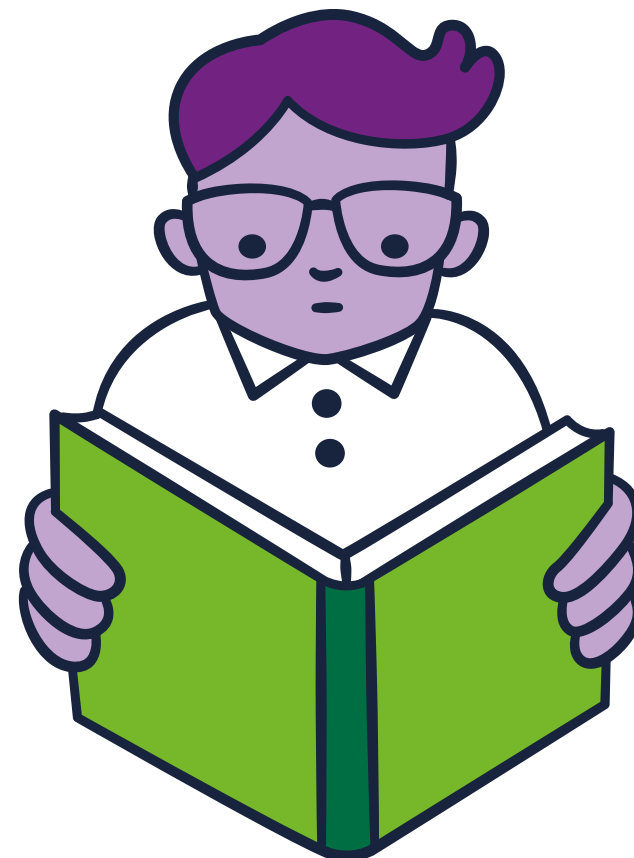
- They identified the pressure on residential providers who feel they must report a child missing under their OFSTED responsibilities.
- The Corporate Parenting Board are raising the issue of these pressures with OFSTED.

## Feedback from a young person

"This was an interesting event, where I got to learn about the inner proceedings and what Somerset as a county is handling and addressing missing children across the county."

**Daniel Graves - Young Person's Champion**

## Supporting imagery






# Participation Workers Network

The Participation Workers Network is a multi-agency group of Engagement and Participation Workers who work collaboratively to develop and deliver opportunities for young people.

## Participation Workers Network


To find out more about the network or how you can be involved contact Fiona Phur:

 [fiona.phur@somerset.gov.uk](mailto:fiona.phur@somerset.gov.uk)

 07811 307699

## Participation Workers Network | Mapping Tool

This toolkit contains details of all of the participation services that form the Participation Workers Network, as well as how to get in contact with them

 [Participation Workers Network | Mapping Tool](#)





**Somerset**  
Council

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## **Annual Report of the former Somerset County Council's Audit Committee 2022-2023**

Lead Member: Cllr Mike Hewitson - Chair of the Audit Committee

Lead Officer: Jason Vaughan - Executive Director Resources and Corporate Services and Section 151 Officer

Contact Details: e-mail [jzvaughan@somerset.gov.uk](mailto:jzvaughan@somerset.gov.uk)

### **1. Summary**

- 1.1.** The former Somerset County Council's Audit Committee, like other committees, was required through the Constitution to make an annual report to Full Council. Unfortunately it was not possible for that Committee to report ahead of vesting day for the new Somerset Council. This report therefore seeks to outline the activities of the former Somerset County Council's Audit Committee since it last reported to the County Council meeting in July 2022. For clarity, it does not cover the activities of the audit committees of the former district councils or the new Somerset Council's Audit Committee.
- 1.2.** The former County Council's Audit Committee formed a part of its corporate governance arrangements. Its purpose was to "provide independent assurance of risk management and the control environment", "independent scrutiny of the authority's financial and non-financial performance" and "oversee the financial reporting process" (CIPFA).
- 1.3.** This report is to inform members of the work of the former County Council's Audit Committee in the previous financial year and to note the Committee's opinion on the standard of governance, risk management and internal audit in place within the former Somerset County Council.

### **2. Background**

- 2.1.** The County Council's Audit Committee met a total of 5 times between July 2022 and the end of March 2023.
- 2.2.** Audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high-level resource

and assurance role to support good governance and strong public financial management.

The purpose of an audit committee is to provide to those charged with governance the independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and governance processes. By overseeing internal and external audit it makes an important contribution to ensuring that effective assurance arrangements are in place.

In accordance with best practice, the Audit Committee's role is not to consider policy decisions.

### **3. Work Programme**

**3.1.** The County Council's Audit Committee work programme was built around its responsibilities for corporate governance, internal audit, external audit, risk management, fraud & corruption, Treasury Management and the consideration and approval of the annual Statement of Accounts for the former Somerset County Council and the Pension Fund.

**3.2.** The work of the former Somerset County Council had been impacted by the Covid-19 pandemic and this particularly impacted upon production and auditing of the Statement of Accounts. Other councils experienced similar issues and the national timetable was adjusted to take account of these challenges.

#### **3.3. Statement of Accounts**

The Statement of Accounts for 2021/22 received an unqualified audit opinion from Grant Thornton, the independent external auditors, for both the former Somerset County Council and the Pensions Fund and this was reported to the County Council's Audit Committee meeting on 24<sup>th</sup> November 2022.

The approval to the Statement of Accounts could not be concluded until a statutory override in relation to Infrastructure asset reporting was issued by Government. The statutory instrument did not come into legislation until 25 December 2022, so approval of the audited accounts by 30 November 2022 was not possible. This was a national issue, impacting all local authorities with material Infrastructure assets. The updated 2021/22 Statement of Accounts was approved by the Committee at its meeting on 19<sup>th</sup> January 2023.

#### **3.4. Value for Money (VFM)**

The Audit Committee received regular reports and updates on the work on Value for Money. As part of their work on the Statement of Accounts, Grant

Thornton were satisfied that the former Somerset County Council had made proper arrangements for securing economy, efficiency, and effectiveness in its use of resources. The review found no significant weaknesses but did make several improvements recommendations.

### **3.5. Annual Governance Statement**

The main purpose of the Annual Governance Statement is to provide the necessary assurance that a reliable framework was in place for the financial year that aligns to the Statement of Accounts. The former Somerset County Council's statutory Annual Governance Statement, which accompanied the Statement of Accounts, demonstrated compliance with a nationally set list of documentary requirements. The conclusion was that these were "consistent with the audited financial statements" and "meets the requirements set out in the CIPFA/SOLACE guidance".

### **3.6. Internal Audit**

The internal audit service was provided by South West Audit Partnership (SWAP) Internal Audit Services. The Committee received the Internal Audit Plan and Charter for 2022/23 at its March 2022 meeting. SWAP provided an update on internal audit activity at each committee including highlighting any "Limited" assurance audits, follow up audits and progress against the audit plan. It was important that the internal audit plan was dynamic and reflective of emerging issues and risks. The regular updates from SWAP therefore also highlighted any changes to the Internal Audit Plan throughout the year. SWAP provided a reasonable assurance opinion for the 2021/22 financial year to the Committee's meeting in July 2022.

### **3.7. Risk Management**

The Audit Committee had reviewed the former County Council's risk management arrangements during the year. Effective risk management can have a major impact on the successful achievement of the objectives, policies, and strategies of the authority. In particular, the Audit Committee concentrated on the Strategic Risk Register and those key risks (such as sustainable budgets, safeguarding of children, business continuity, Health and Safety, and IT) that needed to be mitigated to lessen the likelihood or impact of the risk occurring. Whilst most of these risks were regularly reviewed and appropriate measures put in place, the Audit Committee could call in officers if they considered that insufficient mitigations or actions were being taken.

### **3.8. Treasury Management**

As part of the Medium Term Financial Plan 2023/24 – 2027/28 process the Audit Committee reviewed the Treasury Management Strategy 2023/24; Capital Strategy 2023/24 – 2025/26; Minimum Revenue Position Statement 2023/24 and Flexible Capital Receipts Strategy 2022/23 and 2023/24 at its

meeting on 19 January 2023 prior to these papers going to the Executive and Council in February 2023 for approval.

#### **4. Training**

- 4.1.** The Committee received training in November 2022 on the Statement of Accounts from senior finance managers to help provide some insight and understanding before they were asked to approve this suite of documents.

There was also training from the County Council's Section 151 Officer and SWAP Ltd on 10 June 2022 on the following:

- Role of S151 Officer
- The Audit Committee
- Role of External Audit
- Role of Internal Audit
- Redmond Review
- Characteristics of A Good Audit Committee
- Barriers to Audit Committee Effectiveness
- Developing Audit Committee Effectiveness
- Audit Committee and Internal Audit
- Internal Audit in the Public Sector

Ahead of vesting day for the new Somerset Council, there was a training session for the Audit Committee in February 2023 from the Service Manager - Chief Accountant and SWAP Ltd. Further training sessions will be arranged for Somerset Council's Audit Committee as members request or assurance topics emerge.

#### **5. Conclusions**

- 5.1.** The Audit Committee can report that the majority of governance functions and processes remained well-controlled and delivered. This was based upon the improvement in the value for money rating from the external auditors, the unqualified opinion on the Statement of Accounts, the internal audit opinion and the Annual Governance Statement.
- 5.2.** However, there have been some individual audit findings reported during the previous year that have revealed local weaknesses that will need to be addressed by the new Somerset Council.
- 5.3.** The Audit Committee remains committed to ensuring that high governance standards are maintained.

## **6. Background papers**

**6.1.** Audit Committee papers can be found at:

[Committee details - Audit Committee - Modern Council \(somerset.gov.uk\)](https://www.somerset.gov.uk/committees/audit-committee)

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Somerset Health and Wellbeing Board



Full Council  
– 26 July 2023

Report for information

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## **Annual Report of the Somerset Health and Wellbeing Board**

Lead Member: Councillor Adam Dance – Lead Member for Public Health, Equalities and Diversity

Lead Officer: Louise Woolway – Service Director for Public Health

Author: Louise Woolway – Service Director for Public Health

Contact Details: [lou.woolway@somerset.gov.uk](mailto:lou.woolway@somerset.gov.uk)

### **1. Summary**

#### **1.1.** The last year has seen significant change for the Health and Wellbeing Board.

From October 2022 to March 2023 interim arrangements were put in place for the Health and Wellbeing Board (HWB) and the Integrated Care Partnership (ICP) to adopt a committees in common approach whilst consideration and planning was given to the development of the Somerset Board.

Somerset is a low-complexity system where the purpose of the HWB and the ICP are in accord and the strategic vision for the population is aligned. Therefore, it was agreed to align through the committees in common approach rather than cause duplication across the work and membership of the HWB and ICP meeting separately.

Both the HWB and the ICP are legal entities and must remain so. The interim arrangements ensured the following legal requirements were met:

- That the Health and Wellbeing Board which is a statutory committee of the Council, required under the Health and Care Act 2012 met its statutory requirements.
- And the arrangements for Integrated Care Partnerships (ICP), as set out in the Local Government and Public Involvement in Health Act 2007, so that Integrated Care Boards (ICB) and all upper-tier local authorities that fall within the area of the ICB must establish an ICP were also met.

The statutory functions of the Health and Wellbeing Board were met through its work during the last year, including:

- The Health and Wellbeing Strategy for its population being in place.
- The Joint Strategic Needs Assessment (JSNA) to inform planning and commissioning.
- A Pharmaceutical Needs Assessment (PNA) for the area was completed in this last year.
- Oversight of the Better Care Fund (BCF) and the promotion of the integration of health, public health and social care where appropriate

In addition to fulfilling its statutory duties, the Somerset Health and Wellbeing Board undertakes to progress health improvement through a number of specific workstreams each year. During the last year, not only has the Board developed as a committee in Common but it has also focussed on the interdependencies between Health, Care and Housing, a theme which continues to make great strides forward through a collaborative approach across the Somerset system.

## **2. Meetings 2022/2023**

### **2.1 26 September 2022**

#### **Integrated Care System update**

During the period of the report the update on the Integrated Care System was a standing agenda item. The Integrated Care Board (ICB) NHS Somerset came into being in July 2022 and this agenda item provided the opportunity for Board members to discuss progress.

#### **Children and Young People's plan**

The plan was presented and discussed and demonstrated the excellent work being undertaken consulting and engaging with young people to ensure the plan is focused on their needs.

#### **Health Care and Housing**

This agenda item highlighted the importance of housing both in terms of the negative impact poor housing can have on health and wellbeing, and the positive impact good housing can have. It was agreed that that health, care and housing becomes a priority workstream of the HWB with all partners committing to supporting the work via the partnership arrangements of the Board. More detail is provided below in section 2.1 of this report.

## **28 November 2022**

This was the first meeting of the HWB and ICP as committees in common.

### **ICS – Update on the Health and Care Strategy**

A statutory function of the Integrated Care Partnership (ICP) is to write the Health and Care strategy for the Integrated Care System. An update was provided on the development of the strategy. The HWB has to be consulted with in relation to the strategy and was assured that the Health and Care Strategy had taken note of the Improving Lives Strategy (the statutory strategy of the HWB) and the Joint Strategic Needs Assessment (JSNA).

### **Better Care Fund (BCF)**

Adult Social Care and ICB colleagues gave an update to the Board, and the Board was able to sign off the BCF plan for 2022/23. There was a general discussion on how this statutory function of the HWB can be met in the future to ensure the committees in common can influence and receive information relating to the BCF in a more proactive way. It was agreed that this would be given further consideration with the development of the Somerset Board.

### **Healthwatch Update and Annual Report**

The Annual report for 21-22 highlighted the largest projects Healthwatch had worked on during the year. This included:

- District Nursing
- Supporting young people to speak up in health and care services.
- Alerted NHS to impact of long waits for surgery.
- Patient experience of NHS 111 in Somerset and Devon.

### **Somerset safeguarding Adults Board (SSAB) Strategic Plan & Annual Report**

Key messages for the Committees in Common included:

- Somerset has seen a declining rate of safeguarding concerns contrary to national trends, and fewer Safeguarding enquiries being undertaken as a result. This was discussed in detail at the meeting to understand why that is the case. It was reassuring to understand that more effective triaging and re-directing of previously high numbers of inappropriate referrals have been sent to more suitable settings and teams.

The SSAB continues to raise the profile of adult safeguarding and to share best practice.

**30 January 2023**

### **The future of the HWBB and ICP**

The Director of Public Health facilitated discussion around future arrangements for the Committees in Common and the development of the Somerset Board. The Board agreed with the direction of travel described.

### **Somerset Health Protection Forum Assurance Report**

The report detailed how the population responds to infectious disease has changed following Covid19, with more understanding of what being a contact means. There was a focus on avian influenza, Monkeypox, and air quality during the last year.

Behavioural insight work had been undertaken with parents to understand the barriers to accessing immunisations; these important findings can be used in future programmes.

The Committees in Common were reassured to hear that most screening and immunisation programmes had caught up with the Covid19 backlog. Although locally there was a need to maintain oversight of breast cancer screening.

### **Safeguarding Children Report**

A presentation on the work during the year detailed the focused work on the following priorities:

- Early Help
- Neglect
- Multi-Agency Safeguarding
- Child exploitation

The additional priorities for 22/23 include:

- Children and Young People's mental health
- Reducing bullying and promoting positive communities
- Reducing risks to under 2's

The Committee in Common noted the progress to date.

### **Health Care and Housing**

Following the September meeting where it was agreed that this would be a priority work programme, further detail was given on how the work would be developed and implemented across the local health and care system. Further information is detailed in section 2.1 of this report.

## **AOB**

The Committee in Common agreed to stand down the Covid19 data dashboard produced by public health now that we are 'living with Covid' and testing is no longer required at a population level.

## **27 March 2023**

The first hour and a half was utilised to finalise details for the Somerset Board (prior to approval at Full Council and the ICB in May) through a workshop with Committee in Common members.

The meeting in public included:

### **Update on the Health and Care Strategy**

It was agreed that as the Somerset Board was awaiting approval at Full Council and the ICB the chair would approve the final version of the strategy during July if it was not changed significantly to that presented at this meeting. This would allow the ICP to meet NHS England requirements.

Following the move to Somerset Council from April 2023 it was acknowledged that this was the last meeting in its existing format. The chair formally thanked District Council Members and officers who had made a significant impact to the work of the HWB and the Committee in Common during the last ten years.

### **Written briefing**

The Health and Wellbeing Board has had responsibility for overseeing the implementation of the statutory requirement within the Children and Families Act 2014, for local services to work together to provide care and support for children and young people with special educational needs and disabilities (SEND). Joint committee members received a written briefing on an upcoming Review of Support for Speech, Language and Communication Needs (SLCN) in the Early Years

## **3. HWBB Work Programme**

**3.1.** The Health Care and Housing work programme has, through consultation with a wide range of stakeholders and partners funnelled the work down to the following areas:

- A set of principles have been developed which can be applied across all work in the county by relevant strategic and operational boards.

- Learning is being collated from the Homeless Reduction Board, Better Futures Programme, and Make Every Adult Matter (MEAM) to identify opportunities for embedding systemic change around homelessness and to identify opportunities where homelessness can be prevented in the future.
- Work is underway to define what the priority focus of work needs to be in terms of independent living.

Somerset Council  
- 26 July 2023



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## **Annual Report of the Scrutiny Committee - Adults and Health**

Lead Member: Councillor Gill Slocombe - Chair of the Committee

Lead Officer: David Clark – Service Director - Governance, Democratic and Legal Services and Monitoring Officer

Author: Jennie Murphy – Senior Democratic Services Officer

Contact Details: [Jennie.Murphy@somerset.gov.uk](mailto:Jennie.Murphy@somerset.gov.uk)

### **1. Summary**

- 1.1** The Scrutiny for Policies, Adults and Health Committee is required by the Constitution to provide Full Council with a summary progress report and outcomes of scrutiny. This report covers meetings since August 2022.
- 1.2** The Committee has agreed their work programme would comprise of items considered directly at meetings plus other items considered or ‘commissioned’, using flexible arrangements outside of the formal committee structure.
- 1.3** Members of the Council are reminded that:
  - all Members have been invited to attend meetings of the three Scrutiny Committees and to contribute freely on any agenda item;
  - any Member could propose a topic for inclusion on the Scrutiny Work Programme.
  - any Member can be asked by the Committee to contribute information and evidence and to participate in specific scrutiny reviews.

The Committee has 13 elected Members.

### **2. Background**

#### **2.1 Scrutiny Work Programme**

Each of our meetings had specific agenda items to consider the work programme and allow members and officers to suggest items we should scrutinise in more depth. We also frequently review how we monitor our suggested outcomes and/or recommended actions so we can understand the

impact of our work so we can learn how to better focus our scrutiny work to ensure we have made a difference.

Scrutiny Members have endeavoured through the Committee meetings to make suggestions and express opinions to Directors and Executive Members after discussion and debate. We have started to develop constructive relationships with our sister Scrutiny Committees, particularly the Scrutiny for Policies, Children and Families Committee.

### **3.0 Workshop 7 September 2022**

We discussed the Somerset Dementia strategy and had an interactive demonstration of some of the challenges faced by those with dementia and other age-related challenges.

### **3.1 Meeting 12 October 2022**

#### **2022/23 Budget Monitoring Report - Month 5**

The Director of Adult Social Care gave a high-level presentation demonstrating the makeup of the Adult Social Care (ASC) budget and how it was allocated between statutory and non-statutory spends, income sources and how the overspend is going to be managed. The Adult Social Care Budget is over half the Council's budget.

#### **Hyper Acute Stroke Care**

We had a report from the Programme Director of Fit for My Future and the Programme Manager for Stroke, Neurorehab and Community Hospitals. This report provided an update on the development of Hospital based Hyper-Acute Stroke Services and the options being proposed for a public consultation on the way forward.

#### **Somerset Supplemental Treatment and Recovery Grant – Substance abuse**

We scrutinised progress on achieving the pre-requisites against national deadlines of the national grant award and provided input into the draft Somerset Substance Misuse Strategy Priorities.

#### **Safeguarding Adults Board Annual Report**

We agreed that the partnership working was very good and were pleased to see number of referrals were going down but were keen to make sure that this was not due to under reporting but because of the work done over the years to address concerns early on to prevent cases needing to be reviewed. It was confirmed this was the case.



### **3.2 Workshop 2 November 2022**

We scrutinised the strategy of the Integrated Care System.

### **3.3 Meeting 7 December 2022**

#### **2022/23 Budget Monitoring Report - Month 6**

We had before us the Budget Monitoring Report - Month 6. This covers the spend up to the end of September 2022. This was the first Adult Services budget monitoring report submitted to the Committee. It was proposed in future these would be brought reports bi-monthly to the committee to discuss and make recommendations.

After taking into account all service expenditure and contingencies the projected outturn position is £405.5m against a net budget of £383.3m. This gives an £21.2m adverse variance which represents a variance of 5.5%. Overall, there has been a favourable movement of £0.8m since the Month 5 position. This continues the down trend from Month 4 which was a forecast overspend of £23.9m for year. The action plan approved by the Executive in Quarter 1 is having a positive impact against a very challenging financial environment.

### **3.4 Meeting 26 January 2023**

#### **Draft Integrated Care Service Draft Strategy**

We had a presentation on the draft strategy of the integrated Care Board which needs to be established under the Health and Care Act 2022. The Somerset Integrated Care Strategy will build on the existing work carefully developed under Fit for My Future, to ensure the momentum to further the transformative change needed to tackle challenges such as: reducing disparities in health and social care; improving quality and performance; preventing mental and physical ill health; maximising independence and preventing care needs, by promoting control, choice and flexibility in how people receive care and support. Progress as a Somerset system has been significant under the Fit for my Future direction, and its five strategic themes continue to be used in the engagement with partners about how to prioritise plans.

The five strategic aims are:

- Improve the health and wellbeing of the population,
- Provide the best care and support to children and adults,
- Strengthen care and support in local communities,
- Reduce health inequalities and
- Respond well to complex needs.

### **Adult Social Care Performance report**

We had a report that provided an update on key developments in relation to demand and performance activity across adult social care, both nationally and locally. It was supported by an accompanying presentation that detailed some key performance indicators for the service to help inform the Committee's understanding of current activity and offered an opportunity to assess local performance in the context of the ongoing pressures and challenges facing the national health and care system.

### **Suicide Prevention Strategy**

We had a powerful presentation on the partnership work being undertaken in this sensitive area. Somerset has a higher rate of suicide when compared to the national figures. In Somerset it is 15.1 per 100,000 and nationally it is 10.4 per 100,000. They were made aware of the support and training that is available in Somerset and were interested in the 'Orange Button' training being offer to assist volunteers to gain confidence in talking about this delicate matter.

## **3.5 Meeting 8 March 2023**

### **Southwest Ambulance Service Response times**

We had a comprehensive report from South Western Ambulance Service. The Committee challenged the Service on response times, public confidence and recruitment. The Committee asked for this to be reviewed again in six months if there has not been significant improvement.

### **Somerset Hyperacute Stroke Services**

We discussed the comprehensive document covering the full scope of the public consultation on Stroke Services in Somerset. The consultation started on 27 January 2023. The vision behind the consultation is to ensure: "Stroke patients in Somerset will receive timely acute interventions and receive access to world-class services, regardless of where they live. We agreed to encourage participation in the consultation.

### **Supporting Carers in Somerset - Update**

We had a presentation covering the activities undertaken since the Workshop in September 2021 which focussed on the support given to Carers in Somerset and to seek suggestions for wider support and improvements.

### **3.6 Meeting 31 May 2023**

#### **Stroke Consultation**

This was an impassioned debate over the recommendations that had been out for public consultation and had generated some considerable public concern. As no decisions had yet been made as the consultation had only just ended it was agreed that this would be on the agenda again prior to any final decisions being made.

#### **Workforce Planning**

We had a report and presentation covering Workforce Planning. With over 1.65m jobs, the adult social care workforce is larger than the NHS, construction, transport, or food and drink service industries, with the number of jobs forecast to grow by almost one-third by 2035. The Committee had a update on the successes of the 'Proud to Care' initiative and future plans.

#### **Adults and Health Services Transformation**

We agreed to support the recommendations going before the Executive: - The aims and objectives of the next phase of the Transformation Programme for Adults Services. To engage Newton Europe as strategic change partner. To work alongside the service to deliver these transformational objectives by implementing the opportunities identified in the diagnostic and support the delivery of identified reductions and to fund the costs of the transformation programme of £3.5m each year for the next two years initially from Earmarked Reserves and review the position later in the financial year once the 2022/23 statement of accounts from the predecessor councils has been complete.

#### **Annual Report from the Director of Public Health**

We had a highly engaging presentation using a Cricket theme to set out the impact of cardiovascular disease and its prevention.

### **4. Consultations Undertaken**

The Committee invites all County councillors to attend and contribute to its meetings.

## **5. Implications**

The Committee considers carefully and often asks for further information about the implications as outlined in the reports considered at its meetings.

For further details of the reports considered by the Committee, please contact the author of this report.

## **6. Background Papers**

Further information about the Committee including dates of meetings and agendas and reports from previous meetings, are available via the Council's website.

**Note:** For sight of individual background papers please contact the report author.

Somerset Council  
- July 2023



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## Annual Report of the Scrutiny Committee – Children and Families

Lead Member: Councillor Leigh Redman – Chair of the Committee

Lead Officer; David Clark – Service Director – Governance, Democratic and Legal Services and Monitoring Officer

Author: Fiona Abbott – Senior Democratic Services Officer

Contact Details: [fiona.abbott@somerset.gov.uk](mailto:fiona.abbott@somerset.gov.uk)

### 1. Summary

- 1.1.** The Committee is required by the Constitution to provide Full Council with a summary progress report and outcomes of scrutiny. This report covers the work of the former Somerset County Council Scrutiny for Policies Children and Families Committee in the Municipal Year 2022 – 2023 and provides an update from the first meeting held in May 2023 which was the first meeting held in the new unitary Council.
- 1.2.** The Committee focusses on the outcomes from the Ofsted Inspection of Children’s Services and the Children and Young Peoples Plan (CYPP) which has the following three priorities: keeping children and young people safe (priority 1); supporting physical and emotional health and resilience (priority 2); enabling young people to learn and thrive (priority 3) and our work plan covers the following broad areas –
- universal education
  - SEND and Inclusion
  - social care and commissioning
  - cross-cutting items
- and a number of training items and workshop items.
- 1.3.** Members of the Council are reminded that:
- all Members have been invited to attend meetings of the Scrutiny Committees and to contribute freely on any agenda item.
  - any Member can propose a topic for inclusion on the Scrutiny Work Programmes.
  - any Member can be asked by the Committee to contribute information and evidence and to participate in specific scrutiny reviews.

- 1.4. The Committee has 13 elected Members on it and has up to seven co-opted members appointed as follows - two church representatives (one vacancy), two School Governor representatives (both filled), one representative from the Somerset Schools Forum (vacant) and two parent governor representatives (both vacant). All co-opted members have voting rights on education matters only. We are seeking to appoint representatives to fill the vacancies.
- 1.5. I would like to thank my former Vice Chair, Cllr Oliver Patrick for his help and support over the year and wish him well in his new role. I would also like to thank the committee members and co-opted members for their engagement and officers for providing support to enable us to do our job.

## **2. Background**

- 2.1. Each of our meetings had specific agenda items to consider the work programme and allow members and officers to suggest items we should scrutinise in more depth. This has led to items being added to the work programme and has helped to guide our future work.
- 2.2. At each meeting we review how we monitor how our suggested outcomes and/or recommended actions have been progressed so we can understand the impact of our work and learn how we can better focus our scrutiny work to ensure we have made a difference.
- 2.3. Scrutiny Members have endeavoured through the Committee meetings to make suggestions and express opinions to Directors and Executive members after discussion and debate.
- 2.4. The Committee and I have always endeavoured to approach our task as a 'critical friend' by trying to be supportive to officers and encouraging them to highlight areas of concern to us, whilst hopefully providing a suitably robust challenge to question poor performance and seek reassurance that appropriate action is taken to achieve improvement.
- 2.5. We still feel the Council would benefit from Scrutiny being asked to undertake more pre-Executive decision work to help the transition from policy development to implementation. There has been a marked improvement regarding engagement from Officers in the Directorate and I am working hard to ensure there is no drop off in the support the Committee receives.
- 2.6. I still believe a dedicated Service/Scrutiny link officer would help ensure Committee, Executive members and Service leaders are driving in the same direction and have aligned agendas to better focus our work. The more the service embraces the Scrutiny function and capability this will help to ensure a better service is provided to the young people and families we serve.

### 3. Overview of meetings in 2022 – 2023

3.1. The former Somerset County Council Scrutiny for Policies, Children and Families Committee held 8 formal meetings in the 2022 – 2023 Municipal Year and considered a broad number of issues at its meetings, as follows:

3.2.

Topic	Meeting date(s)
training session for members of the Committee and priorities	20 June 2022
Overview of Family Safeguarding in Somerset	20 June 2022
School Place Planning	20 June 2022
Education and Inclusion Services redesign	25 July 2022
Budgetary pressures in Children’s Services, and creation of 2 Task and Finish Groups – sufficiency of external placements and home to school transport	5 September 2022 3 October 2022 7 November 2022 12 December 2022 16 January 2022 6 March 2023
Involved in the Task and Finish Group on scrutiny function for new Somerset Council	7 November 2022 12 December 2022
2022 Key Stage assessment results for Somerset – initial results and details on outcomes	5 September 2022 7 November 2022
Academisation – moving towards 2030	5 September 2022
Ofsted Inspection Result – Children’s Social Care Services and updates on the post Ofsted service planning and action plan	3 October 2022 7 November 2022 16 January 2023
SEND strategy and development and the Joint local Area SEND Inspection outcomes	3 October 2022 6 March 2023
pre executive / scrutiny on LA Maintained Schools Core Offer and business case	7 November 2022 12 December 2022 6 March 2023
Involved in the Task and Finish Group on scrutiny function for new Somerset Council	7 November 2022
Somerset Connect and links to Frome LCN development	12 December 2022
Workshop item on Adverse Childhood Experiences (ACE’s) – Trauma Informed Somerset / model and implementation across Somerset	16 January 2023
Return home interviews process and progress	16 January 2023
‘Education for Life’ Strategy	6 March 2023
Considered the work plan, outcome tracker, Executive Forward Plan	Each meeting
items for information	Each meeting

### 3.3. Meeting held 4 May 2023

This was the first meeting of the new council and the new Scrutiny Committee – Children and Families. At this meeting we considered the following items: -

**LA maintained schools core offer** – we received an update from the Council’s Service Director Education Partnerships & Skills on the [Update on LA maintained school core offer](#), which went live on 1 April 2023. As explained at the meeting, there is wider concern of position of school finances and have established 4 working parties, made up of school leaders, council leaders, to analyse budgets, understand wider picture / benchmarking information. The Service Director outlined the focus of work for coming term.

We discussed the role of governors, KPI’s, next year’s process, academisation, information on the four Relationship Managers, pressures on schools / budgets and noted the update and the new core offer [information booklet](#) and agreed we would receive a further update in 6 months’ time.

**Sub group on education standards** – we then discussed and supported the proposal to establish a [sub group](#) on education standards.

There will be 3 – 5 members appointed to the sub group and volunteers and expressions of interest will be sought following the non key Decision: [Setup of a Standing Panel for Education Standards](#)

[SEND Strategy](#) – we then had a presentation on the Special Educational Needs and Disabilities (SEND) Strategy and update on Accelerated Progress Plan (APP) - developed as a response to the 2 remaining areas of weakness after the 2022 Ofsted and Care Quality Commission (CQC) inspection. These are partnership plans, jointly owned by the Council and the Integrated Care Board (ICB) and developed in partnership with education providers and parent carers and other partners.

The new SEND Strategy has been approved by the ICB and the SEND Partnership Board – a 3-year programme for improving SEND services and outcomes. The APP is a 12-month action plan and was submitted to the Department for Education on 21 March 2023 and has now been approved. We noted the Autism Strategy is in development and noted the update – there will be 6 monthly progress updates (progress on the 29 ‘missions’).

[Reforms in social care](#) – we received a presentation children’s social care reforms and draft consultation response discussed. In February 2022, government published implementation strategy and consultation, ‘Stable homes built on love’, backed by £200m of additional investment. The strategy is based on six pillars of reform. Issue around the recruitment and retention of social workers was discussed.



We supported the proposed response, and that Somerset is involved at every level doing everything it can (Pathfinder areas), and also to highlight good work being done, including the foster care and recruitment campaign. The response will be shared with the Committee, for information.

**Sufficiency of external placements** – response from the Executive to the recommendations of the Task and Finish Group, which were agreed by the Scrutiny Committee at the meeting on [6 March 2023](#)

Cllr Munt, lead member thanked the Task and Finish Group for its work and report and advised that the Executive has seen the report and will have a deeper look / spend more time on this and some other matters which relate to education, children and families, in a specific meeting.

The Council's Executive Director, Ms Winter provided an update on the recommendations - the Homes and Horizons project, part of which is to create both residential and foster homes for children with complex needs; recruitment of foster carers for the complex needs fostering scheme – that scheme is to take up to 20 young people with complex needs who believe could be moved from residential care to fostering; working to develop sufficiency of fostering and residential care for children in Somerset through own provision; still work with independent sector / local providers; placements in unregistered provision & complex needs – highest priority children to move into the Homes and Horizons residential homes as soon as they are open; block contract places issues – being considered and use where appropriate; agree should refer to 'placement that children are in'; national issues highlighted; workforce issues. Officers said that they are very happy to continue to provide updates to the Committee on progress on Homes and Horizons and provision.

The formal response from Executive will be received and considered by the Task and Finish Group and a review of the Task & Finish Group outcomes by the Committee should be agreed accordingly by the Committee and the Executive/Lead Member.

**Home to school transport** – we then received a verbal update on this Task and Finish Group. Edge Public Solutions were appointed to undertake a review of the Council's home to school transport operations. This has been led by Richard Hall (Director, Edge) and as part of the review, met with members of the Scrutiny Committee task and finish group. Mr Hall has now prepared a final report and presentation which has been shared with officers for comment.

We noted that a further meeting with the task and finish group will be held to hear and discuss the report and conclusions. This meeting took place in mid-

May and requested that copy of the consultant's report be circulated to the Scrutiny Committee members once it is delivered, and agreed that: -

- the Scrutiny Committee receive an update from the Lead member / Executive member, detailing information on the timelines / plan specific to the recommendations outlined in the report, along with how Scrutiny can feed into that work.
- due to the urgent nature of the imperative for change (delivering required savings, and protection of the service from risk of failure), the Task and Finish Group will ask for an initial response back from the Executive for the next Scrutiny Committee meeting on 12 July 2023.

### **3.4. Meeting on 12 July 2023**

Our second meeting in the municipal year will be on Wednesday 12 July 2023, beginning at 10am. We have a busy agenda and at this meeting we will be discussing the following areas: -

- Budget outturn position 22/23 and issues 23/24 - overview
- Academisation / Education Finance
- Update on Homes & Horizons Partnership
- Children's Mental Health and Wellbeing in Somerset – and will include an update on Trauma Informed Somerset practice model and implementation.
- Home to School Transport Task and Finish Group – interim update
- Somerset Youth Justice Partnership Board Annual Plan
- Items for information

We will be invited to attend the Communities Scrutiny Committee meeting on 9 August 2023 for this agenda items – Appointment of providers to deliver housing related support and accommodation for 16–25-year-olds.

## **4. Consultations undertaken**

- 4.1.** The Committee invites all Councillors to attend and contribute to its meetings. The Committee Chair and Vice Chair invite prospective report authors to attend their pre-meetings and Lead Officers are engaged in this process.

## **5. Implications**

- 5.1.** The Committee considers carefully and often asks for further information about the implications as outlined in the reports considered at its meetings.

## **6. Background papers**

- 6.1.** [Report to SCC Full Council meeting on 1 March 2023](#)

- 6.2.** Further information about the Committee including dates of meetings and agendas and reports from previous meetings, are available via the [Council's website](#).

**Note** For sight of individual background papers please contact the report author

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