

## **MENDIP DISTRICT COUNCIL**

Minutes of the meeting of Cabinet held on Monday, 2 September 2019 in the Council Chamber, Council Offices, Shepton Mallet commencing at 6.30 pm.

### **COUNCILLORS PRESENT:**

Nick Cottle	Portfolio Holder for Neighbourhood Services
Peter Goater	Portfolio Holder for Economic Development
Janine Nash	Deputy Leader of Mendip District Council and Portfolio Holder for Planning Policy and Local Plan
Barry O'Leary	Portfolio Holder for Enterprise and Finance
Richard Pinnock	Portfolio Holder for Housing Services
Tom Ronan	Portfolio Holder for Strategic Policy and Climate Change
Heather Shearer	Portfolio Holder for Community Health Services
Ros Wyke	Leader of Mendip District Council

### **ASSISTANT PORTFOLIO HOLDERS PRESENT:**

Councillors Edric Hobbs, Liz Leyshon, Matthew Martin, Caroline McKinnell, and Lucy Taylor Hood

### **OTHER COUNCILLORS PRESENT:**

Councillors Alison Barkshire, Eve Berry, Josh Burr, John Clarke, Shane Collins, Michael Gay, John Greenhalgh, Helen Kay, Garfield Kennedy, Tom Killen, Barbi Lund, Terry Napper, Alan Townsend

### **OFFICERS PRESENT:**

Tracy Aarons	Deputy Chief Executive
Stuart Brown	Chief Executive
Paul Deal	Corporate Finance Advisor, Section 151 Officer
Claire Dicken	Democratic Services Supervisor
Julie Jackson	Performance and Improvement Officer
Claire Malcolmson	Group Manager, Community Health Services
Jo Milling	Planning Policy Officer
Julie Reader-Sullivan	Group Manager, Planning and Growth Services
Sara Skirton	Group Manager, Corporate Services
Haylee Wilkins	Group Manager, Neighbourhood Services

<b>Agenda Item</b>	<b>Subject</b>	<b>Actioned by</b>
<b>1</b>	<p><b>Chair's Announcements</b></p> <p>The Leader of the Council explained the procedures in the case of an emergency and asked that all mobile devices be switched to silent.</p> <p>The Council had taken a request to from a third party to make an audio recording of agenda items 1 - 6 inclusive.</p> <p>The Leader asked whether anyone had an objection to being recorded. There were no objections.</p>	
<b>2</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Councillor Simon Carswell, Portfolio Holder for Corporate Services and Performance Management</p> <p>Councillor Damon Hooton, Portfolio Holder for Development Management and Enforcement</p>	
<b>3</b>	<p><b>Declarations of Interest</b></p> <p>Councillor Edric Hobbs declared a Personal and Prejudicial Interest in item 13 Shepton Mallet Sunday Market because he was a Member of the Shepton mallet Revival Community Interest Company.</p> <p>Councillor Terry Napper declared a Personal Interest in item 19 Urgent Business, Fire Services in Mendip because he was involved with the fire services.</p>	
<b>4</b>	<p><b>Public Participation</b></p> <p><b>a) Items on the agenda:</b></p> <p>Ian Hasell, Chair of the Norton St Philip Neighbourhood Plan Steering Group was invited to speak about item 6 Norton St Philip Neighbourhood Plan. He said the residents of Norton St Philip had a long history of being actively involved in shaping the future of the village. He recommended the Norton St Philip Neighbourhood Plan to the Cabinet.</p>	

	<p>Councillor Barbi Lund was invited to speak on the same item. She said that local residents, Mr and Mrs Parsons had asked her to say that they were concerned about the level of consultation with regard to the inclusion of part of their property in LGSNSP004. A further modification is now recommended to remove this from the designation. She then summarised her reasons for her support for the Plan and supported the recommendation that the Norton St Philip Neighbourhood Plan, as modified, proceed to referendum.</p> <p>Parish Councillor Clive Abbot was invited to speak on the same item. He confirmed the Parish Council would continue to work on a Neighbourhood Plan Part 2. He recommended the Norton St Philip Neighbourhood Plan to the Cabinet.</p> <p>Christopher Parsons was invited to speak. He believed that the Norton St Philip Neighbourhood Plan should be delayed because he felt the examiner had not been provided with all the information required to complete a fair and reasonable examination, there had been an ongoing lack of consultation over the boundary of LGS NSP004 and they had yet to be consulted on the latest iteration. And also, to enable alignment with the Planning Inspector's assessment of the District Local Plan Part 2.</p> <p>County Councillor Linda Oliver was also invited to speak. She said she had sympathies with the land owners whose land may be adversely affected by the contents of the Norton St philip Neighbourhood Plan. Further she had concerns that Figure 8 within the Plan was misleading in depicting what was described as the "key visual elements" of the village. She felt it therefore misrepresented the importance of the landscape in some areas and overstated it in others.</p> <p>The Planning Policy Officer responded to some of the issues raised. She went on to explain the time limit imposed on the Council with regard to organising a referendum for such Neighbourhood Plans once they had been considered by the Inspector.</p> <p>The Leader thanked the speakers for their contribution. The Cabinet would consider the comments in item 6 of the agenda.</p>	
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	<p><b>b) Items not on the agenda:</b></p> <p>Councillor Terry Napper had raised questions about the enforcement of caravans and travellers vehicles in Glastonbury and about the closure of a road during grass cutting in Street.</p> <p>The Group Manager Neighbourhood Services said she would respond to Councillor Napper's questions in detail and in writing outside of the meeting. However, she confirmed that the number of enforcement visits to Glastonbury had not been reduced since the election. Additionally she confirmed that as a result of a change in legislation it had been necessary for the road to be coned off during grass cutting to protect the safety of the workers.</p>	
<b>5</b>	<p><b>Previous Minutes</b></p> <p>Approval of the minutes for the Cabinet meeting held on Monday 5 August 2019 were agreed.</p>	<b>Claire Dicken</b>
<b>6</b>	<p><b>Norton St Philip Neighbourhood Plan</b></p> <p>The Portfolio Holder for Planning Policy and Local Plan presented a report which stated that Norton St Philip Parish Council had prepared and submitted a Neighbourhood Plan for the village of Norton St Philip and in accordance with the Neighbourhood Planning (General) Regulations 2012, the District Council had arranged an independent examination of the Plan and was now in receipt of the Examiner's Report.</p> <p>The report concluded that the Plan, as modified, should proceed to referendum.</p> <p>The report further concluded that Planning Policy Officers were in agreement with the findings and proposed modifications of the Examiner. A landowner had raised concerns that a small part of an extension at The Barton was included in LGSNSP004. A further modification was recommended to remove this from the designation. An interested party had raised concerns that 3 trees were shown north of Shepherds Mead where there were no trees. A further modification was recommended to remove this notation.</p> <p>The Examiner also concluded that there was no reason to alter or extend the Referendum Area beyond the</p>	<b>Jo Milling</b>

	<p>Neighbourhood Plan Area and, in light of this, it was proposed that the Referendum Area should conform to the designated Neighbourhood Area.</p> <p>Norton St Philip Parish Council agreed that the Plan (as modified) should proceed to referendum.</p> <p>In response to queries the Officer explained that if the Neighbourhood Plan were accepted then there may be instances where the development of certain pieces of land may not be recommended for approval as a result of the Plan.</p> <p>Mr Parsons was invited to speak again. He repeated his concerns.</p> <p>The Deputy Chief Executive reminded Members that the District Council had not put the plan together. However, the Council was obligated by legal process to put the Plan forward to referendum.</p> <p>A proposal to accept the recommendations as set out in the report was put to a vote and carried unanimously.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1) That the Norton St Philip Neighbourhood Plan be modified in accordance with the Examiner's recommendations and to exclude an extension at The Barton from LGSNSP004 and amend fig 8 of the Character Assessment to remove the notation showing 3 trees north of Shepherds Mead.</li> <li>2) That the Norton St Philip Neighbourhood Plan be modified and should proceed to referendum.</li> <li>3) That the Referendum Area should correspond to the Designated Neighbourhood Plan Area for Norton St Philip.</li> </ol> <p><b>Reasons for the Resolution</b></p> <p>To fulfil the Council's statutory duty in relation to supporting Neighbourhood Plans and to ensure that the Plan met the Basic Conditions and legal requirements of a Neighbourhood Plan.</p>	
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7	<p><b>Shape Mendip Lottery</b></p> <p>The Portfolio Holder for Corporate Services and Performance Management presented a report that explained the background to how the Mendip Shape Lottery was set-up, how it worked and its current position.</p> <p>It contained details of the Shape Community Fund which had awarded grants to 22 organisations in March 2019 and asked Cabinet to consider extending the current contractual arrangement with an External Lottery Manager for a further three years.</p> <p>In December 2019, the lottery will have been running for three years.</p> <p><b>RESOLVED</b></p> <p>Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the achievements of the Shape Mendip Lottery to date.</li> <li>2. Agreed to extend the contract with Gatherwell Ltd by 3 years as per the existing contract (end date would be 31 December 2022).</li> <li>3. Delegate arrangements for extending the contract to the Group Manager for Corporate Services.</li> </ol>	Jane Sharp
8	<p><b>Corporate Performance Management Report Quarter 1 2019-20</b></p> <p>The Portfolio Holder for Corporate Services and Performance Management presented a report that provided a summary of the high level actions and projects that supported the delivery of the 2017-2020 Corporate Strategy, Shape the District, as at Quarter 1 2019/20.</p> <p>Additionally, the report provided performance information in relation to Quarter 1 2019/20:</p> <ul style="list-style-type: none"> <li>• Corporate complaints and praise</li> <li>• Freedom of Information (FOI) and General Data Protection Regulation (GDPR)/DP (Data Protection) requests</li> <li>• Finance</li> <li>• Human Resources (HR) statistics</li> <li>• 5 Councils Partnership Land Charges</li> </ul>	Julie Jackson

	<p>A number of service performance indicators, for the following service areas, had been recommended by the Senior Leadership Team to be included within the report: Housing, Planning and Growth, Neighbourhood Services and Community Health Services.</p> <p>Subject to Scrutiny Board's support and Cabinet's agreement, the intention was to report regularly on these indicators and to introduce further service performance indicators over time.</p> <p>The report also included a summary of the annual Local Government Ombudsman letter 2018/19.</p> <p>During the discussion that followed Members said the Council would benefit from the introduction of software for Democratic Services in order to cut down on the production of paper agendas.</p> <p>In response to queries the Leader said all FOI responses should continue to be displayed on the website, the Council was committed to apprenticeships, and that productivity would continue to be a priority of the Joint Committee, subject to national influences.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To note the report.</li> <li>2. Where performance exceptions were identified Cabinet considered the proposed actions were adequate to improve performance to the desired level.</li> <li>3. Approve the new service performance indicators so that these form part of the quarterly performance reporting along with other service indicators.</li> </ol>	
<b>9</b>	<p><b>2019/20 Quarter 1 Budget Monitoring Report</b></p> <p>The Portfolio Holder for Enterprise and Finance presented a report which summarised the forecast outturn position of the Council's Medium Term Resource Strategy for the 2019/20 financial year, based on Quarter 1 projections.</p> <p>The report provided the following information:</p>	<b>Paul Deal</b>

	<p>a) The projected <u>Revenue</u> outturn position for 2019/20.</p> <p>b) The projected <u>Capital</u> outturn position for 2019/20.</p> <p>c) The Aged Debt Analysis.</p> <p>d) The Council Tax and National Non-Domestic Rate Collection Summary.</p> <p>e) Summary Treasury Management position.</p> <p>The report highlighted any service impact resulting from projected spending levels. This was the first detailed budget monitoring report to be formally considered by the Cabinet in 2019/20, therefore explanations of variances related to the three-month period 1 April to 30 June 2019. It was recognised that these forecasts would vary throughout the year.</p> <p>The report indicated a projected Revenue budget variance of £89k over spend and that the Capital Investment programme remained as initially projected.</p> <p>The Portfolio Holder went on to say the Statement of Accounts had been amended and had been submitted to the Council's external auditor. The Statement of Accounts would be brought to the Cabinet in due course.</p> <p>He further explained some changes to the report since it had been prepared for the agenda, including the disabled facility grant had been paid and an update concerning the YMCA debt.</p> <p>In response to queries, the Section 151 Officer explained that the Statement of Accounts would be considered by the Audit Committee on 31 October 2019.</p> <p><b>RESOLVED</b></p> <p>Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the contents of the report.</li> <li>2. Approved the recommended virement of £186k from Corporate Finance to Contingency.</li> </ol> <p><b>Reasons for the Resolution</b></p> <p>To maintain effective financial stewardship and budgetary control and to comply with the agreed strategy of regularly informing members of the forecast</p>	
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	<p>outturn position that related to the 2019/20 financial year as part of the annual budget monitoring process.</p>	
	<p><b>The Leader of the Council altered the order of the items as follows:</b></p>	
	<p><b>Urgent Business</b></p> <p>The Leader of the Council agreed to take the following item as urgent business:</p> <p><b>Fire Service in Mendip Public Consultation</b></p> <p>Christian Grantham was invited to speak. He was the Station Manager of the Wells Fire Station. He explained there was currently a public consultation being held on whether to introduce cuts to the local fire service. He said the proposed cuts would impact adversely on the Wells Fire Station. He explained that such cuts would increase the travel time for emergency vehicles. He pointed out that the statistics within the consultation were misleading because important data had been missed out. He explained the proposed savings were comparatively small considering the risks.</p> <p>Phil Van Gorph was invited speak. He was the Watch Manager at Frome Fire Station. He explained that should the cuts be made then fire fighters would be called to Frome from either Warminster, Trowbridge or Shepton Mallet. Each of which would take many more minutes to arrive at the emergency than currently was the case. He said his attendance at the meeting was a cry for help and he hoped the District Council would respond to the consultation accordingly.</p> <p>The Leader of the Council thanked the speakers for their contribution.</p> <p>She was pleased to note that there would be further public consultation session in Wells on Thursday, 5 September 2019 between 1 pm and 5 pm.</p> <p>During the discussion that followed Members from Frome and Wells raised concerns about the proposed cuts. It was noted that Frome was a high risk area, and that Wells had very historic buildings that should not be put a risk. Members agreed that Mendip had a lot of</p>	<p><b>Stuart Brown</b></p>

	<p>rural parts and it was important that these parts had a reliable fire service.</p> <p>The Leader of the Council made an undertaking that the comments from the Members would be taken into consideration in the Council's formal response.</p> <p>She agreed that Councillor Terry Napper would be sent a copy of the Council's formal response as soon as it had been prepared.</p> <p><b>RESOLVED</b></p> <p>That the Council respond to the public consultation in accordance with the issues raised.</p>	
<b>10</b>	<p><b>Climate Change Emergency Quick Wins – Neighbourhood Services</b></p> <p>Hannah Davies was invited to speak. She spoke with regard to the Council's plans to understand the tree loss due to ash fell and mechanisms to replace the tree stock within the district. She hoped each tree would be subject to a study. She said it was important for the Council to plant new trees to replace old ones, and that the Council's Tree Officer should be involved in the project as an advisor.</p> <p>The Group Manager for Neighbourhood Services presented a report which stated that in February 2019, in advance of a national movement, Mendip District Council reiterated its commitment to addressing the global climate emergency by setting targets to be carbon neutral for its own direct emissions by 2030.</p> <p>As a result, Neighbourhood Services, as one of the groups most able to apply quick change within its core business, looked to deliver a suite of quick wins for the organisation in support of The Terms of Reference (TOR) later developed by the Climate and Ecological Emergency Group (CEEG).</p> <p>With elements such as Facilities Management and Contract Management, Neighbourhood Services could make a significant contribution to the Council's aspiration regarding climate change. Initial focus had been placed on the following areas:</p> <ol style="list-style-type: none"> <li>1. Glyphosate usage within the district (on MDC owned or managed land).</li> <li>2. Tree provision now and for the future.</li> </ol>	<b>Haylee Wilkins</b>

	<ol style="list-style-type: none"> <li>3. Wild Flowering distribution.</li> <li>4. Onsite Recycling facilities.</li> <li>5. Provisions of Milk solutions on site for staff and members.</li> <li>6. Energy efficiency window solutions.</li> <li>7. Reduction in CO2 and increase in renewable energy provisions on site.</li> </ol> <p>The Leader of the Council thanked the Officer for the report and said this was a collection of very exciting projects.</p> <p>During the discussion that followed Members urged the Council to support the efforts that were being made. They agreed such efforts should be cascaded down to Parish Councils to join in and the public should be made aware of the efforts and direction of the Council in this regard.</p> <p>Councillor Michael Gay was invited to speak. He supported the protection of trees and wished the Council would maximise the planting of new trees. He gave evidence to show that Mendip's tree coverage was lower than the average for the UK, so that we needed to double our planting just to catch up with the average. He hoped the Council's Tree Officer could be brought into these plans.</p> <p>Councillor John Clarke was invited to speak. He thanked the Officers on the work they had done so far and recommended all of the projects to Cabinet.</p> <p>Councillor Barbi Lund was invited to speak. She suggested that the Council use the milk machine in order to further reduce its use of plastic packaging.</p> <p>The Officer agreed to investigate other suppliers of milk and milk alternatives and bring back further recommendations.</p> <p>With regard to the wider issue of climate change emergency Members were concerned about the cost of the production of paper copies of agendas in terms of waste paper.</p> <p>Also, they suggested the Council might consider increasing the amount of waste food composted on site.</p> <p>Councillor Josh Burr asked the Officer to clarify if the new measures around grass cutting would be communicated with the public and parishes through a</p>	
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	<p>concerted PR campaign. In response the Officer said the project would ensure a media campaign in order to provide information to communities as quickly as possible. In addition, parish councils would be engaged with through the Parish forum as part of the project governance.</p> <p>One Member suggested that the project to review the current grass cutting practice and investigation in to wild flowering be deferred for further consideration with the whole county.</p> <p>There was also a discussion around the increased costs of glyphosate replacements.</p> <p>The leader took each of the proposals one at a time:</p> <ol style="list-style-type: none"> <li>1. Glyphosate usage within the district (on MDC owned or managed land): Agreed</li> <li>2. Tree provision now and for the future: Agreed subject to widening of the proposal as discussed</li> <li>3. Wild Flowering distribution. Agreed: subject to countywide agreement</li> <li>4. Onsite Recycling facilities: Agreed.</li> <li>5. Provisions of Milk solutions on site for staff and members: Agreed subject to further investigation into alternative suppliers.</li> <li>6. Energy efficiency window solutions: Agreed.</li> <li>7. Reduction in CO2 and increase in renewable energy provisions on site: Agreed.</li> </ol> <p><b>RESOLVED</b></p> <p>Cabinet agreed to:</p> <ol style="list-style-type: none"> <li>1. Note the suggested operational efficiencies to aid in the delivery of the wider goals of the Climate and Ecological Emergency Group (CEEG).</li> <li>2. Note the continued engagement with the Countywide Group to share best practice and encourage change.</li> <li>3. Approve the costs outlined in each proposal (1-7) as amended during the discussion.</li> <li>4. Endorse the delivery of the amendments through the normal operational mechanisms, with reporting the CEEG quarterly with regards to progress.</li> </ol>	
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	<p><b>Reasons for the Resolution</b></p> <p>The suggested operational amendments met the Council's goals regarding affecting change through the Climate and Ecological Emergency Group (CEEG). In turn it met the wider national objectives for carbon emissions to net zero by 2050 and could be instantly delivered in a cost neutral manner therefore reducing the impact to the public purse.</p>	
11	<p><b>Creating Education and Business Opportunities in Partnership with Strode College – Update</b></p> <p>The Portfolio Holder for Economic Development presented a report that provided an update on the Create Strode project that was first seen at Cabinet in December 2018. The project was being developed in partnership with Strode College and comprised a container development located at the college. The development would allow local small-scale businesses to remain in the district and afford them the opportunity to work with students of the college to the benefit of all.</p> <p>The report set out the specific design of the development for the purposes of submitting a planning application.</p> <p><b>RESOLVED</b></p> <p>Cabinet agreed to:</p> <ol style="list-style-type: none"> <li>1. Approve the preliminary “next steps” detailed in the Report.</li> <li>2. Delegate authority to the Portfolio Holder and Deputy Chief Executive to take the necessary steps to deliver the project.</li> </ol>	Rob Palmer
12	<p><b>Export Certificate Service</b></p> <p>The Portfolio Holder for Community Health Services presented a report which stated that in preparation for the possibility of leaving the European Union (“EU”) on the 31 October 2019, Community Health Services were reviewing the current fees and charges structure relating to exports and health certification in order to help support our businesses, for the anticipated need to provide export certificates for goods.</p>	Michael Berry

	<p><b>Options Considered</b></p> <ol style="list-style-type: none"> <li>1. To approve the new fee of £95 for export certificates for food products of animal origin.</li> <li>2. Revise and consolidate all the existing fees to make it simpler for businesses to understand and the authority to administer.</li> </ol> <p><b>RESOLVED</b></p> <p>Cabinet agreed to:</p> <ol style="list-style-type: none"> <li>1. Approve the new fee of £95 for export certificates for food products of animal origin based on the current hourly rate provided by accountants.</li> <li>2. To consolidate existing fees as follows: <ol style="list-style-type: none"> <li>(i) Approve a revised fee of £95 for export certificates for food products of non-animal origin based on the current hourly rate provided by accountants.</li> <li>(ii) Approve a consolidated fee for all bespoke export compliance checks/visits of £63 per hour based on the current hourly rate provided by accountants.</li> <li>(iii) Approve a consolidated fee for all other certificate / report generation of £63 per hour based on the current hourly rate provided by accountants.</li> <li>(iv) Approve a 'discounted' fee of £39 for a Health Certificate for foot and mouth or similar zoonotic crisis based on the current hourly rate less service charges provided by accountants.</li> <li>(v) Retain a charge of £10 for a replacement certificate service.</li> <li>(vi) Remove the fee of £65 for export certificates for medium sized businesses.</li> </ol> </li> </ol>	
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	<p><b>Reasons for the Resolution</b></p> <p>To recover Mendip's discretionary costs and provide businesses and the local authority with a simplified fee structure. Allow Mendip to work closer with businesses in developing their international trade following the UK's departure from the European Union and foster good working relationship for the development/sales of further services in the future.</p>	
13	<p><b>Shepton Mallet Sunday Market</b></p> <p>Councillor Edric Hobbs left the room because he had declared a Personal and Prejudicial Interest in the item because he was a member of the Shepton Mallet Revival Community Interest Company.</p> <p>The Group Manager for Neighbourhood Services presented a report that explained the decision to pilot a Sunday monthly market was taken by Mendip District Council in early 2017, looking to both test the concept of a monthly market and a market within Shepton Mallet running as themed events.</p> <p>Within the last 12-18 months, the market had been reducing in size as traders no longer drew enough profit to justify attending and as a result footfall continued to decrease. It had reached a critical point whereby the Council was required to make a decision regarding the future of the market and its continued delivery.</p> <p><b>Options Considered</b></p> <p>Option: 1 – MDC to continue to manage the market with a recognition that it didn't deliver a cost effective/neutral model.</p> <p>Option: 2 – MDC to continue to manage the market with an investment of resource allowing for a re-structure and relaunch of the event.</p> <p>Option: 3 – MDC to work with an independent organisation to run the market in a competitive environment, receiving market rights and other associated costs.</p> <p>Councillor Chris Inchley was invited to speak as one of the Shepton Mallet Ward Members. He said that the Shepton Mallet Sunday Market had helped to increase the footfall and vitality of the town, particularly Town Street. He asked Cabinet to support the Shepton</p>	<p><b>Haylee Wilkins</b></p>

	<p>Mallet Revival CIC because he was confident that the people involved in it would be able to make the market a success.</p> <p><b>RESOLVED</b></p> <p>Cabinet:</p> <ol style="list-style-type: none"> <li>1. Approved Option 3 as set out in this report, namely to agree a licensing agreement with Shepton Mallet Revival CIC to enable the CIC to deliver and implement an independent market model for Shepton Mallet Sunday Market.</li> <li>2. Delegated authority to the Group Manager for Neighbourhood Services in consultation with the Portfolio Holder for Neighbourhood Services to negotiate and complete the licensing agreement with Shepton Mallet CIC and to take all necessary steps to support the implementation of the new model for Shepton Mallet Sunday Market.</li> <li>3. Approved the cancellation of the Mendip Markets planned for September and October with a view to protecting the brand in readiness for a relaunch in November 2019</li> </ol> <p><b>Reasons for the Resolution</b></p> <p>The potential income that could be generated from a consistent volume of 28+ traders and the application of market rights on a monthly basis would be £122.75 per month. As such, the additional cost of this option versus the likely income from market rights income was considered to offer additional income to MDC, which otherwise was unlikely to be achieved.</p> <p>Due to this option being a licensed independent function, there was limited risk to MDC regarding reputation impacts, and opportunity might present itself to support the venture and thus be seen to support the positive regeneration of Shepton Mallet.</p>	
14	<p><b>Car Park Strategy Terms of Reference</b></p> <p>The Group Manager for Neighbourhood Services presented a report which stated that the Car Park Strategy for Mendip District Council had been in</p>	<p><b>Haylee Wilkins</b></p>



	<p>progress for some time, however, given the changes in administration and the required governance amendments to the Car Park Working Group (CPWG), the report aimed to provide the required background and recommendations for the group to proactively move forward.</p> <p>During the discussion that followed Members said they welcomed the review. However, they hoped the timetable for the work could be shortened.</p> <p>Members wished to see the economic impact of charges included in the review. They further suggested that electric charging points and solar panels be included in the future infrastructure of Mendip's car parks.</p> <p>Councillor Josh Burr asked the Officer to confirm whether rural parishes would be consulted within the parking review and could he be informed of this process. In response the Officer said rural parishes would be consulted. It was intended that parishes would be consulted through the parish forum as part of the project governance</p> <p>One Member said the strategy should be renamed in order to include more than just the parking of cars.</p> <p>The Officer thanked Members for their input and said that regular updates would be brought to Cabinet. She assured them the piece of work was very wide and would include everything that could be associated with car parks.</p> <p><b>RESOLVED</b></p> <p>Cabinet agreed to:</p> <ol style="list-style-type: none"> <li>1. Note and approve the proposed Terms of Reference (TOR) for the Car Park Working Group (CPWG).</li> <li>2. Approve the proposed composition for the Car Park Working Group (CPWG).</li> <li>3. Note and approve the strategy themes.</li> <li>4. Note and approve the estimated timeline for delivery.</li> </ol>	
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	<p><b>Reasons for the Resolution</b></p> <p>The above recommendations allowed the development of the Car Park Strategy for the district and thus, ensure that the authority was working collectively towards common goals and outcomes.</p>	
15	<p><b>CCTV Service Overview</b></p> <p>The Group Manager for Neighbourhood Services presented a report which stated that following the briefing to the Phoenix Sponsorship Board on 11 June 2019, the purpose of the report was to provide Cabinet with an overview of the current CCTV solution provided by Mendip District Council, its purpose, operational and financial benefits and future activity.</p> <p>CCTV was historically delivered by each Town/City Council. In essence, this arrangement had remained, with MDC owning, managing and upgrading the CCTV infrastructure, and Town Council contribution being inflated by RPI each year to cover 90% of the monitoring requirements of the service. This equated to £8,900 per Town or City Council per annum. A 5 year Service Level Agreement (SLA) was in place between MDC and each Town/City Council to protect the arrangements to both parties, with the agreement next being due for renewal in April 2020.</p> <p><b>RESOLVED</b></p> <p>Cabinet noted:</p> <ol style="list-style-type: none"> <li>1. the content of the report and CCTVs considered benefit to the communities of Mendip as well as its interdependencies with other District Council services.</li> <li>2. the initial business proposal for the commercialisation of the CCTV service and delegated authority to the Group Manager for Neighbourhood Services in consultation with the Portfolio Holder for Neighbourhood Services to develop a full business case for Cabinet's future consideration.</li> </ol>	Haylee Wilkins
16	<p><b>Portfolio Holder Decisions</b></p> <p>Decision 2019 319 August Housing First was noted</p>	

<b>17</b>	<b>Forward Plan</b>  The Forward Plan was noted.	
<b>18</b>	<b>Minutes for Information</b>  None on this occasion.	
<b>19</b>	<b>Urgent Business</b>  No further urgent business.	
<b>20</b>	<b>Exclusion of the Press and Public</b>  Cabinet was asked to consider whether a resolution should be passed to exclude the press and public from the meeting during items 21 and 22 on the grounds that exempt information (as defined in Schedule 12A Local Government Act 1972) of the following description was likely to be disclosed:  Category 3 Information relating to the financial or business affairs of any particular person (including those of the Council).  <b>CIRCULATION OF PAPERS</b>  In accordance with Section 100B (2) of the Local Government Act 1972, reports and documents relating to items 21 and 22 disclosing exempt or confidential information had been distributed only to elected Members and Officers of the Council.	
<b>21</b>	<b>Irrecoverable Arrears - Council Tax</b>  The Portfolio Holder for Enterprise and Finance presented a report explaining that under the Council's Financial Regulations, debts up to and including £5,000 could be written off with the approval of the Section 151 Officer in consultation with the Portfolio Holder. Debts in excess of this amount should require the approval of the Cabinet for write off.  The debts set out in the report were considered to be irrecoverable for the reasons stated and were now submitted for write off in accordance with the Council's Financial Regulations.	<b>Paul Deal</b>

	<p><b>RESOLVED</b></p> <p>Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the contents of the report.</li> <li>2. Approved the write off of the irrecoverable arrears as listed.</li> </ol>	
<b>22</b>	<p><b>Irrecoverable Arrears - Housing Benefit Overpayments</b></p> <p>The Portfolio Holder for Enterprise and Finance presented a report explaining that under the Council's Financial Regulations, debts up to and including £5,000 could be written off with the approval of the Section 151 Officer in consultation with the Portfolio Holder. Debts in excess of this amount should require the approval of the Cabinet for write off.</p> <p>The debts set out in the report were considered to be irrecoverable for the reasons stated and were now submitted for write off in accordance with the Council's Financial Regulations.</p> <p><b>RESOLVED</b></p> <p>Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the contents of the report.</li> <li>2. Approved the write off of the irrecoverable arrears as listed.</li> </ol>	<b>Paul Deal</b>

The meeting closed at approximately 9.15 pm