

Appendix 1

Place & Performance – Communities Area East Development Service Plan 2016-17

Portfolio Holder – Councillor Nick Weeks Manager – Helen Rutter

Set out below are the key projects & programmes being undertaken by the team (either directly or in support of community groups & other partners) where we have a key role in the delivery of the projects. This Plan sits alongside our core work or responding to issues & problems on a day-to-day basis, working with Councillors & other services across the Authority and beyond, to try and resolve them.

Completed	In progress – on target	In progress – risk of missing target	Behind target	Future Action – not started
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Service Action Plan: *Top level actions – more detail is within individual work programmes/project plans*

Priority Area	Action	Target Date	Milestone	Lead Officer	Current Progress
1. Town centre & neighbourhood management	Support Town Team approach in market towns with projects that enhance & market attractiveness of High Streets	2017	Report to AEC on project performance	PW/JD CSAs	Wincanton - support for WTF. The Chamber of Commerce is arranging Christmas event Castle Cary – ‘Big Christmas’ planning progressing Successful weekly market operated by CC TC In conjunction with P&E meeting with WTC to be programmed following decision to give notice on CP compensation scheme - explore potential to ‘trial’ measures during notice period.
	Transfer of specific SSDC town centre assets to local Councils if required & support the disposal of unwanted assets	Ongoing 2016	Assets transferred, agree way forward Report to AEC annually	NDOs	Transfer of CCMH agreed by DX in April - negotiations in hand to finalise the terms of peppercorn transfer with £45k dowry. Work is underway with Bruton TC to consider the transfer of various SSDC owned assets.
	Encourage take up of business & charity rates relief schemes	2017	Report to AEC	CSAs	Dissemination of information about re-valuation of premises
2. Economic development, job creation & regeneration schemes	Project to establish land/ business premises not currently being marketed and bring these to market	Stage 1 report to AEC January 2017	Report on hypothesis that more land & premises can be brought back into use	PW	Review of submitted sites underway.

Progress local priority projects 1) Assessment of options & feasibility of extensions to existing Business Parks or new site, as appropriate 2) Small work space/hub	March 2017	Reports to AEC Feasibility of Sports Ground/pavilion units developed	PW	Report to Area Regeneration Board seeking funding failed to meet funding criteria. Corporate concern of SSDC involvement in a scheme which is against the direction of growth. Update meeting with landowners Nov 2016
Enhanced Retail Support Initiative in Wincanton & general RSI elsewhere in Area	Ongoing	Number & leverage of investment reported to AEC. Analysis of car park usage & vacancies to assist with targeting	PW CSA	2 applications received and processed. Continuing interest in scheme from prospective applicants. Face to Face promotion of scheme undertaken with eligible retailers/service sector businesses in Wincanton, Bruton and CC
Encourage eligible projects to bid for Heart of Wessex LEADER funding	Report April 2017	Report on performance of programme to AEC April 2017	ADT	Issues outside of the influence/control of SSDC have hindered progress on LAG activity. AEC funding allocation for LAG being reviewed in light of this - option to provide direct project support.
Project feasibility for a work/retail incubation unit within Area	March 2017	Report to AEC	PW	Initial call for proposals did not result in recruitment of consultants. Modified brief sent out October 2016. Timeline to be agreed but reporting to AEC now expected March 2017
Common Lane multi-user path	2017	Route opened	PW CSAs	Work underway to prepare planning application – submission Nov 2016
Limington to Yeovil multi-user path	March 2017	Report to AEC on progress of scheme	JD	The project has been assessed and is due to be programmed as part of the SCC Small Improvement Scheme. Timescale outside of SSDC control but the project group will reconvene when the SIS details are known.
Receipt of land & exercising option on car park at Waterside, Wincanton	March 2017	Report to AEC & DX	PW	Terms agreed with landowner. Landowner's solicitor instructed to progress transfer of land and car parking area to SSDC
Pre-feasibility study & survey for potential south access to Bruton Station & associated footpath	Spring 2017	Completed feasibility study	JD	Survey work has been completed and supplied to FGW.

3. Community-led planning & development	Completion of Queen Camel Neighbourhood Plan	March 2017	Final Report and lessons from Front Runner AEC/DX	TC CSAs	Plan reinitiated by Queen Camel Parish Council with support from ADTL. Draft to be reviewed in light of changes to national policy before next (Reg 14) statutory stage.
	Support Neighbourhood Plan Wincanton	March 2017	Plan informed by needs identified, draft plan completed	TC	Draft plan completed. Next statutory stage (Reg 14 – 6 week local consultation) to begin in January 2016.
	Support Neighbourhood Plan Castle Cary	March 2017	NDP completed	PW	Draft plan completed. Informal local consultation underway. statutory process (Reg 14 – 6 week local consultation) to begin shortly in parallel with SEA screening
	Support parishes to carry out quality community research (inc Housing Needs Assessments) to prioritise & achieve planned projects or influence growth Bruton, M Port & K Mandeville (Refreshed Community Plans) Charlton Horethorne & Charltons (new plans) CaryMoor (Housing Needs Survey) .	April 2017	Completed parish plans are endorsed at AEC	JD/TC	Charlton Horethorne Community Plan completed and endorsed Oct 2016. Charltons Community Plan currently being drafted after a phase of consultation. Consultation event was attended by over 150 people. Aiming for completion in Feb 2017. Housing needs surveys supported in CaryMoor, Charlton Horethorne with requests for support from Pen Selwood and Babcary. Bruton – Consultation at the Packhorse Fair has informed the production of the household survey which has now been distributed. M Port proposing to complete Housing Needs Survey as part of Parish Plan refresh
	Comment on impact of significant planning applications Encourage parish engagement with applications and S106 negotiations Link community projects with locally available S106	March 2017	Clearer reporting of 106 investment projects to AEC. S106 annual statement in update of Ward profiles	ADT	Comments provided on 7 significant applications. ADT has drafted ward accounts with details of secured and expected S106 contributions at a parish level. Currently checking the accuracy of all information before distributing. Will be launched at the Annual Parish Workshop in January 2017.

4. Improve access to services & facilities to reduce inequality	(a) Run a high quality access point & advice service for the public at Churchfield	Ongoing	Annual report AEC To achieve 98% customer satisfaction rate Reduce cost whilst improving service offered	HR/LD CSAs	Annual review of LIC activity is currently underway. This will trigger payment of £500 to each community-run LIC.
	(b) Support development of Town/parish led LICs				
	Support development of Balsam Centre services in response to local needs	March 2017	Annual Report to AEC	TC	Full report considered by AEC at the September meeting. AEC agreed a contribution of £10,000 towards the Like Minds project.
	Audit of community-led youth work & youth opportunities in Wincanton, C Cary & Bruton with a view to creating a directory 0-18 Development of Henstridge Templecombe and Milborne Port youth work programme	March 2017	Annual report to AEC	TC/JD	Audit commenced – currently collecting data.
	Explore potential for developing community/leisure hub facilities across the towns /villages of East Somerset	Ongoing	Report to AEC	ADT	Audit commenced alongside youth data collection.
	Development of Wincanton Hub to improve people's access to services & facilities	Ongoing	Report to AEC	TC CSAs	ADTL has taken a lead role in shaping the pilot work to pilot the Symphony project in Wincanton. New Community Partnership 'Wincanton Matters' established to take this forward. Work with SSCAT has progressed and consultation in local schools has been used to design new transport solutions to help young people access

	<p>Improved community buildings</p> <p>Ilchester pavilion – initial feasibility work completed.. Sparkford feasibility work to build stage</p> <p>Investigate potential for improved use of the David Sharp centre.</p>	April 2017	<p>At least 2 buildings helped to build ready stage.</p> <p>Report to AEC</p>	TC/JD	<p>NDO support given to Sparkford parish council regarding potential purchase of land for extension of recreation ground and site for new hall.</p> <p>NDO support for refurbishment of new kitchen at Sparkford cricket club – next phase to develop a new changing room block.</p> <p>NDO support to Ilchester recreation ground committee regarding an extension to the pavilion to home the scout Group and other youth and sport provisions (current stage needs statement and feasibility study)</p>
	Support preparation of a master plan for Jubilee Park, Bruton	Ongoing	Report to AEC	JD	Jubilee Park programme plan and project definition forms progressing. Initial meeting commenced regarding new MUGA within the park.
5. Effective democratic engagement	Arrange annual parish meeting & workshops in response to demand from AEC, Parishes & community organisations	March 2017	Report to AEC	ADT	<p>2016 Planning Tour visiting employment land in Somerton, Glenda Spooner Horse Welfare/Visitor Centre and Hadspen Estate delivered.</p> <p>Annual Parish meeting arranged for 23rd January 2017. Provisional programme to include: 106/CIL, Community Justice and Emergency Planning.</p>

In addition, the service will deliver actions to deliver key corporate strategies, comply with corporate policies, deliver savings, monitor performance, review and monitor complaints and manage risk within the service.