

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 successful WTF. The Town Team has now formally dissolved with residual funds reverting to the Town Council Wincanton Chamber of Commerce(CofC) is working collaboratively with Bruton CofC Successful weekly market operated by CCTC In conjunction with Property &Engineering meeting with WTC following decision to give notice on CP compensation scheme – proposal to WTC of options to 'trial' 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 2016 – negotiations advanced to finalise the terms of peppercorn transfer with £45k dowry. Solicitors instructed. 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. Awareness raising presentations undertaken by Revs & Bens to Bruton Chamber/Members. Wincanton booked for April A lot of work has been done with Wincanton Recreation Trust to review governance to try to secure rate relief. Further work required to support the organisation to incorporate as a legal entity and establish a new operating model.
2. Economic development, job creation & regeneration schemes	Progress local priority projects 1) Assessment of options & feasibility of extensions to existing Business Parks or new site, as appropriate 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. <i>Principal landowner voted in Nov 2016 to market several parcels of land but has subsequently agreed to defer the instruction.</i>
	2) 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	Increase number of applications received and processed this year – 5 grants awarded. Continuing interest in scheme from prospective applicants. Face to Face promotion of scheme undertaken with eligible retailers/service sector businesses in Wincanton, Bruton, Castle Cary and rural businesses emailed.
	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. Appointed Nov 2016, work commenced Dec 2016. Business consultations Jan- Feb. Initial reporting AEC March 2017. Final report due end March.
	Common Lane multi-user path	2017	Planning application submitted/approved On site commencement/ Completion route opened	PW CSAs	Work underway to prepare planning application – for submission April

	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. Solicitors 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.
	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 reviewed by planning consultant. Recommendation to update the plan to include allocation of land for housing agreed by QCPC.
3. Community-led planning & development	Support Neighbourhood Plan Wincanton	March 2017	Plan informed by needs identified, draft plan completed	TC	Draft plan completed. Reg 14 statutory local consultation complete and work to respond to consultee input is underway. Will be submitted to SSDC in April 2017.
	Support Neighbourhood Plan Castle Cary	March 2017	NDP completed	PW	Review of draft plan underway. Final liaison with advisor ahead of planning liaison to trigger statutory process (Reg 14 – 6 week local consultation) in parallel with SEA screening

	<p>Support parishes to carry out quality community research (inc Housing Needs Assessments) to prioritise & achieve planned projects or influence growth</p> <p>Bruton, M Port & K Mandeville (Refreshed Community Plans) Charlton Horethorne & Charltons (new plans) CaryMoor (Housing Needs Survey) .</p>	April 2017	Completed parish plans are endorsed at AEC	JD/TC	<p>Charlton Horethorne Community Plan completed and endorsed Oct 2016.</p> <p>Charltons Community Plan currently being drafted after a phase of consultation. Work on the plan was delayed slightly with the inclusion of a Housing Needs Survey. The plan will be completed by the end of April.</p> <p>Initial advice and guidance given to Marston Magna Parish Council to help them produce a Community Plan.</p> <p>Housing needs surveys supported in CaryMoor, Charlton Horethorne with some advice/support given to Pen Selwood and Babcary. Babcary Parish Council has decided not to proceed at this time.</p> <p>Bruton – Household survey has been analysed and the results are being used to draft the Plan. M Port proposing to complete Housing Needs Survey as part of Parish Plan refresh</p> <p>North Cadbury Parish Council has started work on a new plan for the Parish</p>
	<p>Comment on impact of significant planning applications</p> <p>Encourage parish engagement with applications and S106 negotiations</p> <p>Link community projects with locally available S106</p>	March 2017	<p>Clearer reporting of 106 investment projects to AEC.</p> <p>S106 annual statement in update of Ward profiles</p>	TC/JD/ PW	<p>Comments provided on 7 significant applications.</p> <p>Ward accounts with details of secured and expected S106 contributions at a parish level have been completed and distributed.</p>
	<p>Run a high quality access point & advice service for the public at Churchfield</p> <p>Support development of Town/parish led LICs</p>	Ongoing	<p>Annual report AEC</p> <p>To achieve 98% customer satisfaction rate</p> <p>Reduce cost whilst improving service offered</p>	HR/LD CSAs	<p>Customer Survey completed March 2017. Customer satisfaction for overall service provided and end of year figures being compiled to be reported verbally.</p> <p>Annual review of LIC activity is currently underway. This will trigger payment of £500 to each community-run LIC.</p>

4. Improve access to services & facilities to reduce inequality	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. Bid to Comic Relief for peri-natal mental health project was successful. Patrons group established and is generating funding towards targeted areas of work. The building is running at xx% capacity. Work to support accredited training delivered by The Growing Space planned subject to a successful GS bid to the Lottery.
	Audit of community-led youth work & youth opportunities in Wincanton, Castle 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 – to be completed by end of March. Initial concept design work done on an online directory in order to obtain costings. Funding sources identified. New youth club in Henstridge still going strong. Will target playdays and youth days in 2017 to other areas.
	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 Wincanton Community Partnership established to take this forward multi-agency work focussed on improving access to services to improve well-being. Work with SSCAT has progressed and consultation in local schools has been used to design new transport solutions to help young people access extra-curricular activities. King Arthurs School is currently using the CATBUS for a range of activities.

	<p>Improved community buildings</p> <p>Ilchester pavilion – initial feasibility work completed..</p> <p>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>Galhampton Village Hall received £751,000 from the Big Lottery towards a new village hall to be built Spring/Summer 2017.</p> <p>Emergency response to ceiling (asbestos) collapse at Brewham Village Hall.</p> <p>Improved heating and storage at Hadspen Village Hall. Advised on the next phase to extend the car park.</p> <p>Investigated the potential for the Wincanton Scouts to take over the David Sharp Centre but this was not taken forward.</p> <p>Bayford Mission Hall refurbished with support from AEC.</p> <p>Repairs to Sutton Montis Village Hall complete.</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>Annual Parish meeting held on 23 January 2016. 21 parishes were represented. The event, which was well received, focused on:</p> <ul style="list-style-type: none"> • Community Justice Panel • Lorry Watch scheme • Section 106 and CIL • Flooding and other difficult environmental issues <p>Full report was presented to AEC at the Feb meeting.</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.