

Area East Development Plan (2017-18) - Draft

Portfolio Holder – Councillor Nick Weeks

Team Lead – Tim Cook

This is what we do:

Work with communities, Councillors and service providers across our Area supporting the development of stronger communities, promoting economic vitality and helping to create better, more self-sustaining places to live and work



Who do we work with? *We work with the following services, agencies and organisations to achieve our priorities:*

1.	Somerset Skills & Learning, DWP, Job Centre Plus (local workforce training, job clubs and placements)
2.	SCC Youth & Community Service (funding source, DoE)
3.	SCC Adult Social Care
4.	SCC Highways (road safety improvement schemes and local highway maintenance)
5.	Fire Service (work with vulnerable people to prevent accidents)
6.	Avon & Somerset Constabulary (share base with neighbourhood policing team and work together to tackle antisocial behaviour)
7.	NHS Somerset (links to local doctors' surgeries)
8.	Environment Agency (flooding and Parish-led emergency planning)
9.	Community Council for Somerset (village hall and rural services advocacy and advice)
10.	Yarlington Housing Group / other housing providers in the area (neighbourhood management and funding support for community-led initiatives)
11.	Town & Parish Councils (joint work to deliver & fund local priority projects and plans)
12.	Parish & Community Plan Groups (joint work to deliver community priorities)
13.	Heart of Wessex Rail Partnership (support for station improvements in Castle Cary and Bruton)
14.	Local Chambers of Commerce/ business groups (joint work to promote local offer of market towns)
15.	Balsam Centre (Wincanton Community Venture) Healthy Living Centre, Conkers nursery (work together to support vulnerable local people)
16.	Somerset Rural Youth Project (support to address youth issues)
17.	CATbus (work together to develop local transport solutions)
18.	Schools in Wincanton, Bruton, Castle Cary and Milborne Port
19.	Heart of Wessex LEADER Programme (support for projects in Area East)
20.	Community Partnerships in Bruton & Wincanton

Our Priority Areas for 2017/18 are:

1.	Town centre & neighbourhood management
2.	Economic development, job creation & regeneration schemes
3.	Community-led planning & development
4.	Improving access to services & facilities to reduce inequality
5.	Effective democratic engagement

Service Standards for 2017/18 (our core work)

1. **Community Grants**

SSDC is committed to supporting community development and projects, for which we offer a range of grants. The standards that we expect to fulfil are:

- Grant application pack to be sent out within 48 hours of request
- Acknowledgment letter to be sent out within 3 days of receipt of application form
- Award letter and conditions to be sent out within 5 days of Scrutiny call in period

2. **Front Office**

The Council have staff available in the Area Office providing advice & guidance on all Council services, in particular:

- Verification and processing of housing benefit applications, including fast track applications
- Planning applications and decision notices are available to view, as are minutes of Area Committee meetings, which include planning decisions
- A Planning Duty Officer is available at Churchfield on Monday mornings

3. **Community Development and Regeneration**

SSDC's Area Development Team aims to:

- Answer all community development and regeneration queries and questions received within the timescales set by corporate service standards
- Offer advice and support to any community group within Area East wishing to produce a Parish Plan or Neighbourhood Development Plan
- Enable one business event and maintain regular contact with local business associations
- Respond to Sole Traders' and Companies' enquiries within the timescales set by corporate service standards
- Encourage participation and give at least 6 weeks' notice of workshops, meetings or consultations, which will always be held in accessible venues
- Ensure that communities are consulted and engaged with all of our major physical improvement projects through a communications plan
- Offer funding advice to local associations and voluntary groups and signpost to grant assistance for possible sources of funding
- Coordinate & arrange meetings & workshops in response to demand from AEC, Parishes & community organisations, which bring together key partners and community representatives to jointly tackle issues relating to the well being of residents in the Area
- Check our SSDC website pages once a month to make sure they are up-to-date and relevant
- Actively market the Area as a place to live and work, promoting key towns through communications plan

Service Action Plan: *Top level actions – more detail is within individual work programmes/project plans*

Priority Area	Action	Who	Resource	When	Outcome	Performance Measure
1. Town centre & neighbourhood management	Support local Chambers of Commerce and business associations in market towns	PW CSAs	14 days 5 days	Ongoing	Businesses continue to work together to share information and develop projects.	Report to AEC on project performance
	Business network event arranged	PW CSAs	4 days 10 days	Summer 2017		Report to AEC
	Tourist 'attractions' breakfast event arranged	PW CSA's		by Autumn 2017		Positive response on feedback forms
	Support projects which promote High Streets and encourage footfall. Investigate the appetite/cost etc for a Wincanton Food Fair	PW CSAs	2 days	July 17	A priority project agreed, resourced and ready to be delivered.	Report with proposal to AEC.
(a) Transfer of specific SSDC town centre assets to local Councils & support the disposal of unwanted assets	Complete the transfer of Castle Cary Market House	PW	6 days	July 2017	SSDC retains its most relevant assets & staff time is freed up for priority work	Asset transferred
	Progress the discussions about the transfer of assets inc. Dovecot Building & Car Parks in Bruton	HR	1 day	Sept 17	Decision on the future of assets in Bruton.	Report to AEC
	Discuss transfer of village car parks with relevant Parish Councils	PW	8 days	Dec 2017	Towns & Parishes control locally important assets if they wish to	Position agreed with each Parish

2. Economic development, job creation & regeneration schemes	Progress local priority projects	PW/ Economic Dev Team	Est 10 days To be prioritised & agreed corporately in conjunction with Economic Dev Team	March 2018	Improved supply of office/ workspace to help businesses form and grow in the Area	Reports to AEC
	1) Assessment of options & feasibility of extensions to existing Business Parks or new site, as appropriate					
	2) Develop work space/hub - following Lime Room pilot assess suitability for corporate funding	PW	Corporate regeneration funds £7,000 ring fenced to support research & development of work hubs in AE			Receipt of the Workspace Demand Study report Funding proposal developed for Regeneration Board
	3) Respond to any renewed interest from owners of WSG – Business Unit feasibility. - 3 days	PW	Unknown at this stage.	Not Known	Proper understanding of likely development costs to inform viability + pre-application	Outline planning application submitted
	Enhanced Retail Support Initiative in Wincanton & general RSI elsewhere in Area	PW CSA	12 days allocated capital & revenue funding	Ongoing	Fuller support package offered to new retailers, reduction in empty shops. Improve attractiveness of principal retail areas	Number & leverage of investment reported to AEC. Analysis of car park usage & vacancies to assist with targeting
	Support towns to take a full part in MTIG. Respond to the outcome of the Digital High Street	PW/TC/JD	8 days	Ongoing June 17	Improved digital presence for our Market Towns.	Attendance at MTIG meetings.
	Encourage eligible projects to bid for Heart of Wessex LEADER funding	ADT	10 days £6,778 ring fenced to support project development/ implementation	Ongoing.	Early support for prospective projects results in investment	Report on performance of programme to AEC April 2017
	Receipt of land & exercising option on car park at Waterside, Wincanton	PW	5 days Capital funding £30k	March 2018	Better maintenance of car parking and environment at Waterside	Post completion report

	Work with others to establish viability and obtain accurate costing for the potential south access to Bruton Station & associated footpath.	JD	3 days	March 2018	Completed feasibility study	Partnership report.
3. Community-led planning & development						
(a) Support parishes to carry out quality community research to prioritise & achieve planned projects or influence growth	Support work to produce new plans in: Marston Magna The Charltons Sparkford	JD TC JD/TC	5 days 2 days Up to 5 days	Mar 18 Sept 17 Dec 17	Improved evidence of need which can be used to enable a wide range of projects. Help communities gather evidence to achieve optimum development via policy SS2 in Local Plan.	Published Plans
	Support work to update community plans in : Bruton Milborne Port North Cadbury Kingsdon	JD JD/CSAs TC JD	2 days 5 days 2 days 2 days	July 17 Oct 17 Sept 17 Mar 18	Improved, current evidence of need which can be used to enable a wide range of projects. Help communities gather evidence to achieve optimum development via policy SS2 in Local Plan.	Completed parish plans are endorsed at AEC Published plans
(b) Support Towns and Parishes to take more of a lead in growth plans	Support NP groups in: Castle Cary Queen Camel Wincanton	PW TC TC	10 days 10 days 2 days	Ongoing Sept 17 Sept 17 June 17	Towns and Parishes have greater influence over the scale of growth and type of development required to improve sustainability and to meet local need.	Plans 'made' and incorporated into the LDF.

through Neighbourhood planning	<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>	ADT	Within existing resources	<p>March 2018</p> <p>Sept/ Oct 17</p>	<p>Community infrastructure improvements can be achieved more quickly with S106 adding value to wider investment.</p> <p>Clearer reporting of 106 investment projects to AEC.</p> <p>Ward Members & Parishes have better awareness of S106 monies</p>	Updated S106 annual statement sent to Towns/Parishes.
4. Improve access to services & facilities to reduce inequality	<p>Run a high quality access point & advice service for the public at Churchfield.</p> <p>Support development of Town/parish led LICs</p>	<p>HR/ LD CSAs</p> <p>TC/JD/CSAs 3days</p>	<p>(a) 149 days</p> <p>(b) £500/SLA</p>	Ongoing	<p>Improved customer experience & service.</p> <p>Integration of front desk services with other agencies.</p> <p>Improved access to local information and sign post advice</p>	<p>Annual report AEC</p> <p>To achieve 98% customer satisfaction rate.</p> <p>Reduce cost whilst improving service offered</p>
	Support Bruton & Wincanton Community Partnership to improve people's access to services & facilities	TC/JD	8 days	March 2018	<p>Improved communication amongst service providers and with local community.</p> <p>Coordinated approach to improving health and wellbeing.</p>	Projects supported. Progress report to AEC in March 2018
	Limington to Yeovil multi-user path - Assess local support for the scheme. Scope potential external funding opportunities. Reach conclusion about the feasibility and deliverability.	JD	5 days	Sept17	Conclusion on the future of the scheme.	Report to AEC on progress of scheme
	Support ongoing development of Wincanton Rec Trust and the Sports Ground/pavilion	TC	3 days	Oct 2018	Improved sustainability of the facility.	Report to AEC on progress

(a) Improved community buildings	Common Lane multi-user path	PW CSAs	12 days £5,500 SSDC budget 5 days	Oct 2017	Safe link established from Deanesly Way area to sports ground facilities. Planning submitted by June 2017	Route opened
	Respond to changes to rural transport provision. Support the SSCAT to develop new services and sources of income to secure the long term financial future of the scheme. Model a new approach to travel plans.	TC TC	5 days 2 days	March 2018	Long term sustainable rural transport provision to help a wide range of people access services and facilities.	Annual report to AEC.
	Create an area wide youth activity signposting tool to support parish information including websites.	JD/TC	5 days	June 17	Better promotion of existing resources, activities and facilities. Informed plans to address gaps identified.	Launch of the webpage.
	Support the delivery of the MUGA in Bruton	JD	3 days	Sept 2017	Improved access to youth facilities	Funding secured. MUGA completed.
	Support development of Balsam Centre services in response to local needs	TC	3 days	Ongoing	Delivery of high quality mental health programme to people in rural communities. Self-sustaining community-led healthy living services	Report to AEC
	New pavilion for Ilchester – Support the project to build stage.	JD	8 days Bid for external resources	March 2018	Full project plan and permissions to start the project.	Report.
	Sparkford Cricket Club – New pavilion – Support project to build stage	JD	5 days	March 2018	Full project plan and permissions to start the project.	

	Improvements to Milborne Port Town Hall to include access and potential for LIC service.	JD	5 days	Autumn 2017	Improved access and use of the facility.	
5. Effective democratic engagement	Arrange Annual Parish Meeting & workshops in response to demand from AEC, Parishes & community organisations	ADT Democratic Services Officer	Within existing staff resources	January 2018	A forum for debating important local issues & agreeing best solutions. Raise awareness of opportunities	Report to AEC

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.