

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action   | Priority | Comment   | Council Plan Action Status | Project Status | Lead Service / Officer       |
|---|----------|---|----------------------------|----------------|------------------------------|
| <b>Focus 1. High Quality Cost effective service</b>                         |          |   |                            |                |                              |
| C1.01 - Commence the delivery of the Transformation Programme               | H        | The programme board commissioned Ignite Consultancy to help the Council complete the blueprinting stage that sets out the high level implementation plan, technology requirement, staffing structure and benefits realisation. Detailed implementation began in the second half of the year.  | Completed                  | Ongoing        | Rina Singh*/<br>Alex Parmley |
| C1.02 - Set up Income Generation Board and develop prioritised action plan. | H        | The Income Generation Board was created in 2016.<br>Prioritised Action Plan:<br>The IGB met a number of times throughout the year to consider new opportunities for larger scale corporate investment and smaller service wide changes, both with the aim of creating new income streams for the council. Staff suggestions have also been welcomed at every meeting. A business plan template was developed to assist this process, a property and asset review is currently underway and due to report in July 2017, guidelines on investment and expected returns are under discussion and a number of projects are now either underway or being actively considered.  | Completed                  | N/A            | Laurence Willis              |
| C1.03 - Optimise council assets to increase use or receive income.          | M        | Utilisation of Petters House has increased compared to 2015/16<br>There is vacant space available at Churchfields, and there have been several commercial enquiries for space. Consideration has been given to a change of use and redevelopment for the Coach House situated in the grounds.<br>A hub is being considered for Lace Mill in Chard and at Petters House in Yeovil.<br>Somerton Doctors Surgery has been demolished and car parking created<br>Opportunities at the former Millers Garage site in Crewkerne are currently under consideration.<br>Burlingham Barn and the Four Follies at Barwick were and continue to be marketed for possible transfer with covenants to protect their historical | Completed                  | Ongoing        | Donna Parham*                |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action  | Priority | Comment  | Council Plan Action Status | Project Status | Lead Service / Officer       |
|--|----------|--|----------------------------|----------------|------------------------------|
|  |          | importance.  |                            |                |                              |
| C1.04 - Take a full role in the emerging Devolution discussions to ensure the best outcome for South Somerset communities.           | H        | SSDC is fully involved in devolution discussions. The seventeen member councils forming the Heart of the South-West partnership have agreed to continue to develop a productivity plan to submit to Government, together with governance arrangements which can identify a senior leadership role for the group in the absence of an elected Mayor. Following the changes in Government after the EU Referendum, the process of moving towards devolution has slowed. In March 2017, it was anticipated that final Productivity Plan will be approved and submitted in the autumn of 2017.   | Completed                  | Ongoing        | Rina Singh*/<br>Alex Parmley |
| C1.05 - Work with Sedgemoor District Council on the formation of a strategic alliance to increase influence, resilience and savings. | H        | As reported mid-year, a number of opportunities have been explored during the year. These included Exploring opportunities to work with an Energy Company; Setting up a lettings agency to manage private rented properties and the benefits this might bring to SDC with the Hinkley contract; Income Generation: Joint reports on progress; Development Company – exploring, and possible creation of future land supply through the Local Plan and Core Strategy; Joint response to Government Consultations agreed; Flood response agreement for mutual assistance and joint staff training being pursued; Investigating early notification of flooding alerts from the EA for sharing; Agreed to share specialist/expensive depot equipment and bidding for 'clean surrounds' contract.<br>HR protocol agreed to ensure that councils share job opportunities | Completed                  | Ongoing        | Rina Singh*/<br>Alex Parmley |
| <b>Focus 2. Economy</b>  |          |  |                            |                |                              |
| C2.01 - Engage pro-actively with the LEP to maximise investment in South Somerset.   | H        | Continued engagement has been maintained throughout the year-particularly through the Growth Deal Funding process where funding was secured for Innovation Centre phase 2 and the SCC iAero project. We have participated in workshops and consultations with the LEP on the Somerset Growth Plan refresh, the Productivity Plan and in preparation for the new Government Industrial Strategy where we have lobbied for emphasis on the Aerospace/rotary wing sectors and R & D.  | Completed                  | Ongoing        | David Julian                 |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action   | Priority | Comment  | Council Plan Action Status | Project Status | Lead Service / Officer |
|---|----------|--|----------------------------|----------------|------------------------|
| C2.02 - Progress key strategic projects such as Lufton 2000 and Chard Regeneration.         | H        | Regular Quarterly meetings of Lufton JV, but the market for employment land is still slow although enquiries have picked up in 2016/17.<br>Chard Town Centre Regeneration will enter a new phase in 2017 as we move to a community-driven approach to the development of the sites with SSDC taking on the role of developer to ensure delivery. Consultants recruited to assist with preparation of site options and appraisal. Project Manager to be appointed. CRS board has met quarterly throughout year and maintained negotiations with all landowners in CEDA. | Completed                  | Ongoing        | David Julian           |
| C2.03 - Agree a prioritised action plan to deliver local projects with Regeneration Boards. | H        | As per mid-term comments, the Action Plan has been refreshed and re-prioritised. Reports on progress made through Portfolio holder briefings (3 given in 2016). Chard Town Centre redevelopment will now be delivered through direct control of SSDC as the developer.   | Completed                  | Ongoing        | David Julian           |
| C2.04 - Progress the key infrastructure projects that unlock development.                   | H        | Situation ongoing with all projects as per mid-term comment. Progress in all cases is determined by viability, market conditions and (above all) the desire of the landowner to proceed. The refreshed action plan particularly reflects SSDCs ability to proceed with projects at this time.  | Not completed              | Ongoing        | David Julian           |
| C2.05 - Support district-wide roll out of superfast broadband.                              | M        | Contract for phase 2 was awarded in November 2016 with the coverage of the scheme due to be detailed and agreed in Spring 2017. Additionally CDS have indicated that they intend to run a new voucher scheme for more remote areas. Future course of action cannot be decided until geographical coverage is known and a decision by CDS on their voucher scheme has been made. Background research on the feasibility of a voucher scheme has been undertaken.  | Completed                  | Ongoing        | David Julian           |
| C2.06 - Progress work hubs in Chard and Yeovil.   | H        | Work hub trial at YIC is underway. Known as the 'Hive' it is prominently located near the entrance foyer. After a slow start, interest grew in early 2017. New tenants could be attracted to the YIC via the Hive.<br>The Chard Lace Mill Hub hosted several events for local businesses to gather evidence on what they need to prosper and grow. A business plan and a detailed marketing strategy have been produced  | Not completed              | Ongoing        | David Julian           |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action   | Priority | Comment  | Council Plan Action Status | Project Status | Lead Service / Officer |
|---|----------|--|----------------------------|----------------|------------------------|
|   |          | in collaboration with 5 local businesses. The Hub launch has been deferred to ensure co-ordination with the Chard regeneration scheme.   |                            |                |                        |
| C2.07 - Progress options to improve access /regeneration of Yeovil Town Centre.                                       | H        | The Yeovil Refresh is underway with consultants JLL now contracted. In addition to exploring uses and options for key sites within the town, traffic movement analysis and modelling is being undertaken as part of the refresh. Public realm and improved urban design are key considerations in the study.   | Completed                  | Ongoing        | Martin Woods           |
| C2.08 - Continue to promote and support intern and apprentice scheme.   | H        | Monthly meetings now being held with Director of Employer engagement (Yeovil College). We continue to promote apprenticeships to our businesses and support the College with their initiatives and ensure that Business/ College engagements are brokered where possible.  | Completed                  | Completed      | David Julian           |
| C2.09 Deliver a South Somerset food & drink promotional event.  | M        | The decision was made to run a series of smaller events rather than one large event, primarily to take advantage of an external funding stream and to explore a potential new outlet for the Local Food market.  | Completed                  | Completed      | David Julian           |
| <b>Focus 3. Environment</b>   |          |  |                            |                |                        |
| C3.01 - Decide on a new waste and recycling collection model in order to increase recycling and minimise costs.       | H        | The Council agreed the proposed changes to the current recycling model in December 2016. This decision was passed to the Waste Partnership for inclusion in a Waste Board meeting later the same month. It was unanimously agreed at the Board to proceed with the 'Recycle More' project, which is seen as the best opportunity to increase recycling and make budget savings over time. Negotiations began on implementation of the agreed waste and recycling collection model with the existing contractor; the next update on progress is expected at the Annual Meeting of the Waste Board in June 2017. | Completed                  | Ongoing        | Laurence Willis        |
| C3.02 - Maintain levels of street cleanliness and increase the joint work with parishes via the parish ranger scheme. | H        | Consistently maintained high levels of street cleanliness. The service currently runs four rangers who serve 21 parishes compared to 18 Parishes in the previous year. Some schemes are considering increasing the amount of time they purchase from the Rangers.  | Completed                  | N/A            | Chris Cooper           |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action  | Priority | Comment   | Council Plan Action Status | Project Status | Lead Service / Officer       |
|--|----------|---|----------------------------|----------------|------------------------------|
| C3.03 - Improve gateway to Ham Hill CP through road and high profile signage scheme.                 | H        | The tarmac road surfacing and line marking is complete, gravel car park entrances are repaired and the surfaces of the car parks themselves will be graded in the drier spring weather. The high profile signage scheme is yet to be completed, and needs to be resolved through discussion with the land owner during 2017.  | Not completed              | In progress    | Katy Menday                  |
| C3.04 - Increase visitor numbers (and YCP café income) via an exciting events programme.             | H        | A further 43 events were arranged and delivered by the ranger team across the district in the second half of the year, totalling 118 events for the year. A total estimated 11,281 participants attended these events. The V3 Yeovil project continues to generate interest in site, attracting new visitors & groups and the Ninesprings Café finished the year on a favourable variance of £27K due to the success and popularity of the site.  | Completed                  | N/A            | Katy Menday                  |
| C3.05 - Diversify volunteering opportunities to increase capacity for projects in all Country Parks. | H        | Practical conservation volunteering, Friends days and heritage restoration all continue to add to the donated volunteer days in the second half: Oct 253, Nov 286, Dec 229, Jan 253, Feb 271 and March 285 totalling 3,019 days donated to countryside projects across the year. This capacity has generated grant income for projects (through direct applications and as match funding), assisted on school visits, completed practical works to help deliver on Stewardship targets and kept site facilities open and operating 365 days a year. | Completed                  | N/A            | Katy Menday                  |
| C3.06 - Begin installing 4km of paths within our open spaces to improve 'access for all'.            | M        | Three of the four schemes planned (Howard road Yeovil, Millford park Yeovil, the Recreation ground in Norton sub Hamdon) have been delivered in the first half of the financial year.<br>The Alvington Open Space Pathway was installed in the second half of the year  | Completed                  | N/A            | Chris Cooper                 |
| C3.07 - With Somerset Rivers Authority (SRA), deliver the Enhanced Maintenance Programme.            | H        | A successful bid for £22,000 was agreed by the SRA for the 16/17 financial year and potentially for a further 4 years. A number of potential sites have been considered across the district, preliminary work has commenced to produce specifications for the enhanced maintenance which together with RAs will form the basis of prioritisation. This will involve negotiations with landowners. As members will be aware, it has not been possible to recruit a replacement engineer and the post remains vacant. This has resulted               | Completed                  | Ongoing        | Laurence Willis/<br>Ian Case |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action   | Priority | Comment  | Council Plan Action Status | Project Status | Lead Service / Officer |
|---|----------|--|----------------------------|----------------|------------------------|
|   |          | in the work needing to be fitted around the other duties of the engineering team. Despite this, a significant amount of work has been achieved and two items of work delivered on the ground. We have requested to carry forward the balance of £14k into 2017/18.   |                            |                |                        |
| C3.08 Deliver or enable a range of energy reduction projects  | M        | Front of house and dressing room lighting at the Octagon replaced by LED low energy bulbs. Cooling system to gym and small hall at Wincanton Sports centre replaced and waste heat reclaimed and fed back into pool hall. In Goldenstones, a new power correction unit will assist with reducing energy consumption, and waste heat from the electrical switchgear room is now fed into the pool hall ventilation. The Income Generation Board are exploring potential investment in small and large scale photovoltaic installations as well as battery storage to reduce our electrical demand from the grid and access grid balancing income streams. | Not completed              | Ongoing        | Keith Wheaton -Green   |
| <b>Focus 4. Homes</b>   |          |  |                            |                |                        |
| C4.01 - Increase housing supply to meet local needs by the agreed investment of £2.4m.                      | H        | Lease agreed with Stonewater Housing Association. Purchases of two larger units completed. Activities will now concentrate on pure income generation unless or until specific social need cases are identified/come forward.   | Completed                  | N/A            | Colin McDonald         |
| C4.02 - Contribute to the review of DFG effectiveness led by the Health and Wellbeing Board.                | H        | The review was completed and a report that recommended changes to the council's grant policy was taken to DX on 5th January 2017. Changes were agreed (see report: Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance, item 10 and minutes).   | Completed                  | N/A            | Alasdair Bell          |
| C4.03 - Work with partners to secure supported hostel and move on accommodation for vulnerable individuals. | H        | Direct access hostel secured until 31st March 2019. Work now underway to consider more appropriate premises and related services to support those undertaking a programme through the hostel provision.  | Completed                  | N/A            | Colin McDonald         |
| C4.04 - Continue to bring empty properties back into use.   | M        | Work progressed steadily to bring empty properties back into occupation, from October 2015 to October 2016 145 properties were brought back into use. 25 of those were from actively targeting the over 2 years empty list. Most 'easy wins' now dealt with. No enforced sales were required as the owners providing the desired outcome by  | Completed                  | Ongoing        | Alasdair Bell          |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action  | Priority | Comment   | Council Plan Action Status | Project Status | Lead Service / Officer |
|--|----------|---|----------------------------|----------------|------------------------|
|  |          | selling the properties, bringing them back into occupation.   |                            |                |                        |
| C4.05 - Continue to work with CSE on fuel poverty schemes.                                       | M        | The Centre for Sustainable Energy (CSE) offer a free energy advice line for SSDC residents providing advice on all free/low cost energy schemes available. We have continued to work with CSE on fuel poverty schemes on a number of fronts. CSE provided a detailed Home Energy Conservation Act (HECA) report on all energy conservation activity across the district. This will be available on our website 2017/18.   | Completed                  | Ongoing        | Alasdair Bell          |
| C4.06 - Promote Careline to increase take up and enable people to continue living independently. | M        | Total Careline alarms installed 2016/17 = 515<br>Total Careline customers at end March 2017 = 2,121 (net increase of 4 customers from March 2016).<br>Total referrals taken 642<br>Ongoing programme of advertising and promotion through a range of media and partnerships (Advertising spend for 2016/17 = £5,323).<br>Total Careline income for 2016/17 = £396,006 (increase of £12,339 from 15/16)<br>Total net Careline income 2016/17 = £188,172 (increase of £34,536 from 15/16) | Completed                  | Ongoing        | Alice Knight           |
| C4.07 - Develop a Lettings Agency project.   | M        | Discussions with landlords took place in 2016/17 and will continue in 2017/18. The proposed Business model will be reviewed in 2017/18 to accommodate the changes to housing benefit being made sooner than expected.   | Not completed              | Ongoing        | Kirsty Larkins         |
| C4.08 - Explore a landlord accreditation scheme.   | M        | This action was completed by end September 2016.  | Completed                  | Completed      | Alasdair Bell          |
| <b>Focus 5. Health and Communities</b>   |          |   |                            |                |                        |
| C5.01 - Support residents through national benefit changes including universal credit.           | H        | Benefit Cap multiagency event undertaken on 20 Oct 2016 and follow up sessions carried out. Appropriate advice and support provided to attendees.<br>Digital Support and Personal Budgeting Support for Universal Credit is in place for Full Service Universal Credit rollout in Chard area (October 2016). Preparations in progress for the rest of the district  | Completed                  | N/A            | Ian Potter             |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action   | Priority | Comment   | Council Plan Action Status | Project Status | Lead Service / Officer |
|---|----------|---|----------------------------|----------------|------------------------|
|   |          | (rollout on 19 April 2017).<br>Discretionary Housing Payment policy updated and approved by members (March 2017)  |                            |                |                        |
| C5.02 - Agree lease, refurbish and relaunch WLC Sport, Conference & Entertainment Facilities.   | H        | Lease agreed. Refurbishment work completed and services relaunched for Sport and Fitness Centre, and Conference and Entertainment Centre. Pavilion on schedule for completion by 30th May 2017.   | Completed                  | Ongoing        | Steve Joel*            |
| C5.03 - Deliver Healthy lifestyles projects inc Yr. 1 of project to deliver integrated interventions to those with diabetes and hypertension. | H        | CLICK into Activity continues in Chard, Crewkerne, Broadway and Ilminster. So far 293 inactive patients have accessed the project and there have been excellent preliminary results. Sport50 sessions set up as exit routes in Crewkerne and Ilminster. Preliminary evaluation from the University of West England has identified that out of the initial 249 inactive participants who had taken part in the project, 162 have moved into 1x30 minutes of sport and physical activity. | Completed                  | Ongoing        | Lynda Pincombe         |
| C5.04 - Transfer Castle Cary Market House to community.   | M        | Following approval of the transfer by DX in April 2016, negotiations are now well advanced with solicitors instructed to finalise the terms of peppercorn transfer with £45k dowry – anticipated summer 2017 completion.  | Not completed              | Ongoing        | Helen Rutter           |
| C5.05 - Enable enhancement of at least 8 play & youth facilities.   | H        | In 2016/17 The following 9 play and youth facilities were enhanced, exceeding our target of 8:<br>Cavalier Way Play Area, Yeovil; Lavers Oak Play Area, Martock; New Skate Park at Happy Valley, Crewkerne; Cale Park Play Area, Wincanton; Winterhay Lane Play Area, Ilminster; Chilthorne Domer Play Area; Wyndham Park Play Area, Yeovil Without; Kingston View Play Area, Yeovil; Monksdale Play Area, Yeovil.  | Completed                  | N/A            | Lynda Pincombe         |
| C5.06 - Support Huish Episcopi Academy community swimming pool project.   | H        | Funding package secured. Design Team appointed. Planning Application approved. Scheme tendered. Contractor not appointed. Scheme value engineered and re-tendered. Contractor appointment expected in June 2017, with works commencing in July 2017, opening January 2018.  | Completed                  | N/A            | Steve Joel*            |
| C5.07 - Work with partners on public sector hub in Yeovil.  | M        | The Somerset One Public Estates (OPE) bid resulted in a £100k grant for South Somerset. £60k for the secondment of a Project Manager from SCC for 18-months and £40k held by SSDC to fund the internal  | Completed                  | Ongoing        | Helen Rutter           |

## Appendix A Council Plan Annual Monitoring Report 2016/17

| Council Plan Action  | Priority | Comment   | Council Plan Action Status | Project Status | Lead Service / Officer |
|--|----------|---|----------------------------|----------------|------------------------|
|  |          | and/or external costs of preparing and costing the building proposals for Petters House and the Chard option. Work began in Yeovil and Chard in January 2017. Project governance arrangements have been aligned with Transformation. Links have also been formed with the wider property review and the town centre regeneration projects.  |                            |                |                        |
| C5.08 - Support at least 50 community projects.                          | H        | In 2016/17 we supported a total of 111 Community projects (East - 38; North - 23; South - 28; West – 22).<br>Our support for community projects includes: giving advice on project development and funding, issuing grants, printing and supporting events.   | Completed                  | N/A            | Helen Rutter           |
| C5.09 - Prepare a plan to develop & deliver leisure facilities in Chard. | H        | One member of the action group has established a series of Club Matters workshops to help sustain Chard area sports clubs and enable them to share good practice. Support provided to SCC to reassess repairs and maintenance requirements at CRESTA pool. Following a local campaign, SCC has set aside £150,000 to improve the current pool. Work to secure additional land for football pitches in Chard continues. The Holyrood Academy AGP has been resurfaced for some financial support from SSDC. Chard Rugby Club now has a clear vision for the enhancement of their Crewkerne Road site; supported in the Council's emerging Playing Pitch Strategy. Streetscene has been instructed to clear Plot 5 (Chard Business Park) prior to this summer to establish a small flat kickabout area until a new play area can be established in the future. | Completed                  | Ongoing        | Lynda Pincombe         |

\*Responsible officer has left the authority