

## Appendix 1

### Place & Performance – Communities Area East Development Service Plan 2015-16

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: <i>Top level actions – more detail is within individual work programmes/project plans</i>					
Priority Area	Action	Target Date	Milestone	Lead Officer	Current Progress
1. Town centre & neighbourhood management	Transfer of Castle Cary Market House to local ownership	April 2016	Completion of asset transfer agreed via AEC/DX	PW CSA	Internal discussions and joint negotiations in hand working towards a Spring 2016 transfer subject to reaching agreement on terms
	Support “Town Teams” in market towns with projects that enhance attractiveness of High Streets	Ongoing 2015	Report to AEC on project performance	PW/JD CSAs	MTIG successful application (£22,000 Riverside Walk project in Bruton complete)
	Help to resolve local problems by forming short life, solution focused action groups as required	Ongoing 2015	Report to AEC annually	HR	The Deansley Way group is nearing completion of its work and this model can be replicated to respond positively to other problems
	Transfer of specific SSDC town centre assets to local Councils if required	Ongoing 2015	Assets transferred, agree way forward Report to AEC annually	HR	Closed toilets in Bruton and Wincanton have been sold. Next local facility to be considered for transfer are small car parks
	Encourage take up of business rates relief schemes	Autumn 2015	Report to AEC	CSAs	Leaflet delivery and follow up ‘phone calls made to all areas. Ongoing for new businesses
2. Economic development, job creation & regeneration	Project to establish land/ business premises not currently being marketed and bring these to market	Sept 2015	Test the hypothesis that more land & premises can be brought to market	PW	Methodology drafted for further discussion and agreement

schemes	Bring forward further workspace in Wincanton & Castle Cary (corporate ED programme)	March 2016	Specified in project plan	PW	Discussions about employment land at Torbay Rd underway. Needs in Wincanton & castle Cary being considered via Neighbourhood Plans with involvement from Spatial Planning and ED	
	Improvement of Wincanton High Street a) Feasibility work to attract significant new retailers/other attractions to Wincanton High St (corporate ED programme)	March 2016	As set out in project plan Report to AEC	PW	Prioritisation of this work will be done through Districtwide ED work programme	
	b) Enhanced Retail Support Initiative in Wincanton & general RSI elsewhere in Area	Ongoing	Number & leverage of investment reported to AEC	PW CSA	Current operating criteria agreed AEC in June 2015: <ul style="list-style-type: none"> <li>April 2015 to October 2015 – 4 grants awarded</li> <li>Current unallocated budget: Revenue - £7,525 Capital - £1,212 Winc Top-up - £8,700</li> </ul>	
	Encourage eligible projects to bid for Heart of Wessex LEADER funding	Ongoing	Report on performance of programme, AEC March 2016	ADT	The programme was launched nationally 14 <sup>th</sup> October. A local call for bids anticipated November when all scheme detail authorised by RPA. The team will assist with identifying & supporting projects and a number are expected.	
	Project feasibility for a work/retail incubation unit within Area	March 2016	Report to AEC	PW	Broad allocations approved October 2015. Hot desks being established in Churchfield and demand study being initiated.	
	Common Lane multi-user path	2016	Route opened	PW CSAs	Survey work completed for planning application	
	Help each of the market towns to market & promote themselves	March 2016	Marketing report to AEC annually	PW/JD/ TC	Brand 'Bruton' – new website, step into Bruton leaflet, new logo for the town, completed. Wincanton -Support for high profile events (Wincanton	

					Carnival etc) to promote the town. Castle Cary - MTIG application pending for new Gateway signs. Dedicated Marketing & Promotions Manager working for CCTC	
	Limington to Yeovil multi user path	March 2016	Report to AEC on progress of scheme	JD	Steering group in place, project feasibility & business plan progressing, 3 parishes engaged. Project costs completed (awaiting permission form land owner)	
	Receipt of land & exercising option on car park at Waterside, Wincanton	March 2016	Report to AEC & DX	PW	Ongoing liaison with landowner to bring forward negotiated settlement	
3. Community-led planning & development	Completion of Queen Camel Neighbourhood Plan	March 2016	Final Report and lessons from Front Runner AEC/DX	TC CSAs	The draft plan is complete & is with the Parish Council for consideration. A workshop is planned to help the PC address questions & issues with the content of the plan	
	Support Neighbourhood Plan Wincanton	March 2016	Plan informed by needs identified, draft plan completed	TC	The project group has analysed existing information & held open consultation events to develop strategic objectives, which have now been agreed. Wincanton Town Council is in the process of raising funds to employ a planning consultant to begin to help develop planning policy	
	Support Neighbourhood Plan Castle Cary	March 2016	NDP completed	PW	Research well advanced by NDP Group. Draft document in development. Two consultation events held.	

	Support Towns & Parishes to carry out quality community research (inc Housing Needs Assessments) to influence or achieve planned projects and growth	Ongoing	Completed parish plans are endorsed at AEC	TC/JD/ CSAs	<ul style="list-style-type: none"> <li>Charlton Horethorne – having explored the option of producing a Neighbourhood Plan, the parish council has started work on a community plan and housing needs survey. They have established a steering group &amp; have distributed a household survey &amp; housing needs survey.</li> <li>The Charltons – Steering Group have gathered views on a range of subjects through the main household survey &amp; are now analysing the responses &amp; drafting the plan</li> <li>Marston Magna &amp; Sparkford have expressed an interest in researching local need/producing a plan.</li> <li>Bruton &amp; Milborne Port have expressed an interest in refreshing their plans</li> </ul>	
	Maximising the benefits of growth – monitoring & enhancing project delivery S106 parish accounts	March 2016	Clearer reporting of 106 investment projects to AEC	ADT	Draft template of a parish account has been produced.	
	Support Parish Plans	March 2016	Completed Plans endorsed at AEC	TC/JD	See above. Henstridge & Hadspen plans endorsed by AEC August 2015	
4. Improve access to services & facilities to reduce inequality	(a) Run a high quality access point & advice service for the public at Churchfield	Ongoing	(a) To achieve 98% customer satisfaction rate	HR/LD CSAs	(a) Customer Survey completed September 2015 – 99% satisfaction for overall service provided	
	(b) Support development of Town Council led LICs		(b) Reduce cost whilst improving service offered	JH/JD	(b) Renew/update SLAs – Wincanton & C Cary completed in the summer & Bruton visit planned for November. Also half-yearly visits undertaken to update literature/resources	
	Support development of Balsam Centre services in response to local needs to improve its sustainability	March 2016	Meet targets in Development Plan	JD	Working with Balsam Centre to establish new tools to support performance monitoring & JD to book a cost benefit analysis training session for the Centre	
	Support community-led youth work & youth opportunities	March 2016	Annual report to AEC	TC/JD	Key Projects Team agenda item in December to focus on issues in C Cary, Bruton & Wincanton	

	Development of Henstridge Templecombe and Milborne Port youth work programme				Somerset Rural Youth Project commissioned to work in Henstridge/Templecombe. Report on outcomes requested	
	Explore potential for community/leisure hub facilities across the towns/villages of East Somerset	Dec 2015	Report to AEC Jan 2016	ADT	Work to start December	
	Development of Wincanton Hub to improve people's access to services & facilities	Ongoing	Report to AEC	TC CSAs	Physical improvements to Memorial Hall bus shelter complete. Working with Job Centre Plus on mapping transport arrangements of clients from Area East to develop better transport solutions. Also working with King Arthurs (& potentially Ansford) on increasing access to extra-curriculum activities through use of community transport	
	New and improved community buildings – intensive support to gain sound feasibility that guides development and funding package	Ongoing	At least 2 buildings helped to build ready stage. Report annually to AEC	TC/JD	Working with Bruton Parish Council to develop feasibility study/business plans for new pavilion building. Working with Milborne Port to support the current village hall	
	Master plan for Jubilee Park, Bruton	Ongoing	Annual Report to AEC	JD	Working with steering group to get some initial scoping plans drawn up. This will include the new pitch layouts, proposed pavilion, play park & new MUGA	
5. Effective democratic engagement	Arrange annual parish meeting & workshops in response to demand from AEC, Parishes & community organisations	March 2016	Report to AEC	HR	To be arranged in Feb 2016	

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.