

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 completed for Spring 2016 approval. Verbal update will be given at DX	
	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) Castle Cary progressed Gateway signage project without need for MTIG funding. Further signage project under consideration	
	Help to resolve local problems by forming short life, solution focused action groups as required	Ongoing 2015	Report to AEC annually	HR	The Deanesly Way group is nearing completion of its work and this model can be replicated to coordinate a multi-agency response to resolve	
	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 have been sold for use with community benefit. Closed toilets in Wincanton, sold pending finalisation of legals. Discussions initiated on possible transfer of 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. Training for CSAs in April 2016	
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 agreed and letters sent Jan 2016 to all parishes - 6 responses received. Further report to AEC in June 2016	

schemes	Bring forward further workspace in Wincanton & Castle Cary (corporate ED programme)	March 2016	Specified in project plan	PW	Needs in Wincanton & Castle Cary being considered via Neighbourhood Plans with involvement from Spatial Planning and ED. Projects to be agreed via the new Regeneration Boards	
	Improvement of Wincanton High Street a) Feasibility work to attract significant new retailers/other attractions to Wincanton High St (corporate ED prog)	March 2016	As set out in project plan Report to AEC	PW	Prioritisation of this work will be done through Districtwide ED work programme/Area Regeneration Boards. ED advising that there is not commercial demand in present climate	
	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>6 grants awarded 2015-16</li> <li>Current unallocated budget:</li> </ul> Revenue £6534; Capital £1212; Winc Top-up £8400	
	Encourage eligible projects to bid for Heart of Wessex LEADER funding	Ongoing	Report on performance of programme, AEC April 2016	ADT	The programme was launched nationally 14 <sup>th</sup> October. A local call for bids made in November when all scheme detail authorised by RPA. The team is assisting with identifying & supporting projects and a number are expected in 2016. See separate report	
	Project feasibility for a work/retail incubation unit within Area	March 2016	Report to AEC	PW	Broad allocations approved October 2015. Hot desks in Churchfield going live in May. Methodology drafted for demand study to be undertaken May 2016	
	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	JD/TC/ PW	Brand 'Bruton' – new website, step into Bruton leaflet, new logo for the town, completed. Wincanton – Re-launch of the Carnival was successful. Currently supporting a group planning a Festival for the town. Supporting and encouraging the Town Council and others to maximise positive news stories. 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. Landowner's permission granted. Initial approval for SCC Small Improvement Scheme (SIS) – delivery subject to SSC's timetable	
	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	Process has stalled as a result of changes to the membership of the Parish Council. Full report given to AEC in February.	
	Support Neighbourhood Plan Wincanton	March 2016	Plan informed by needs identified, draft plan completed	TC	Wincanton Town Council has engaged the services of a planning consultant to support the project group to draft the Neighbourhood Plan. Good progress is being made, the evidence base has been strengthened and a number of key supporting documents have been produced. A more detailed report was given to AEC in February.	
	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 – Household survey and Housing Needs survey have been completed and analysed. Results have been used to produce draft policies that are to be presented to the Annual Parish Meeting on 20<sup>th</sup> March</li> <li>The Charlton's – Steering Group is currently planning a feedback event to present findings of research and consultation</li> <li>Sparkford Parish Council has completed a Household Survey which is currently being analysed</li> <li>Marston Magna have expressed an interest in researching local need/establishing priorities with a plan</li> <li>Officers are working with groups in Bruton &amp; Milborne Port to design a process that will help update their priority projects via community 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. Charlton Horethorne Plan is likely to be presented to AEC for endorsement in June/July 2016.	
4. Improve access to services & facilities to reduce inequality	(a) Run a high quality access point & advice service for the public at Churchfield (b) Support development of Town Council led LICs	Ongoing	(a) To achieve 98% customer satisfaction rate (b) Reduce cost whilst improving service offered	HR/LD CSAs JH/JD	(a) Customer Survey completed September 2015 – 99% satisfaction for overall service provided. End of year figs being compiled to be reported verbally (b) Renewed SLAs complete – Wincanton, C Cary & Bruton SLAs awarded	
	Support development of Balsam Centre services in response to local needs to improve its sustainability	March 2016	Meet targets in Development Plan	JD	New 5-year mental health service launched “Like Minds” with Lottery and local funding. 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  Development of Henstridge Templecombe and Milborne Port youth work programme	March 2016	Annual report to AEC	TC/JD	Reported to AEC March 2016 on current provision.  Volunteer-run Youth Club established in Henstridge with strong local support.	
	Explore potential for community/leisure hub facilities across the towns/villages of East Somerset	Dec 2015	Report to AEC Jan 2016	ADT	Not yet started, priority for Summer 2016	
	Development of Wincanton Hub to improve people’s access to services & facilities	Ongoing	Report to AEC	TC CSAs	Individual strands of work (Job Centre, Youth etc) are progressing and will inform a revised CAT bus bid to the Lottery. Work has started on the Symphony Pilot for Wincanton which will improve access to facilities and activities to improve health and wellbeing through better partnership working.	

	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	Galhampton Village Hall supported by the Big Lottery to develop plans for a new hall. Planning application for the final scheme is to be submitted shortly. Working with Bruton Parish Council to develop feasibility study/business plans for new pavilion building. Working with Milborne Port to prepare improved plans for 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	Held 26 <sup>th</sup> January 2016. 18 parishes were represented. The event, which was well received, focused on: <ul style="list-style-type: none"> <li>• Streetscene</li> <li>• Resourcing your projects</li> <li>• Section 106 and CIL</li> <li>• Running a successful social enterprise</li> </ul>	

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