

Appendix 1

**Place & Performance  
Area Development West Service Plan 2016-2017**

Portfolio Holder – Councillor Carol Goodall

Team Lead – Zoe Harris

Assistant Director – 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

<b>Service Action Plan: Top level actions – more detail is within individual work programmes/project plans</b>				
<b>Action</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Outcomes to be achieved this year</b>	<b>Current Progress</b>
Provide support and encouragement for the development and implementation of the Chard Regeneration Scheme Programme, and in particular;	Dylan Martlew	As agreed	Support provided to assist delivery of Town Centre and CEDA developments and any other elements of the scheme as required	Performance is reviewed by the CRS board
– to explore feasibility of project(s) to address risks to viability of prominent town centre buildings and improve the offer to residents and visitors.	Dylan Martlew	April 2017	Feasibility study provides details of appropriate options for CRS board to consider	Work ongoing
– to prepare outline business case for business incubation project using vacant space in Holyrood Lacemill.	Dylan Martlew	April 2016	Business case approved and first stage of project underway.	See Area West Committee report November 2016 2 consultation events held early December
– To support the development of the Stop Line Way as a sustainable cycle route and footpath	Dylan Martlew	September 2016	Deliver a legal agreement for creation of the SLW from Chard to at least part way to the B3162 at Forton.	Legal agreement being drawn up

Continue to support the development of the Chard Town Team	Dylan Martlew / Alison Baker	On going	A financially independent Town Team with an active programme of events and activities to support business and footfall in the town centre.	Support being given on Governance and Action Plan
Grant Support to Chard Tourist Information Centre and Crewkerne and Ilminster Local Information Centres	Alison Baker Zoe Harris/ Dylan Martlew	Annual	Service Level Agreement covers promotion to visitors though the Town Centre based TIC & LICs	SLAs being reviewed
Work with A Better Crewkerne and District (ABCD) to create and develop the 2015-2025 Community Plan.	Zoe Harris	April 2017	Public consultation, data analysis, research, design of action plans and publication.	Community Plan recently published and results distributed. Working groups set up
Provide support for the development of arts and entertainment projects devised by the Creative Crewkerne group	Zoe Harris	Annual events	More events held to promote Crewkerne and bring people together, building on successful development from Theatre in Shops (2014) onwards	Supported the delivery of 3 events in 2016
Work with the Ilminster Forum to create the new Community Plan for the town.	Zoe Harris	April 2017	Public consultation, data analysis, research, design of action plans and publication.	Data analysed report in progress
Provide advice to community groups to assist access to SSDC and other sources of funding.	Zoe Harris/ Dylan Martlew	As needed	Community Groups received appropriate advice and apply for funding from SSDC (Area West Committee) and other sources	Advice and support given to 26 groups
Attend the Blackdown Hills AONB Officers group and oversee funding arrangements as agreed	Zoe Harris	3 x per year	Support the work of the BHP, especially in South Somerset.	Progress report will be made to committee December 2016
Attend Making it Local Executive group meetings ( ZH only) and provide advice to potential applicants	Zoe Harris/Dylan Martlew	On going	Support the development of project ideas and plans as required.	2 applicants, both received grants
Assist Henhayes Centre to develop and action a fundraising strategy to fund major improvement works	Zoe Harris	April 2017	Support the development of project ideas and plans as required.	70% of funding now in place, on track to secure all funds by April 2017

Provide support and advice for Haselbury Plucknett Village Hall project	Zoe Harris	April 2017	Support the development of project ideas and plans as required.	Ongoing work	
Support Parish Planning	Zoe Harris/ Dylan Martlew	As needed	Appropriate support is made available to Parish Councils to undertake PP development	3 parish plans supported in 2016	

In addition, the service will take action to deliver key corporate strategies, comply with corporate policies, deliver savings, monitor performance, review and monitor complaints and manage risk.