

**Appendix 1**

**Place & Performance – Communities  
Area East Development Service Plan 2017-18**

Portfolio Holder – Councillor Nick Weeks

Manager – Tim Cook (Locality Manager)

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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<b>Service Action Plan: Top level actions – more detail is within individual work programmes/project plans</b>						
Priority Area	Action	Target Date	Milestone	Lead Officer	Current Progress	
1. Town centre & neighbourhood management	Support local Chambers of Commerce and business associations in market towns	Ongoing	Report to AEC on project performance	PW	Ongoing liaison with business organisations. Fledgling business network now established in Castle Cary. Potential for Area East to provide seed-corn funding to develop organisations subject	
	Business network event arranged	Summer 2017	Report to AEC	PW	Successful event arranged November 2017	
	Tourist 'attractions' breakfast event arranged			PW	Liaison with principal tourist attractions over key issues – A303	
	Support projects which promote High Streets and encourage footfall. Investigate the appetite/cost etc for a Wincanton Food Fair	July 2017	Report with proposal to AEC.	PW/ED CSAs	Wincanton Town Centre now a corporate project. Brief finalised & consultants due to submit proposals for work by mid April. Preliminary work underway for a Districtwide food fair at the racecourse - to be organised in conjunction with ED	

	Complete the transfer of Castle Cary Market House	Ongoing	Asset Transferred.	PW	HOTS largely agreed. CCTC now have a solicitor acting and legal work underway
	Progress the discussions about the transfer of assets inc. Dovecot Building & Car Parks in Bruton	Re-programmed 2018-19	Report to AEC.	JD/PW	BTC expressed interest in CAT on several town assets. Familiarisation visit to sites with Property & Development Manager
	Discuss transfer of village car parks with relevant Parish Councils	Re-programmed 2018-19	Position agreed with each Parish.	JD/PW	Discussion between property team and Mudford PC
2. Economic development, job creation & regeneration schemes	Progress local priority projects 1) Assessment of options & feasibility of extensions to existing Business Parks or new site, as appropriate	March 2017	Reports to AEC	PW	Proposals taken to Regen board but Town Centre work prioritised. LPR Issues & Options work suggests sites south of A303 so more opportunity for market to respond if included through LPR process
	2) Develop work space/hub - following Lime Room pilot assess suitability for corporate funding	March 2018	Workspace Demand Study completed.	PW	Pilot completed. Space available & marketed through networks & press during 2016 & 2017. Limited regular use. Existing bookings continue but no recent marketing in light of property review
	3) Respond to any renewed interest from owners of WSG – Business Unit feasibility. - 3 days	March 2018	Outline Planning submitted.	PW	Changes to committee in recent months. Now in a position to re-engage. Meeting set-up for April
	Enhanced Retail Support Initiative (RSI) in Wincanton & general RSI elsewhere in Area	Ongoing	Number & leverage of investment reported to AEC. Analysis of car park usage & vacancies to assist with targeting	PW CSA	Six awards during the year for projects totalling £14,863. Full report on RSI and car park occupancy to AEC May

	Support towns to take a full part in MTIG. Respond to the outcome of the Digital High Street	Ongoing.	Attendance at MTIG meetings.	PW	Area East towns usually represented at meetings held three times a year. Digital audits undertaken for towns and new funding programme under development. Wincanton to host next meeting
	Encourage eligible projects to bid for Heart of Wessex LEADER funding	Report June 2018	Report on performance of programme to AEC April 2017	ADT	Limited demand for enabling funding from AEC. In year review with some AEC funds re-allocated
	Receipt of land & exercising option on car park at Waterside, Wincanton	March 2017	Post Completion report.	PW	Land now transferred. Environmental improvements to be programmed later 2018
	Work with others to establish viability and obtain accurate costing for the potential south access to Bruton Station & associated footpath.	2017	Complete feasibility study.	JD CSAs	Feasibility study complete. Local discussions underway to look at preferred options which will then be costed.
3. Community-led planning & development	Support work to produce new plans in: Marston Magna The Charltons Sparkford	March 2017	Completed parish plans are endorsed at AEC	JD/TC	Community Plan for the Charltons completed and endorsed at the March AEC meeting.  Work in Marston Magna is ongoing. Sparkford considering the need for a NP. Going forward support for this work to be drawn from other Areas/outourced
(a) Support parishes to carry out quality community research to prioritise & achieve planned projects or influence growth	Support work to update community plans in : Bruton Milborne Port North Cadbury Kingsdon	March 2017	Completed parish plans are endorsed at AEC	JD/TC	Plans completed and endorsed for Bruton and North Cadbury.  Going forward support for this work to be drawn from other Areas/outourced

<p>(b) Support Towns and Parishes to take more of a lead in growth plans through Neighbourhood planning</p> <p>4. Improve access to services &amp; facilities to reduce inequality</p>	<p>Support NP groups in: Castle Cary Queen Camel Wincanton</p>	Ongoing	Plans 'made' and incorporated into the LDF.	PW	<p>Wincanton NP 'made' after positive referendum result. Further work undertaken by Queen Camel to assess future housing requirement &amp; prospective employment sites</p> <p>Castle Cary – Regulation 14 statutory consultation complete - draft plan currently being consulted upon</p>
	<p>Comment on impact of significant planning applications.</p>	Ongoing	Greater understanding of community impact of planning applications	PW	Not prioritised but responses made to 4 significant/sensitive applications in 2017
	<p>Encourage parish engagement with applications and S106 negotiations.</p>	April 2017	First ever parish accounts prepared, detailing S106 contributions	PW/TC/ JD	Accounts issued May 2017 and due to be updated shortly
	<p>Link community projects with locally available S106</p>	Ongoing	Establish priority for projects to draw against S106 funds when they become available	PW	Fairfield project in CC drawing on S106 held by SSDC. Liaise with town & parishes to agree priorities – review as projects 'go live'
	<p>Run a high quality access point &amp; advice service for the public at Churchfield</p>	Ongoing	Annual report to AEC To achieve high level customer satisfaction	DH	Usage figures to be updated verbally at the meeting
	<p>Support development of Town/parish led LICs</p>	Annually	Cost efficient quality service	JH	LIC visits completed. Further work required identified to support volunteers to engage in the digital agenda.
	<p>Support Bruton &amp; Wincanton Community Partnership to improve people's access to services &amp; facilities</p>	Ongoing	Projects supported. Report to AEC on progress.	JD	Support given for successful work to make Wincanton a Dementia Friendly town. Potential for SSDC staff to benefit from this training too. New project to encourage parents to read with children.

(a) Improved community buildings	Limington to Yeovil multi-user path - Assess local support for the scheme. Scope potential external funding opportunities. Reach conclusion about the feasibility and deliverability.	Sept 2017	Conclusion on viability of the scheme.		Despite numerous attempts to get this project off the ground, it has been difficult to find a local sponsor or organisation to take it forward. Quotes for a solution provided by SCC are very high due to the specification. Other solutions are possible but will require a local group to take this forward.
	Support ongoing development of Wincanton Rec Trust and the Sports Ground/pavilion	Oct 2018	Report to AEC.	TC	Governance review completed and support given to establish a new CIO to take on the management of the facility. Post created to manage the site and generate income through promoted activity. Further work required to look at financial sustainability through a new business plan.
	Common Lane multi-user path	March 2017	Planning application submitted May 2018 Route available 2019	PW	Route agreed subject to consultation with land owners.
	Support the SSCAT to develop new services and sources of income to secure the long term financial future of the scheme.	March 2017	Annual report to AEC.	TC	AEC received a report on the outcome of a request for PC & TC financial support for SSCAT in March.
	Model a new approach to travel plans	Re-programmed 2018-19	March 2018.	TC	Research work will now commissioned as an area priority.