


# Appendix A

## Area West Chapter 2019/20

Green = Completed  
Amber = on target  
Red = likely to continue into next year

Project description	Lead Officer	Lead Service	Qtr 1 Overview	Qtr 2 Overview	Qtr 3 Overview	Progress
<b>Economy</b>						
Attract tourists and increase spend in and visits to the area and wider district	Katy Menday	Leisure & Recreation	Partnership arrangement with Visit Somerset Destination Management Organisation (DMO) finalised. New brochures, web content and analytics coming forward in second quarter to inform service planning and to support businesses. 2019 Visit South Somerset and Somerset Gardens brochure publicised and distributed nationally.	South Somerset Director appointed to the Board of Visit Somerset. New 2020 County wide Gardens leaflet being prepared and support for 2020 destination publication with Visit Somerset underway. LIC and Community museum visits completed by Tourism officer.	Tourism Officer supporting museum to engage with SW Heritage Trust. Gardens leaflet being prepared for 2020 to include Cricket St Thomas gardens. Web brief for new tourism web ages prepared for issue in January to better reflect the diverse destination of South Somerset.	
Continue to support individual businesses and associations/Chambers of Trade/Town Teams	Peter Paddon	Economy	Included in the new key account management activity which has commenced in Q1.	Included in the new key account management activity.	Engaged 14 Area West businesses in one to one meetings through key account activity.	
Supporting rural diversification	Peter Paddon	Economy	Rural businesses are part of the key account activity, which will include diversification.	Rural businesses are part of the key account activity, which will include diversification.	Work commissioned looking at rural businesses including diversification.	
Maintain pressure to deliver the Stop Line Way	Adrian Moore	Locality	Initial discussions with stakeholders held. Work ongoing. Knowle St Giles project (see Appendix A)*	Work ongoing to integrate project with other council priorities and policies.	Ongoing work to raise the profile of the Stop Line Way through new links within SSDC and the Chard Regeneration Programme and with The Blackdown Hills AONB. Research via seminars, history archives and links with Universities. Site visits and links made with national trail and public access project delivery consultants.	
Complete gateway highway improvement scheme - Chard Fore Street	Rebecca Mc Elliot	Commercial Services & Income Generation	External funding identified and some secured. Permissions required.	Funding secured - Area West and Chard Town Council. Due to public realm strategy being completed during 2019 and the High Street HAZ bid to Historic England, decision taken to wait until strategy is finalised and then agreed scheme will be taken forward. Will form part of the Chard Regeneration Scheme programme of public realm improvements.	Chard bid for HAZ funding was successful. Funding agreement for High Street HAZ due to be signed in Spring 2020. Work will commence by the end of 2020 on the Gateway project once Hydrock have fully developed and costed the project and all approvals are received (such as SCC)	
<b>Environment</b>						
Support the completion of the Neighbourhood Plan in Ilminster	Anna-Maria Lenz	Strategy & Commissioning	Plan progressing. There is currently a call for sites until the 1st July and a questionnaire which can be completed.	Had a recent meeting with the consultants that are undertaking the NHP and comments made on draft documents that were shared, no further update at this stage	No update at this stage; we are providing supporting information as requested.	
Promote opportunities for enhanced service delivery through SSDC Environmental Services offer including parish warden scheme	Tim Cook / Chris Cooper	Locality / Environmental Services	Promotion ongoing through conversations with Town and Parish councils and through the Annual Parish Meetings intended for the Autumn	Annual Town & Parish meetings arranged for October 19	No further update	
Develop Chard Reservoir as a destination	Katy Menday	Leisure & Recreation	New interpretation boards installed with help of volunteer team. Opening of woods to dogs on leads confirmed from July to enable visitors with dogs to walk more of the site. Visitor survey completed and results being analysed to assess visitor opinions. Research into provision of a small visitor space commenced with a view to providing accessible public toilets.	Successful and well received public events ran throughout summer (400 attendees) with support of site volunteer team. New totem pole erected with support of local primary school.	Volunteer team have secured 400 tree whips for planting in January / Feb to further enhance habitats and outside learning spaces at the reserve. Woodlands were opened to dogs on leads to make site more accessible for dog owners; good success with few issues. Some small negative publicity far out weighed by positive use and comments.	
Continue to support The Blackdown Hills AONB	Adrian Moore	Locality	Locality Officer attendance at AONB meetings. E6k partnership funding for 2019/20 and adoption of AONB 5 year management plan agreed by Area West Committee	E6k funding paid. Ongoing attendance at AONB officer meetings. AONB group are seeking lottery funding towards a health and wellbeing project that will include Chard.	Ongoing attendance at AONB officer meeting. Committee report prepared for January 2020 includes annual update.	
<b>Housing</b>						
Promote and support any emerging Community Land Trusts	Jo Calvert	Service Delivery	No CLT in Area West currently. Potential to promote at the Annual Parish Meeting	No further update	No Further update on this	
Complete Housing Needs Surveys when requested	Tim Cook / Kirsty Larkins	Locality / Case Services	None received to date. Promotion through Parish & Town Council communications and Annual Parish Meetings in the Autumn	None received in Q2. Annual Town & Parish meetings arranged for October 19	None received in Q3	
<b>Healthy, Self-reliant Communities</b>						
To improve pitch provision in Area West and particularly in Chard.*	Lynda Pincombe / Jake Hannis / Adrian Moore	Strategy & Commissioning / Locality	The conveyance of land (c 3.5 acres) south of Chard for the future development of land is nearing completion subject to agreement of terms with SCC. Additional on site community pitch provision (2 x football pitches) requested from a development site to the north of Chard. Working with Crewkerne Town Council and Wadham School to obtain community access to school playing pitches through a formal Community Use Agreement (see Appendix A**).	Held a meeting with all football clubs in Chard, SSDC, Somerset FA and Chard Town Council on 30th July to discuss pitches and the issues. We have a strategy going forward to meet the shortfall and in the short term a pitch advisor from the FA/IOG will carry out a formal pitch report on the Jocelyn Park pitches, so that an action plan can be formulated to improve maintenance. Pitch report now received at meeting again on 23/9 to discuss action plan and work required.	Lynda to escalate conveyancing of land at Forton with SCC. At Chard Town Council meeting on 21st October, members approved recommendations within report and the actions within the agreed plan. Verti Draining will be carried out this autumn and other work on the action plan will need to be carried out in Spring 2020.	
Support a range of improvements to community buildings. - Programme of live schemes to be set out in Appendix A	Tim Cook	Locality	See appendix A	See appendix A	See appendix A	
Develop options to improve community transport links to Crewkerne Station.	David Crisfield	Strategy & Commissioning	We will look at this as part of the needs assessment work for Council Plan Priority 6 - to assess options for improving community transport links. Lynda P to set up a Healthy Self Reliant Communities of Practice (COP) sub group to progress as per the Council plan key milestones.	Due to case officer availability, a start on work to audit community transport provision and review best practice was delayed until September 19 but is now underway. Once this work is complete, an assessment of demand/need will be undertaken in Q3.	Audit of current Community Transport provision and of elected members specific concerns currently underway via SMART Survey. Surveys will be completed and analysed in Q4. Specific measures regarding the links to Crewkerne Station will be explored in Q4/Q1 of 2020/21.	
Increase the network of volunteer led health walks through promotion, training and support.	Julia Booth	Locality	28 Health Walks being supported within Area West. 15 x Broadway, 3 x Chard, 6 x Crewkerne, 3 x Ilminster, 1 x Watch Project. Volunteer workshop held in May for existing volunteers. Another workshop planned in late summer to encourage new volunteer leaders.	Healthy Walk leaders celebration event held in September to encourage networking. 50 attendees from across South Somerset, including Mendip, Sedgemoor and Taunton. 1 x new walk at Crewkerne Health centre being developed.	Health walk leader training session held in December. 21 volunteers attended. Crewkerne Medical Centre due to start a new walk group for patients in January 20.	

Deliver 8 Play days in towns/villages in Area West	Steve Barnes	Locality	Play days booked for the Summer in Chard x 2, Ilminster x 3, Crewkerne x 3 Coombe St Nicolas, Merriott, Winsham	Successful playdays held in Area West.	Project complete	
Take a full part in the work of Chard One Team	Nigel Marston	Service Delivery	Attendance at Operational and Tactical meetings by Specialists.	As per Qtr 1	All Operational & Tactical meetings have Specialists representation. Co-Ordinator role to be looked at with a view to enabling a single role to cover Yeovil & Chard One.	
Work with Crewkerne TC to pilot hub approach to customer access.	Sharon Jones	Customer Focus	Customer Access Point in situ. Technology now enables scanning to be installed in Crewkerne as a priority	Customer Access Points are now fully operational including scanners to enable customers to send us their evidence/documents	New screening provided for Customer Access Points to improve privacy. Customer access points fully operational and working well.	
Deliver a play area at Jarman Way/(Plot 5)	Adrian Moore	Locality	Initial invites being sent to form steering group.	Steering group established at Chard Town Council. Well attended consultation event held in September with local residents. Design brief being drafted for steering group approval prior to tender.	Site visits to monitor services trenching on site and consequences of removal of neighbouring construction site safety fencing, path installation and boundary fencing. Collating tender documentation. Researching conservation considerations including tree care and preservation orders. Discussed designs with suppliers.	
<b>Appendix A - Programme of live schemes</b>						
Advice and support to Crewkerne Town Council and Wadham School regarding fencing around the site and to deal with a badger problem and opening up pitches for community use	Jake Hannis	Locality	**Fencing required in order to solve issues at a cost of approx £70k. Waiting for member comments.	Email received from Sheila Taylor (Business Manager) on 04/7 - school has three revised quotes for fencing now and these were attached to the email. Original quote was £70k, reduced the height of fencing so that planning is not required. Having reviewed the three quotations, there was some differences between what was quoted, and therefore a direct comparison could not be made. School has been informed and waiting for updated quotations. All Crewkerne SSDC members emailed and informed about project. Have spoken with Mike Best to keep him informed of what is happening. Plan is to draft a community use agreement between school and SSDC for community use of pitches. Legal will need to be involved given that the capital investment will need to be protected and a clawback clause inserted.	The progress of this project will be closely linked to the potential artificial Football Turf Pitch (FTP) that is being discussed with Somerset FA. If Somerset FA decide to progress with the FTP at Wadham School then configuration of fencing will need to change to incorporate a FTP and my proposal would be that the fencing becomes part of the overall project to take advantage of the S106 partnership funding. If Somerset FA decide not to pursue an FTP at Wadham School then the fencing of the pitches and a community use agreement can move forward. The project will benefit football, rugby and cricket.	
Advice and support to Chard Town Council for play area project to be delivered at Upper Henson	Adrian Moore	Locality	Initial meetings with Town Council held regarding current repairs programme for Chard play area facilities which is now underway. Possibly run in conjunction with Jarman Way project.	Steering group established with Chard Town Council. Site meeting with Play company in preparation for consultation event.	Play Area consultation leaflet designed. Contacts made with town Council, Councillors and community representatives. Consultation event postponed to early 2020.	
Advice and support to group and facilitate funding and possible community grant to deliver the project to Horton play area improvements	Adrian Moore	Locality	Initial meeting and advice given to group. Current funding issues so project to be completed in phases. SSDC likely to provide some funding towards the project. Awaiting further information from group.	Further meeting held to support group to move project forward and access funding streams.	Layout and design modified to accommodate requests from immediate neighbours. Researched support from professional funders to assist the group. Still seeking external funding.	
Advice and support to group and facilitate funding and possible community grant to deliver the project to Broadway play area improvements	Adrian Moore	Locality	Initial meeting and advice given to the group. SSDC likely to provide some funding towards the project. Awaiting further information from group	Support given to access funding. Parish in consultation with developers on current local S106 proposals.	Parish researched S106 contributions with a lot of help from Jackie Hamblin. Parish budgeting to maximise their contributions from reserves in readiness. Awaiting outcomes from public meeting due in February 2020 regarding decisions of new local development and its play provision proposals. Still undecided regarding transfer of land or monies to Parish from other S106 developments within the parish.	
Advice and support for Community Grant application to Merriott Village Hall improvements for a Solar Array and Battery Storage	Adrian Moore	Locality	Community grant application received and report to Area West Committee July/August.	Committee report deferred until November to allow for other funding outcomes to be confirmed and an update on the parish council contribution.	Committee awarded 11.5k to the project. Works anticipated early 2020.	
Project management and completion of final phase at Snowdon Park, Chard Play Area completion - installation of climbing frame	Rob Parr	Locality	Old fort has been demolished. Replacement kit being sourced.	Last item of play equipment has been delivered and installation due to take place October 2019.	Fencing being installed early Jan. Climbing frame in stock and awaiting dry conditions for installation.	
Access improvements towards Snowdon Park, Chard - Prep and tarmac coat surface	Steve Fox	Environmental Services	Some grant money identified to pay for hard surfacing (tarmac) of the access trackway to be completed in the autumn. The existing car park was also looked at for enlargement, this will form part of our future district parks improvement plan but will require capital funding and we will look at this later in the year	Resurfacing of the entrance trackway will form part of this winter works programme.	No update received	
Project manage construction of new play area at Canal Way/Greenfyde Close, Ilminster new play area	Rob Parr	Locality	Equipment installed, project completed and open. Snag list to be completed.	Project completed	Project complete	
Advice and support for Community grant application at Dowlish Wake Speke Hall and car park improvements	Adrian Moore	Locality	Community grant application received and funding awarded at Area West Committee. Project to be completed for grant to be paid.	Project completed and grant paid	Project complete	
Advice and support to Knowle St Giles re improved access to the Stop Line Way	Adrian Moore	Locality	*Initial meetings at Knowle St Giles to look at accessibility ramp to improve access from the Stop Line Way path to into the village. Community Grant request expected	Meeting held with Parish to discuss funding options and a professional funder commissioned. Tenure on land to be secured by Parish	Parish sent out multiple funding requests with support and guidance from a professional project funder. Research carried out regarding local history, environmental and health & well being benefits to support funding applications.	
Advice and support to group to complete project and facilitate transfer of S106 funding to Merriott improvements at the recreation field.	Adrian Moore/Rob Parr	Locality	£36k received from Developer. Light touch assistance provided with redesign and safety surface installation. Funding to be paid	Safety surface now complete and S106 funding paid.	Project complete	
New Pavilion project at Ilminster Cricket Club	Jake Hannis/ Rob Parr	Locality	N/A	Project inception meeting held with ICC on 7th August attended by ECB. IEF have written to ITC confirming that in principle they are happy with the proposals, but would require sub lease and further information on the design. ITC confirmed at meeting on 16/7 to support the project, pay for the sub lease to be produced and be banker for VAT purposes. Further meeting held with ICC on 19th August to discuss design brief. Design brief drafted for ICC and returned on 21/8 for comment. S106 funds already secured will be used to fund design concept and design development stages by architect.	Orme Architecture has been selected as architects for the pavilion project. S106 application form and supporting documents are expected from Ilminster CC/TC to access funding	

*To improve pitch provision in Area West and investigate feasibility of artificial Football Turf Pitch (FTP)	Jake Hannis Lynda Pincombe/ Locality Officer tbc	Strategy & Commissioning / Locality	N/A	N/A	An exciting project that would represent significant investment in our local facilities and would address a (strategic) priority football project identified within our adopted PPS. To be added into the Area West Chapter 20/21 as an Area of focus	
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