

Meeting AECPSC 03M 07/08  
Date 19.12.07

## South Somerset District Council

**Minutes** of a meeting of the **Area East Community Planning Sub-Committee** held at the **Council Offices, Churchfield, Wincanton** on **Wednesday, 19<sup>th</sup> December 2007**.

(9.30am – 11.45am)

### **PRESENT:**

#### **Members:**

Mike Lewis	Chairman
John Crossley	
Anna Groskop	

#### **Officers:**

Helen Rutter	Head of Service – Area Development (East)
Pam Williams	Regeneration Officer
Mike Allen	Regeneration Officer
Tim Cook	Community Development Officer
Patricia Johnson	Committee Administrator

**NB:** *Where an executive or key decision is made, a reason will be noted immediately beneath the Committee's resolution.*

### **20. Minutes (Agenda Item 1)**

The minutes of the meeting of the Area East Community Planning Sub-Committee held on Wednesday, 26<sup>th</sup> September 2007 were approved as a correct record and signed by the Chairman.

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### **21. Apologies for Absence (Agenda Item 2)**

Apologies for absence were received from Councillors Tim Carroll and Colin Winder.

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### **22. Declarations of Interest (Agenda Item 3)**

There were no declarations of interest.

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### **23. Public Question Time (Agenda Item 4)**

There were no members of the public present at the meeting.

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## 24. Issues arising from previous meeting of the Sub Committee (Agenda Item 5)

Members noted that the report on the principle of accepting RSI applications from mobile traders had been delayed because the licensing review on street trading had yet to be completed.

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## 25. Retail Support Initiative (Agenda Item 6) (Executive Decision)

### Chapel House, Bruton

The Regeneration Officer reported that Chapel House was a large Grade II listed building, much in need of refurbishment, and was being developed by incoming investors. It was proposed to develop a centre that the community would use which would consist of, primarily a Bistro, plus a bakery and wine retail space. He believed that the refurbishment of the façade would transform that area of the High Street.

Councillor Anna Groskop, Ward Member, supported the proposal and hoped that it would act as a catalyst for change in Bruton.

In response to a comment from the Chairman, the Regeneration Officer assured Members that the development would take account of proper conservation measures and would be signed off by the District Council's Conservation Officer.

It was proposed and seconded that the officer's recommendation be approved subject to the conditions set out in the agenda. The motion was carried unanimously.

### Bruton Pharmacy

The Regeneration Officer informed Members that Bruton Pharmacy was the only pharmacy in the town. The reason for the application was because of security concerns and the attractiveness of the existing door.

In response to Members' questions, the Regeneration Officers:

- reminded Members that it had been agreed that applicants would not be means tested;
- confirmed that the proposal would be subject to listed building consent.

Members unanimously supported the proposal and, due to the building's listed status, noted that condition (f) required the works to be signed off by the appropriate officer, i.e. the Conservation Officer.

It was proposed and seconded that the officer's recommendation be approved subject to the conditions set out in the agenda. The motion was carried unanimously.

### Wincanton Garden Centre

The Regeneration Officer informed Members that the applicants, who were experienced garden centre operators, had invested their available funding in the main business and now wished to extend the retail space.

Due to the employment prospects and the benefit to the community Members supported the proposal. However, due to the rural location, Members discussed whether part of the

funding could be conditional on the production of a marketing plan. It was agreed that the Regeneration Officer would discuss marketing with the applicants and recommend that they put together a plan.

It was proposed and seconded that the officer's recommendation be approved subject to the conditions set out in the agenda and a recommendation that the applicants put together a marketing plan. The motion was carried unanimously.

## General Points

The Regeneration Officer reported that three major units in Wincanton Town Centre were being marketed. The ensuing discussion centred on the economy and how the market towns within Area East could be marketed to draw people in and Area East's relationship with agents and the Chambers of Commerce and Trade.

The Head of Area Development felt that this was a tactical decision for Area East Committee on whether staff should be deployed for this specific work or whether funding should be put aside to develop the centres. She suggested that it would be useful to have a meeting with County Council officers, Business Link, and the District Council's Economic Development Officer on how best business transportation could be delivered in the area. The outcome of the discussions would then be reported at the next meeting. Members agreed with this proposal.

The Regeneration Officer drew attention to the remaining unallocated funding in the RSI budget of only £1,195. He reminded Members that an additional £4,000 had been put aside specifically for business training purposes. He asked whether the funding could be topped up.

The Head of Area Development commented that it would be appropriate to discuss the top up of the RSI budget at the February meeting of Area East when the quarterly budget report was considered.

It was noted that a number of applicants had identified training needs. However, it was recommended that the £4,000 be released into the general RSI budget so that it could be used for both training and grant allocation. Members unanimously agreed with the recommendation.

**RESOLVED:** (1) That the following grants be awarded from Area East Regeneration Budget ring-fenced for the Retail Support Initiative:

- (1) £2,800 to the Chapel House, Bruton – as a 48% contribution towards the exterior conservation and refurbishment.
- (2) £550 to Bruton Pharmacy – as a 50% contribution towards refurbishment and replacement door.
- (3) £3,000 to Wincanton Garden Centre – as a 46% contribution towards the expansion of the retail premises inside existing structure. That the applicant be recommended to produce a marketing plan.

The awards are subject to the following standard conditions:

- (a) the grant award may be used by SSDC for promotional/publicity purposes;

- (b) grants are paid for approved works/purchases on production of receipted invoices;
  - (c) awards are subject to an interim report (within 9 months) and a final report being submitted;
  - (d) applicants will normally be expected to draw down the grant within six months of the offer;
  - (e) that appropriate consents are obtained;
  - (f) works requiring listed building/planning consents or building regulations consent will be required to be signed off by the appropriate officer prior to the release of funds;
  - (g) if, within three years of a grant award the business ceases to trade the District Council reserves the right to reclaim the grant on the following basis: year one – 100%; year two – 75% and year three - 45%.
- (2) That the £4,000 ringfenced for training purposes within the RSI budget be released into the general RSI budget in order that it can be used for both training and the funding of grant applications.

*(Vote: Unanimous)*

**Reason:** To assist with the regeneration of retail businesses in Wincanton and Bruton.

*(Mike Allen, Regeneration Officer - 01963 435023)*

*(e-mail: [mike.allen@southsomerset.gov.uk](mailto:mike.allen@southsomerset.gov.uk))*

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## **26. Community Planning Update (Agenda Item 7) (Executive Decision)**

The Community Development Officer informed members that there had been a renewed interest in community plans with four new parishes setting up steering groups. However, there was less funding available and the Community Council for Somerset were currently lobbying DEFRA to encourage further support for parishes wishing to produce a plan. He recommended that Members write to the Community Council in support of the lobbying.

In relation to Wincanton People's Plan the Regeneration Officer reported that:

- the steering group were moving towards a co-ordination role rather than a delivering role;
- a sub-group was being formed to organise a food festival for 2008;
- the footpath along Moor Lane to the Sports Ground was a priority scheme, but the Group were still awaiting the outcome of County Council funding;
- on a strategic point, the Group were looking to work with the RDA, and in particular around the Carrington Way area.

In response to a request from the Chairman, the Community Development Officer undertook to include an update on Keinton Mandeville and West Camel Parish Plans at the next meeting.

- RESOLVED:** (1) That the report be noted.
- (2) That a letter be sent from Area East to the Community Council for Somerset in support of their work to secure funding for Community Planning in Somerset.

*(Vote: Unanimous)*

*(Tim Cook, Community Development Officer - 01963 435088)*

*(e-mail [tim.cook@southsomerset.gov.uk](mailto:tim.cook@southsomerset.gov.uk))*

*(Pam Williams, Regeneration Officer - 01963 435020)*

*(e-mail: [pam.williams@southsomerset.gov.uk](mailto:pam.williams@southsomerset.gov.uk))*

*(Mike Allen, Regeneration Officer - 01963 435023)*

*(e-mail: [mike.allen@southsomerset.gov.uk](mailto:mike.allen@southsomerset.gov.uk))*

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## **27. CanPlan Update (Agenda Item 8)**

The Community Development Officer informed Members that, as part of the Area Development Plan, there would be a presentation by members of the CanPlan Group at Area East's meeting in March.

Referring to the Market House scheme, the Community Development Officer, commented that due to the failed lottery bid, it was possible that the scheme would have to be carried out in a phased manner. The Chairman felt that, as a matter of urgency, other funders should be approached.

The Community Development Officer further commented that there were a lot of positive things happening and the Group were focusing on the big issues, such as youth facilities and anti social behaviour.

During the ensuing discussion Councillor John Crossley commented that there was still a lot of work to be done to get the Highway Authority on board.

**RESOLVED:** That the report be noted.

*(Resolution passed without dissent)*

*(Tim Cook, Community Development Officer - 01963 435088)*

*(e-mail [tim.cook@southsomerset.gov.uk](mailto:tim.cook@southsomerset.gov.uk))*

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## **28. Community Planning Implementation Fund – Grant Requests (Agenda Item 9) Executive Decision**

The Community Development Officer reported that Charlton Musgrove Parish Council had set up a steering group to move their plan forward. Referring to the recommendation he explained that the cost of producing a plan was based on the known costs of other plans. In response to a comment from the Head of Area Development he confirmed that the Council's contribution would not prejudice any funding request to the Community Council for match funding. If agreed, the award would be subject to a suitable contribution from the Parish Council.

Referring to the request from Castle Cary Town Council, the Community Development Officer explained that there was a real push to attract more visitors to Castle Cary and the scheme would also help reinforce links between the rail station and the town.

Councillor John Crossley, Ward Member, commented that parking for increased visitors to the town would need to be addressed.

In response to Members' comments the Community Development Officer confirmed that the Council's Tourism Unit would be offering advice on the scheme. Members commented that they would welcome support from other agencies.

Referring to Queen Camel Parish Plan, the Community Development Officer reported that the delivery plan had now been produced and had been put forward to the Parish Council to look at the strategy and time scale.

The Chairman was pleased that the action plan was to be prioritised and, with regard to any request for funding, he trusted that the various schemes would meet the aims of SSDC's Corporate Plan.

Referring to the Affordable Housing aspect of the Plan, the Head of Area Development commented that, dependent on the progress of the scheme, Queen Camel may qualify for the £25,000 ring-fenced for affordable housing in the Capital Reserve.

**RESOLVED:** (1) That the following awards be made from the Area Revenue Reserve ring-fenced for the Implementation of Community Plans:

- (A) up to £2,000, (a maximum of 50% of total cost), to Charlton Musgrove Parish Plan Group towards producing a parish plan, subject to detailed programme submission and confirmation of a suitable financial contribution from the Parish Council.
- (B) £1,800 (21% of total cost) to Castle Cary Town Council towards the production of a new tourism leaflet, walks pack and welcome pack for Castle Cary and Ansford and support from other agencies would be welcome.

All awards to be subject to the following standard conditions:

- (a) The grant award may be used by SSDC for promotional/ publicity purposes;
  - (b) awards are subject to an interim report (within 9 months) and a final report being submitted;
  - (c) applicants will normally be expected to draw down the grant within six months of the offer;
- (2) That the schemes identified as priorities for Queen Camel - which will be considered at the next meeting - be supported in principle.

*(Vote: Unanimous)*

**Reason:** To assist with the implementation of Charlton Musgrove and Castle Cary Parish Plans.

*(Tim Cook, Community Development Officer - 01963 435088)  
(e-mail [tim.cook@southsomerset.gov.uk](mailto:tim.cook@southsomerset.gov.uk))*

**29. Further implementation of the Bruton the Way Forward Plan (Agenda Item 10) Executive Decision**

The Regeneration Officer reported that the traffic-calming and business units schemes had moved forward since the last meeting but unfortunately were now being delayed within the County Council.

The Head of Area Development suggested that closer working with the County could be discussed at the proposed meeting of the County Council and Business Link.

With regard to specific problems, the Head of Area Development suggested that the Regeneration Officer first discuss the details of the scheme and the reasons for delay with the Corporate Director for Economic Vitality. If this failed to resolve the issue, the Chairman undertook to speak to the Chief Executive and the Leader of the Council regarding this scheme and other issues.

Referring to the recommendation the Regeneration Officer explained that, whilst a lot was happening in Bruton, the BTWF core group needed better community support. It was hoped that the proposal would unite the community and relevant agencies.

With regard to the conservation area appraisal, the Regeneration Officer explained that the District Council had a statutory duty to carry out the appraisal.

Councillor Anna Groskop, Ward Member, felt the proposal was a way of improving community voluntary activity in order to deliver the plan.

Whilst Members supported the proposal, they were of the view that, in line with other grant awards, match funding must be secured. They also supported the conservation area appraisal but noted that as this was a statutory duty the funding should be found from other budgets and not the community plan implementation budget.

It was proposed and seconded that a total of £5,050 (50% of the total cost of the project once the conservation area appraisal element was removed), be allocated as the SSDC contribution towards the project, subject to match funding being secured. It was also proposed and seconded that the conservation area appraisal be endorsed.

- RESOLVED:** (1) That the report be noted.
- (2) That £5,050 be approved from the Area East Revenue Reserve earmarked for Community Planning Implementation to fund a Town Landscape Visioning process for Bruton subject to match funding being secured.
- (3) That the conservation area appraisal be endorsed.

*(Vote: Unanimous)*

**Reason:** To fund the implementation of Bruton Town Landscape Visioning Process

*(Mike Allen, Regeneration Officer - 01963 435023)*  
*(e-mail: [mike.allen@southsomerset.gov.uk](mailto:mike.allen@southsomerset.gov.uk))*

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**30. Next Meeting (Agenda Item 9)**

Members agreed that the next meeting of the Sub-Committee would take place on Wednesday, 26<sup>th</sup> March 2008 at 9.30am in the Council Offices, Churchfield, Wincanton.

*(Patricia Johnson, Committee Administrator - 01935 465270)  
(e-mail [pat.johnson@southsomerset.gov.uk](mailto:pat.johnson@southsomerset.gov.uk))*

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Chairman