

BUDBROOKE NEIGHBOURHOOD PLANNING TEAM –

Notes from Sub Group meeting held on Tuesday 14th April from 7.30 – 8.45 p.m.

at the Community Centre

Present – Mike Dutton, Andy Thomas, Roger Hampson, Frank Roper, Paul Simmons, Dave Shirley, Rhonda Treacy-Hales, Maggie Treacy-Hales, Angie Morrell, Dene Jackson-Clark & Linda Price.

Apologies – Ian Lowe

- 1) **TERMS OF REFERENCE** - Mike circulated a Terms of Reference for this group that has been agreed by the Parish Council. Key points included that the PC will take overall responsibility for funding – and they can claim back any VAT. Also that the group need to agree, before circulation, what should go to residents. The group recognise the need for openness and transparency and free and open discussions at meetings however we also need to move the process forward in line with the proposed timetable so may have to be circumspect at times. We need to take this step by step. It was agreed that Mike Dutton be appointed Chairman and Linda Price as Project lead. It was also acknowledged that all members will take part in ongoing work tasks.
- 2) Mike mentioned the drop-box facility and that members could access this by invitation. It was agreed that all documents relating to the BNPT be included. There are some items yet to be added to this drop-box.
- 3) **PROFESSIONAL SUPPORT** – The group discussed the Kirkwells presentation and today they have forwarded a new timeline and staged payments grid – they will also support our bid to Localities. Localities.gov.uk were contacted and they only offer information and support but no consultation service. The issues of why Kirkwells was our preferred option was explained in that they have produced two very good local documents (Barford and Whitnash) so come recommended. They offer an agreed, staged payment plan so there will be no hidden financial surprises. They have good relationships with WDC Planning Department and we felt they produced a good quality document covering all the planning and community details it needs to be credible. Generally the feeling was they offer good value for money. The group then voted in favour of appointing Kirkwells as Consultants. Linda will email tomorrow and also ask for clarification on any limits to spending the Localities funding should we receive it. Also do they know what post-funding reporting or evidence might be required.
- 4) **HOW THE PLAN WILL BE PRODUCED** Mike circulated a draft Action Plan with tasks and dates. This was accepted however it was agreed the fundraising activity need to be added in. The dates are a guide but it was generally agreed that we would like the plan completed by March 2016.
- 5) There was some discussion around the designated boundary as WDC considered changes and decisions were only made early in Nov 2014 and were then not in the public domain until Jan 2015 and without this key information the plan could not move very far forward. The Parish Plan was produced in 2011 and is now old and incomplete – this was circulated for information only. Previous meetings had identified community services that need researching so we could include local information and we would make contact with groups who we may then ask to be included in future consultations. The notes of these actions has been cut/pasted below for information of members not at that meeting. Also these will act as a reminder to any member who has not yet completed their tasks. Any information received should be added to the drop-box.
- 6) It was noted that there may be changes to this system after the elections on May 7th.
- 7) **FUNDING APPLICATION** – Mike has accessed Localities.co.uk and drafted BNPT Expression of Interest form. This needs to be submitted initially to find out if we are eligible for funding. If so we can then submit a full application. Kirkwells will comment and support this full bid and they indicated turnaround is normally about 10 days so we should know results fairly quickly. We can apply for up to an initial £8k which would cover Kirkwells costs @ £7,480 (exclusive of VAT @ roughly £1,500). We need to consider print costs of around £2k. There is an additional £6k we could bid for should we identify any specific requirements or specialists work. It's likely the PC could help with low value room hire, printing of consultation papers etc.,

but these more significant costs need to be considered. The group also need to know what evidence or reporting would be required by Localities.

- 8) It was agreed we publish the link to the Barford plan or that members access this via the Barford Parish website as an example. Andy also spoke about Wellesbourne's plan.
- 9) It was agreed that Mike and Linda continue to develop the EOI and bid and submit these asap.
- 10) DATE OF NEXT MEETING – Tuesday 12th May 2015 from 7.20 – 8.45 p.m.

SECTION OF NOTES OF MEETING HELD ON 21ST OCTOBER DETAILING INITIAL RESEARCH AREAS FYI.....

Mike Dutton - Statistics from

- WCC - The Observatory for district demographics
- The National Census
- WCC - Health & wellbeing Report
- WCC - Highways (traffic movement)
- Any Local consultations

Roger Hampson - Buildings based – i.e. Community Centre, Village Hall, Church Centres (inc Open Door), Nursery provision, shops, pub, GP, Cawston House.

Ian Lowe - Schools,

Linda Price - Informal – i.e. Residents Association, play areas, sports, parish activities, newspapers/letters, clinics, allotments

Andy Thomas - Road and Transport services – i.e. bus, train, coach services (free Tesco bus). Lighting, footpaths, cycle routes, road usage (traffic calming)

Paul Simmons - Employment – i.e. local industry (farming), local employers - and alternatives. %employed
?impact

Sarah James - Local Groups – i.e. Children's, families, young people, adult and older people. Any intergenerational (allotments etc)?

Planning/ housing - i.e. types of homes, demographics of home owners/tenants/social housing etc. Multiple occupancy (children still at home?), under occupancy, newly identified housing needs (survey). House sale/costs/extensions history. How developments have impacted upon the area over the years (i.e. Hatton, Chase Meadow, Hilton Island, Parkway etc)?

Dave Cull – i.e. Crime and disorder – police team, community forum, Neighbourhood watch, actual/perceived crime.

NB Dave Cull dropped out of the group because of work & domestic commitments so his actions will need to be reallocated.

