

**Whitchurch in Thames Village Plan Steer Committee
Process and Approach – Working Document
October 2017**

Overall Principles for Village Plan:

- The Village Plan work should build off of existing consultations before doing anything new:
 - Village Green Survey November 2015
 - Village plan kick-off held May 2016
 - Neighbourhood plan open days feedback forms held May and June 2017
 - TAPAG High street parking consultation June 2017
- A repeated overall Village Plan kick-off event is not needed
- Instead kick-off the 6 workstreams agreed by SteerCo below and take to general consultation event once draft recommendations are available
- Each workstream to assess what public feedback is available, and what further consultations are needed
 - Further surveys and open events may be required at work stream level
- We should target a general village consultation by May 2018 once work streams develop recommendations
- Approval of final Village Plan:
 - The Village Plan SteerCo will be overall responsible
 - As the PC will likely implement the majority of the recommendations, they would need to approve at least these areas before the overall plan is approved
 - Any party such as OCC that is responsible for carrying out a recommendation would need to approve and agree to this
 - We are assuming that a referendum is not needed, but need to ensure that the level of public consultation has been sufficient to give everyone the opportunity to contribute
- Next meeting to be held on Wednesday 8th of November with broader audience of potential workstream leaders and members
 - SteerCo members to invite potentially interested residents
 - Web-site Article to be published and advertise of What's On

Village Plan Proposed Workstreams

Workstream Area	Proposed Objectives/Scope	Information and Consultations Available now	Further evidence required (to be defined in workstreams)
Community Facilities (CF)	<ul style="list-style-type: none"> - Village Hall refurbishments development and prioritisation: - Review public facilities and identify strengths, targeted community use, and improvements or changes: <ul style="list-style-type: none"> o New pavilion/ marquee o Village Hall o Old Stables o St Mary's Church o Pubs (including potential for community pub or shop if Greyhound closes) o School o Other? 	<ul style="list-style-type: none"> - Initial survey that was funded by PC in 2017 - Village Green Survey of Pavilion facilities and use 	<ul style="list-style-type: none"> - Review of village hall improvements <ul style="list-style-type: none"> - Interview with key users - Review of surveys - Cost estimates for improvement options
Open Spaces (OS)	<ul style="list-style-type: none"> - Assessment of all Village spaces identifying strength, weaknesses, sustainability, and opportunities for improvement - Areas to include: <ul style="list-style-type: none"> o Village Green o Allotments o Maze o Vision for MOWS activities on the High Street 	<ul style="list-style-type: none"> - Village Green Survey 	-

	<ul style="list-style-type: none"> ○ Polish memorial garden ○ Recreation facility for children on Manor road ○ Improved access to the river 		
Community Groups and Activities (CG)	<ul style="list-style-type: none"> - Develop list of community groups - Assess values, strengths, and areas for improvements - Recommend new or changes to community activities or groups - Group to include: Church, Pubs, School, youth, teen, as well as older aged groups, potential welcome pack for new residents 	- Neighbourhood plan vision and objectives survey	-
Traffic and Parking (TP)	<ul style="list-style-type: none"> - Key issues to address traffic congestion and parking issues being addressed by TAPAG - Other areas to look at: <ul style="list-style-type: none"> ○ Pollution ○ Electric Cars ○ Lorry turning at Toll Bridge 	<ul style="list-style-type: none"> - May 2016 Consultation on Village Plan - June 2017 Hugh Street parking and traffic Survey 	
Pavements and Walking (PW)	<ul style="list-style-type: none"> - Encourage walking through improvement of pavements and footpaths: <ul style="list-style-type: none"> ○ Muddy lane scalpings ○ Hardwick Road pavement ○ High street pavement ○ Footpath to Hardwick estate 	- Bridge company payment improvement options - 2017	

	<ul style="list-style-type: none"> ○ Thames Path ○ Cycleway improvements ○ Narrow payment by Dolphin centre that Bridge Company promised ○ Raised pavements (e.g. Ferryboat) ○ Weir access to Pangbourne - Also consider areas where cycle access can be improved 		
Built Environment (BE)	<ul style="list-style-type: none"> - Conservation area management plan - Drainage maintenance - Emergency planning lead (Flooding, power cuts etc) - Replacement or additional streetlights 	-	-

Workstream process

- Assign Work stream lead
 - Leader to invite other and form Working Group/ workstream team as required
- Agree set of objectives and scope of workstream, based on above table
- Review 2009 VP objectives and accomplishments since that time
- Develop approach for gathering evidence
 - Key people to get involved or interview
 - Are further surveys or open days required?
- Review progress with SteerCo on monthly basis (TBC)
- Develop draft recommendations by May 2018 for public open day
 - Recommendations to be costed
 - Village feedback to help with prioritisation
 - Include source of funding: PC precept/retained funds, grants, fundraising
- Prepare final recommendation for Village plan document

Steering Committee/Workstream Roles:

Role	Responsibility	Deliverables
Steering Committee (SteerCo)	<ul style="list-style-type: none"> ▪ Agree overall process, structure and plan– provide guidance and motivation to workstream leaders ▪ Keep driving Village plan activities to ensure it remains on track to agreed plan ▪ Sounding board for workstream recommendation to ensure they are achievable, in line with public views and supporting overall vision ▪ Approves final list of recommendations including prioritisation of workstream recommendations ▪ Should be a cross section of the community • Up to 3 councillors for a total of 8 to 15 members (best practice guidelines) 	<ul style="list-style-type: none"> - Strategy, budget, timetable, and programme for delivering the plan - Delivery and approval of the final Village Plan
Steering Committee Chairman	<ul style="list-style-type: none"> • Lead development SteerCo development of overall Village plan process and plan • Support SteerCo in functioning properly, there is full participation in meetings • Manage meeting agenda and work to achieve meeting objectives 	
Secretary	<ul style="list-style-type: none"> • Supporting the chairperson by ensuring that meetings are effectively organised and minuted, 	<ul style="list-style-type: none"> • SteerCo Minutes, meeting bookings • On-line document repository

	<p>providing administrative support where needed and communicating with other members of the steering group/working groups.</p> <ul style="list-style-type: none"> • Potentially act as Vice Chairman in and stand in for chair in case of absence 	<ul style="list-style-type: none"> •
Workstream leaders	<ul style="list-style-type: none"> • Leads the development of recommendations for VP in each area of the plan • Engages with other residents forming a temporary working group if required • Reviews relevant consultations and captures new evidence and community feedback where required • Costs out and priorities recommended options • Develops recommended prioritisation for the SteerCo review. 	<ul style="list-style-type: none"> • Workstream recommendations to be
Village plan technical writer / graphic artist	<ul style="list-style-type: none"> • Someone to prepare and write the draft and final plans to provide a cohesive document • Will need someone with graphic artist and book publishing skills to create the final document with suitable images and photographs 	<ul style="list-style-type: none"> • Draft and final versions of document for review
Publicity Coordinator	<ul style="list-style-type: none"> • Press release coordination internally via email and externally • Reach out to key village stakeholders • Email distribution list, Web-site, Henley Standard, • Possibly combine with public consultation coordinator 	<ul style="list-style-type: none"> • SteerCo Communications plan • The publicity officer should be familiar with the local media and be able to present news of its progress in upbeat and interesting ways.
Treasurer	<ul style="list-style-type: none"> • Work with workstream leaders to ensure recommendations are consistently costed out 	<ul style="list-style-type: none"> • Define process for developing cost estimates and getting quotes for

	<ul style="list-style-type: none"> and prepare overall budget for prioritisation • Also manage process of getting quotes for proposals • Ideally with accounting experience 	<p>Workstream leaders to follow.</p> <ul style="list-style-type: none"> • List of costs for all recommendations, validated as following agreed process with consistent accounting principles
Public consultation coordinator	<ul style="list-style-type: none"> • Plan and facilitate general consultation days and support workstream in development of any required surveys and public feedback 	
Parish Council relations	<ul style="list-style-type: none"> • Chairman of VP SteerCo or alternate to provide - monthly updates to PC, including any requests for budget approval. • The VP SteerCo will review press releases internally, but these do not required PC approval. • Will not replace WG's that are already reporting into PC, but some WG's such as TAPAG will also develop material for VP. • The PC and VP SteerCo will need to consult each other if there are areas where the VP recommendations overlap, matters being addressed by the PC. 	
Legal advisor	<ul style="list-style-type: none"> • Acts as consultant where legal matters arise 	<ul style="list-style-type: none"> • As required.

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Back-up: Community Led Plan Best Practices:

Documents available on SharePoint and to be in document repository

LEAD methodology principles:

- Plans are owned, managed and led by your community
- Everyone in your community should have an opportunity to get involved and have their say
- Actions are based on evidence and address a range of different issues important to your community

Stage	ACRE 9 step process
L aunch the plan	Getting started Establishing the steering group Taking stock and planning ahead
E vidence local need and aspirations	Understanding your community
A gree and prioritise actions	Prioritising and planning action Drafting your plan Finalising your plan
D eliver and monitor actions	Implementing and monitoring actions Reviewing your plan