**Control Plan**  August 2014

**Preparation of Wilmcote Neighbourhood Plan**

1. **INTRODUCTION**
	1. **Objective of the Control Plan (CP)**

The control Plan has been developed to provide the control process for the preparation of Wilmcote Neighbourhood Plan which is likely to take 18 to 24 months to complete.

All the key parties of the Steering Committee ( NPG) have had an input in compiling the document and the committee will adhere to the processes outlined in the document.

**NOTE:** This is a live document that will develop during the procurement of the Neighbourhood Plan. As processes change during the execution period the document will be updated and reissued.

The current document will always be on the parish web site for residents to view.

* 1. **Objectives of the Neighbourhood Plan (NP) and benefits to the community.**

Neighbourhood Planning is a new way for communities to decide on the future development of the Parish.

The community will be able to decide on where new homes will be build and what they look like. In addition the plan will also address issues that are fundamental to the development and wellbeing of the village in the future.

For this reason it will not only address the increase in housing in a structured way but also the amenities, businesses and leisure facilities. In other words everything that is important to a thriving village.

1. **GENERAL**
	1. **Wilmcote Neighbourhood Steering Committee**
	2. The Parish Council undertook a presentation to residents of Wilmcote on 21st October explaining the purposes and benefits of the Parish completing a Neighbourhood Plan (NP).
	3. A number of the attendees volunteered to go on a neighbourhood planning group (NPG).
	4. At a subsequent meeting held on 12th November 2013 the following Steering Committee was formed. This is a sub -committee of Wilmcote Parish Council.

The committee will consist of the following;

* + 1. Alan Griffith Chairperson
		2. Roger Harrison Treasurer
		3. TBA Secretary
		4. Pam Reynolds Archivist
		5. Lisa Plumb Communications

Support, Sarah Carrington Gull

Sector Heads

* + 1. John Singleton Private Housing

Support, Steve Howell

* + 1. Peter Goddard Social/Council Housing

Support Peter Howard

* + 1. Nick Willson Infrastructure/Utilities

Support, Keith Vinning

* + 1. Richard Hoskin Commercial/Industrial/Retail

Support, Ken Guy

* + 1. Emma Ward Public Areas/Amenities

Support, Hugh Frost

* + 1. Jamie Perry Environmental

Support, Deanna Fernie

Parish Council Representatives

* + 1. Colin Ray
		2. Ted Mander
		3. Jennie Clarke

If the chairman is not present the meeting will be chaired by Roger Harrison.

Please see full committee list on the web site including contact details. These will be kept up to date at all times by the Secretary.

* 1. **Third Parties**.

The following are local bodies able to provide consultancy services, advice or materials. Competitive tenders will be sought where possible when employing consultants and material/products.

A Stratford District Council, ( Fiona Blundell, NP support manager).

B WCC Highways

C WCC Urban Housing?

D Severn Trent

E National Grid

F BT

G Printing /Stationary

H Graphic Support

I Independent Assessor of Questionnaire

 Any consultants must be appointed against a specific scope of works and terms. Where possible, competitive quotes will be obtained. All quotes must be approved by the main committee before appointment/order.

1. **The Neighbourhood Planning Process**
	1. **Research**

The initial research will be a critical element of the NP. The research will ultimately form the basis of the questionnaire sent to the residences, various bodies and companies in the Parish.

The sector leaders will be responsible for forming a team of individuals to undertake research. The process will involve establishing the key issues that will control how the Parish develops over the year’s not only housing and commercial developments but also the support services and ancillary areas/facilities.

1. **General**
2. Liaise with the SDC liaison group/individual.

ii. Meeting Planning officers as required throughout the process.

iii. Obtain maps of the area, plus any service and utilities drawings and information that may be available. Some of these will have to be sought and amended for the questionnaire.

iv. Planning objectives for the long term as set out by national and local government as it applies to the Parish.

v. Restrictions on the Parish re development, green belt, conservation areas etc.

**b. Private Housing**

 i. Establish the house types by council tax band.

ii. Confirm owners and addresses are all known. (To include small holdings and farms.) SDC will help with addresses.

iii. Establish how to categories houses by type and appearance.

iv. Establish where possible what demand exists and for what type/size of property. This could be used to compare against the results after the questionnaire has been evaluated.

v. Prepare list of questions for the main questionnaire.

1. **Social Housing**

i. Establish the number of social housing in the village by category.

ii. This will include Council and Housing Association stock.

iii. All so to be included is the requirements of the Travellers Camps.

iv. Group by type and size so that the mix and size is totally understood.

v. Establish the appearance levels of social housing.

vi. Establish any current demand that may have to be taken into consideration.

vii. Prepare list of questions for the main questionnaire.

1. **Commercial, Industrial, and retail**
2. Ensure there is a full list of owners and tenants, including holding companies, where applicable.
3. Understand their needs and demands currently and future to enable the correct questions to be asked in the Questionnaire.
4. This heading will include; Shops, Pubs/Hotel, Industrial units, offices, Mary Arden’s House, Garage and Trading Stables.
5. The requirement to be able to bid for community assets must be considered. Investigate the controls and restrictions that apply.
6. Prepare list of questions to be included in the questionnaire based on the findings.
7. **Amenities**
	* 1. This heading will pick up the following;
			+ 1. Church
				2. Primary School
				3. Village Hall
				4. Scout Hut and grounds
				5. Play Areas
				6. Social Club
				7. Village Green
				8. Car Parking
				9. Canal and associated areas
		2. Understand the requirements of the above and how they effect the parish.
		3. Review parcels of land that may be important to the village life. The ability to bid for such land may be needed.
		4. Prepare list of questions for the main questionnaire to address individual’s needs of the above function/areas.
8. **Infrastructure and utilities.**
	* 1. This will include all the main utilities to the Parish. It will be important to establish capacity issues and how if any, they will restrict development in the future. This may not be required for the Questionnaire but will be required later when reviewing how the parish will expand over the years.
		2. Establish from SDC and WCC the capacity ratings of the roads and any restrictions this may impose on any development. This may not be required, like the utilities information for the questionnaire but will be critical for planning the future expansion of the Parish. The Questionnaire may have to establish individual’s views on current and future traffic issues.
		3. Liaise with Network Rail and the franchisee on plans for the services to Wilmcote and how such plans may affect the village plan. This may result in looking at infrastructure works to support development, i.e. Car Parks, road widening.
		4. Prepare list of questions for the main questionnaire, this will most likely be restricted to BT /electronic communications, and rail.
9. **Environmental Review**

This is a very important aspect of the preparation of the final Neighbourhood Plan.

The sector leader will be responsible for undertaking research on all aspects of the environment.

1. The team must work with the following institutions:
	* Environmental Agency
	* Warwickshire Historic Environment Records/ Warwichshire Direct
	* English Heritage
	* Ecology Establishments
	* Natural England
	* Archaeological Establishments
2. It must be recognised that Wilmcote has two conservation areas and in addition to several nature corridors and meadows that will have to be identified and protected as part of the planning process.
3. Outline reports are to be prepared on each subject and filed for reference. These reports will be in sufficient detail to enable any third party who reviews the file to be able to have an understanding of all environmental issues affecting the Parish.
4. When specific sites are identified for possible development they will be reviewed in detail and site specific reports will be prepared. If specific sites are felt to be to environmentally sensitive they will not be considered for development. If any doubt exists advice must be sought.
5. It will be important that the residents/households have an opportunity to air their views in the questionnaire with regard to environmental issues. Particularly areas that they feel are environmentally important in the Parish.
6. Mary Arden’s House management team must be consulted as they are managing the farm on Victorian principals. This may affect the surrounding land and meadows.
	1. **Local Needs and Aspirations**
		1. Prepare Questionnaire

-The sector leaders are to prepare a list of questions to be asked of residents.

-Once these are agreed by the sector teams, a full committee meeting will be convened to discuss the findings and a working group established to agree the questions to be asked.

-The importance of certain properties, such as the shop, needs to be recognised. The right of the community to bid for properties essential to the village life must also be considered. This may include certain parcels of land.

- Prepare a draft questionnaire.

-Check questionnaire with the independent assessor (appointed by the NPG) and amend and agree.

-Submit the final questionnaire to the Parish Council for approval.

3.2.2 Send out Questionnaire

-Review questionnaire with SDC liaison staff

-SDC to print questionnaire and circulate to all residents. NPG to check that all parties in the Parish have received the questionnaire.

-NPG to visit residents to outline the importance of filling in the questionnaire.

-There will also be a presentation in the Village hall and a question and answer session.

3.2.3 Evaluation of Questionnaire

-The evaluation is to be done by the independent assessor appointed by the NPG.

-Consultant to evaluate and report back to the main committee.

-Check with third parties such as SDC, WCC, Utilities etc that -the results of the findings are in line with local and national government aims and objectives.

-Findings to be reviewed and once agreed a presentation will take place to all residents in the village hall.

-Hold an open day in the village hall to present results.

**3.3 Preparation of Report**

-Prepare an index for the final report and seek agreement with SDC.

-Sector leaders to prepare draft reports for the various sectors.

-Nominated individuals to prepare the overview for the report

-Nominated team appointed by the committee to assemble draft report.

-Consultant to make comment on draft report if felt necessary.

-Ask for comments from SDC and WCC where necessary.

-Undertake a presentation of the Draft Report to Residents in Village Hall.

-Hold an open day, presentation of the key facts.

-Prepare Final Report and forward to Parish Council for approval.

-Submit to SDC for independent examination, public referendum and

Approval

-Liaise with residents to check the importance of responding to any referendum.

* 1. **Monitoring Findings**

-Once the report is finally accepted the NPG must monitor that the plan is adhered too.

-The Parish Council will be responsible for the function of monitoring until the plan is updated.

1. **General**
	1. **Meetings**

It is envisaged that meetings will slot into 4 categories.

 - NPG will meet, first Tuesday in each month at the village hall at 7.30pm. Meeting chaired by Chairperson on behalf of Parish Council.

- Sector meetings chaired by the various leaders with assistance from other members.

-Sector leaders are responsible to select helpers and agree meeting dates. It would be beneficial if some of the helpers help with more than one sector, as it will help with the sharing of knowledge. If the Sector leader cannot attend a meeting the support member must attend.

-Individual meetings with third parties, as required.

-Full WNPG open to all volunteers and others as necessary, i.e. consultants, local authority representatives They will be convened as required and chaired by the Chairperson.

* 1. **Minutes**

-These must be kept for all meetings and individual actions identified where required.

-Secretary will be responsible for taking minutes of the Main and full committee meetings. Circulation within 1 week of meeting.

-Sector Meetings or meeting with Third Parties must be taken. The minutes/notes taken by the sector leaders or individual must be circulated to those in attendance, including any third parties. These will not be circulated to all members unless the main committee meeting agrees. This is to minimise paperwork.

-The secretary will be responsible for maintaining files of all minutes and paperwork.

NOTE: maintaining a good paper record will be critical when it comes to the Independent Examination

* 1. **Communications**

These will be very important to ensure all the residents and individuals are kept fully informed of the process as the whole exercise must be transparent to all residents. As part of the final Independent Examination this is a very important element of the Planning process.

The communications media to be used will be;

Parish Council Web Site, Notice Boards, Face Book/ Twitter, Local Publications and Local Radio

* + 1. Web Site

The Parish Council web site will have a direct link to the NPG web that will be managed by the NPG communications team.

The web will be updated monthly. Approved documents will be on the site and will include Main and Full meeting minutes, Control Plan ( plus updates).

The Draft Plan will also be on the site when completed as will the final report and any sub reports i.e. housing objectives.

Notices of forthcoming public meetings etc. to be posted.

There will be an info@wilmcotenp link on the web site that will be managed by Lisa Plumb. Responses will have to be managed and signed off by the Chair or Treasurer. If the response is felt to be contentious, the question must be brought back to the main meeting.

* + 1. Notice Boards

There are 3 notice boards in the village that will be used for informing residents of forthcoming meetings etc.

* + 1. Face Book and twitter

This will be set up and monitored by the communications team. Issues highlighted to be discussed at the main meetings.

* + 1. Local Publications

Notices relating to public meeting and presentations to be advertised in the local press. This will include, The Vine, Stratford Herald, Mid Week and Observer.

Quarterly updates of the actions taken by the NPG are to be published in the Vine every quarter. This is subject to approval of the main committee.

* + 1. Local Radio

Local radio must be considered for notifying the residents. To be considered by the committee.

* + 1. Hard Copy Documents

Hard copies of key documents including minutes to be displayed in the church or village hall. These will be for those who don’t own a computer. Files to be updated every month once minutes and communications have been approved by the Main NPG Steering Committee.

Notices to be placed on the village notices boards to advise the locations of hard copy files for general public use.. These will be Located in the Village Shop.

* + 1. Notice Approvals

Any press releases or notices will be agreed by the main committee and at least 1 of the sitting parish Councillors who are on the NPG steering committee.

* + 1. Letters/Correspondence

All correspondence must be on the approved letter layout and heading. The logo must be included and the address will be the Chairperson home. No telephone numbers will be on the letter heading only the web site and face book links.

* 1. **Programme/Sequencing**

-The programme for undertaking the Neighbourhood Plan for the Parish of Wilmcote is anticipated to take between 18 and 24 months.

-To programme is also driven by many variables as the time lines will be drive in the main by many third parties.

-For this reason the NPG will drive forward the process on a critical path basis.

-Enclosed in the Control Plan is an outline Flow Chart.

-When reviewing the activities of the flow chart please refer to section 3 of the control plan to establish scope of activity.

* 1. **Treasurers Responsibility**

The treasurer in conjunction with the WNPG will prepare a budget for undertaking the Planning exercise.

This is expected to include;

 Use of Consultants

 Stationary and Documents for the Group.

 Design and printing of leaflets

 Graphics and Communication Tools

 Presentation Materials

 IT and Web site costs

 Event and venue hire

 Administrative Expenses

The cost plan/ budget will have to be agreed by the Parish Council.

Parish Council will submit the grant application.

 The treasurer to monitor expenditure against budget and report monthly to the main committee meeting.

The Parish Council will fund the group until the grant has been secured. This funding will however be limited.

The treasurer, will be responsible for opening a bank account and raising all cheques. 3 signatures will be on the bank account and 2 will be required on cheques. Signatures will be Ms L. Butterworth, Mr C. Ray and the treasurer.

Treasurer to be responsible for overseeing all quotes and tenders. Approval must be given by the Main Steering Committee meeting before orders are placed.

**4.6 Filing**

This will be extremely important. We have already stated that the secretary will be responsible for the filing of all minutes.

However, there will also be a need to have a paper trail for the following;

-Meetings between third parties irrespective of the number in attendance

-Correspondence generally and research information.

-All public notices.

 -Web site questions and responses to **info@ wilmcotenp**

- -Preparation of draft and final documents

-Presentation Material

-Web site information, current and historical.

The secretary must agree the filing format with the main committee.

The paper trail is extremely important as the Independent Examiner will need to see the paper trail from the start of the process to the completion of the final report.

It is envisaged that the main file will be electronic.

The electronic system must be backed up each month on to a hard disc, as a minimum.

Hard copy must be kept of all reports and minutes and filed in the Village Hall and Church. ( see 4.4 v)