

**Whitchurch in Thames Village Plan Steering Committee  
Process and Approach – Working Document  
November 2017**

Overall approach and 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
- It should also build off the detailed recommendations from the 2009 Village Plan – assessing what was accomplished, and whether unaccomplished recommendations should be carried forward to the new plan.
- A repeated overall Village Plan kick-off event is not needed - instead kick-off the 6 workstreams at the 8<sup>th</sup> November “re-launch event “ and take to general consultation event once draft recommendations are available
- We should target a general village consultation by May 2018 once work streams develop initial 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 accept ownership of these areas before the overall plan is approved
  - Any party such as OCC that is responsible for carrying out a recommendation would need to agree to accept ownership
  - 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

Workstream process

- Each team nominate work stream lead - to invite others as required
- Agree set of objectives and scope of workstream, based on table below
- 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 with support of treasurer
  - Village feedback to help with prioritisation
  - Include proposed source of funding: PC precept/retained funds, grants, fundraising
- Prepare final recommendation for Village plan document

## Village Plan Workstreams

Working Group	Proposed Objectives/Scope	Information and Consultations Available now
<p>Community Facilities (CF)</p> <ul style="list-style-type: none"> <li>- Charles Cotgreaves</li> <li>- Jen Marc Grosfort</li> </ul>	<ul style="list-style-type: none"> <li>- Village Hall refurbishments development and prioritisation:</li> <li>- Review public facilities and identify strengths, targeted community use, and improvements or changes:               <ul style="list-style-type: none"> <li>o New pavilion/ marquee</li> <li>o Village Hall</li> <li>o Old Stables</li> <li>o St Mary’s Church</li> <li>o Pubs (including potential for community pub or shop if Greyhound closes)</li> <li>o School</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Initial survey that was funded by PC in 2017</li> <li>- Village Green Survey of Pavilion facilities and use</li> </ul>
<p>Open Spaces (OS)</p> <ul style="list-style-type: none"> <li>- Including Pavement &amp; Walking, and Built Environment</li> <li>- John Bradon</li> <li>- Leslie Maynerd</li> <li>- Jason</li> <li>- Jim Donahue</li> <li>- Will Barclay</li> <li>- Leslie Prater</li> </ul>	<ul style="list-style-type: none"> <li>- Assessment of all Village spaces identifying strength, weaknesses, sustainability, and opportunities for improvement</li> <li>- Areas to include:               <ul style="list-style-type: none"> <li>o Village Green</li> <li>o Allotments</li> <li>o Maze</li> <li>o Vision for MOWS activities on the High Street</li> <li>o Polish memorial garden</li> <li>o Recreation facility for children on Manor road</li> <li>o Improved access to the river</li> </ul> </li> </ul> <p><b>Pavement and Walking:</b></p> <ul style="list-style-type: none"> <li>- Encourage walking through improvement of pavements and footpaths:               <ul style="list-style-type: none"> <li>o Muddy lane scalping</li> <li>o Hardwick Road pavement</li> <li>o High street pavement</li> <li>o Footpath to Hardwick estate</li> <li>o Thames Path- better signage</li> <li>o Cycleway improvements</li> <li>o Narrow pavement by Dolphin centre that Bridge Company promised</li> <li>o Raised pavements (e.g. Ferryboat)</li> <li>o Weir access to Pangbourne</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Village Green Survey</li> </ul>

	<ul style="list-style-type: none"> <li>- Also consider areas where cycle access can be improved</li> </ul> <p><b>Built Environment:</b></p> <ul style="list-style-type: none"> <li>- Conservation area management plan</li> <li>- Drainage maintenance</li> <li>- Emergency planning lead (Flooding, power cuts etc.)</li> </ul> <p>Replacement or additional streetlights</p>	
<p>Community Groups and Activities (CG)</p> <ul style="list-style-type: none"> <li>- Sarah Hanfrey</li> <li>- Keith Brooks</li> </ul>	<ul style="list-style-type: none"> <li>- Develop list of community groups</li> <li>- Assess values, strengths, and areas for improvements</li> <li>- Recommend new or changes to community activities or groups</li> <li>- Groups to include: Church, Pubs, School, youth, teen, as well as older aged groups, potential welcome pack for new residents</li> <li>- Whitchurch Art Cafe – big success</li> </ul>	<ul style="list-style-type: none"> <li>- Neighbourhood plan vision and objectives survey</li> </ul>
<p>Traffic and Parking (TP)</p> <ul style="list-style-type: none"> <li>- Rachel Hatcher and TAPAG</li> <li>- Ben Riordan</li> <li>- Will Barclay</li> </ul>	<ul style="list-style-type: none"> <li>- Key issues to address traffic congestion and parking issues being addressed by TAPAG</li> <li>- Other areas to look at: <ul style="list-style-type: none"> <li>o Pollution</li> <li>o Electric Cars</li> <li>o Lorry turning at Toll Bridge</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- May 2016 Consultation on Village Plan</li> <li>- June 2017 Hugh Street parking and traffic Survey</li> <li>- Suggestion to consider hiring a consultant to advise</li> </ul>

### Steering Committee/Workstream Roles: (still to be formalised)

Role	Responsibility	Deliverables
Steering Committee (SteerCo) - to be formalised at a later date	<ul style="list-style-type: none"> <li>▪ Agree overall process, structure and plan– provide guidance and motivation to workstream leaders</li> <li>▪ Keep driving Village plan activities to ensure it remains on track to agreed plan</li> <li>▪ Sounding board for workstream recommendation to ensure they are achievable, in line with public views and supporting overall vision</li> <li>▪ Approves final list of recommendations including prioritisation of workstream recommendations</li> <li>▪ Should be a cross section of the community</li> <li>• Up to 3 councillors for a total of 8 to 15 members (best practice guidelines)</li> </ul>	<ul style="list-style-type: none"> <li>- Strategy, budget, timetable, and programme for delivering the plan</li> <li>- Delivery and approval of the final Village Plan</li> </ul>
VP Tram Meeting Chairman Jim Donahue (acting)	<ul style="list-style-type: none"> <li>• Lead development SteerCo development of overall Village plan process and plan</li> <li>• Support SteerCo in functioning properly, there is full participation in meetings</li> <li>• Manage meeting agenda and work to achieve meeting objectives</li> </ul>	
Secretary: John Bradon (acting)	<ul style="list-style-type: none"> <li>• Supporting the chairperson by ensuring that meetings are effectively organised and minuted, providing administrative support where needed and communicating with other members of the steering group/working groups.</li> <li>• Potentially act as Vice Chairman in and stand in for chair in case of absence</li> </ul>	<ul style="list-style-type: none"> <li>• SteerCo Minutes, meeting bookings</li> <li>• On-line document repository</li> <li>•</li> </ul>
Workstream leaders	<ul style="list-style-type: none"> <li>• Leads the development of recommendations for VP in each area of the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Workstream recommendations to be</li> </ul>

	<ul style="list-style-type: none"> <li>Engages with other residents forming a temporary working group if required</li> <li>Reviews relevant consultations and captures new evidence and community feedback where required</li> <li>Costs out and priorities recommended options</li> <li>Develops recommended prioritisation for the SteerCo review.</li> </ul>	
Village plan technical writer / graphic artist	<ul style="list-style-type: none"> <li>Someone to coordinate plan inputs and prepare and write the draft and final plans to provide a cohesive document</li> <li>Will need someone with graphic artist and book publishing skills to create the final document with suitable images and photographs</li> </ul>	<ul style="list-style-type: none"> <li>Draft and final versions of document for review</li> </ul>
Publicity / Public consultation Coordinator	<ul style="list-style-type: none"> <li>Press release coordination internally via email and externally</li> <li>Reach out to key village stakeholders</li> <li>Email distribution list, Web-site, Henley Standard,</li> <li>Plan and facilitate general consultation days and support workstream in development of any required surveys and public feedback</li> </ul>	<ul style="list-style-type: none"> <li>SteerCo Communications plan</li> <li>The publicity officer should be familiar with the local media and be able to present news of its progress in upbeat and interesting ways.</li> </ul>
Treasurer: Sarah & Ben (acting)	<ul style="list-style-type: none"> <li>Work with workstream leaders to ensure recommendations are consistently costed out and prepare overall budget for prioritisation</li> <li>Also manage process of getting quotes for proposals</li> <li>Ideally with accounting experience</li> </ul>	<ul style="list-style-type: none"> <li>Define process for developing cost estimates and getting quotes for Workstream leaders to follow.</li> <li>List of costs for all recommendations, validated as following agreed process with consistent accounting</li> </ul>

		principles
Parish Council relations	<ul style="list-style-type: none"> <li>• Chairman of VP Team Meeting or alternate to provide - monthly updates to PC, including any requests for budget approval.</li> <li>• The VP SteerCo will review press releases internally, but these do not required PC approval.</li> <li>• Will not replace WG's that are already reporting into PC, but some WG's such as TAPAG will also develop material for VP.</li> <li>• 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.</li> </ul>	
Legal advisor	<ul style="list-style-type: none"> <li>• Acts as consultant where legal matters arise</li> </ul>	<ul style="list-style-type: none"> <li>• As required.</li> </ul>

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