

Individual Decision

The attached reports will be taken as
Individual Portfolio Member Decisions on:

Friday, 9 November, 2012

Ref:	Title	Portfolio Member	Page No.
ID2434a	Adoption of Parish Plans: Lambourn Parish Plan	Councillor Pamela Bale	1 - 18
ID2434b	Adoption of Parish Plans: Burghfield Parish Plan	Councillor Pamela Bale	19 - 50



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Individual Executive Member Decision

Title of Report:	Lambourn Parish Plan
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	9 th November 2012
Forward Plan Ref:	ID2434a

Purpose of Report: To seek adoption of the Lambourn Parish Plan by the Council.

Recommended Action: The Plan to be formally adopted by the Council as an important document.

Reason for decision to be taken: Formal adoption of Parish Plan

Other options considered: None

Key background documentation: Lambourn Parish Plan

Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk
Contact Officer Details	
Name:	Jo Naylor
Job Title:	Principal Policy Officer
Tel. No.:	01635 503019
E-mail Address:	jnaylor@westberks.gov.uk

Implications

Policy:	Parish Plans are an integral part of the 'Empowering People and Communities' aspect of the Council Strategy.
Financial:	There are no specific financial implications arising from this report at this stage. Any of the actions in the Parish Plan that have financial implications for services will need to be addressed as and when those actions are moved forward. If actions require additional resources these will be brought to Members for consideration in due course.
Personnel:	There are no personnel implications at this stage
Legal/Procurement:	There are no direct legal implications at this stage
Environmental:	Parish Plans often raise many local environmental issues and as such can play a very useful role in conserving and enhancing the environment at a very local level.
Property:	No specific property implications. Any property related matters within the action plan will be addressed by the relevant service as and when the action is moved forward by the community in conjunction with the Council.
Risk Management:	There are no direct risk management issues arising from the plan. As and when actions are moved forward any risk issues will be addressed by the relevant service area.
Equalities Impact Assessment:	The consultation carried out in support of the Parish Plan helps ensure that all people have an opportunity to have their views and concerns heard.

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell
Ward Members:	Councillor Graham Jones and Gordon Lundie
Opposition Spokesperson:	Councillor Jeff Brooks
Local Stakeholders:	WBC, Safer Communities Partnership, Voluntary Sector
Officers Consulted:	Senior Management within WBC
Trade Union:	N/A

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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Supporting Information

1. Background

- 1.1 Since December 2008 Community Led Plans (or Parish Plans) have been formally endorsed by West Berkshire Council, via the Individual Decision process.
- 1.2 The endorsement of a Parish Plan means that the Council commits to working positively with the community to realise the vision set out in the plan. This means that the Council will give approval or sanction, where it can, actions that have the support of the community and have been included in the Parish Plan Action Plan. This is subject to the draft Action Plan having been circulated to the Council and its Partners by prior agreement and the actions discussed in consultation with the Principal Policy Officer for Community Planning.

Community Planning In West Berkshire

- 1.3 West Berkshire Council, working alongside other key partners such as the Community Council for Berkshire, the West Berkshire Partnership and the local community, has promoted the development of Community Planning across the District.
- 1.4 The Council's success in pushing forward this work has been recognised nationally; firstly through the award of Beacon Status for the local authority in 2006 as part of the "Empowering Communities Improving Rural Services" theme and subsequently through the successful joint local authorities bid to the national Beacon Peer mentoring fund, which the Council led, to further develop work in Community Planning.
- 1.5 Parish Plans are key documents that set out a vision for how a community wishes to develop in the future. They contain an action plan that will help to realise that vision. The original Lambourn Parish Plan was completed in 2005 this refreshed document now sets out the revised priorities for this community.
- 1.6 Parish Plans are developed through a wide ranging consultation process with the local community. This helps ensure that the resulting plan reflects the needs and aspirations of local people. The Plans are therefore an important source of intelligence about the views and concerns of the community as well as highlighting specific actions that communities wish to see taken in their areas. This information plays an important part in shaping both service planning and delivery across the Council but is increasingly being used to inform Council strategy and policy development.
- 1.7 The process by which Parish Plans are developed involves extensive liaison and engagement with service providers and statutory organisations, most especially the Council. This close involvement and dialogue helps ensure that officers are aware of the direction and aspirations of the community and can help develop meaningful and realistic actions.
- 1.8 This close engagement between the Council and the community at a very practical level helps to provide an excellent platform for improving relationships and communications between the local authority and the communities it serves.

- 1.9 A further benefit emerging from Community Planning is that it has helped bring communities and organisations together to focus on developing solutions to local problems, for example; joint working on environmental issues, such as noise from the M4; allotment provision; growing food locally and development of local business groups.
- 1.10 The attached refreshed Lambourn Parish Plan sets out the Parish aspirations and Action Plan for this community.
- 1.11 The action plan is built around the 5 themes of the sustainable community strategy. This provides an ideal focus for the plan and helps develop clear links between local activities and the overall strategic vision for the district.

2. Equalities Impact Assessment Outcomes

- 2.1 The refresh process involved wide scale consultation including 1,500 questionnaires sent to each household in the Parish. This survey work was critical in ensuring all groups had the opportunity to express their views and ensured the Plan reflected the wants and needs of parishioners.

3. Recommendations

- 3.1 It is RECOMMENDED that the Plan be formally adopted by the Council as an important document.

Appendices

Appendix A – Equality Impact Assessment – Stage 1

Appendix B – Lambourn Parish Plan

Equality Impact Assessment – Stage One

Name of item being assessed:	Lambourn Parish Plan
Version and release date of item (if applicable):	9 th November 2012 (release date same as Individual Decision date)
Owner of item being assessed:	Jo Naylor
Name of assessor:	Jo Naylor
Date of assessment:	22 nd October 2012

1. What are the main aims of the item?
To endorse the Lambourn Parish Plan

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

Group Affected	What might be the effect?	Information to support this.

Further comments relating to the item:
 The consultation carried out in support of the Parish Plan helps ensure that all people have an opportunity to have their views and concerns heard.

3. Result (please tick by double-clicking on relevant box and click on 'checked')
<input type="checkbox"/> High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

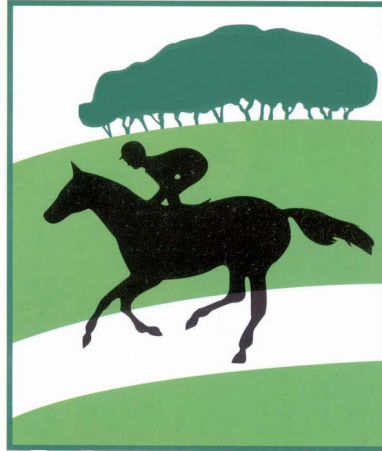
For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Jo Naylor

Date: 22 October 2012

LAMBOURN



VALLEY OF THE RACEHORSE

Lambourn Parish Plan Refresh

*Planning the future of a community in the heart of the
valley of the racehorse*

Version 2.2 (draft)

3 September 2012

**Lambourn Parish Council
Memorial Hall
Oxford Street
Lambourn
Berkshire
RG17 8XP**

Lambourn Parish Plan Refresh

Version	Changes	Date
2.0	Draft version for approval by WBC (assistance required)	21 June 2012
2.1	Draft version for approval by Lambourn Parish Council	18 July 2012
2.2	Draft version for approval by WBC	03 September 2012

Acknowledgements

This document has been written and compiled by many members of the community who have given their time and expertise on a voluntary basis. Without their hard work and dedication it would not have been possible to create this parish plan refresh. Our thanks also go to CCB Berkshire¹, West Berkshire Council and the North Wessex Downs Area of Outstanding Natural Beauty (AONB) management team for their guidance, advice and assistance in compiling this plan.

Editor's Note

This plan applies to the Parish of Lambourn including the villages of Lambourn and Eastbury, along with the hamlets of Upper Lambourn, Lambourn Woodlands and Woodlands St Mary. References to Lambourn should be read in context and will often refer to the entire parish including the 4 villages, outlying farms and houses.

Disclaimer

It must be emphasised that neither the objectives nor the recommendations and action plan items form a legal obligation on any party, organisation or individual to deliver or produce the outcomes described. The plan is a statement of intent and is subject to continuous change.

Residents, prospective residents, developers and commercial operations should under no circumstances use the plan as the basis for making decisions of a commercial nature.

Copyright

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If you intend to copy the document or extracts from it please contact:

Lambourn Parish Council
Memorial Hall
Oxford Street
Lambourn
Berkshire
RG17 8XT

Email: lambournpc@btconnect.com

¹ Community Council for Berkshire, Registered charity number 1056367, Registered Office: CCB, Abbey House, 1650 Arlington Business Park, Theale, Reading, RG7 4SA

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Introduction

A Parish Plan refresh is a vision of how the community would like its town or village to be. For many communities, it's also the foundation for other applications for funding or local action. It aims to help rural communities to have a greater say in their own affairs. It is an opportunity for the people living in the community to set down their vision for the future of their town or village.

A Parish Plan Refresh can cover everything that is relevant to the people who live and work in the parish, from social housing to places for children to play. It should address the needs of the entire community, including local businesses. Everyone should have an opportunity to contribute to its preparation.

Fundamentally it is about proactively managing change in a planned manner. The Parish Plan Refresh sets a direction and creates targets for actions to achieve the desired outcomes.

The approach to writing the Lambourn Parish Plan Refresh

The Lambourn Parish Council agreed to create a Parish Plan some years ago. The Parish Plan Refresh is an updated version of the existing Parish Plan which was written in October 2005. Public consultation is considered key in the development of a Parish Plan Refresh. This plan has been based on a large number of inputs from the community which have been collected through surveys, individual discussions and by seeking the input of organisations and groups in the parish who in turn represent many of the key stakeholders in the parish plan.

Whilst some plans focus on recording detailed statistics about the parish and its residents, often to a very detailed level, it was felt that the Lambourn Parish Plan Refresh should focus more on where the parish would like to be in five to ten years time. Thus much of the effort of research and opinion seeking has been focused on the desires and ambitions of the residents rather than the detailed recording of the attributes of the parish as it is today.

The plan is an expression of what is important to the residents of the parish, what is valued both physically and socially and how the parish should develop in the future in order to preserve and enhance these features. The plan is by its very nature a living document and will be updated over time as significant changes in attitudes or desires of the residents of the parish are noted.

It is anticipated that the Parish Council will establish a number of working groups to address the items in the action plan and thus be able to draw upon the experience and expertise of non-elected individuals.

Communication of progress

The Parish Plan Refresh and the action plan will naturally continue to evolve. Regular updates will be available to the residents of the parish through a number of different means:

- Open meetings (Annual Forum) of the Parish Council
- Parish Council meeting minutes – available from the Council or from www.lambourn.info
- Parish Plan pages on www.lambourn.info
- Specific updates posted in local newsletters such as Village Views
- Printed copies of the Parish Plan which will be available from the Lambourn Library, the Council offices and the Lambourn Centre

Background to Parish Plan Refresh

The original Parish Plan was published in 2005. To ensure that the Plan continues to reflect the parishioner's wishes, a Refresh process was started in 2010. This involved a Parish Consultation and various meetings to decide on the required questions for the questionnaire.

Over 1500 questionnaires were sent out either by post or hand delivered to each house in the Parish.

We received 452 responses. These were in the form of the completed questionnaires returned to the Parish office or completed on-line.

We would like to thank Greenham Common Trust for all the assistance in both the printing of the questionnaire, the creation of the on-line questionnaire and the compiling of the responses.

The Achievements from the 2005 Parish Plan

The following actions were achieved:

- Installation of CCTV cameras in Lambourn was completed in 2008.
- Refurbishment of Eastbury Play Area was completed in December 2007.
- A Website has been created which hosts the Lambourn Parish Information and meeting minutes.
- A 'What's Happening?' diary has been included on the website.
- A notice board was installed in Upper Lambourn.
- Streetlighting was improved and a cleaning schedule implemented
- A Disaster Management plan was created and is in place.
- Additional facilities were provided at the Old Cricket Field Skate Park (i.e. Youth Shelter and Ball Wall)

The Action Plan

The Action Plan was created from the responses received under pre-defined headings.

- The Lambourn Parish Council will continue to work very closely with the West Berkshire Council, the Police and traffic wardens to ensure a safer community.
- The Lambourn Parish Council will create an information brochure, assist in the creation of a history museum to celebrate the horse racing industry and is committed to upgrading the local broadband
- The Lambourn Parish Council will actively work toward creating Open Spaces that encourage parishioners to use them more.
- The Lambourn Parish Council will work with West Berkshire Council to re-instate the byways and to maintain them in a state that they can be used as cycle/pushchair paths.
- The Lambourn Parish Council will work with the District Council and Local Dog Warden to reduce the litter and dog fouling incidents within the Parish.
- The Lambourn Parish Council will work with West Berkshire to encourage longer Library opening hours.
- The Lambourn Parish Council will set up a Youth Club to provide an alcohol-free, drug-free safe environment for the local teenagers to meet at.
- The Lambourn Parish Council will support the creation of day trips for the elderly.

A Safer Community

Speeding

Speeding traffic is a major concern within the Village with a 56% response to prove it. Parishioners want drivers to stay below the speed limits throughout the Parish. The Police are targeting specific areas of concern to compile statistics to prove whether this is a major problem and if so, try to reduce the risk of injury/accidents.

Parking illegally on the pavements on the High Street, Newbury Street and Oxford Street

Parking on the pavements causes obstruction to drivers and pedestrians alike. The Parish Council are working in conjunction with the Civil Enforcement Officer and West Berkshire Council to try to reduce this risk.

Parking illegally on double yellow lines on the High Street

Parking on the double yellow lines causes major obstruction down the High Street of Lambourn. This issue is being tackled by the Lambourn Parish Council and the West Berkshire Council in an attempt to reduce the incidence of this major risk.

Poor Road Condition

Poor road conditions cause a hazard to all road users (in this case drivers, pedestrians and horses). The Parish Council will continue to work closely with the West Berkshire Council to identify the hazards and get them repaired in a timely fashion.

We would like to encourage all road users to report unsatisfactory road conditions to Customer Services at West Berkshire Council via email - Streetcare@westberks.gov.uk or by phone on 01635 519080.

Uneven Pavements

Uneven pavements cause a trip hazard to the young and elderly within the parish.

The Parish Council will continue to work closely with the West Berkshire Council to identify the hazards and get them repaired in a timely fashion.

We would like to encourage all parishioners to report unsatisfactory pavement conditions to Customer Services at West Berkshire Council via email - Streetcare@westberks.gov.uk or by phone on 01635 519080.

Improved Horse Signage

75% of the respondents requested additional horse signage for within the Parish to warn all drivers of the risk of injury to all road users (drivers, pedestrians and horses) in the event of unsafe driving practises within the Parish.

Most Parishioners are proud of the local link to the horseracing industry and would like this information to be more broadly recognised.

A Prosperous Community

Information Brochure

During the survey it became clear that most parishioners were unaware of all that the Local Parish has to offer, thus the Lambourn Parish Council will endeavour to create an information brochure which lists all the activities which take place on a weekly, monthly or annual basis within the Parish.

Creating a racing museum

53% of the respondents would like to see the creation of a racing museum to celebrate the local link to the horseracing industry. Most would also like to find out more about the winners which have successfully been training within our parish.

Broadband

The Lambourn Parish Council has committed over £22 000 to the improvement of the local internet facilities to improve the broadband speed and connectivity within the Parish. This is in conjunction with West Berkshire Council and the relevant Broadband suppliers. 71 % of the respondents agree that this is a priority within the Parish.

A Healthy Community

Cycle Paths/Pushchair paths between Eastbury and Lambourn

Of all the local paths linking the various villages of the Parish, the Lambourn to Eastbury footpath was recognised as the one requiring the most attention as there are no pavements within the Eastbury village and the link would allow for a safe connection between the 2 villages.

Lambourn Parish Council will endeavour to create this link to allow for the safe access between villages and encourage a healthier lifestyle of cycling or simply taking walks within this area of outstanding natural beauty.

Benches/picnic tables at Old Cricket Field

A large percentage of the parishioners within Lambourn are dog walkers and often make use of the Old Cricket Field. Thus it was felt that additional picnic table or benches would encourage a longer visit to this particular Open Space within the Parish. 54% of respondents requested additional benches so they could enjoy spending time at the Old Cricket Field.

Benches/picnic tables at Mill Lane

The Mill Lane play area is a children's play area which encourages outdoor activities. It was felt that additional picnic table would encourage entire families to use the facility more and encourage a healthier lifestyle. 45% of respondents felt that additional picnic benches would be useful.

Benches/picnic tables at Eastbury

The Eastbury play area is a children's play area which encourages outdoor activities. It was felt that additional picnic table would encourage entire families to use the facility more and encourage healthier life style. Although only receiving a 27 % response this was requested by all Parishioners who completed the questionnaire living in Eastbury.

A Greener Community

Anti-litter

Lambourn Parish Council will continue to work closely with the District Council to ensure that the local area is litter free.

We will also continue to encourage working parties to ensure the River Lambourn is kept litter free.

Dog Fouling

Additional Dog bins have been provided in the Parish to allow dog walkers to pick up after their dogs. These have been placed in Greenways and Walkers Lane.

Dog Fouling is a particularly anti social behaviour which needs to be addressed with the threat of fines and action being taken by the Dog Warden.

Not only is this unpleasant but it could potentially be a health risk.

Lambourn Parish Council will continue to work closely with West Berkshire and the local Dog Warden.

A Stronger Community

Creation of Social Club for Teens

Although only 28% of respondents requested this facility, we must bear in mind that the average age of the respondents were over 40 with only 17% of respondents being under that age (4% of respondents did not include their age).

After the completion of the questionnaire it was brought to our attention that 2 of the 3 local Youth Clubs within Lambourn have been closed.

With the withdrawing of funding from West Berkshire and the lack of volunteers to continue running the second Youth Club, this is causing major concern within the Parish.

The youth need a safe place to meet to foster a sense of belonging and participation in community life. This will also encourage friendship and teamwork.

The Lambourn Parish Council will endeavour to set up a Youth Club to provide a safe alcohol - free and drug free environment. It will encourage the advancement of human rights, conflict resolution and reconciliation, as well as promoting religious and racial harmony, equality and diversity.

The Sub-committee will be fund-raising to cover the cost of the venue, the social workers and any other costs which may be incurred.

It will also encourage the advancement of amateur sport.

Creation of day trips for the Elderly

The Lambourn Parish Council will support the creation of day trips for the elderly. We currently advertise any event in our notice board. 52% of respondents requested additional theatre trips or days out. We will encourage the creation of additional trips and assist where possible.

64% of respondents were over the age of 50 and would appreciate the additional facilities.

PARISH ACTION PLAN TEMPLATE

Name of Parish **Lambourn Parish Council** Date Plan Adopted

Objective	Actions	Priority H/M/L	State	Year	Month	Day	Project Manager/Lead	Other Partners	Justification/comments (refer to community support from consultation)	Completed (Give Date)	Sustainable Communities Strategy Theme (in this column put Safer, Prosperous, Healthy, Greener or Accessible)
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Safer (e.g. Reducing anti-social behaviour, reducing speed on roads, emergency planning)											
Speeding	Address directly with relevant authorities - police/Civil Enforcement Officers. Train volunteers to be able to use SID.	H						WBC	56% of the respondents find this a major problem		Safer
Parking Illegally - on pavements on High Street, Newbury Street and Oxford street	Address directly with relevant authorities - police/Civil Enforcement Officers. Train volunteers to be able to use SID.	H						WBC + Police	28% feel this is a major problem and 24% feel this is a minor problem		Safer
Parking Illegally - on double yellow lines on High Street	Address directly with relevant authorities - police/traffic wardens	H						WBC	37% feel this is a major problem		Safer
Poor Road Conditions	Address directly with relevant authorities - WBC	M						WBC	50% feel this is a major problem and 30% feel this is a minor problem		Safer
Uneven Pavements	Address directly with relevant authorities - WBC	M						WBC	27% feel this is a major problem and 26% feel this is a minor problem.		Safer
Improved Horse signage	Better signs and advise	M						WBC	75% would like improved horse signage		Safer

Page 10

Dog Fouling	Additional dog bins provided	M				WBC	32% of the respondents found this a major problem and 42% found this a minor problem.		Greener
Stronger (e.g. including everyone, fostering a sense of belonging and participation in community life, similar life opportunities - including accessible services for all).									
Creation of Social club for teens	Fostering a sense of belonging and participation in community life	H				WBC/Sub-committee	28% of respondents requested this facility. With the withdrawal of funding from WBC and the closure of an additional social club - this has now become more important. The Police are anxious for activities for the Youths to be maintained.		Stronger
Creation of day trips for elderly	Theatre trips, days out to various locations	M				Charities	52% of respondents requested this facility		Stronger

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Individual Executive Member Decision

Title of Report:	Burghfield Parish Plan
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	9 th November 2012
Forward Plan Ref:	ID2434b

Purpose of Report: To seek adoption of the Burghfield Parish Plan by the Council.

Recommended Action: The Plan to be formally adopted by the Council as an important document.

Reason for decision to be taken: Formal adoption of Parish Plan

Other options considered: None

Key background documentation: Burghfield Parish Plan

Portfolio Member Details	
Name & Telephone No.:	Councillor Pamela Bale - Tel (0118) 9842980
E-mail Address:	pbale@westberks.gov.uk

Contact Officer Details	
Name:	Jo Naylor
Job Title:	Principal Policy Officer
Tel. No.:	01635 503019
E-mail Address:	jnaylor@westberks.gov.uk

Implications

Policy:	Parish Plans are an integral part of the 'Empowering People and Communities' aspect of the Council Strategy.
Financial:	There are no specific financial implications arising from this report at this stage. Any of the actions in the Parish Plan that have financial implications for services will need to be addressed as and when those actions are moved forward. If actions require additional resources these will be brought to Members for consideration in due course.
Personnel:	There are no personnel implications at this stage
Legal/Procurement:	There are no direct legal implications at this stage
Environmental:	Parish Plans often raise many local environmental issues and as such can play a very useful role in conserving and enhancing the environment at a very local level.
Property:	No specific property implications. Any property related matters within the action plan will be addressed by the relevant service as and when the action is moved forward by the community in conjunction with the Council.
Risk Management:	There are no direct risk management issues arising from the plan. As and when actions are moved forward any risk issues will be addressed by the relevant service area.
Equalities Impact Assessment:	The consultation carried out in support of the Parish Plan helps ensure that all people have an opportunity to have their views and concerns heard.

Consultation Responses

Members:

Leader of Council:	Councillor Gordon Lundie
Overview & Scrutiny Management Commission Chairman:	Councillor Brian Bedwell
Ward Members:	Councillor Carol Jackson-Doerge and Royce Longton
Opposition Spokesperson:	Councillor Jeff Brooks
Local Stakeholders:	WBC, Safer Communities Partnership, Voluntary Sector
Officers Consulted:	Senior Management within WBC
Trade Union:	N/A

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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Supporting Information

1. Background

- 1.1 Since December 2008 Community Led Plans (or Parish Plans) have been formally endorsed by West Berkshire Council, via the Individual Decision process.
- 1.2 The endorsement of a Parish Plan means that the Council commits to working positively with the community to realise the vision set out in the plan. This means that the Council will give approval or sanction, where it can, actions that have the support of the community and have been included in the Parish Plan Action Plan. This is subject to the draft Action Plan having been circulated to the Council and its Partners by prior agreement and the actions discussed in consultation with the Principal Policy Officer for Community Planning.

Community Planning In West Berkshire

- 1.3 West Berkshire Council, working alongside other key partners such as the Community Council for Berkshire and the local community, has promoted the development of Community Planning across the District.
- 1.4 The Council's success in pushing forward this work has been recognised nationally; firstly through the award of Beacon Status for the local authority in 2006 as part of the "Empowering Communities Improving Rural Services" theme and subsequently through the successful joint local authorities bid to the national Beacon Peer mentoring fund, which the Council led, to further develop work in Community Planning.
- 1.5 Parish Plans are key documents that set out a vision for how a community wishes to develop in the future. They contain an action plan that will help to realise that vision. The original Burghfield Parish Plan was completed in 2003 this refreshed document now sets out the revised priorities for this community.
- 1.6 Parish Plans are developed through a wide ranging consultation process with the local community. This helps ensure that the resulting plan reflects the needs and aspirations of local people. The Plans are therefore an important source of intelligence about the views and concerns of the community as well as highlighting specific actions that communities wish to see taken in their areas. This information plays an important part in shaping both service planning and delivery across the Council but is increasingly being used to inform Council strategy and policy development.
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- 1.8 This close engagement between the Council and the community at a very practical level helps to provide an excellent platform for improving relationships and communications between the local authority and the communities it serves.

- 1.9 A further benefit emerging from Community Planning is that it has helped bring communities and organisations together to focus on developing solutions to local problems, for example; joint working on environmental issues, such as noise from the M4; allotment provision; growing food locally and development of local business groups.
- 1.10 The attached refreshed Burghfield Parish Plan sets out the Parish aspirations and Action Plan for this community.
- 1.11 The action plan is built around the 5 themes of the sustainable community strategy. This provides an ideal focus for the plan and helps develop clear links between local activities and the overall strategic vision for the district.

2. Equalities Impact Assessment Outcomes

- 2.1 The refresh process has aimed to reach as many of the community as possible to encourage wide feedback on the issues raised within the questionnaire. The Action Plan will continue to identify the wide range of groups within the community, and will work with these in partnership for the benefit of all.

3. Recommendations

- 3.1 It is RECOMMENDED that the Plan be formally adopted by the Council as an important document.

Appendices

Appendix A – Equality Impact Assessment – Stage 1
Appendix B – Burghfield Parish Plan

Equality Impact Assessment – Stage One

Name of item being assessed:	Burghfield Parish Plan
Version and release date of item (if applicable):	9th November 2012 (release date same as Individual Decision date)
Owner of item being assessed:	Jo Naylor
Name of assessor:	Jo Naylor
Date of assessment:	22 nd October 2012

1. What are the main aims of the item?
To endorse the Burghfield Parish Plan

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

Group Affected	What might be the effect?	Information to support this.

Further comments relating to the item:
 The consultation carried out in support of the Parish Plan helps ensure that all people have an opportunity to have their views and concerns heard.

3. Result (please tick by double-clicking on relevant box and click on 'checked')
<input type="checkbox"/> High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Jo Naylor

Date: 22 October 2012



Burghfield Parish Council

BURGHFIELD PARISH PLAN REFRESH 2012

Draft v7



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Background

The Parish Plan is about helping local communities to help themselves by showing how they can participate in influencing the way issues are addressed locally.

This Burghfield Parish Plan is about protecting all that is good in Burghfield Parish and ensuring that future developments are in harmony with the character of the surrounding Parish as well as being in accordance with Parish needs.

Parish Plans are about giving local people a say in the future of their community. In order to do this the Parish Council must first analyse the distinctive character of their village, understand the needs and demands of the community and then draw up a set of actions to maintain or address the priority issues. The Parish Plan should represent the views of the parish as a whole and where appropriate must be compatible with the statutory processes and the local context.

This Plan was prepared by Burghfield Parish Council. The main source of information used in the preparation of the Parish Refresh Action Plan was the results of the questionnaires sent to residents, local businesses and voluntary groups.

The Parish Council would like to thank all residents and organisations who were involved in and participated in the extensive work required in completing the Refresh process.

PICTURE



Refresh Objectives

This Refresh 2012 of the Parish Plan presents the communities vision for the Parish and provides the framework in which the community and the Parish Council will use in shaping development over the next 5 years.

PICTURE



Parish Plan Refresh Process

A Parish Plan is a living document with a requirement for communities to revisit and refresh every 5 years. The purpose of this process is to update the Action Plans following extensive consultation with their communities. This ensures that the documents are relevant and up to date to meet changing populations and emerging topics of interest.

The Parish Council initiated in November 2011 the Refresh process with a questionnaire being delivered to all households within Burghfield. This proved very successful with a total of 38% questionnaires completed and returned. They highlighted the concerns, opinions and views of residents for the future of the village.

These views were analysed and have provided the basis of the Refresh Action Plan. The Parish Council included questions to assist with resolving ongoing issues and to develop enhanced communication with local parishioners.

2,500 questionnaires were delivered to every property within the Parish during November 2011. Residents were asked to post them back using the prepaid envelopes, or complete online using their unique reference number. Two drop-in sessions were held at the village hall to offer assistance to anyone requiring help in completing the questionnaire. Local businesses were also sent questionnaires specifically designed with business requirements in mind; however, the response rate was very disappointing at just 1%.

The number of completed responses received was 900, with over 40% of those respondents being over the age of 60. The results reflect the views of 36% of total households and 15% of the population of Burghfield Parish.

Parish Councillors attended the May Fayre to encourage local residents to get involved in the implementation of the Parish Plan as well as leaflets being distributed to the 2,000 people who attended the Diamond Jubilee "Royal Rec" party organised by the Parish Council in conjunction with other local groups.

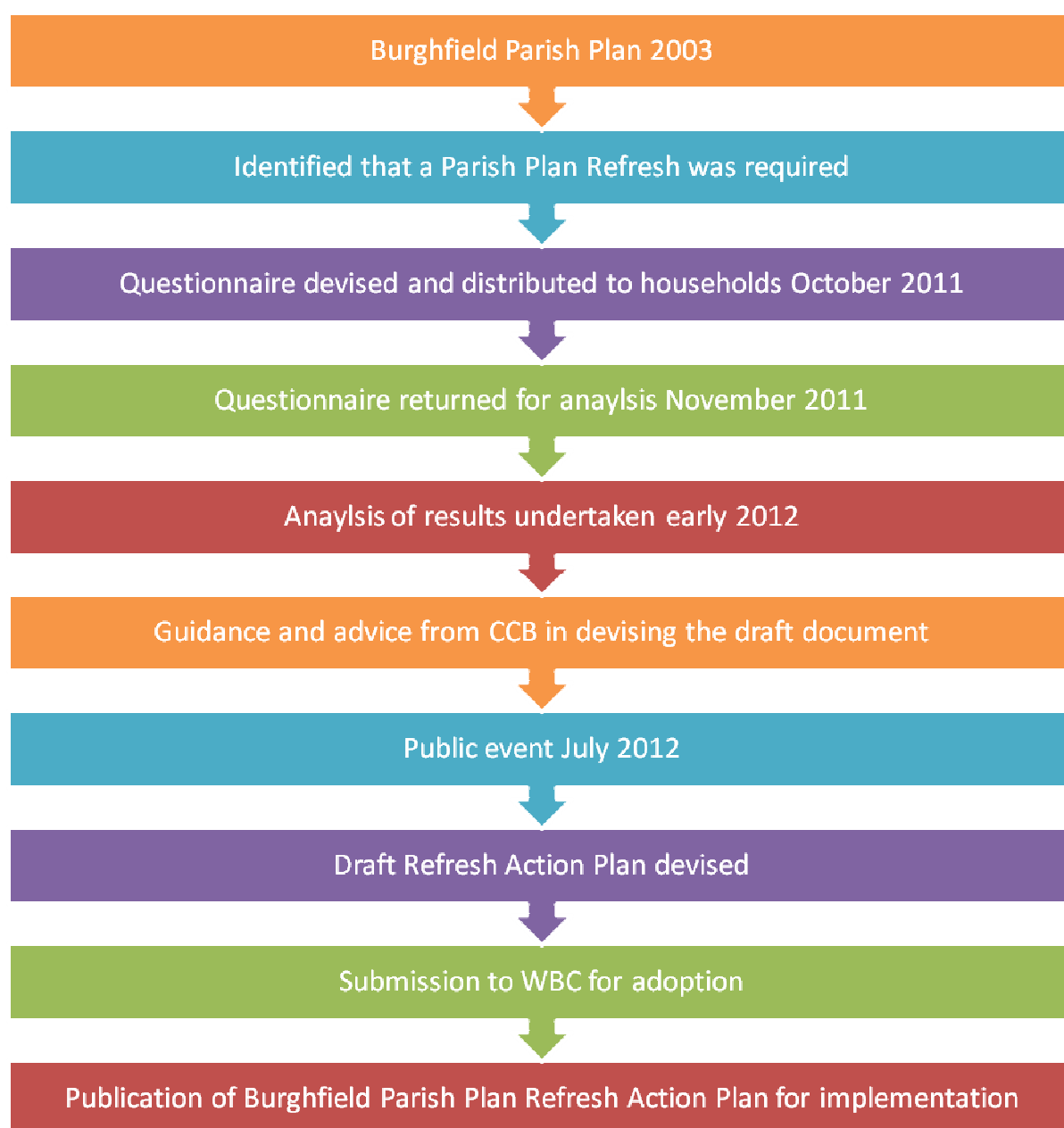
A public event was held at Burghfield Village Hall on 1st July 2012 to present the initial findings from the questionnaire to local residents and obtain further input and comments from a wider cross-section of the community as possible.

The Refresh process has aimed to reach as many areas of the community as possible to encourage wide feedback on the issues raised within the questionnaire. The Action Plan will continue to identify the wide range of groups within the community, encouraging partnership working where possible for the benefit of all.



The Parish Plan Refresh Action Plan –

The diagram below illustrates the process Burghfield Parish Council undertook in producing the Parish Plan Refresh Action Plan document





The Parish Plan Refresh Action Plan

The process of Parish Planning has developed extensively since the Council published its first Parish Plan in 2003. Establishing best practice from the experience of many differing communities, West Berks Council have developed a template for communities to use when formulating their individual Parish Plans.

The underlying requirement for communities, in accordance with the objectives set by West Berks Council, is to consider the needs and aspirations under the following five key Sustainable Community strategy themes:

- **A Stronger Community** – actions in this category should seek to include everyone, fostering a sense of belonging and participation in community life, providing similar life opportunities and accessible services for all.
- **A Greener Community** – this will include reduction of the community carbon footprint, reducing waste and increasing recycling, encouraging consumption of local produce and increasing the diversity of local wildlife.
- **A Safer Community** - examples of this include reducing anti-social behavior, reducing speed on roads and planning for emergencies.
- **A Prosperous Community** - supporting the economy of the village and rural employment, and encouraging tourism.
- **A Healthy Community** – communities have been asked to think widely about health, including such issues as fostering a sense of place and belonging, improving the health and well-being of local people, including young people, and promoting the independence of those residents who are vulnerable.

The following paragraphs, using the above headings, show the aspirations of the parishioners of Burghfield Parish with the resultant future vision, objectives and actions. This is followed by the consolidated Action Plan.



A New Vision for Burghfield Parish

Stronger Community

Questionnaire results and commentary

1. **Printed newsletters** – Residents were asked how they found information relating to the parish and local community events. It was evident from the replies that effective communication is seen as essential if we are to build a stronger community. 88% of respondents expressed a preference for printed publications as a way for Burghfield Parish Council to communicate with residents more effectively.
2. **Re-design of parish council website** – Residents were asked how Burghfield Parish Council could better communicate with residents. 40% of responses indicated that more information via the Parish Council web site was desired with an auto email alert system for news, new information or parish events.
3. **Conservation of the surrounding countryside** - 72% of respondents expressed the preservation of the countryside within Burghfield as an important aspect, contributing towards the overall well-being of the community.
4. **Maintaining a quiet environment** - Respondents expressed an overwhelming desire to maintain and conserve the peaceful rural environment. Supporting its nature, with access to the countryside, country walks and other rural characteristics of Burghfield.
5. **Open spaces within Burghfield Parish** - The conservation and enhancement of the open spaces within the parish are important to parishioners. Environmental management and conservation activities will help to maintain this valued asset and its biodiversity.

Vision for the future

- Support and encourage the production of printed newsletters
- Promote effective electronic communication with parishioners
- Enhance environmental management and conservation within Burghfield Parish



Key actions:

- **Printed Newsletter** - Closer local links with both businesses and schools to provide a printed newsletter for publication and circulation to Burghfield Parishioners.
- **Re-design parish website** – Implement changes to existing website to incorporate enhanced features such as email alert groups, parish documents and news, parish events and links to other Burghfield organisations.
- **Conservation of the surrounding countryside** – Identify priority areas and routes within Burghfield Parish for maintenance and enhancement. Working in conjunction with West Berkshire Council and professional organisations.
- **Maintaining a quiet environment** – Make the relevant authorities aware that Burghfield Parish is to remain a quiet and rural environment. Ensure this is reflected in the West Berkshire Local Plan.
- **Open spaces with Burghfield Parish** – Review and implement the Open spaces management plan to enhance and protect the open spaces within the parish.



Prosperous Community

Questionnaire results and commentary

1. **New housing development** –90% of respondents want to see the number of new houses limited, with a clear indication that Burghfield Parish remains a place where its distinctive character is maintained. There is a strong desire to limit expansion both within and outside the settlement boundary in the parish at large.
2. **National and Local Planning Policy compliance** - 80% want to see new developments in accordance with National and Local level Planning Policies. Burghfield has in recent years seen building of new houses increase and extensions to existing houses undertaken. These developments have generated considerable comment from parishioners and the parish council. Tight control of planning on an on-going basis is required to ensure planning policies are enforced, particularly in respect of site over-development.
3. **Parish led documents** - 73% believe that new developments should be in accordance with the Village Design Statement (adopted August 2011) which sets out the standard of house design, quality, character, style and space to complement the rural setting of Burghfield.
4. **Shopping facilities within Burghfield** - 75% of respondents state that Burghfield provides adequate grocery shopping for the next 5 to 10 years, with the emphasis on smaller shops offering personalised customer service and value for money whilst maintaining accessibility as being most important.
5. **Local support** - 70% of respondents support local retail and community services to encourage local businesses, maintain services and to retain the economic vitality of the parish.

Vision for the future

- Burghfield should remain a quiet, peaceful and rural parish valued for its beautiful countryside, and lack of urban noise and traffic
- To promote the local economy by supporting local businesses and service providers

Key actions:



-
- **New housing development**—Ensuring new development strengthens the character and function of the settlements in the parish by working in conjunction with the Local Planning Authority in the preparation of the Site Allocations and Delivery DPD.
 - **National and local planning policy compliance** – To ensure future developments within the parish reflect, and are consistent with National (NPPF) and Local Planning policies (West Berkshire Local Plan).
 - **Parish led documents** -Ensure that future development proposals respond to the guidelines set out in the Village Design Statement (August 2011).
 - **Shopping facilities within Burghfield**—Draw up, publish and maintain a list of local businesses, e.g. information about local businesses, making available on both parish and community websites.
 - **Local support** – Support and encourage local businesses to promote the local economy.



Healthy Community

Questionnaire results and commentary

1. **The Willink Leisure Centre**— 59% of parishioners who responded use the Willink Leisure Centre. 30% wanted to see an improvement in the quality of the swimming facilities provided with an additional desire for a reduction in cost.
2. **Provision of Youth facilities**—42% of respondents cited that one of the areas requiring improvement within the parish was the provision of additional youth activities. 60% of respondents also expressed that teenagers hanging around on the streets was a problem within the parish.
3. **Provision of Play Areas**—75% of residents who responded advised they used the play areas provided by the parish council. The provision of such areas is an integral and important aspect of family life and general well-being for the children of Burghfield Parish.

Vision for the future

- To attain a friendly, well managed and vibrant Leisure Centre at the heart of a strong and healthy community.
- Promote a shared vision for how all parts of society – including councils, schools, charities, businesses – can work together in partnership to improve facilities and activities for young people
- To ensure that Burghfield Parish has a variety of high-quality places for all children to play safely.

Key actions:

- **The Willink Leisure Centre** - Promote, support and encourage the development of Leisure Facilities to ensure the well-being of parishioners
- **Provision of Youth facilities** - To expand the provision for the youth of Burghfield Parish by instigating a youth led, all-inclusive activities program for the next and future generation. By putting into place the framework that will enable Burghfield Parish Youth to develop their own activities with the support of the Parish Council
- **Provision of Play Areas** - To maintain the high quality play areas and facilities provided, identifying the importance of natural play for children within the parish



Greener Community

Questionnaire results and commentary

1. **Energy saving & conservation** -79% would like to see an increase in the use of alternative, sustainable energy sources being promoted in both existing and future housing developments to encourage a reduction in the carbon footprint within Burghfield Parish (Policies CS14 and CS15). 65% of respondents did not favour the use of wind turbines.
2. **Energy provision** - 80% of respondents expressed a desire for the introduction of solar powered street lighting as an energy saving option. However, 62% of residents said they would be happy for street lights to be switched off between 12am and 5am.
3. **Improved transport integration** - 86% of respondents would like to see better integration between the train and bus service. Frequency of service, and a desire for a reduction in fares featuring as the main areas for further investigation.

Vision for the future

- For Burghfield to become a greener and more sustainable parish
- Ensure that public transport integration and services are improved for the benefit of parishioners

Key actions:

- **Energy saving & conservation** - Encourage the local Planning Authority to develop and enhance the provision of energy saving measures in existing and future housing developments within Burghfield Parish
- **Energy provision** - To reduce the carbon footprint by encouraging a reduction in energy consumption, the promotion of renewable energy and an increase in energy saving measures within Burghfield Parish
- **Improved transport integration**—To investigate and identify potential improvements for the integration of local transport services



Safer Community

Questionnaire results and commentary

1. **Improvement in general highway repairs** - 58% of residents would like to see improvements in the on-going maintenance of roads and pavements within the parish by the local highway authority.
2. **Road safety improvements**—66% of respondents identified specific “danger spots” within the parish. An area of major concern amongst residents is the speed of traffic along both Reading Road and Clayhill Road, as well as the parking of vehicles outside local schools.
3. **Increased visibility and police presence** - 50% of local residents would like to see an increase in police visibility and perceived presence within the parish, to increase public reassurance and reduce the fear of crime.
4. **Increased facilities for the youth to reduce anti-social behavior**—54% of respondents considered anti-social behaviour as a minor problem within the parish. A request for additional youth activities within the parish was requested to ensure the issue does not escalate.

Vision for the future

- For Burghfield to become a safer place for all to live, work and enjoy
- Promote road safety within Burghfield Parish and encourage drivers to drive responsibly
- In partnership with the Local Police Authority, build a safer and more confident community to retain and protect the wellbeing of Burghfield parishioners

Key actions:

- **Improvement in general highway repairs** – Encourage the Local Authority to undertake thorough maintenance by engaging and building stronger relationships to the benefit of Burghfield Parish
- **Road safety improvement** – In partnership with the Local Authority, investigate traffic calming measures for potential implementation within the parish to address identified “danger spots”
- **Increased visibility and police presence** – To continue working with the Local Police Authority and Commissioners to promote the safety and wellbeing of Burghfield parishioners
- **Increased facilities for the youth to reduce anti-social behavior** – Promote, support and encourage the provision of additional youth activities within Burghfield Parish



Parish Plan Refresh Action plan 2012

<u>Objective</u>	<u>Issue for improvement</u>	<u>Action required</u>	<u>Priority</u>	<u>Justification</u>	<u>Lead Committee</u>	<u>Partners</u>
			H/M/L			
<u>Stronger Community</u>			High Med Low			
Improve communication with local residents	Printed Newsletter	Closer local links with both businesses and schools to provide a printed newsletter for publication and circulation to Burghfield Parishioners.	H	88%	Communications	Willink School, Local Community
	Re-design parish website	Implement changes to existing website to incorporate enhanced features such as email alert groups, parish documents and news, parish events and links to other Burghfield organisations.	H	40%	Communications	Webmaster, Local Clubs, Societies and Organisations
Retain character of Burghfield	Conservation of the surrounding countryside	Identify priority areas and routes within Burghfield Parish for conservation and enhancement of the countryside. Working in conjunction with West Berkshire Council and professional organisations.	H	Top three of "what makes Burghfield Special"	Community	West Berks Council, Council appointed Tree Specialist, Grounds Maintenance Specialists
	Maintaining a quiet environment	Make the relevant authorities aware that Burghfield Parish is to remain a quiet and rural environment. Ensure this is reflected in the West Berkshire Council Local Plan.	H	Top three of "what makes Burghfield Special"	Community	West Berks Council, County Associations, Surrounding Parishes
	Open spaces with Burghfield Parish	Review and implement the Open spaces management plan to enhance and protect the open spaces within the parish.	M	Top three of "what makes Burghfield Special"	Community & Infrastructure	Council appointed Tree Specialist, Grounds Maintenance Specialists, CPRE
<u>Prosperous Community</u>						



Local Housing needs	New housing development	Work in conjunction with the local Planning Authority in the preparation of Site Allocations and Delivery DPD	M	90%	Infrastructure Committee	West Berks Planning department, National Planning groups, CPRE
	National and local planning policy compliance	To ensure future developments within the parish reflect, and are consistent with National (NPPF) and Local Planning policies (West Berks Local Plan).	H	80%	Infrastructure Committee	West Berks Planning department, National Planning groups, CPRE
	Parish led documents	Ensure that future development proposals respond to the guidelines set out in the Village Design Statement (August 2011)	M	73%	Infrastructure & Governance and Finance	West Berks Planning department, National Planning groups, CPRE
Shopping needs	Shopping facilities within Burghfield	Draw up, publish and maintain a list of local businesses, e.g. information about local businesses, making available on both parish and community websites.	M	75%	Infrastructure & Communications	Local Community, West Berks Council, Local developers, Local businesses
	Local support	Support and encourage local businesses to promote the local economy.	M	70%	Infrastructure & Communications	Community, local businesses
Healthy Community						
Leisure Facilities	The Willink Leisure Centre	Promote, support and encourage the development of Leisure Facilities to ensure the well-being of parishioners	H	59%	Community committee	Willink Leisure Centre, West Berks Council
	Provision of Youth Facilities	To expand the provision for the youth of Burghfield Parish by instigating a youth led, all-inclusive activities program for the next and future generation. By putting into place the framework that will enable Burghfield Parish Youth to develop their own activities with the support of the Parish Council	M	42%	Community committee	Local Youth, Local Police, Local Schools and Community
	Provision of Play Areas	To maintain the high quality play areas and facilities provided, identifying the importance of natural play for children within the parish	M	75%	Community committee	West Berks Council, Local Schools, Local Community
Greener Community						



Energy Saving & Conservation	Energy saving & conservation	Encourage the local Planning Authority to develop and enhance the provision of energy saving measures in existing and future housing developments within Burghfield Parish	L	79%	Infrastructure	West Berks Council, Energy Saving Specialists, developers, West Berks Green Exchange, Greening Burghfield
	Energy provision	To reduce the carbon footprint by encouraging a reduction in energy consumption, the promotion of renewable energy and an increase in energy saving measures within Burghfield Parish	L	80%	Infrastructure	West Berks Council, Energy Saving Specialists, developers, West Berks Green Exchange, Greening Burghfield
Transport	Improved transport integration	To investigate and identify potential improvements for the integration of local transport services		86%	Infrastructure	West Berks Council, Local Transport providers, Local Community
Safer Communities						
Highways	Improvement in general highway repairs	Encourage the Local Authority to undertake thorough maintenance by engaging and building stronger relationships to the benefit of Burghfield Parish	H	58%	Infrastructure	West Berks Council Highways, Local Community
	Road safety improvement	In partnership with the Local Authority, investigate traffic calming measures for potential implementation within the parish to address identified "danger spots"	H	66%	Infrastructure	West Berks Council Highways, Local Community
Policing	Increased visibility and police presence	To continue working with the Local Police Authority and Commissioners to promote the safety and wellbeing of Burghfield parishioners	H	50%	Infrastructure	Local Police, Local Community
	Increased facilities for the youth to reduce anti-social behavior	Promote, support and encourage the provision of additional youth activities within Burghfield Parish	M	54%	Infrastructure & Community	Local Youth, Local Police, Local Schools and Community



Parish Plan Refresh Monitoring

Once the Parish Plan Refresh document has been adopted by the Parish Council, the actions identified within it need constant monitoring to check on progress. Review of the Parish Plan will be a regular ongoing process to ensure the actions can be achieved.

The Parish Action Plan will become a regular item on the Parish Council Agenda to ensure it stays fresh in people's minds; keeping people alert to what is happening and be useful in resolving any blockages or problems that may occur along the way, such as:

- **Dormant action or barriers** - There could be many reasons why a particular action is not going anywhere. The Parish Council should be able to find a way around any barriers. For example, if partner agencies are needed to help with a project, the Parish Council may be best placed to make contact with them and invite their participation.
- **Problems stopping progress** - If there is a blockage in achieving the action then this should be discussed with the Parish Council to determine a suitable resolution to the problem.

How often should the Plan be reviewed?

The plan can be reviewed at any time, but as a minimum, it should be reviewed on an annual basis. This will help to address any changes that may have occurred within the community, or any changes that need to take place in the action plan so that the Plan continues to be a representative and viable document. For example:

- **Themes** - Has anything changed significantly within any of the themes within the plan, and if so is further consultation with the wider community necessary as a result
- **Local changes** - Have new opportunities opened up within the community that could affect any proposed actions, or have any problems arisen preventing some actions being completed
- **Demographics** - Has there been a significant shift in the demographics of the community that will impact on any part of the plan and if so how should this be addressed
- **Identify changes** - Has there been any major change to the infrastructure of the area, such as new roads, or impact flooding, and what can be done within the confines of the Parish Plan to address these things
- **Is the plan still relevant** - Has all the work been done, or has none of the work been done?
- **What hasn't worked or happened** - Are there things that haven't happened due to lack of funding, or because there is a particular problem stopping progress



Parish Plan Refresh Implementation

The Parish Council, who will monitor implementation of the Parish Action Plan, will undertake the following steps;

- Restructure the Parish Council's Committee structure in line with the Action Plan to ensure timely, efficient delivery
- Key individuals and organisations will be approached, as necessary to ensure full implementation of key actions identified
- Liaison with existing groups will continue with enhanced communication being a key action
- Where identified, Partnerships will be formed to ensure progression of key actions and implementation of the future vision for Burghfield
- Continue to provide quality services to parishioners and where identified make improvements

Community-based projects can only be achieved with the support of and within the Community.

If any of the projects are of interest to you and you would like to become involved please contact:

Cally Morris
Clerk to the Parish Council
Telephone number: 0118 970 1754

Email: burghfieldclerk@gmail.com



Appraisal of achievements since 2003

The original 2003 Parish Plan led to a tremendous number of changes and improvements within the Parish. Some are certainly more visible than others but they all play a part in ensuring that Burghfield Parish continues to thrive.

The original Parish Plan identified nineteen priority proposals to achieve the future vision and objectives for Burghfield:

Policy 1	The proximity to the countryside is a great benefit to the residents and businesses of Burghfield Parish. It provides a quality setting and backdrop which should be maintained and enhanced where possible including by the creation of new rights of way, improved signage and access for all.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Enhancing quality and access to the countryside	Discussion with landowners, West Berkshire DC countryside officers	On Going
	Appraisal: Achieved by improving communications with WBC Countryside officers, resulting in additional areas being identified for enhancement and maintenance within the Parish. Open Spaces Management Plan implemented with the assistance of a Tree specialist within the Parish		
Policy 2	A series of circular rights of ways around Burghfield Village, Burghfield Common and Burghfield Bridge will further enhance and preserve the quality setting which the Parishioners of Burghfield appreciate.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Creation of circular recreational routes around the villages.	Identification of principle routes required, then as above.	Yes
	Appraisal: Circular walks identified within the Parish. The production of a Leaflet titled "Walks in and around Burghfield" to promote the policy		
Policy 3	The Parish Council will identify trouble spots and work with the Police and landowners to make these areas less attractive to dumpers. The Parish Council will investigate ways of further informing the public of how to dispose of cars, household waste and recycling items legally. The Parish Council will actively lobby West Berkshire District Council to provide and improve waste disposal and recycling centres at the eastern end of the District.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)



	Minimising fly tipping	Identify problem areas; establish effective lines of communication with local residents for reports, and with appropriate bodies for monitoring, enforcement and disposal.	Yes
	Appraisal: Through improved communications with local residents and the introduction of the WBC online reporting system, incidents of fly tipping within the Parish have decreased significantly.		
Policy 4	The Parish Council will seek to assist West Berkshire District Council in identifying priority areas and routes which need further grass cutting maintenance – it will also seek to inform landowners of their responsibilities regarding hedge trimming along roads.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Priority roadside grass cutting	Identify priority roads and discuss priorities with WBDC.	Yes
	Appraisal: Working in conjunction with WBC, additional priority areas have been identified with action taken.		
Policy 5	As a matter of urgency, prior to the next growing season, the Parish Council will identify junction visibility problems which need to be given priority for maintenance on the grounds of highway safety.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Identification of junctions requiring visibility splay maintenance.	Identify specific junctions for priority treatment the as above.	Yes
	Appraisal: Junctions identified for maintenance by both WBC and local landowners. Areas addressed and added to the WBC annual maintenance programme		
Policy 6	The Parish Council will identify priority routes where cycle ways should be developed to enable: <ul style="list-style-type: none"> • Safer cycling routes – with physical segregation from traffic wherever possible • Local trips to be cycled – including schools, local shops and recreation grounds • Pleasure rides to be created for cycling 		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Cycle ways – for work, school and pleasure.	Work with WBDC highways department and transport strategy team.	Yes



	<p>Appraisal:</p> <p>Cycle stands at commercial and recreational sites within Burghfield Parish installed. Annual Family Bike Ride initiated to further encourage cycling for pleasure</p>		
Policy 7	The Parish Council, in further consultation of its parishioners, will consider the identification of a general central area where it would favour the intensification of retail, commercial and leisure developments, of an appropriate scale and use, to promote the establishment of a 'village Centre'.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Creation of a 'Parish Centre'	Identify general area in principle, consult with parishioners, landowners, developers and discuss with local plans officers at WBDC for identification within next local plan.	Yes
	<p>Appraisal:</p> <p>Detailed consultation with local parishioners has identified that the improvements and enhancement of the retail facilities within Burghfield were sufficient for the next 5 to 10 years. Improved community spirit through local activities and events have brought together the three settlement areas within the parish, enhancing the overall sense of belonging</p>		
Policy 8	The Parish Council will provide a purpose built Sports Pavilion on the Common Recreation Ground.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Sports Pavilion	To progress construction of this project	Yes
	<p>Appraisal:</p> <p>Sports pavilion built and now regularly used</p>		
Policy 9	The Parish Council will seek to improve the existing facilities for these sports, and liaise with local clubs and societies to identify how best to improve sporting facilities - with the aim of increasing community involvement in these activities.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Improvement of sporting facilities	Identify specific sports, involve clubs	On-going
	<p>Appraisal:</p> <p>Continuing communication with local clubs and societies for future development</p>		



Policy 10	The Parish Council will promote the use of its own facilities for use by organised sports, holiday play schemes, after school clubs and adult education and will where appropriate, support organisations providing these services with grant aid. The Parish Council will consult and inform the organisers of adult education that there is a desire for further adult education facilities within the Parish.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Promotion of Parish Council facilities for organised activities.	Raise awareness of facilities, booking process, grant funding available.	On-going
	Appraisal: Parish owned facilities promoted for use by local organisations through enhanced advertising and publicity. Further work is required for the development of further adult education opportunities within the parish		
Policy 11	The Parish Council will seek a range of house sizes on new developments and will expect a variety of 2, 3 and 4 bed units on all developments to encourage them to be occupied by families as well as singles and couples.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Variety of house sizes	Response to planning applications	Yes
	Appraisal: Planning applications responded to in accordance with this policy to promote a mix of housing developments within the parish		
Policy 12	The Parish Council will support the redevelopment of brownfield sites in principle, but will resist the redevelopment of existing community, retail, leisure and employment sites where the new use is for mono-residential use only.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Promotion of mixed-use redevelopment schemes	Response to planning applications	Yes
	Appraisal: Planning applications responded to in accordance with this policy to promote a mix of housing developments within the parish		
Policy 13	The Parish Council will meet with the Environment Agency, other agencies and local Councils to explore the method of flood alleviation and to press for measures which will limit the risk of flooding of Parishioners' homes – existing and proposed.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Minimising flooding	Enter discussions with appropriate bodies.	Yes
	Appraisal: Extensive dialogue held with the appropriate bodies. Action taken to progress flood alleviation measures within the parish. Introduction of annual culvert clearing and maintenance		



Policy 14	The Parish Council will seek to support the retention, expansion and creation of community facilities, especially those which widen the range of facilities already existing within the Parish.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Supporting and expanding Community Facilities.	Response to planning applications	Yes
	Appraisal: Detailed consultation with local parishioner's identified that the improvements and enhancement of the retail facilities within Burghfield were sufficient for the next 5 to 10 years.		
Policy 15	The Parish Council will investigate ways of reducing the fear of crime and actual crime by the use of: <ul style="list-style-type: none"> · Security wardens, parish wardens, recreation stewards · Inputting into the planning system with initiatives to 'design out crime' · Security surveillance systems (CCTV etc.) · Neighborhood watch schemes · Advice on home security 		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Reducing perceived and actual Crime.	Explore ways of reducing these issues.	Yes
	Appraisal: Introduced a part funded, full time PCSO (Police Community Support Officer). Enhanced CCTV at recreational grounds, encouraged Neighbourhood Watch Schemes and developed further liaison with local residents regarding home security through WBC		
Policy 16	The Parish Council will when possible, budget for a Parish Newsletter and endeavor to fund and co-ordinate volunteers to set up; maintain an active Newsletter and website for Burghfield Parish.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Parish Newsletter and Website	Contact those parishioners who expressed an interest, set up primary funding, explore additional funding	Yes
	Appraisal: Website developed and fully operational. Newsletters distributed throughout the parish.		
Policy 17	The Parish Council will liaise with the highway authority to identify priority rural roads where speed restrictions should be 50 mph or less.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)



	Identifying rural roads for 50 mph zones.	Discuss with WBDC highway officers.	Yes
	Appraisal: Roads identified through liaison with WBC Highways with speed restrictions implemented accordingly		
Policy 18	The Parish Council will liaise with the WBDC on highway issues and will focus the highway authority's attention on those areas that matter most to Burghfield Parishioners.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Highways – specific trouble spots	As above.	Yes
	Appraisal: Improved relations with WBC Highways officers resulting in an enhanced maintenance programme for identified trouble spots within the parish		
Policy 19	The Parish Council will take into account the needs of all users including disabled users when responding to consultations on planning applications. It will identify suitable locations for disabled parking bays within its car parks and will work with the WBDC access officer to raise awareness of these issues.		
	Issue	Implementation/actions by BPC	Completed (Yes / No)
	Access for all	Response to planning applications, reappraise own facilities.	Yes
	Appraisal: Planning applications responded to in accordance with this policy to promote overall awareness of the requirements within the Disability Discrimination Act.		

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