



## WEST BERGHOLT PARISH COUNCIL

# Village Design Statement - Working Party

Meeting held on Wednesday 19<sup>th</sup> August 2009 at 7.45pm - in the Committee Room above the Orpen Hall

### Present

Andrew Savage, Chris Stevenson, Bob Tyrrell from the Parish Council, Catherine Bailey, Harry Stone of the Village Plan Group with apologies from Gunter Klapchurch and Peter Sleigh.

### Next meeting :

After planning Committee  
c 7.45pm on the 3rd  
Wednesday of every month

## Notes on meeting:

This was the first full meeting of the VDS working Party with members of the Village Plan Group. The aim was to make headway on the first 6 steps of the 12 step process in producing a VDS Plan (as set out below). The meeting made good headway on the first 4 steps and we are aiming to reach stage 10 during summer 2010. There is a lot of time and effort needed to achieve this target date.

Item	discussion	Action	% complete and comments
Step 1	<p><b>Form a Design Team</b> Design team to consist of the following members - Andrew Savage, Chris Stevenson, Peter Sleigh, Bob Tyrrell, Catherine Bailey, Harry Stone and Gunter Klapchurch. All future meetings will be on the third Wednesday each month starting c7.45pm in the meeting room above the Orpen Hall.</p>		<p><b>100</b> <b>Completed</b></p>
Step 2	<p><b>Arrange Planning Input.</b> CB to speak to Beverly McLean to find what, if any, assistance CBC can give us on the LDF and planning policy.</p>	CB	25
Step 3	<p><b>Funding</b> CS to speak with RCCE on moving funding from VP to VDS.</p>	CS	50
Step 4	<p><b>Organise a Village Workshop:</b> It was agreed that there is a need for a Village workshop to explore villagers' views of the VDS. This would be held on Saturday 14<sup>th</sup> November. AS to arrange for an advert in the Fireworks Programme for a modest donation, £40.00 was suggested. AS has booked the John Lampon Hall and kitchen from 1pm to 5pm on Saturday 14<sup>th</sup> November 2009. We now need designs for advert. BT to speak to Dave Kingaby about space on Village Website to dump Information on VDS so all members can access as required.</p>	<p>AS and ALL</p> <p>BT</p>	10

Step 5	<b>Complete Character Assessment:</b> The existing Village appraisal produced in 1995 needs to be updated.		0
Step 6	<b>Exhibition:</b> There will be a Village Exhibition sometime early in 2010.		0
Step 7	<b>Draw up proposals for VDS</b> <ul style="list-style-type: none"> <li>• <i>Draw on all material compiled and disaggregate that which is informative, aspirational and that which can be included as recommendations in the final VDS.</i></li> <li>• <i>Recommendations must fall within local plan policy.</i></li> <li>• <i>Draft document is a mixture of character assessment, objectives for the village, advice to residents and recommendations which can be accepted by planning authority.</i></li> </ul>		0
Step 8	<b>Consultation on draft proposals:</b> <ul style="list-style-type: none"> <li>• <i>This is an obligatory step and can take many forms including distribution of proposals to households or community groups.</i></li> <li>• <i>Feedback must be requested on the proposals.</i></li> <li>• <i>Try to obtain a majority view.</i></li> </ul>		0
Step 9	<b>Prepare VDS and seek approval as SPG:</b> <ul style="list-style-type: none"> <li>• <i>Compile and complete final plan.</i></li> <li>• <i>Submit to Parish Council and Planning Authority for approval.</i></li> </ul>		0
Step 10	<b>Publication and launch of the VDS</b> <ul style="list-style-type: none"> <li>• Once approval has been obtained then publication and distribution will start.</li> </ul>	Summer 2010	0
Step 11	<b>Use the VDS; working in partnership:</b> <ul style="list-style-type: none"> <li>• <i>Via action plans start to use the VDS.</i></li> <li>• <i>Planning to refer to SPG in review of application.</i></li> </ul>		0
Step 12	<b>Review the situation:</b> <ul style="list-style-type: none"> <li>• <i>Determine a review point and think about how the VDS is working and what improvements could be contemplated.</i></li> </ul>		0