
TITLE: BURWELL MASTERPLAN WORK PROGRAMME

Committee: Burwell Masterplan Working Party

Date: 2nd February 2012

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[L269]

1.0 ISSUE

1.1 To note the work programme for the development of the Burwell Masterplan.

2.0 RECOMMENDATION(S)

2.1 It is recommended that the Working Party note the current work programme.

3.0 BACKGROUND

3.1 In June 2011 the District Council's Development and Transport Sub-Committee resolved that a Masterplan should be developed for Burwell, in order to develop a forward looking vision and strategic growth framework for this community.

3.2 A work programme was approved at the first meeting of this working party; we are now at stage 2 in the work programme.

3.3 At the Working Party meeting held on 7th December 2011, it was resolved that the options proposals be developed further and be reviewed again at a further Burwell Masterplan meeting prior to the public consultation.

3.4 The work programme has been amended to accommodate this extra meeting and also to reflect changes to the Core Strategy Review/Local Plan timetable. The amended work programme is attached to this report.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 Much of the work will be carried out in-house, utilising the skills and experience officers have gained from producing previous Masterplans. Officers from Huntingdonshire District Council are providing professional technical advice under an existing Service Level Agreement. The cost of consultation and printing will be met from existing budgets.

5.2 An Equality Impact Assessment (INRA) will need to be carried out on the final Burwell Masterplan document.

6.0 APPENDICES

6.1 Burwell Masterplan Work Programme – updated 18/01/2012

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Development and Transport Sub-Committee minutes 14/06/2011	Room FF102 The Grange, Ely	Shirley Blake, Principal Sustainable Development Officer (01353) 616385 E-mail: Shirley.blake@eastcambs.gov.uk
Burwell Masterplan Working Party Meeting minutes 07/12/2011		

APPENDIX 1

Burwell Masterplan – Work Programme (updated 18/01/2012)

Item	Detail	Timescale
STAGE 1 – IDENTIFICATION OF ISSUES & OPPORTUNITIES (July 2011 – October 2011)		
Invite Parish/County to nominate co-optees for working party	Committee section to action	By 22 nd June – (Parish Council have meeting on 28 th June)
Working Party Meeting	<ul style="list-style-type: none"> • Elect Chair & Co-optees • Review Terms of Reference • Review initial consultation feedback • Discussion on Issues • Agree Work Programme and consultation strategy • Review any sources of potential budget 	July 2011
Desk Top Research – Where are we now?	<ul style="list-style-type: none"> • Key Issues • (Building on previous Core Strategy work already completed) • Check on status of any previous Parish Plan work. 	August 2011
Working Party Meeting	<ul style="list-style-type: none"> • Receive desk top research results • Agree village questionnaire 	8 th September 2011
Issues consultation – What are the issues and opportunities?	<ul style="list-style-type: none"> • Questionnaire – to all households via village magazine • Unmanned displays in village shops e.g. Co-op, butchers, school, sports centre, library, other community meeting points • Local champions to 	19 th – 30 th September 2011

	<p>distribute questionnaires?</p> <ul style="list-style-type: none"> • Set up database of public contact details for use for next phases of Burwell Masterplan consultation • Drop in event, 24th Sept 	
Working Party Meeting	<ul style="list-style-type: none"> • Report back results of issues consultation • Identification of any emerging plan options 	3 rd November 2011
STAGE 2 OPTIONS DEVELOPMENT (October 2011 – March 2012)		
Options development work-where do we want to be?	<p>Set up internal ECDC officer working group. External urban design support</p> <p>Community focus groups – 3 sessions of approx 15 people each</p>	<p>October 2011 – November 2011</p> <p>2nd, 9th and 16th November 2011</p>
Working Party Meeting	To approve options proposals for public consultation	7 th December 2011
	Further development of options proposals	December 2011/January 2012
Working Party Meeting	To approve amended options proposals for public consultation	2 nd February 2012
	Public exhibition preparation	February 2012
Options Public Exhibition & Consultation	<ul style="list-style-type: none"> • Exhibition display at Burwell at Large 3rd and 4th March, plus a morning (7th March) and evening (29th Feb or 1st March) exhibition session • Questionnaire • Posters/displays 	27 th February 2012 – 12 th March 2012 <i>(Subject to approval of options at Feb working party meeting)</i>

	<ul style="list-style-type: none"> around village • Press releases in local newspapers 	
STAGE 3 – PLAN DEVELOPMENT (April 2012 – July 2012)		
Working Party Meeting	<ul style="list-style-type: none"> • Review results from exhibition • Decide on preferred options 	2 nd April 2012
	Draft Plan development	April 2012/May 2012
Working Party Meeting	Drafts of plan considered – approval sought	W/c 4 th June March 2012
Development & Transport Committee Sub Committee	<ul style="list-style-type: none"> • Report working party comments verbally • Approves draft plan for consultation 	12 th July 2012
	In house printing of final document and exhibition preparation	2 weeks
6 week Public Consultation period	<ul style="list-style-type: none"> • 2 public exhibition sessions • Questionnaire • Dissemination of information by poster, email etc 	July/August 2012
Working Party Meeting	<ul style="list-style-type: none"> • Review results of public consultation • Finalise draft plan and recommend to Development & Transport Sub Committee for approval 	September 2012
ECDC Development & Transport Sub Committee	Review plan and recommend to Strategic Finance and Policy Committee for approval.	2 nd October 2012
Strategic Finance and Policy Committee	Approve plan as long term vision and policy for Burwell	October 2012
Full Council	Adopt plan as District Council long term vision and policy for Burwell	October 2012

