
TITLE: BURWELL MASTERPLAN WORK PROGRAMME

Committee: Burwell Masterplan Working Party

Date: 3rd November 2011

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[L169]

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 workplan was approved at the first meeting of this working party, and an updated version 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 17/10/11

Background Documents

Development and
Transport Sub-Committee
minutes 14/06/2011

Location

Room FF102
The Grange,
Ely

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APPENDIX 1**Burwell Masterplan – Work Programme (updated 17/10/11)**

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	<ul style="list-style-type: none">• Questionnaire – to all households via village	19 th – 30 th September 2011

opportunities?	<p>magazine</p> <ul style="list-style-type: none"> • Unmanned displays in village shops e.g. Co-op, butchers, school, sports centre, library, other community meeting points • Local champions to distribute questionnaires? • 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 – January 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
ECDC Development & Transport Sub Committee	To approve public consultation material	14 th December 2011
	Public exhibition preparation	December 2011
Options Public Exhibition & Consultation	<ul style="list-style-type: none"> • 2 day manned exhibition, adverts etc. • Questionnaire – all 	9 th –23 rd January 2012

	households via village magazine <ul style="list-style-type: none"> • Option for additional focus groups if sufficient demand 	
STAGE 3 – PLAN DEVELOPMENT (January 2012 – July 2012)		
Working Party Meeting	<ul style="list-style-type: none"> • Review results from exhibition • Decide on preferred options 	W/c 6 th February 2012
	Draft Plan development	6 th February 2012 – 12 th March 2012
Working Party Meeting	Drafts of plan considered – approval sought	W/c 19 th March 2012
Development & Transport Committee Sub Committee	<ul style="list-style-type: none"> • Report working party comments verbally • Approves draft plan for consultation 	W/c 26th March 2012
	In house printing of final document and exhibition preparation	3 weeks
Public Consultation period	<ul style="list-style-type: none"> • Dissemination of information by poster, email etc • 2 public drop in sessions • Questionnaire – all households via village magazine 	23 rd April 2012 – 1 st June 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 	Mid June 2012
ECDC Development & Transport Sub Committee	Review plan and recommend to Strategic Finance and Policy Committee for approval.	Dates not yet set for these meetings

		Mid July 2012?
Strategic Finance and Policy Committee	Approve plan as long term vision and policy for Burwell	Dates not yet set for these meetings End July 2012?
Full Council	Adopt plan as long term vision and policy for Burwell	Dates not yet set for these meetings August 2012?