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# BURTON PEDWARDINE PARISH MEETING

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## MINUTES OF MEETING

Meeting Minutes of the Burton Pedwardine Parish Plan Steering Committee held at 7:30pm on Tuesday 29<sup>th</sup> April 2008.

### Present

R Sutherland, A Aylward, M Coy, P Key, C Wood

### Apologies

None

### 1. Introductions and Welcome

Mr Wood opened the meeting at 7:36pm and welcomed all those present.

### 2. What is a Parish Plan?

Mr Wood presented an overview of what a Parish Plan was and the legal framework in which the Parish Plan would exist. It would be particularly relevant to Burton Pedwardine since residents had previously expressed concern that the District Council was not listening to residents on matters of planning in the Parish.

As Chairman of the Parish Meeting, Mr Wood felt that there were areas of the Parish that were under-represented at Parish Meetings and he therefore wanted to create a Plan that was as inclusive as possible and understand why some residents did not participate in village life as much as others.

The Meeting then reviewed a number of completed Parish Plans that were available on the Internet. The meeting felt that whilst the Over Parish Plan looked very professional, it was too statistical in its presentation. The Witchford Parish Plan, however, was simple and easy to understand and should therefore be used as the basis for the Burton Pedwardine Parish Plan.

### 3. Establishment of a Steering Committee

The meeting agreed that a formal Steering Committee structure should be established, whilst recognising there were only a few members on the Steering Committee itself.

#### 3.1. Election of Chairman

Mr Coy proposed that Mr Wood should act as Chairman, seconded by Mr Key. The proposal was carried by a unanimous vote of the meeting.

### **3.2. Roles and Responsibilities**

Due to the small membership of the Steering Committee, the meeting agreed that it was not necessary to establish a formal structure at this time and that Roles and Responsibilities would be allocated on an "as required" basis as the development of the plan progressed.

### **3.3. Adoption of a Written Constitution**

Mr Wood proposed that the Committee adopt the Countryside Agency's pro-forma constitution, subject to amendments to take into account the makeup of the committee and the size of the Parish. The Meeting suggested draft amendments to the pro-forma constitution to be formally approved at the next meeting.

**Action:** Chairman to draft the Constitution for approval at the next meeting.

## **4. A Parish Plan for Burton Pedwardine**

The Meeting discussed how to approach the Parish Plan for Burton Pedwardine.

### **4.1. Areas to Cover**

The Meeting agreed that while the final areas that the Parish Plan should cover would be determined by the outcome of the consultation with residents, it would be useful to start with some suggested areas, based on matters that have been raised at previous Parish Meetings. It was agreed that, as a minimum, the following areas would be addressed:

- a. Planning Applications: How to ensure that the built environment of Burton Pedwardine met the needs and aspirations of residents.
- b. Roads: How to ensure the roads infrastructure of the village was maintained.
- c. Amenities: Maintaining the limited amenities in the village and looking at ways to provide future amenities.
- d. Establishment of a Focus or Identity for the Village: As the village did not have a particular central focus or identity, work to try and establish a focal point for the village, perhaps in close proximity to the church.
- e. Maintenance of Verges: Create a greater sense of ownership for verges adjacent to houses to create a more well-kept feeling in the village.

### **4.2. Funding**

The Chairman reported that the Countryside Agency Grants for Parish Plans had lapsed on 31<sup>st</sup> March 2008. He had enquired whether it was possible to submit a late application but had been advised that applications beyond 31<sup>st</sup> December 2007 were not being accepted. There was a possibility of other funding becoming available in the summer and would advise accordingly. In the mean time, other sources of funding should be considered.

Mr Key enquired whether it was appropriate for the Parish Meeting funds to be used for the Parish Plan. The Chairman reported that Parish Meeting funds could be used for whatever lawful purpose the Parish Meeting decided, so it was possible. However, the preference was to seek additional funding.

**Action:** Chairman to review possible funding options and report back.

### **4.3. Questionnaires**

The first part of the process was to draft a questionnaire that would be sent around to every household in the Parish. The general feeling was that a long and complex questionnaire would be off-putting, so the maximum length should be 4 x A5 Pages with the questions structured to maximise the number of "tick box" responses. It was agreed that questionnaires would be collected rather than asking residents to return them, to try and maximise the number of responses.

The meeting agreed to send example questions to the Chairman to be collated into a draft questionnaire to be reviewed at the next meeting.

**Action:** All members to submit draft questions (minimum 5 each) by eMail to the Chairman (Please copy all members to avoid duplicates!) by 15<sup>th</sup> May 2008.

**Action:** Chairman to draft a Questionnaire based on the questions submitted.

### **4.4. Advertising / Community Involvement**

The meeting discussed what may be required in terms of advertising and community involvement. The Chairman explained that the draft plan would have to be approved by the Parish Meeting and that it may be appropriate to have an event following the analysis of the Questionnaires to provide initial feedback to residents and refine what people thought before the actual Plan was drafted.

## **5. Next Steps**

The committee agreed to meet in one month to review progress on the questionnaire.

## **6. Any Other Business**

None.

## **7. Date of Next Meeting**

The next meeting of the Burton Pedwardine Parish Plan Steering Committee will be at 7:30pm on Tuesday 27<sup>th</sup> May at Lodge Farm.

The Chairman thanked all those present and the meeting closed at 9:47pm.