

# BINTON PARISH PLAN 2016



# Binton Parish Plan

## 1. Introduction by the Chair of the Parish Plan Steering Committee

The Binton Parish Council decided at the end of 2014 to develop a Parish Plan. A Steering Committee was established and an application was made to the Lottery Fund, Awards for All, for a grant to enable the plan to be developed and information gathered in support of the plan to be professionally and independently analysed. Significant and valued input from volunteers, Steering Committee members and Parish Councillors was required and the application to the Lottery fund for about half of the estimated cost of production was successful. The Parish Council was awarded £2,700 in April 2015 on condition that the plan was completed within a 12 month period by April 2016. Binton Parish Plan Steering Committee decided to undertake a Parish Plan survey to obtain views on life in and around Binton in order to develop a Parish Plan. The survey, prepared with the assistance of the Stratford District Council Consultation and Insight Unit, would help formulate an action plan. Residents were told that a Parish Plan enables the community to be proactively involved in determining the nature of services and facilities it receives.

- It helps to shape a future that the community wants to see;
- It identifies areas of concern within the community and highlights what needs to be improved or conserved;
- It gives everyone an equal chance of being heard, not just those who speak up at local meetings;
- It helps bring groups and individuals in the community together to work towards a common goal;
- It equips communities with the skills and knowledge they need to improve quality of life in the parish;
- It enables future projects to be planned with the knowledge that they have community support;
- It improves success in funding applications by providing evidence of community involvement in local projects;
- It enables local priorities to be fed into the statutory planning processes i.e. the SDC Core Strategy and Local Development Framework (LDF);
- It contributes to securing a thriving and viable future for the community.

The Parish Plan contains a number of sections and more detailed analyses of the Questionnaire Survey are available from the Parish Council web site or from the Chair of the Parish Plan Steering Committee, Mike Flaxman (mflaxman@aol.com).

Section 2 is a short history of the village;

Section 3 sets out the methodology for the development of the survey;

Section 4 lists the main concerns and wishes expressed by the villagers;

Section 5 describes housing need, development of the village and the village design statement;

Section 6 is the summary report from the survey responses;

Section 7 sets out the Parish Council's consultation on the survey results and the Action Plan.



I would like to thank all those listed in section 8 who contributed their time generously to the development of the survey and the plan. Thanks are also due to the Lottery Fund, Awards for All England, for their funding which enabled the plan to be brought together and to the Stratford District Council (SDC) Policy Unit and the Consultation and Insight Unit who have both provided help at all stages.

The Parish Plan was approved by the SDC Cabinet on 28<sup>th</sup> November 2016 and agreed to be "adopted as a material consideration when determining planning applications, in accordance with the Core Strategy and is an important source of local information." The SDC Cabinet also "congratulated the Parish Council for all the hard work that went into producing the plan."

Mike Flaxman  
Chair – Parish Plan Steering Committee  
December 2016



**Binton Village Hall**

## 2. A Brief History of Binton

Binton probably derives its name from "Bina's Ton"; Bina being the Saxon owner and Ton meaning town. It has 4 entries in the Domesday Book of 1086. The land was then jointly owned by William, Gerin, Urso and Hugh and had a total value of 8 pounds 10 shillings (50p in today's money). There were 29 families in the Parish which consisted of 1538 acres. It is smaller now as part of the original Manor of Binton is now in Temple Grafton Parish.

To the south of the village runs the River Avon. Until 1918 that was the boundary between the dioceses of Gloucester and Worcester; it is still the boundary between the Gloucester and Coventry dioceses. Until 1931 it provided the boundary between Warwickshire and Gloucestershire. Binton Bridge crossing the River Avon existed in the 13<sup>th</sup> century. In 1783 William Sylvester built a new one, wide enough for wagons to pass over. The Toll gate to the south of the bridge existed until 1893. William Hunt rebuilt it again in the early 19<sup>th</sup> century using public subscription to meet the costs. Apart from widening it is essentially the bridge seen today.

Many families have owned the land since the Norman Conquest; the Wyncote family owned it for the longest, between 1325 and 1531. Some of the present buildings date back to that era. Edward, Viscount Conway of Ragley purchased the Manor of Binton in 1670. Binton Hill Farm in the centre of the village dates back to 1700.

### a. St Peter's Church, the Grange and the Chapel House

The Ragley family built the present church in 1875 on the site of a much older one. In the 19<sup>th</sup> century the Rector of Binton organised an appeal for money for the church but since practically the entire population of the village was made up of agricultural workers who were unable to contribute he had to tap the pockets of the gentry.



**St Peter's Church - front**



**St Peter's Church – rear view**

The Grange, formerly the Rectory, is probably the site of the Manor House and dates back to the 18<sup>th</sup> century. It was here that Captain Scott of the Antarctic expedition of 1910 – 1912, stayed with his brother-in-law, Reverend Bruce, who was Rector of Binton at that time. The west window of the church, unveiled in September 1915, is a memorial to Scott and his companions. It was funded by public subscription led by the Duke of Newcastle and is visited by many interested people from all over the world.

The Chapel House was occupied until the 1920's by the Minister officiating in Binton, Shottery, Wilmcote, Aston Cantlow and Loxley. Upon his death it was decided that the minister should be based more centrally in Stratford.

#### **b. Development of the Village**

During the 19<sup>th</sup> century Binton developed into a village; apart from the church there was the rectory, spring water was available in the main street, there was a school, a shop, a post office, a social club and a pub (at The White Horse) as well as a smithy and a railway station. The Lions Mouth drinking trough was built in the 1870's and is fed from an underground water source. It was the main water supply for the village although there was another well. This was situated near Townsend Close and was exclusively for the use of tenants of the Ragley Estate, who each possessed a key to unlock the tap.





The first school in the village was at number 166, by the present village green. Within its first year the number of pupils rose from 29 to 44. It was later transferred to a Church of England School which along with the School House was specially built in 1874 by the Marquis of Hertford. In 1957, with only 9 pupils, the school closed and the pupils were transferred to Temple Grafton.

At the end of the 19<sup>th</sup> Century the Post Office was opposite Binton Hill Farm. In the 1950's it moved to Barrack Yard; it later moved to Spring Cottage, opposite Old Well House; then to the Old Stores opposite the Village Hall. It closed when the owners of the property died in the 1980's.

Binton Social Club was established in 1890 and was originally Binton Working Men's Club, owned by the Marquis of Hertford. It was situated on an area of about 9 acres, some of which was used as allotments. Women were allowed to join in 1954. *Binton Social Club is actually in the Temple Grafton parish, a fact that the Binton Parish Council will wish to correct at a future boundary review.*

In 1894 the village was taken into the Stratford Rural District Council and 80 years later was absorbed into the Stratford District Council. The parish boundary was amended in 2015 to follow the Evesham Road rather than the River Avon as shown on the boundary map.

### **c. Past Employment**

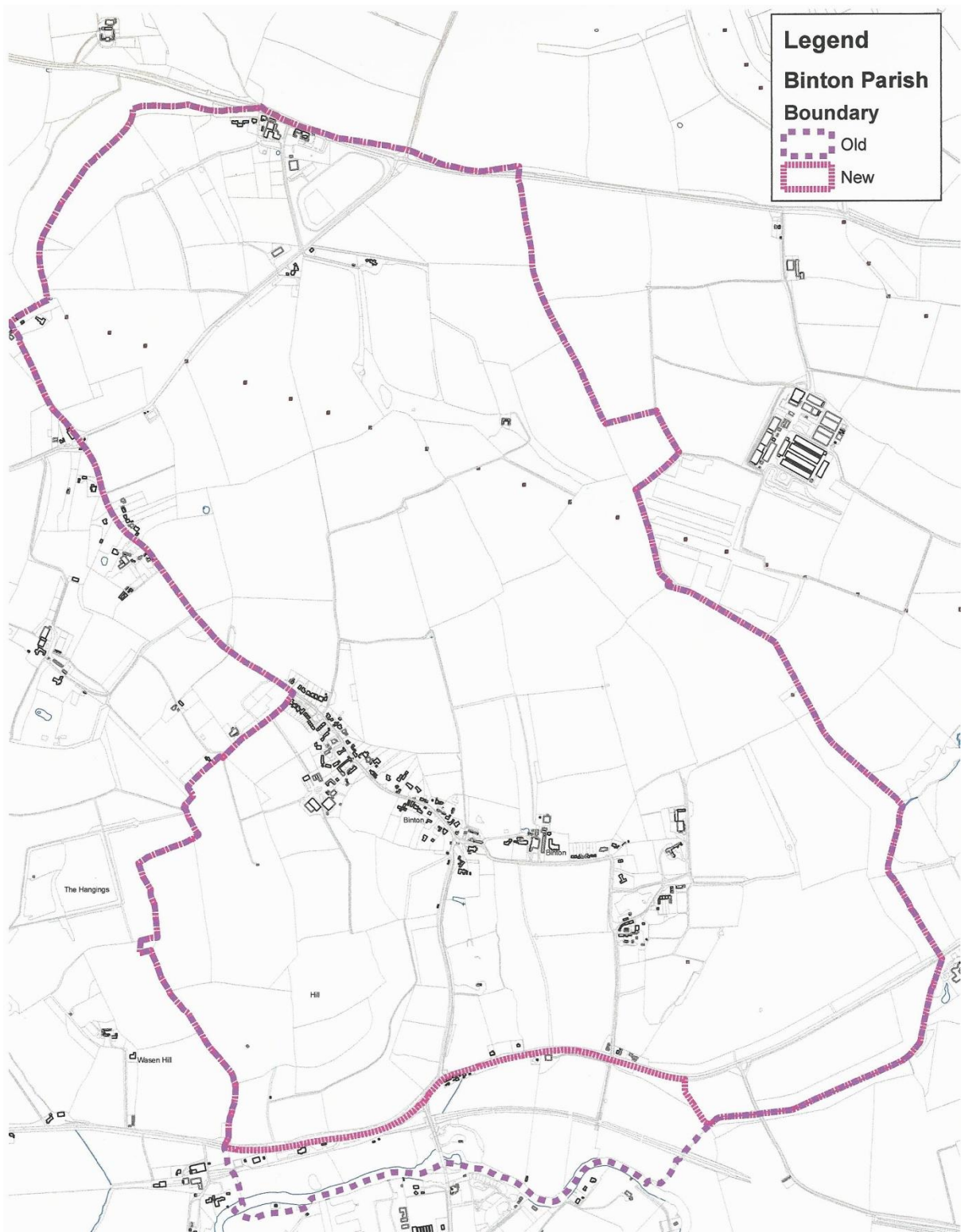
In the 19<sup>th</sup> century, apart from agriculture work, employment was to be found in a number of locations in the village:

- at the local stone quarries, mostly located at the north end of the village or across Binton Hill in Temple Grafton parish;
- a needle factory in Barrack Yard (between Orchard Rise and Townsend Close);
- at the smithy behind the then Post Office opposite Binton Hill Farm (the ironwork over the Church gate was made there);
- at the wheelwrights adjacent to Binton Hill Farm;
- with the glove maker in the house opposite the Grove (between Binton Hill Farm and the Chapel House);
- at the osier beds by Binton Bridge (which provided materials for the basket maker in Wootton Wawen)

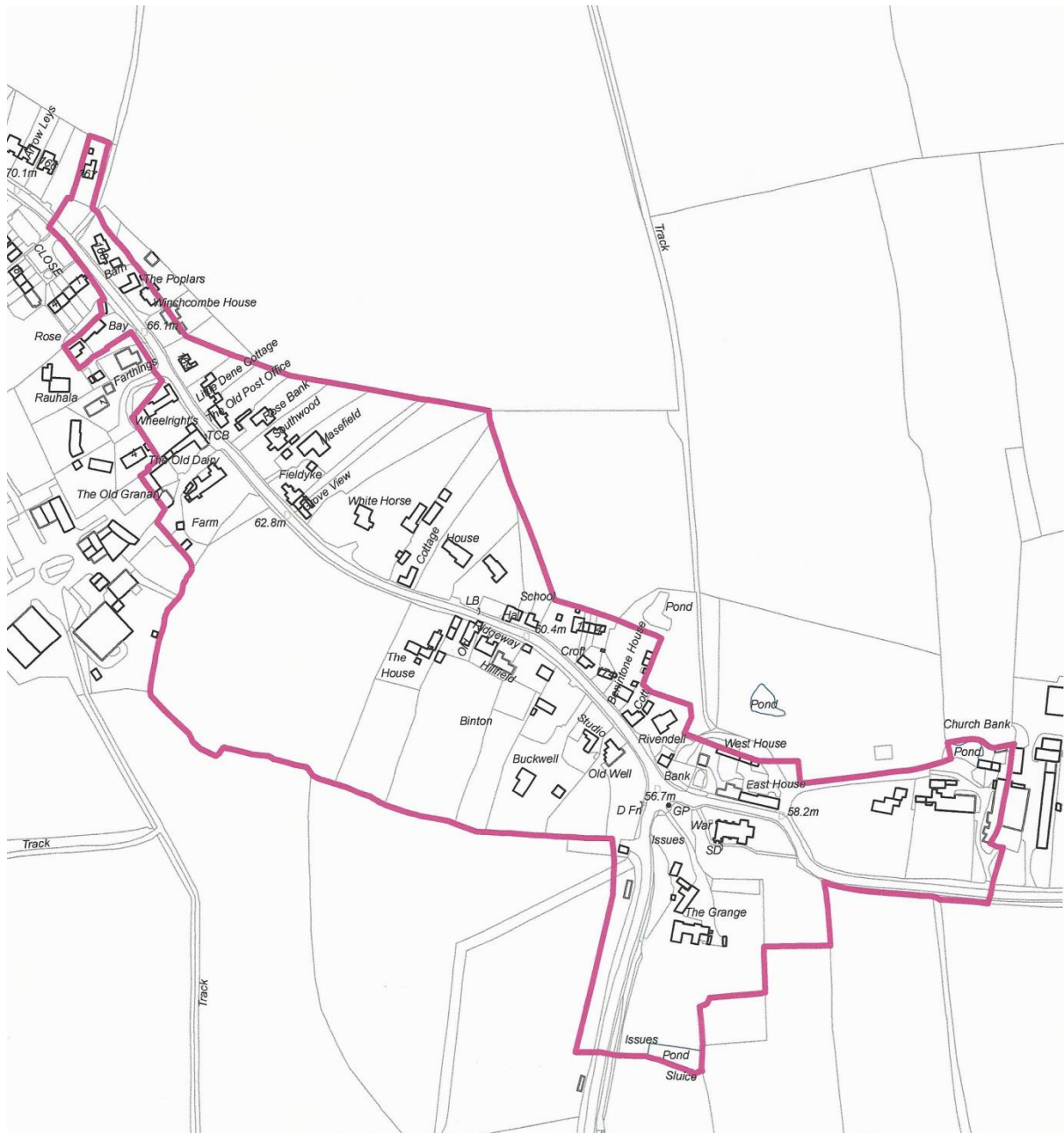
### **d. The 20<sup>th</sup> and 21<sup>st</sup> centuries**

Electricity arrived in the village in the late 1940's. Running water was installed in the village in the 1950's and the sewerage system in the late 1960's. The village eagerly awaits broadband services at a usable and reliable speed.

# Binton Parish Boundary



# Binton Conservation Area





### **3. Parish Plan survey**

A Parish Council or Steering Committee representative delivered questionnaires in October 2015 to every household in Binton and collected it back in a sealed envelope. The questionnaire covered all the issues that have been raised by residents at a drop in session in the village hall that took place earlier in the year. Residents received three questionnaires, one for the household, one for young people and a residents' questionnaire. Recipients could request additional young persons and residents' survey questionnaires. The maps set out on the previous pages of the Plan were also included to assist with the questions showing the conservation area and the parish boundary.

The questionnaires were collected from residents in sealed envelopes and were opened by an independent organisation, Stratford-on-Avon District Council. The District Council Consultation & Insight Unit helped the process by advising on the content of the questionnaire; processing the completed questionnaires, analysing the data, and producing this report. All responses were anonymous & the anonymity of all responses was maintained throughout. The sealed envelopes were opened by SDC. The total numbers of questionnaires in the envelopes were, residential 170, household 91, and young people's 24. Returns were collected from 95 properties out of an available total of 108. This represents **88%** of the occupied properties. This was an excellent response rate and therefore statistically valid. Using the Krejcie & Morgan formula for sample size this represents only a 3% margin of error.

There were 13 unoccupied properties. These were for sale, or had long term absentee residents – mainly in care homes or absent holiday home owners.

The summary report in Section 7 follows the order of the questionnaire. A very detailed report of the survey responses is available from the Parish Council web site or from Mike Flaxman. This detailed report contains charts and tables which are used throughout it to assist the interpretation of the results. In some cases, anomalies appear due to "rounding". The term "base" in the tables and charts refer to the number of responses to a particular question.

### **4. The villagers main concerns, wishes and comments identified in the survey**

There were overwhelming responses showing concern over two particular issues:

#### **a. Housing Development**

- Pressure to build new homes
- Traffic volume and speed

#### **b. Speeding and traffic control**

- There is large support for reducing the speed of traffic in all parts of the village, in particular at the northern end, the central village and in Lower Binton.
- Increased traffic volume and speed due to increased housing in the area is seen as a coming problem
- Many would support a speed awareness group and  $\frac{1}{3}$  were prepared to help.

**c. Pavement Problems**

- Pavement would be helpful on B439 Lower Binton turn to bus stop
- Pavement needed from Binton Social club to Blue Boar
- There is a need to repair pot holes and cut back hedges that are obstructing pavements
- There is large support for improving, widening and extending the pavement/footpaths through the entire village.
- There is concern about road drainage and maintenance
- There is little support for a cycle way to Stratford
- Many felt that the Parish Council precept should pay for improvements to the pavements (although less than ½ felt they needed it) and to the village green.

**d. Security**

- The need for a more visible police presence was expressed
- A Neighbourhood Watch group was suggested and ½ were prepared to help

**e. Amenities needed**

- Salt bins – especially near Church Road junction and Lower Binton slope up to Coppice Corner.
- It was felt that any improvements at the church should be through fund-raising (only ⅔ felt it could not be improved)

**f. Services**

- There is a very strong demand for better broadband and mobile phone.
- Many would be interested in having mains gas.

**g. Public services**

- Most did not and would not use the bus service - even if it were more convenient, ran in the evening, or were to be more user-friendly for the disabled, nor even if it were cheaper or like a community bus.
- There is some concern over NHS physiotherapy availability
- Also some concern over future standards of maternity care if changes are made to acute hospital services
- There is some demand for outreach outpatient clinics at the local health centres.
- Most find ambulance, fire, refuse collection, water supply, electricity, dentist, doctor, education, hospital and district nurse services good.

**h. Local Government**

- Several respondents wanted more information from the Parish Council.
- Many found information about the community through flyers and word of mouth, less than ½ are interested in a Parish directory.
- Most felt the Parish, District and County Council decisions and activities are well or adequately publicised.
- Most knew the Parish Council meetings are open to all but less than ½ have ever attended.
- Most people did not know how much Council tax the Parish used.

**i. What do people value about Binton?**

- The rural character and the quiet environment
- The village is not over-developed

**j. Facilities and events**

- The Social Club is not seen as being for Binton villagers. There is some opposition to the car boot sales.
- Most felt the village green, churchyard, phone box, salt bin and verges are maintained satisfactorily.
- There is a need for social events – especially for the elderly
- Many would use an LPG buying group and  $\frac{2}{3}$  were prepared to help.
- Most did not use the Village Green, Village Hall or the Social club
- Most did not know that the bridge and scrabble groups existed in the village.
- The bonfire at the Social Club is popular
- There were many mentions of the Scarecrow Festival which was held a few years ago
- A lot of villagers really do seem to want more of a 'community' with regular activities going on both in the Village Hall and Social Club.
- Many felt that a sense of community was important but it did not really exist in Binton

**k. Under 16 year olds** value the village for the same reasons as older people, the rural character and quiet, but have concerns:

- Slow Broadband is a problem
- No bus shelter for the school bus services
- No games/youth club

**5. Future village development and Housing Need**

**a. Village development**

The results of the PPS with regard to future new development in the village is a mixed response, although just over half of those surveyed (52%) thought new houses should not be built in the Parish, as opposed to 38% who thought they should be. 30 respondents felt new housing could be both inside the Conservation Area and elsewhere in the Parish. 19 residents thought between four and nine houses could be built elsewhere in the Parish and 14 were of the opinion that the same number of houses (between four and nine) could be built inside the Conservation Area. 19% of those surveyed stated that if new houses were built they should be in both infill (built between existing properties) and built on new plots. 13% opted for them to be built on new plots and 8% said infill.

Acceptance of new housing by the villagers is therefore limited but in view of the responses from a minority of villagers, the Parish Council will need to consider planning consent applications for new build or extensions and changes in this light. Very limited, small scale new housing which maintains the rural character of the village could be appropriate. Although, as Binton has no services at all, the likelihood of an application being demonstrably sustainable and consent being supported by the Parish Council and granted by the district council is fairly uncertain. The Parish Council will continue to review planning applications for the conversion of agricultural buildings under the Prior Notification arrangements.



In considering the question of whether or not the Plan should support new housing development (and, if so, of what type etc.), it is essential to understand the relevant planning policy framework and the role of this Plan in the decision making process.

This Plan is not a Neighbourhood Plan<sup>1</sup>. As such it is not capable of normally being the deciding factor in decisions on planning applications. But it is capable of being a material consideration that can be taken into account in such decisions, and should assist in informing them within the prevailing policy framework (as outlined below) as well as helping to inform any future reviews of local planning policy.

In the absence of a Neighbourhood Plan for the parish, the planning policy framework at a local level is provided principally by the Stratford-on-Avon District Core Strategy<sup>2</sup>. The Strategy covers the period from 2011 to 2031. This is in addition to policy and guidance provided at a national level.

Within the Core Strategy, the policies likely to be of greatest importance to the parish are those concerning the distribution and form of new housing development.

Crucially in the above respect, Binton village falls outside the range of locations considered as suitable for sustainable development.<sup>3</sup> The village therefore has no “status” and so new housing development is restricted to small-scale community-led schemes which meet a need identified by the local community (see 5b. below for the latest position), along with certain other minor exceptions.

Development within the parish is restricted to that allowed within the countryside.<sup>4</sup> Subject to this, there is scope to allow small-scale schemes for housing, employment or community facilities to meet a need identified by a local community in a plan such as this, on land within or adjacent to a village.

As a result of the above policy framework, it is very clear that there are no prospects for large-scale residential development anywhere in the parish. But there is possibly scope to support small-scale community-led schemes if considered appropriate and justified by the latest evidence. As part of the Action Plan the Parish Council will investigate what sites are available in the village for development and whether they would be suitable for future consideration. This will help the Parish Council to make informed decisions in reviewing applications.

## **b. Housing Needs**

A Housing Needs Survey (HNS) was undertaken in early 2013 and published in May 2013. The response was 23% of distributed forms compared with the 88% return rate achieved by the 2015 Parish Plan Survey (PPS). The HNS conclusion was that 4 houses were needed (one 2 bedroom social housing for rental and three local market housing of between 2 and 4 bedrooms) to support the requirements of villagers and their relatives. Since 2013 the village has continuously had more than four houses at all values available to purchase and social housing to rent.

The 2015 PPS revealed that 2% of respondents (2) stated that someone in their household now requires separate accommodation in the parish, compared to 98% who did not. Both respondents indicated that some form of social housing could be appropriate although one also indicated that purchase on the open market was an option. The village has 10% social housing (13 out of 129 properties) which has regular turnover and is considered to be a high level of such accommodation for the village.

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<sup>1</sup> Within the meaning of the Localism Act 2012

<sup>2</sup> Adopted July 2016

<sup>3</sup> See Core Strategy Policy CS.15.

<sup>4</sup> See Core Strategy Policy AS.10.

Taking the conclusions of the 2013 HNS and the 2015 PPS on the issue of rentable housing provision, under the conditions prevailing at this time of writing, it is considered very unlikely that an affordable housing scheme for just a single dwelling would be viable to develop in its own right. Although it is possible such a home could be built as part of a larger scheme including homes for local market sale which came out of the 2013 survey but which need appears to have reduced by the time of the 2015 PPS.

As set out in 5a. above, and as no suitable site for small scale development has been identified within the village, as part of the Action Plan the Parish Council will investigate what sites are available in the village for development and whether they would be suitable for future consideration. This will help the Parish Council to make informed decisions in reviewing applications. The study will need to be conducted on the basis of objective pre-determined criteria and this will be discussed with SDC officers. There is, of course, no guarantee that a site which is both suitable and available will be forthcoming, or that development will be viable. However, this action does reflect the Parish Council's positive approach towards village development.

### **c. Village design standards and conservation area**

From the Parish Plan survey responses it is clear that the village wants houses to be more energy efficient and the expressed wishes are set out in the detailed responses in Section 6b(ii). When considering planning applications for new build or extensions and changes to properties the Parish Council will keep this in mind. If extensions of existing properties, conversions and refurbishments be built, 82% felt they should be strictly in keeping with the character of the area. Exactly four fifths confirmed they did consider materials used in new builds, conversions, extensions and alterations to be important.

On the subject of whether the Binton Conservation Area should be modified, over half (51%) had no opinion, one third (33%) thought it should not be modified and 15% thought it should. The Parish Council will take no action in this respect.

## **6. Summary of results and detailed report**

The full and detailed analysis of the Parish Plan survey is available on the Parish Council web site and can be made available in hard copy on request to the Chair of the Parish Plan Steering Group, Mike Flaxman (mflaxman@aol.com).

### **a. Household Survey**

- For six out of ten respondents (62%) their Binton property is their main residence which seems a low level and may be an anomaly as only 68 responses were made to this question out of 91 forms.
- Over half (58%) stated they are owner occupiers. Comment as above.
- Nearly all (99%) of those surveyed stated private cars are used by those in their home for commuting, shopping or leisure. 16% of respondents use bicycles. 10% also used the bus and 11% used the school bus service.
- Were mains gas available, 64% of residents said they would like to be connected.
- 2% of respondents (2) stated that someone in their household now requires separate accommodation in the parish, compared to 98% who did not. Both respondents indicated that some form of social housing could be appropriate although one also indicated that purchase on the open market was an option.

### **b. Residents' Survey – Statistical Findings**

#### **i. Parish Issues**

- Nine in ten (90%) of residents said they did not have a problem finding a parking space outside or near their home, versus 6% who did.
- Over half (54%) of those surveyed would not prefer the speed limits through Binton to be reduced by a further 10 mph to 20 mph. Four in ten (39%) were in favour of such a move and 8% had no opinion on the matter.
- 53% said they would like speed control measures introduced into the village versus just over one third (34%) who did not and 13% who expressed no opinion.
- 47% of respondents would not support an extension of speed limits beyond current boundaries, as opposed to less than one third (32%) who would.
- Exactly half (50%) of respondents thought there was a need for cycle paths to link the Parish to Stratford-upon-Avon and local villages, compared to 27% who did not.
- More than half (55%) favoured more or improved pavements and/or footpaths in the Parish, in contrast to 19% who did not. Those who were in support of more footpaths were further questioned as to where they would like these to be established or improved and the resultant comments are in the Appendices.
- 56% did not want street lighting in Binton, compared to 11% who did. 33% had no opinion on the subject.



- Two in ten residents (22%) would like allotments to be made available again within the Parish, versus 26% who did not. The majority, however, 52% of those surveyed, expressed no opinion.
- One third (33%) of those surveyed would like there to be a community orchard; 22% did not; and 46% were of no opinion.
- Six in ten residents (59%) do not consider dog fouling to be a problem, compared to just less than one fifth (19%) who do.
- Of those that consider dog fouling to be a problem, 71% believe there is a need for A dog waste bin in the Parish, versus 19% who do not.
- Three in ten respondents (30%) think more could be done to enhance crime prevention in the Parish, compared to 25% who do not.
- 55% of respondents felt the Parish should consider the effects of climate change when planning for the future, as opposed to 22% who did not.
- The majority of those surveyed (90%) favoured making houses more energy-efficient. Nearly three quarters (74%) were in support of solar panels; compared to 13% who were not. 69% supported recycling grey water. So far as support for wind power was concerned, 35% were for it, as opposed to 51% against.
- All of those surveyed, who expressed an opinion, considered rural character either very important or important. Almost all considered the other features listed in the table provided as very important or important. A very small minority (6% or 7%) considered wildlife, wild flowers & meadows, and the Binton village Conservation Area as unimportant.
- On the subject of whether the Binton Conservation Area should be modified, over half (51%) had no opinion, one third (33%) thought it should not be modified and 15% thought it should.

## **ii. Future Development in the Parish**

- Just over half of those surveyed (52%) thought new houses should not be built in the Parish, as opposed to 38% who thought they should be.
- 30 respondents felt new housing should be both inside the Conservation Area and elsewhere in the Parish. 22 people thought they should be elsewhere in the Parish.
- 19 residents thought between four and nine houses could be built elsewhere in the Parish. 14 were of the opinion that the same number of houses (between four and nine) could be built inside the Conservation Area.
- 19% of those surveyed stated that if new houses were built they should be in both infill (built between existing properties) and built on new plots. 13% opted for them to be built on new plots and 8% said infill.
- If there were to be any new building, of all respondents surveyed, 36% felt it should be strictly in keeping with the character of the area, compared to 5% who did not think it should be so.

- If extensions of existing properties, conversions and refurbishments be built, 82% felt they should be strictly in keeping with the character of the area, 10% felt they should not have to be and 8% had no opinion.
- Exactly one third (33%) of all residents thought these new houses should be affordable housing and over a quarter (27%) felt they should be privately owned.
- 37% felt the use of U.P.V.C. windows and doors should be avoided in period properties. 36% felt likewise about solar roof panels and just less than a quarter (23%) thought the same of satellite dishes.
- Exactly four fifths confirmed they did consider materials used in new builds, conversions, extensions and alterations to be important, as opposed to 9% who did not. 11% expressed no opinion on the matter.

### **iii. Essential Services**

- The Ambulance Service fared the best with 57% of respondents stating it was good, and just over half (51%) said likewise of the Fire Service.
- Community policing did not fare as well with 24% rating it as good, but 37% felt it was poor. Emergency policing fared slightly better.
- Nearly all (94%) expressed satisfaction with the provision and maintenance of village greens, and 93% felt the same way about the churchyard. 90% were satisfied with the telephone box, eight in ten (81%) were satisfied with the salt bins and just over three quarters (76%) were satisfied with the provision and maintenance of the verges.
- Almost one fifth (19%) were not satisfied with the provision and maintenance of salt bins.
- Slightly over half (53%) thought refuse collection / recycling / garden waste disposal was good. 32% felt the same way about signposting, and 31% felt roadside care / street cleaning were good.
- Over a third (35%) believed the standard of paved footways was poor and 34% stated likewise about the standard of non-paved footways. Nearly a third (32%) cited flood management was poor with 30% feeling the same about road maintenance.
- Seven in ten residents (72%) said the mains water supply was good and 68% thought the same of the mains electricity supply.
- Over three quarters (77%) stated broadband was poor and 46% indicated that the mobile phone reception was poor.
- 127 people never use the bus services, plus 23 who use it occasionally. Five residents use it frequently.
- 40% of respondents would use the public bus service more if the timetable of Stratford buses was more convenient. 32% confirmed they would use it more if there was a bus service to / from Stratford in the evening, although 46% stated they would not.

- 7% indicated they would use it more if it was more convenient for people with disabilities, but 41% said they would not.
- Nearly a quarter (24%) would make more use of it if the cost was lower; however, 41% commented they would not.
- Exactly a half of those surveyed would not be interested in using a community bus with volunteer drivers, as opposed to 9% who were.
- 70% confirmed they would not join a car sharing scheme, compared to 3% who would.
- 45% stated they would use a safe cycle way to Stratford, versus 36% who would not.
- 73% rated their dentist as good, and 69% of respondents rated their doctor likewise. 61% felt education provision was good. 68% confirmed the hospital inpatient services were good and 65% said the same of the district nurses. Nobody had used the meals on wheels service.
- Six in ten respondents were in support of additional clinics, if possible, at the local health centres rather than travel to a hospital elsewhere, as opposed to 8% who were not. 32% had no opinion on the matter.
- Three in ten respondents have lived in the Parish for 5 to 11 years. Nearly a quarter (23%) said 12 to 18 years and exactly one fifth of those surveyed have lived in the Parish for 25 years or more.
- 41% of respondents are retired or will be within five years. Exactly a quarter work at home and the same percentage (25%) work over 6 miles away from Binton. 24% of residents work locally (within 6 miles of Binton). One in ten stated they would work from home if broadband was faster.

#### **iv. Community**

- More than half of residents (55%) do not feel there is a strong sense of community in the Parish, as opposed to 17% who do.
- Six in ten (59%) confirmed that a strong sense of community is important to them.
- 61% of those surveyed get their information about the Parish through flyers and leaflets. The same percentage (61%) acquires it through word of mouth and over a third (37%) via the Six Parishes Magazine.
- Just less than half of those surveyed (48%) confirmed they would like a Parish directory. Almost one third (32%) expressed no opinion, and 20% said they would not.
- Exactly half felt more information was needed regarding Binton Parish Council, 43% felt likewise about Binton Social Club, and four in ten stated more information was needed with reference to the Village Hall Management Committee. 38% of residents felt more information was needed about Stratford-on-Avon District Council and 35% said the same for Warwickshire County Council.



- Exactly four fifths of those surveyed did not use the village green at all and 57% did not go to Binton Village Hall at all. Over half (55%) did not visit Binton Social Club at all. Three in ten residents stated they used Binton Village Hall once a year. 27% said they used St. Peter's Church once a year, and 26% used it 3 or 4 times a year. Over a fifth (22%) used the Social Club once a year.
- Almost half (45%) felt that public footpaths could be improved. 41% did not think that St. Peter's Church could be improved and 38% did not think the village green could be improved. Almost two thirds (65%) expressed no opinion regarding the Binton Social Club.
- Eight in ten residents felt that the cost of maintaining and improving public footpaths should be supported by the Parish Council Tax (precept). Seven in ten (69%) felt likewise about the village green. 64% were of the belief that the cost of maintaining and improving St. Peter's Church should be supported by fund-raising, and 42% thought the village hall should be supported by fund-raising as well.
- Excluding those who said they did not know, one third (33%) did not think there is sufficient provision for elderly people within the Parish. Almost one fifth (19%) did think there was sufficient provision, and 49% expressed no opinion on the matter.
- When asked if they know about or use any of the following groups and activities in the Parish, 86% of those for whom it was applicable, said they were unaware of the Bridge group in the Parish, and 72% said the same of the Scrabble group. 57% confirmed they were aware of, but didn't take part, in the Church Congregation activity. Over a quarter (26%) stated they took part in the Binton Oil Group.
- Nearly half (47%) of those surveyed indicated they would attend a walking / rambling group if it were provided in the Parish and 34% expressed their interest in a local history group.
- More than four fifths (82%) would like to see a speed awareness group and 35% confirmed they would participate in it. Exactly three quarters (75%) would like to see a Neighbourhood Watch scheme and 44% said they would participate in it. 64% expressed interest in seeing an LPG Buying Group and 68% stated they would participate in it.

#### **v. Local Government**

- Two-thirds of those surveyed felt the Parish Council publicised their decisions and activities well or adequately. Four in ten (42%) were of the opinion that the County Council publicised their decisions and activities poorly, 39% thought the District Council publicised theirs poorly.
- Four-fifths of residents (80%) are aware that Parish Council meetings are open to all residents.
- 56% confirmed they had not attended a Parish Council meeting, although 44% had.
- 95% of those surveyed confirmed that they did not know how much of their Council Tax the Parish Council uses, versus 5% who did know.
- 93% of those responding are satisfied with the way the Parish Council spends its share of Council Tax, as opposed to 7% who are dissatisfied.

### **c. Young Persons' Survey**

- Nearly all young people (95%) liked the access to the countryside. Over a third (35%) enjoyed being part of a community.
- Over three quarters of the young people taking part in this survey (78%) disliked the lack of play facilities and six in ten (57%) disliked the traffic driving too fast in the village.

## **7. Action Plan and consultation**

The results from the Parish Plan survey were analysed and discussed with Stratford District Council in March and April 2016. In May 2016, the Parish Council issued the survey results in Section 6 above to consult with residents on what the action plan should cover and how it should be implemented. Some of the targets seen from the survey will need to be addressed with other parties as they are outside the control of the Parish Council. Others are clearly within the Parish Council remit. A suggested summary of these and potential action by the Parish Council was set out in the consultation paper issued to all residents.

An open action planning session was held in the Village Hall on Saturday 25<sup>th</sup> June from 10.00 am until midday when members of the parish council and steering committee were available to listen to residents' views. A number of residents attended and provided supportive comments with no residents expressing dissent from the proposals made by the Parish Council. Some residents responded by email as they were unable to attend on the day.

Those supportive views on the outcome of the survey and how it should be taken forward having been considered by the Parish Council, an action plan has been developed as part of the Parish Plan going forward. The Council expects that the majority of initial actions and investigations will be delivered over the three to six months following the publication of the plan with some tasks taking longer. This approach was agreed at the July meeting of the parish Council and the tasks to be carried out were assigned to various members of the Parish Council and Steering Committee. Some actions have already started with the training of some residents in the use of the police radar gun so that we can have speed monitoring sessions in the village. High speed Broadband is also now available to a large part of the village and the Parish Council agreed action by the Chair to ensure the whole village is enabled. The Action Plan progress will be monitored by the Parish Council and reported to the Parish Council meetings where further action, if required, will be considered.

All activities will commence in Quarter 1 2017 (Q1 17) following publication of the Plan unless otherwise stated.

**Binton Parish Plan – Action plan (Activities commence during first quarter 2017 unless otherwise stated)**

| <b>PARISH ISSUES AND ESSENTIAL SERVICES</b> |   |   |  |  |
|---|---|---|--|--|
| <b>REF.</b>                                 | <b>ISSUE</b>  | <b>ACTION</b>   | <b>RESOURCES</b>                         | <b>FORECAST COMPLETION</b>   |
| P1  | Were mains gas available, 64% of residents said they would like to be connected.  | PC to make representations to British gas   | British Gas                              | Q2 2017  |
| P2  | Over half (54%) of those surveyed would not prefer the speed limits through Binton to be reduced by a further 10 mph to 20 mph. Four in ten (39%) were in favour of such a move and 8% had no opinion on the matter. 53% said they would like speed control measures introduced into the village versus just over one third (34%) who did not and 13% who expressed no opinion. 47% of respondents would not support an extension of speed limits beyond current boundaries, as opposed to less than one third (32%) who would. | PC to discuss speed control measures with WCC.<br><br>Speed awareness group set up, residents trained and periodic laser gun sessions initiated | WCC, Local Police, Speed Awareness Group | Q3 2017<br><br>Laser gun sessions in place since Q2 2016, live and ongoing |
| P3  | Exactly half (50%) of respondents thought there was a need for cycle paths to link the Parish to Stratford-upon-Avon and local villages, compared to 27% who did not. 45% stated they would use a safe cycle way to Stratford, versus 36% who would not.  | PC to discuss with WCC  | WCC                                      | Q2 2017  |
| P4  | More than half (55%) favoured more or improved pavements and/or footpaths in the Parish, in contrast to 19% who did not. Those who were in support of more footpaths were further questioned as to where they would like these to be established or improved and..... Over a third (35%) believed the standard of paved footways was poor and 34% stated likewise about the standard of non-paved footways. Nearly a third (32%) cited flood management was poor with 30% feeling the same about road maintenance.              | PC to discuss pavement maintenance and extension with WCC and SDC<br><br>Drain clearance has been undertaken by WCC                             | SDC, WCC                                 | Q3 2017  |
| P5  | 56% did not want street lighting in Binton, compared to 11% who did. 33% had no opinion on the subject.   | No action   |  |  |
| P6  | Two in ten residents (22%) would like allotments to be made available again within the Parish, versus 26% who did not. The majority, however, 52% of those surveyed, expressed no opinion   | No action   |  |  |



**PARISH ISSUES AND ESSENTIAL SERVICES**

| <b>REF.</b> | <b>ISSUE</b>   | <b>ACTION</b>  | <b>RESOURCES</b>  | <b>FORECAST COMPLETION</b> |
|-------------|--|--|---|----------------------------|
| P7          | One third (33%) of those surveyed would like there to be a community orchard; 22% did not; and 46% were of no opinion.   | PC to investigate ownership of existing orchard sites for possible discussion with owners. Note: Lower Binton Orchards currently let for grazing.  | Land Registry   | Q4 2017                    |
| P8          | Six in ten residents (59%) do not consider dog fouling to be a problem, compared to just less than one fifth (19%) who do.<br>Of those that consider dog fouling to be a problem, 71% believe there is a need for a dog waste bin in the Parish, versus 19% who do not.  | PC to investigate location and potentially increasing the number of dog waste bins   | To be investigated  | Q2 2017                    |
| P9          | Three in ten respondents (30%) think more could be done to enhance crime prevention in the Parish, compared to 25% who do not. The Ambulance Service fared the best with 57% of respondents stating it was good, and just over half (51%) said likewise of the Fire Service. Community policing did not fare as well with 24% rating it as good, but 37% felt it was poor. Emergency policing fared slightly better.                         | PC to make representations to Warwickshire Police Commissioner.  | Warwickshire police commissioner  | Q2 2017                    |
| P10         | Over three quarters (77%) stated broadband was poor and 46% indicated that the mobile phone reception was poor. 41% of respondents are retired or will be within five years. Exactly a quarter work at home and the same percentage (25%) work over 6 miles away from Binton. 24% of residents work locally (within 6 miles of Binton). One in ten stated they would work from home if broadband was faster.                                 | Broadband now available to a large proportion of the village. Complete cover will follow as part of the WCC Broadband project. Major deficit in centre of village.<br><br>PC to make representations to Mobile phone carriers for service improvements | Formal representation to be made to Openreach and BT<br><br>Mobile phone carriers | Q2 2017<br><br>Q2 2017     |
| P11         | Nearly all (94%) expressed satisfaction with the provision and maintenance of village greens, and 93% felt the same way about the churchyard. 90% were satisfied with the telephone box, eight in ten (81%) were satisfied with the salt bins and just over three quarters (76%) were satisfied with the provision and maintenance of the verges. Almost one fifth (19%) were not satisfied with the provision and maintenance of salt bins. | The provision of salt bins in Church Bank and Lower Binton to be investigated by PC  | WCC? SDC?   | Q3 2017                    |

**PARISH ISSUES AND ESSENTIAL SERVICES**

| <b>REF.</b> | <b>ISSUE</b>   | <b>ACTION</b>  | <b>RESOURCES</b>  | <b>FORECAST COMPLETION</b> |
|-------------|--|--|---|----------------------------|
| P12         | Seven in ten residents (72%) said the mains water supply was good and 68% thought the same of the mains electricity supply.  | No action  |   |                            |
| P14         | 73% rated their dentist as good, and 69% of respondents rated their doctor likewise. 61% felt education provision was good. 68% confirmed the hospital inpatient services were good and 65% said the same of the district nurses. Nobody had used the meals on wheels service. Six in ten respondents were in support of additional clinics, if possible, at the local health centres rather than travel to a hospital elsewhere, as opposed to 8% who were not. 32% had no opinion on the matter.<br><br>Others expressed concerns over potential changes to maternity services (Redditch) and the adequacy of outpatient physiotherapy.  | PC to investigate availability of more out-patient clinics in local health centres.<br><br>Potential maternity service changes and adequacy of physiotherapy outpatient services to be investigated with relevant CCGs | South Warwickshire CCG<br><br>SW CCG and Worcestershire CCG | Q3 2017<br><br>Q3 2017     |
| P15         | 127 people never use the bus services, plus 23 who use it occasionally. Five residents use it frequently. 40% of respondents would use the public bus service more if the timetable of Stratford buses was more convenient. 32% confirmed they would use it more if there was a bus service to / from Stratford in the evening, although 46% stated they would not. 7% indicated they would use it more if it was more convenient for people with disabilities, but 41% said they would not. Nearly a quarter (24%) would make more use of it if the cost was lower; however, 41% commented they would not. Exactly a half of those surveyed would not be interested in using a community bus with volunteer drivers, as opposed to 9% who were. 70% confirmed they would not join a car sharing scheme, compared to 3% who would. | PC to discuss all aspects of bus services with WCC.<br><br>No other action planned   | WCC   | Q3 2017                    |

**FUTURE DEVELOPMENT**

| REF. | ISSUE   | ACTION   | RESOURCES   | FORECAST COMPLETION |
|------|---|--|---|---------------------|
| FD1  | 2% of respondents (2) stated that someone in their household now requires separate accommodation in the parish, compared to 98% who did not. Both respondents indicated that some form of social housing could be appropriate although one also indicated that purchase on the open market was an option. This is a reduction on the Housing Need observed in the 2013 Housing Needs Survey and is considered current by the Parish Council. The continuing availability of both social and market housing in the village potentially meets this need.  | The Parish Plan includes a section describing the current observed position on Housing Need. This will have no statutory force in planning but should be taken account of as a "material consideration" by SDC planners  | SDC supported housing officer   | Ongoing             |
| FD2  | On the subject of whether the Binton Conservation Area should be modified, over half (51%) had no opinion, one third (33%) thought it should not be modified and 15% thought it should.   | No action  |   |                     |
| FD3  | <p>Just over half of those surveyed (52%) thought new houses should not be built in the Parish, as opposed to 38% who thought they should be. 30 respondents felt new housing should be both inside the Conservation Area and elsewhere in the Parish. 22 people thought they should be elsewhere in the Parish. 19 residents thought between four and nine houses could be built elsewhere in the Parish. 14 were of the opinion that the same number of houses (between four and nine) could be built inside the Conservation Area. 19% of those surveyed stated that if new houses were built they should be in both infill (built between existing properties) and built on new plots. 13% opted for them to be built on new plots and 8% said infill. Exactly one third (33%) of all residents thought these new houses should be affordable housing and over a quarter (27%) felt they should be privately owned.</p> <p>The evaluation of potential sites for development by the Parish Council will be on the on the basis of objective pre-determined criteria and will include the Parish Council's aim of protecting the village's traditional orchard sites which are listed on the People's Trust for Endangered Species web site.</p> | Parish Council will investigate the existence and ownership of potential development sites within the village boundaries. Parish Plan includes a section on Village Development. This will have no statutory force in planning but should be taken account of as a "material consideration" by SDC planners. | Land Registry and SDC.<br><br><a href="https://ptes.org/get-involved/surveys/countryside-2/traditional-orchard-survey/orchard-maps/">https://ptes.org/get-involved/surveys/countryside-2/traditional-orchard-survey/orchard-maps/</a> | Q1 2018             |

| <b>FUTURE DEVELOPMENT</b> |  |  |                  |                            |
|---------------------------|--|--|------------------|----------------------------|
| <b>REF.</b>               | <b>ISSUE</b>   | <b>ACTION</b>  | <b>RESOURCES</b> | <b>FORECAST COMPLETION</b> |
| FD4                       | If there were to be any new building, of all respondents surveyed, 36% felt it should be strictly in keeping with the character of the area, compared to 5% who did not think it should be so. If extensions of existing properties, conversions and refurbishments be built, 82% felt they should be strictly in keeping with the character of the area, 10% felt they should not have to be and 8% had no opinion. | PC will take into consideration in examining future proposals for housing development. Parish Plan includes some design standards for the village in section 5c, p.13. | Survey responses | Ongoing                    |
| FD5                       | 37% felt the use of U.P.V.C. windows and doors should be avoided in period properties. 36% felt likewise about solar roof panels and just less than a quarter (23%) thought the same of satellite dishes.  |  |                  |                            |
| FD6                       | Exactly four fifths confirmed they did consider materials used in new builds, conversions, extensions and alterations to be important, as opposed to 9% who did not. 11% expressed no opinion on the matter.   |  |                  |                            |

| <b>ENVIRONMENT</b> |  |  |                  |                            |
|--------------------|--|--|------------------|----------------------------|
| <b>REF.</b>        | <b>ISSUE</b>   | <b>ACTION</b>  | <b>RESOURCES</b> | <b>FORECAST COMPLETION</b> |
| E1                 | The majority of those surveyed (90%) favoured making houses more energy-efficient. Nearly three quarters (74%) were in support of solar panels; compared to 13% who were not. 69% supported recycling grey water. So far as support for wind power was concerned, 35% were for it, as opposed to 51% against.  | PC will take into consideration in examining future proposals for housing development. Parish Plan includes some design standards for the village in section 5c, p.13. | Survey responses | Ongoing                    |
| E2                 | All of those surveyed, who expressed an opinion, considered rural character either very important or important. Almost all considered the other features listed in the table provided as very important or important. A very small minority (6% or 7%) considered wildlife, wild flowers & meadows, and the Binton village Conservation Area as unimportant. | PC will take into consideration in examining future proposals for village development  |                  |                            |

**COMMUNITY**

| <b>REF.</b> | <b>ISSUE</b>   | <b>ACTION</b>   | <b>RESOURCES</b>  | <b>FORECAST COMPLETION</b>                            |
|-------------|--|---|---|---|
| C1          | More than half of residents (55%) do not feel there is a strong sense of community in the Parish, as opposed to 17% who do. Six in ten (59%) confirmed that a strong sense of community is important to them.  | Various actions and responses detailed below  |   |   |
| C2          | 61% of those surveyed get their information about the Parish through flyers and leaflets. The same percentage (61%) acquires it through word of mouth and over a third (37%) via the Six Parishes Magazine. Just less than half of those surveyed (48%) confirmed they would like a Parish directory. Almost one third (32%) expressed no opinion, and 20% said they would not. Exactly half felt more information was needed regarding Binton Parish Council, 43% felt likewise about Binton Social Club, and four in ten stated more information was needed with reference to the Village Hall Management Committee. 38% of residents felt more information was needed about Stratford-on-Avon District Council and 35% said the same for Warwickshire County Council. | See LG3 and LG4 below   |   |   |
| C3          | Exactly four fifths of those surveyed did not use the village green at all and 57% did not go to Binton Village Hall at all. Over half (55%) did not visit Binton Social Club at all. Three in ten residents stated they used Binton Village Hall once a year. 27% said they used St. Peter's Church once a year, and 26% used it 3 or 4 times a year. Over a fifth (22%) used the Social Club once a year.  | Increased activities in the Village Hall to be explored. Coffee morning or "Pop up pub" as examples. PC to approach Binton Social Club for views on extended activities       | Village Hall committee, PC members and Binton Social Club | Ongoing. Some activities in place. Commenced Q3 2016. |
| C4          | Almost half (45%) felt that public footpaths could be improved. 41% did not think that St. Peter's Church could be improved and 38% did not think the village green could be improved. Almost two thirds (65%) expressed no opinion regarding the Binton Social Club   | Pavement improvements being investigated under P4 above. Increased Village Green maintenance is now in place and the PC has made grants to the Church for grounds maintenance |   |   |



**COMMUNITY**

| <b>REF.</b> | <b>ISSUE</b>  | <b>ACTION</b>   | <b>RESOURCES</b>                      | <b>FORECAST COMPLETION</b> |
|-------------|---|---|---------------------------------------|----------------------------|
| C5          | Eight in ten residents felt that the cost of maintaining and improving public footpaths should be supported by the Parish Council Tax (precept). Seven in ten (69%) felt likewise about the village green. 64% were of the belief that the cost of maintaining and improving St. Peter's Church should be supported by fund-raising, and 42% thought the village hall should be supported by fund-raising as well | Pavement improvements – see P4 above.<br><br>Other comments noted and actions taken as above. |                                       |                            |
| C6          | Excluding those who said they did not know, one third (33%) did not think there is sufficient provision for elderly people within the Parish. Almost one fifth (19%) did think there was sufficient provision, and 49% expressed no opinion on the matter   | See C3 above  |                                       |                            |
| C7          | When asked if they know about of use any of the following groups and activities in the Parish, 86% of those for whom it was applicable, said they were unaware of the Bridge group in the Parish, and 72% said the same of the Scrabble group. 57% confirmed they were aware of, but didn't take part, in the Church Congregation activity. Over a quarter (26%) stated they took part in the Binton Oil Group.   | PC to consider flyers for the Village to publicise activities.                                | PC, Church and Village Hall committee | Q2 2017                    |
| C8          | Nearly half (47%) of those surveyed indicated they would attend a walking / rambling group if it were provided in the Parish and 34% expressed their interest in a local history group.   | PC to investigate whether a Rambling Champion can be identified to take this forward/         | PC and residents                      | Q3 2017                    |
| C9          | More than four fifths (82%) would like to see a speed awareness group and 35% confirmed they would participate in it  | See P2 above  |                                       |                            |
| C10         | Exactly three quarters (75%) would like to see a Neighbourhood Watch scheme and 44% said they would participate in it.  | PC to investigate setting up a Neighbourhood Watch scheme                                     | Local Police                          | Q3 2017                    |
| C11         | 64% expressed interest in seeing an LPG Buying Group and 68% stated they would participate in it.   | Residents to be informed of the WRCC LPG buying group   | WRCC for leaflets                     | Q2 2017                    |

| LOCAL GOVERNMENT |   |   |  |                        |
|------------------|---|---|--|------------------------|
| REF.             | ISSUE   | ACTION  | RESOURCES  | FORECAST COMPLETION    |
| LG1              | Two-thirds of those surveyed felt the Parish Council publicised their decisions and activities well or adequately.<br>Four in ten (42%) were of the opinion that the County Council publicised their decisions and activities poorly,<br>39% thought the District Council publicised theirs poorly. | PC to inform WCC and SDC accordingly  | WCC and SDC  | Q2 2017                |
| LG2              | Four-fifths of residents (80%) are aware that Parish Council meetings are open to all residents. 56% confirmed they had not attended a Parish Council meeting, although 44% had.  | Build an email list of those who are prepared to opt into electronic distribution of information from the parish Council<br><br>Improve and extend the content on the parish council website. | Resident survey<br><br><a href="http://www.binton.org.uk/">http://www.binton.org.uk/</a> | Q2 2017<br><br>Q2 2017 |
| LG3              | 95% of those surveyed confirmed that they did not know how much of their Council Tax the Parish Council uses, versus 5% who did know  | Produce a flyer with details of PC spend and current activity   | PC and Parish Clerk.   | Q2 2017                |
| LG4              | 93% of those responding are satisfied with the way the Parish Council spends its share of Council Tax, as opposed to 7% who are dissatisfied  |   |  |                        |

| YOUNG PEOPLE |   |  |   |                     |
|--------------|---|--|---|---------------------|
| REF.         | ISSUE   | ACTION   | RESOURCES                                     | FORECAST COMPLETION |
| YP1          | Nearly all young people (95%) liked the access to the countryside. Over a third (35%) enjoyed being part of a community.  | No action required   |   |                     |
| YP2          | Over three quarters of the young people taking part in this survey (78%) disliked the lack of play facilities, youth facilities and six in ten (57%) disliked the traffic driving too fast in the village | It has proved impossible to develop play facilities in the past. Binton Social Club to be approached by PC with a view to the possibility of | Binton Social Club and Village Hall committee | Q3 2017             |

| YOUNG PEOPLE |  |  |  |                     |
|--------------|--|--|--|---------------------|
| REF.         | ISSUE  | ACTION   | RESOURCES  | FORECAST COMPLETION |
|              |  | providing some new youth facilities. Speeding traffic is covered in P2 above.  |  |                     |
| YP3          | Those of school age would like to see a bus shelter provided for the school buses. | PC will investigate cost of a simple cantilever shelter fixed to Village hall to provide shelter for children waiting for school buses | WCC and street furniture suppliers. Investigate possible design solutions, cost and sources of funding | Q1 2018             |
| YP4          | Slow broadband is a problem  | See P10 above  |  |                     |

Abbreviations:

PC Parish Council  
WCC Warwickshire County Council  
SDC Stratford District Council  
WRCC Warwickshire Rural Communities Council  
CCG Clinical Commissioning Group

## Appendix A

# **BINTON PARISH PLAN STEERING COMMITTEE** **CONSTITUTION**

### **1. Name**

The name of the organisation shall be the Binton Parish Plan Steering Committee, hereafter referred to as the Committee.

### **2. Objectives of the Plan**

1. To identify local needs and opportunities for development of the parish
2. To set out a vision for the future, based on the views and needs of the community
3. To define an Action Plan to achieve the vision.
4. To provide a reference for decision-making by the Parish, Borough and County Councils, and other organisations and service providers
5. To justify funding for specific projects and services

### **3. Purpose**

The purpose of the Committee shall be to work on behalf of the Binton Parish Council (PC) to carry out the following tasks:

1. Investigate and identify support for the Parish Plan.
2. Identify sources of funding.
3. Take responsibility for planning and budgeting and monitoring expenditure on the Plan and report back to the Parish Council on these matters.
4. Liaise and consult with the community, relevant authorities and organisations to make the Plan as effective as possible.
5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
6. Determine the types of survey and information gathering to be used.
7. Be responsible for the analysis of the survey and other data.
8. Report back to the Parish Council on progress, issues arising and outcomes from the exercise.
9. Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
10. If required by the PC, arrange the production and distribution of the final report.

### **4. Membership**

1. The Committee will include up to 15 members.
2. No more than 5 of these members will be members of the Parish Council.
3. The Committee may co-opt additional members at its discretion, provided the total number of co-opted members does not exceed the number of appointed/elected members.

4. A person shall cease to be a member of the Committee having notified the chair or secretary in writing of his or her wish to resign.

## **5. Officers**

At the first meeting the Committee will elect a chairperson, a vice chair, a secretary, a treasurer, a publicity officer and a volunteer co-ordinator. All other Committee members may have a specific role, to be agreed by the Committee.

## **6. Meetings**

1. The Committee shall meet every two months as a minimum, or as required.
2. At least five clear days notice of meetings shall be given to members by written notices left at, or sent, by post to the members' last known address or sent to the members' email address (if known).
3. All notices of Committee meetings must detail the matters to be discussed.
4. Every matter shall be determined by a majority of votes of the Committee members present and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.
5. The Committee quorum necessary to transact business is a minimum of five members, of whom no less than two will be parish councillors.
6. The secretary shall keep a record of meeting, circulate minutes to members of the Committee not more than 14 days after each meeting and provide confirmed and draft (if available) minutes to the PC for the next PC meeting.

## **7. Working groups**

1. The Committee may appoint such working groups as it considers necessary to carry out the functions specified by the Committee. Each working group should have a nominated chair, but this person does not have to become a member of the Committee.
2. Working groups do not have the power to authorise expenditure on behalf of the Committee.
3. Working groups will be bound by the terms of reference set out for them by the steering group.

## **8. Finance**

1. The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
2. Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred during the process of producing the Parish Plan. This could include postage and stationery, telephone calls, travel cost. Receipts should be provided wherever possible.
3. The treasurer will draw up and agree with the Committee procedures for volunteers who wish to claim expenses and the rates they may claim.
4. With the exception of administration consumables (eg. stationery, ink cartridges and postage), all purchases of goods and services must be approved by the Steering Committee quorum, ensuring value for money through competitive quotations where considered appropriate by the SC. Where competitive quotations are not required the reason will be minuted. All such purchases must be accompanied by receipted invoices.



5. The Clerk of the Parish Council shall hold all funds allocated to the Committee by funding organisations and shall provide cash withdrawals and payments.
6. The treasurer will report back to the Committee and the Parish Council on planned and actual expenditure for the project, and liaise with the Parish Clerk to enable cash withdrawals and payment of invoices to be made as required.
7. If required by a funding organisation, the Treasurer shall keep records of voluntary hours spent by all volunteers at the notional rate per hour defined by the funding organisation.

## **9. Changes to the constitution**

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Committee present.

## **10. Dissolution of the Committee**

1. The Steering Committee shall be dissolved upon adoption and publication of the Parish Plan, unless requested by the PC to continue, for example, to implement and monitor the Action Plan or parts of it.
2. Upon dissolution of the Committee any remaining funds shall be returned to the Parish Council for the benefit of the Parish.
3. The return of any unused funding given as grants to the Committee may need to be considered if this was part of the condition of the grant.
4. No individual member of the Committee shall benefit from the dispersal.

### **With thanks to:**

#### **Parish Plan Steering Committee members**

|                |  |
|----------------|--|
| Mike Flaxman   | Chair and Parish Councillor                  |
| Rupert Dale    | Treasurer                                    |
| Sue Joyce      | Parish Councillor (to October 2016)          |
| Alex Finch     | Parish Councillor (Chair from November 2016) |
| John Walker    | Resident                                     |
| Katherine Dale | Resident                                     |
| Ted Voute      | Resident                                     |

#### **Additional Survey distributors**

|                |          |
|----------------|----------|
| Celia Jeffrey  | Resident |
| Jane Jefferson | Resident |
| Suzi Lauder    | Resident |

#### **Parish Councillors**

|               |  |
|---------------|--|
| Marc Gisborne | Parish Council Chair (to October 2016) |
| Denise Day    | Parish Councillor                      |