

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906

E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

16TH August 2016

Dear Councillor,

A meeting of the **NEIGHBOURHOOD PLAN COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **TUESDAY 23RD AUGUST 2016 at 6.00 PM.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To: Councillors: Janet Alty, Cllr Sarah Boad, Cllr Judith Clarke, Cllr Daniel Howe, Ann Morrison and Andrew Thompson.

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

3. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 21ST June 2016 (Report No. 3)

4. **MATTERS ARISING FROM THE MINUTES**

I. Notification of Neighbourhood Plan Area

Town Clerk to report on publication of the Neighbourhood Plan Area under Section 61G of the Town and Country Act.1990.

II. Support for the Plan Process

The Meeting will be attended by Mr Neil Pearce of Avon Planning Services.

III. Options for External Funding

IV. Neighbourhood Plan Forum – 7TH September

(a) Town Clerk to report on the response to invitations to the initial Stakeholder Forum.

(b) To consider the format of the Meeting, including identifying speakers and managing feedback from attendees.

5. NEIGHBOURHOOD PLAN- DRAFT PROJECT PLAN

To consider the attached Report (Report No. 5)

6. DRAFT CONSULTATION STRATEGY

To consider the attached Report (Report No. 6)

7. PLANNING FOR REAL TRAINING – 5/6 JULY 2016

To consider the attached Report (Report No. 7)

MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD ON 21ST JUNE 2016 AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors J. Alty (Chair), David Greenwood, (substituting for Cllr Boad)
Daniel Howe and Ann Morrison.
Robert Nash (Town Clerk)

1. **APOLOGIES**

Apologies for absence were received from Councillors Sarah Boad, Judith Clarke and Andrew Thompson.

2. **APPOINTMENT OF CHAIRMAN**

It was proposed and seconded that Councillor Janet Alty is appointed Chair of the Neighbourhood Plan Committee for the year 2016/17. There being no further nominations it was

RESOLVED that Councillor Janet Alty is appointed Chair of the Neighbourhood Plan Committee for the year 2016/17.

3. **MINUTES**

RESOLVED that the Minutes of the meeting held on 18th March, 2016 are confirmed and signed as a correct record, subject to correcting the time of commencement to 6.00 pm.

4. **MATTERS ARISING FROM THE MINUTES**

The Town Clerk reported that a formal letter had been sent to Warwick District Council on 7th June confirming that the Town Council was a relevant body for the purposes of section 61G of the Town and Country Act.1990. A response acknowledging the request was awaited.

RESOLVED that the request for commencement of the Neighbourhood Plan process is followed up with Warwick District Council.

5. **NEIGHBOURHOOD PLAN PROCESS**

Consideration was given to a Report (Report No. 5) concerning the establishment of a Steering Group to manage the Neighbourhood Plan process. Draft Terms of Reference and a list of potential stakeholders was included as Appendices to the Report.

The Committee endorsed the key principle that membership of the Steering Group should be representative of the diversity of community interests. There was an acceptance that, whilst a Constitution needed to be agreed by the Council, this should not be overly prescriptive in terms of membership numbers and working

methodology. Whilst the Steering Group should provide for membership from the Town Council, this must be balanced to avoid under representation of other stakeholders. It was therefore suggested that the Steering Group should initially comprise up to 13 Members with provision for up to 4 Members of the Town Council.

It was noted that the list of potential stakeholders exceeded the number of seats on the Steering Group. However, much work involved with developing a Neighbourhood Plan would occur through subject specific task groups which would facilitate input from a wide cross -section of the community.

The extent of resourcing required to support the process was indeterminate at present but it was acknowledged that assistance would be needed in terms of “proofing” the process and helping to develop conformity with planning principles. The Town Clerk advised that good practice followed in relation to other Neighbourhood Plans would assist this process. The Council could also call upon external assistance, Avon Planning Services having already assisted the Council with an introductory session on Neighbourhood Planning.

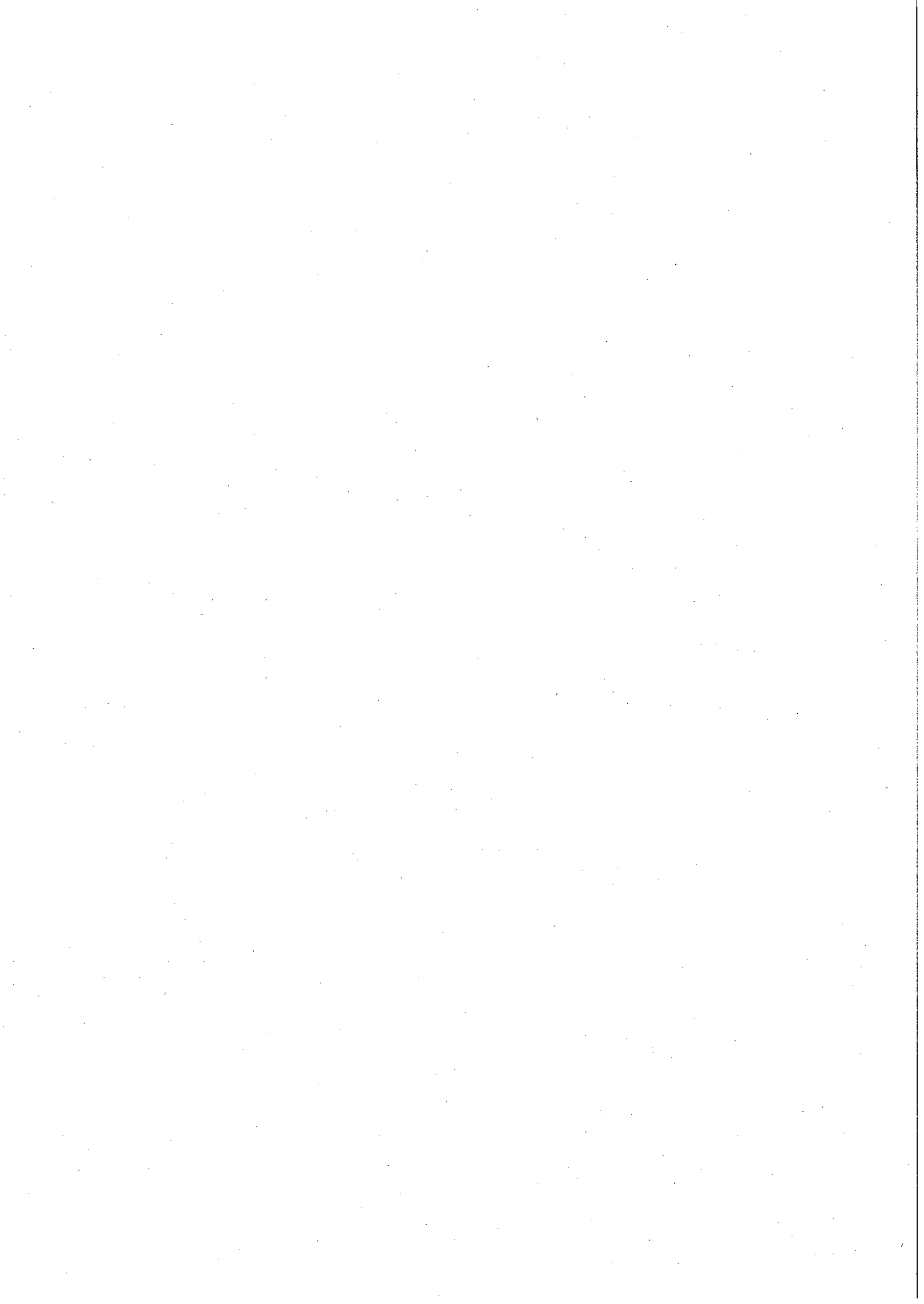
The Committee was advised that the Town Council had made financial provision of £5000 for neighbourhood planning in 2016/17. This could be supplemented by a grant application to the Department of Communities and Local Government which was presently awarding grants of up to £9,000 for communities embarking on this process. The Town Clerk was requested to investigate the availability of funding from external sources.

The initiation of the process of engaging stakeholders and residents is a critical step in the process. The Committee considered that this could be commenced by means of a Forum at which invitees would learn about the neighbourhood plan process, the opportunities arising from a Plan befitting from community support and the responsibilities required of individuals helping to steer the process. It was recognised that the task of engaging with potential partners would benefit from Members of Council developing a dialogue with their constituents and contacts so that a two-way flow of information can be encouraged.

RESOLVED

- (i) that the Draft Terms of Reference of the Neighbourhood Plan Steering Group (Appendix 1) are approved, subject to amendment of the membership to comprise initially up to 13 Members, of which up to 4 Members shall be Members of the Town Council;
- (ii) that Avon Planning Services are invited to the next meeting of this Committee to discuss the provision of support for the Neighbourhood Development Plan process;
- (iii) that the Town Clerk investigates the availability of external funding;

- (iv) that stakeholders and residents are invited to attend a Neighbourhood Plan Forum in September to identify the plan process and develop dialogue with potential members of the Steering Group and supporting task groups;
- (v) that all members of Council are circulated with the list of stakeholders (Appendix 2) inviting their observations; and
- (vi) that Council Standing Orders are amended to reflect the constitution of the Neighbourhood Plan Steering Group.





ROYAL LEAMINGTON SPA NEIGHBOURHOOD DEVELOPMENT PLAN (draft)

COMMUNICATIONS AND ENGAGEMENT STRATEGY

Introduction

An approved and adopted Neighbourhood Plan for Leamington Spa would serve to create local planning policies for the town which all future planning proposals would need to take note of and adhere to, to protect against unsuitable and speculative development thus providing a greater element of control over unwanted development and to serve to bring forward action on improvements and facilities identified as necessary and desired by residents.

Royal Leamington Spa Town Council took the decision that the town requires and would benefit from a Neighbourhood Plan as set out within the Localism Act 2011. The awareness and involvement of all residents, all who work in the town and any other interested parties is vital to the creation of a successful and relevant Neighbourhood Plan. It is important therefore to have a coherent strategy outlining how this will be achieved and how stakeholder engagement in Leamington will be managed.

Objectives

- To provide clear, direct, comprehensive communications written in easy to understand language
- To ensure that the implications of the development and adoption of the Neighbourhood Plan are understood by all stakeholders
- To ensure all have equal access to all relevant information
- To have equal opportunity to voice and share opinions
- To use understandable and appropriate consultation processes, and ensure accurate reporting of results
- To be clear on what the Neighbourhood Plan can and cannot achieve
- To ensure acceptance by Warwick District Council as the local planning authority by providing a Consultation Statement setting out how consultation will be carried out, and a Statement of Community Involvement evidencing the engagement within the community.

Target Audience

Leamington Spa has a relatively large population of approximately 46,000. In addition account must be made of those who work here and any individuals and groups outside the

designated area who would have an interest and should be included in consultations. Below is a list of identified stakeholders who we would aim to target with specific information and messages, using the most appropriate communication methods:

<u>Stakeholder(s)</u>	<u>Interest</u>	<u>Influence</u>	<u>Contacts</u>
Warwickshire County Council members	High	High	Sarah Boad Nicola Davies Jonathan Chilvers Bill Gifford Matt Western
Warwick District Council members	High	High	John Barrott Alan Boad Gordon Cain Ian Davison Caroline Evetts Balvinder Gill Hayley Grainger Daniel Howe Jane Knight Andrew Thompson Kristie Naimo Stef Parkins Colin Quinney Amanda Stevens Barbara Weed (Bill Gifford)
Warwick District Council officers	High	High	Planning Development Management Green space Conservation Housing Environmental Health Streetscene Business support Community partnership Leisure Media
Warwickshire County Council officers	High	High	Highways Education Libraries Arts and Heritage
BID Leamington	High	High	Stephanie Kerr
Old Town Business Assoc	High	Med	Contact unknown
RLS Chamber of Trade	Med	Med	Jonathan Meredith
Royal Priors	High	Med	Gerry McManus
Regent Court Shopping	Med	Low	

Report No. 6

Independent traders	High	Low	
Shakespeare's England	Med	Med	
Schools/Warwickshire College	Med	Med	Roger Bevan Kate Hughes Joy Mitchell Chris Gabbett Jassa Panesar Andy Perry Primary school heads
Warwickshire CAVA	High	High	Jane Holdsworth
Community centres/community arts	High	High	Kate Cliffe – SYDNI Kristie Naimo – ARC Gladys Gibbs – The Chain Brunswick Hub
Leamington Society	High	Med	Richard Ashworth
Leamington History Society	Med	Low	Margaret Rushton
Safer Neighbourhood Teams	High	Med	Leam South Leam North Town Centre SNF
Health providers/forums	High	Med	Healthwatch CCG GP surgeries Patient groups
Childrens Centres	High	High	Mandy Taylor
Social Housing providers	High	High	Bromford Orbit Stonewater Chapter 1 Riverside
Residents – associations	High	High	See WDC Housing
Landlords/agents	High	Med	Dhesi EhB Knight Rennie Peter Clarke Belvoir Crabb Curtis Loveitts Tara & Co
Chiltern Rail	Med	Low	Karen Bowden
Stagecoach	Med	Low	Steve Burd
Canal & River Trust	Med	Low	Ian Lane
Waterways Association	Med	Low	Carole Nicholson
CPRE	Med	Med	John Wharam

Report No. 6

Allotment societies	High	Low	Binswood St Mary's Campion Hills Northumberland Rd
Environmental concerns	High	Med	Foundry Wood Leamington in Bloom Action 21 GALS
Salvation Army	High	Med	Jonathan Chilvers
Night Shelter	High	Med	Margaret Moore/Chris Johnson
Age UK	Med	Low	Karen Biddle
Citizens Advice	High	Med	Manager
Churches	Med	Med	x 17
Other faiths	Med	Med	Gurdwara Sahib Mosques Progressive Jewish Group Shri Krishna Hindu Temple Buddhist Centre
Youth groups/WAYC	Med	Med	Becky Salter
Scouts/Guides	Med	Low	1 st Sydenham 1 st /12 th Leamington Trinity 4 th Leamington St Marks 8 th Leamington Dale Street Leamington North District Leamington South District
Warwick University	High	High	Kate Hughes
Students Union	Med	High	Sam Parr/Isaac Leigh
Festival organisers (Peace, Art in the Park, Pride, Carnival, MELA)	Low	Med	Carole Sleight (AITP) Owen Prosser-Stock (C) Daniel Browne (Pride) Tash Daly (Peace)
Leamington Observer	Med	High	Ian Hughes
Leamington Courier	Med	High	Oliver Williams
Friends of Pump Room Gardens	High	Med	Archie Pitts
Friends of the Dell	High	Med	Penny Hughes
Friends of Eagle Rec	High	Med	
Friends of Christchurch Gardens	High	Med	
Hybrid Arts	Med	Low	

Report No. 6

Loft Theatre	Med	Low	Chris O'Brien
Motion House	Med	Low	
Services e.g. water, gas, electricity, telephone, broadband	High	High	Severn Trent BT
Disability groups	High	Med	Liz Williams – ENRYCH

KEY MESSAGES

1. The Neighbourhood Plan will help protect against inappropriate and unwanted development, not specifically included within the District Local Plan.
2. The Neighbourhood Plan will support the creation of high quality housing of appropriate tenures and affordability, commercial properties and community facilities.
3. The Neighbourhood Plan will include policies aimed at ensuring a sustainable, thriving and vibrant community for the future of Leamington Spa.
4. The Neighbourhood Plan will become part of the statutory process for all future planning applications once it has been adopted by the local planning authority (Warwick District Council) following a successful referendum in Leamington Spa.
5. The Neighbourhood Plan is being written by volunteers for the benefit of the whole of Leamington Spa.

COMMUNICATIONS MATRIX

<u>Key tools</u>	<u>Notes</u>	<u>Frequency</u>	<u>By whom?</u>	<u>Target audience</u>
Steering group (working groups)	Up to date info, word of mouth, 2 way flow of info	Monthly meetings plus email contact list	All members	People working and interacting directly with the steering group members on a regular basis, and disseminating messages out to others they come into contact with.
Community drop-ins and workshops	Planning for Real workshops at key central venues in each town ward – follow up issues and input sessions	One workshop/ward followed by one follow up session/ward – more drop-ins if it becomes necessary	TC officers, steering group members	Residents Businesses LA's , Police Health, Education Transport Faith groups

Report No. 6

Questionnaires	On general issues or specific depending on the ward – can be town-wide or ward-based. Survey Monkey	One per ward as a minimum – any more to be decided during the process	Steering Group /working party	Residents
Website	TC and BID website link or specific NP website to be created? To include maps and links to social media, plus facility to upload photos. Public feedback.	Updated weekly/monthly depending on activity. Immediately following any key events.	TC officers	Residents
Social media	Targeting a younger audience, Facebook page, Twitter feed, Instagram	Daily checks and updated.	TC officers	Residents
Letters/emails	Direct engagement with specific individuals, businesses or groups	When required	Steering group/TC officers	WDC WCC Businesses Landowners/landlords /agents Community groups
Press releases	Press releases and info packs with regular updates and key messages	Monthly? Regular and particularly to advertise and relate events	Steering group/working parties	Residents
Noticeboards	TC noticeboards, use of WDC noticeboards, churches, community centres etc	Monthly progress reports	Steering group/working parties	Residents
Posters	Distributed and displayed in local shops, businesses, centres – at all events	When necessary	Steering group/working parties	Residents

Report No. 6

Community champions	Volunteers from across the community – separate business links via BID? Spread the key messages and encourage positive involvement.	Throughout. Good two way info process must be established to ensure timely message and accuracy.	Working party responsibility? TC officers?	Residents Community groups Businesses PCSOs Councillors
Briefings/updates	Formal reports on the status of the NP	Regular (to be decided)	Steering group/TC officers	WDC
Steering group minutes	Minutes of each steering group meeting and working party meeting to be available to download and in hard copy	Monthly	Steering group/working party/TC officers	Residents
School/church newsletters	Item included to update and ask for volunteers, keep informed	Monthly		Parents/grandparents /children/congregations
Attendance at relevant local meetings e.g. CAVA, Healthwatch	Promotion of NP at all stages – recruitment of volunteers – word of mouth	When appropriate	Group members/TC officers	Residents Community groups Businesses Voluntary sector Community forums
Stall at local events and at Farmers Market	Give out leaflets, sign people up, word of mouth	Whenever there is a big town event – Farmers Market etc every quarter/six months?		Residents/visitors

RESOURCES

Current resources to which we have access and can be applied to the process are:

- Town Councillors
- Members of Steering group
- Other stakeholder representatives
- Town Council officers
- Consultant time and advice
- TC website/Twitter page
- Online – Planning Aid/RTPI/Locality
- Noticeboards

TIMESCALES

Based sequentially upon the agreed project plan. Key communication points to include:

Launching the Neighbourhood Plan
Community engagement
Agreement of Vision and policies
Writing the draft Plan
Sharing the draft Plan
Writing the final Plan
Seeking approval via referendum
Publishing results of referendum
(If approved), adoption of Plan by WDC

EVALUATION

Steering group (Comms working party?) to review communications strategy after six months via an audit to see who and how many people have responded to our communications. Strategy can then be amended or continued as a result.

**REPORT TO A MEETING OF THE NEIGHBOURHOOD DEVELOPMENT PLAN
COMMITTEE ON 23 AUGUST 2016**

“PLANNING FOR REAL” TRAINING – 5 and 6 JULY 2016, BIRMINGHAM

1. PURPOSE OF THE REPORT

To feedback on the principles and methodology involved in this community-led planning consultation process and its potential application to community engagement within the Neighbourhood Plan process in Royal Leamington Spa.

2. BACKGROUND

- 2.1 Royal Leamington Spa Town Council decided in 2015 to consult on and produce a Neighbourhood Plan which would, after a successful referendum of residents, become an important planning document for future development of the town. The designated area to be covered by the Neighbourhood Plan has been agreed by the Council and is awaiting confirmation by the local planning authority.
- 2.2 Councillor Janet Alty and Katherine Geddes, Democratic Support Officer, attended a two day course led by Margaret Wilkinson of the Planning for Real Unit (part of Accord Housing Group) in Birmingham on Tuesday 5 and Wednesday 6 July 2016. The “Planning for Real” process of community consultation has been developed over the last thirty years and has been used both in its entirety and in various component parts to support and deliver the compilation of effective and successful Neighbourhood Plans since 2010. Town Council representatives attended to see if this process would be applicable and useful for ensuring meaningful, sustainable community engagement for Leamington Spa’s Neighbourhood Plan.

3. OBJECTIVES OF “PLANNING FOR REAL”

- 3.1 The objectives of this approach are to secure the engagement of the maximum number of residents in the consultation process, to identify and gain consensus on what are the main issues of concern and development in an area, to manage expectations of what can be delivered and to develop good working relationships between all stakeholders. It is intended that a mutual exchange of ideas and information takes place, multiple options for solutions to issues are identified, and once decisions have been agreed, there is a shared responsibility for their success.
- 3.2 The process uses a number of interactive techniques and methods to secure interest in a project and therefore avoids an over reliance on public meetings or written questionnaires. The novelty of this hands-on approach assists in overcoming “consultation fatigue” and the disappointment of a failure to deliver on traditional consultation outcomes in the past.

4. TECHNIQUES

4.1 All the techniques and exercises used throughout the “Planning for Real” process are intended to be visual, tactile and collaborative. They do not require a high level of language usage, they encourage the maximum degree of participation by all stakeholders and they are designed to help empower those who usually do not feel able or willing to express a view to do so in a comfortable, relaxed environment.

4.2 Model making – a simple and cheap model is produced of the area in question, usually by Year 6 pupils at a local primary school, using 1:300 GIS maps. The models include different housing types, shops, places of worship, services, industrial estates, green spaces and local landmarks.

The finished model is lightweight and transportable, and can be taken to several central venues around the area in question to be used at initial drop-in sessions. The model takes centre stage and everyone converges around it, eyes down, to examine the area as it is and consider the important ongoing issues contained within it. “Outside experts” such as local authority officers, police, health professionals, headteachers etc should (wherever possible) be in attendance to join in and also to give advice and support where necessary.

4.3 Issue cards – using colour-coded cards which correspond to different categories such as transport and parking, health, community and crime, people choose the issues they think are most important and place them on the model in the correct locations. They can also add their own issues if they like. After this is completed, the predominance of certain colours and the volume of cards in certain areas on the model demonstrate clearly what the most pressing issues are and which areas are causing the most concern. The cards are then recorded before the model is dismantled.

4.4 Prioritising – at a follow-up session, attendees are presented with a Priority Chart showing “High”, “Medium” and “Low” categories. Using the same issues cards chosen at the previous session, people decide individually how high a priority they think each issue has in the town and place them accordingly on the chart. The cards can be moved up the chart but not down. If one person disagrees with the placement of one card, then it can be turned over to display “I disagree” on the back. Once everyone has finished, the “I disagree” cards are looked at one by one by the group and discussed. The disagreement is usually resolved at this point but if not, the card can be recorded and placed to one side for further discussion another time.

“Short term”, “Medium term” and “Long term” header cards are then placed across the top of the Priority chart and attendees agree on where to place the issues cards across the chart under each one of these headings – this helps everyone understand the typical timeframes in which solutions to the identified issues can be achieved.

At each step of the above process, decisions are recorded on the cards themselves.

- 4.5 Action Planning – Using the same Priority charts, different header cards are placed across the top. These cards state whether the issue below on the chart can be achieved by the steering group alone, by the steering group with additional support and funding, by the steering group in partnership with another body or by taking the issue to another body and flagging it up. The issue cards are placed accordingly by attendees again. It is at this point that the input of the “outside experts” is invaluable in talking with residents and building good relationships for future working on the Neighbourhood Plan. The outcomes of this exercise are recorded.

People now take the issues cards and write out “Problem” cards and “Suggestion” cards. They take the pre-prepared Action cards or write their own and add these to the Problem and Suggestion cards they think most appropriate. The group as a whole then decides how well supported each Action is by discussion and compromise using a “Show Your Support” chart.

From this, it becomes clear which actions are quick wins, which are medium term goals and which will only come to fruition in the long term.

5. APPLICATION IN LEAMINGTON SPA

- 5.1 The model making is an excellent opportunity for schools to become involved at the outset and for children to have their say. However, Leamington Spa is a very large area to cover and as such, models would have to be to small scale to ensure full coverage and would thus be of limited usage. The process would also be time consuming in terms of checking and creating all the different house types which exist in the town. The use of scaled up maps showing all the street names and with important local landmarks represented by models would be more helpful whilst still using the colour-coded cards to create the same impact and conversations.

An alternative way of including primary schools would be to invite their Year 6 pupils to attend one of the drop-in sessions during the school day to give them the opportunity to have their say. The map models could be taken to the three secondary schools for an afternoon session as part of the Geography curriculum and the older children’s views recorded then.

The town comprises 8 distinct Wards – each of which would form the basis of a “planning” area. The use of Ordnance Survey mapping is therefore a preferable means of developing comment and engagement. (Maps detailing the key features of the Town have been acquired from Warwick District Council and will be available for inspection at the meeting)

- 5.2 The other techniques as described above would all work well as part of a co-ordinated, well-managed community drop-in consultation session taking place within each town council ward (or combination of Wards) with the attendance of local authority officers, police, community workers etc. The sessions would require comprehensive promotion on as many media platforms as possible to ensure maximum impact and would ideally be held after 6pm on a weekday or on a Saturday afternoon so as to be available to the greatest number of residents.

The sessions would also be the best opportunities to sign up enthusiastic residents to join the working groups and help create the Neighbourhood Plan. They would also be likely to identify any potential contentious issues fairly early in the process.

5.3 RECOMMENDATION

The Committee is asked to consider the Report and:-

- (i) agree to the principle of utilising the various methods (with the exception of the model making) contained within the "Planning for Real" process to ensure effective and worthwhile community engagement in the formative stages of the Neighbourhood Plan.
- (ii) to implement drop-in sessions that are conducted in central, accessible venues within each Town Council Ward (where practicable) to enable maximum resident input and engagement with the concept and ongoing compilation of the Neighbourhood Plan.