

## TOWN PLAN CO-ORDINATING COMMITTEE

### PROJECT PLAN

#### Introduction

- 1.1 The Town Council has agreed to undertake a Market Towns Healthcheck leading up to the preparation of a Town Plan which will incorporate a Town Design Statement that will be included as supplementary planning guidance in the statutory Local Development Framework.
- 1.2 The Town Plan will be prepared in partnership with the community through a consultation process known as a Healthcheck – this process is known as Community Planning. The Government model for this process will be used and adjusted as necessary to fit Ringwood's aspirations. However, the worksheets from the Action for Market Towns Handbook will form the core documentation for the research and preparation of the Town Plan.
- 1.3 The benefits of the Healthcheck process include:-
- Creating a sense of community spirit
  - Clear and incontrovertible evidence of community needs and priorities
  - Business Plan for Town Council to adopt and action in partnership with residents, businesses and community organisations
  - Easier access to funding streams
  - Highlighting projects needing involvement from other agencies
  - Encouraging partnership working
  - Influencing and informing District Council's Community Strategy
  - Influencing and informing Local Development Framework
  - Enabling production of a Town Design Statement that can be included as Supplementary Planning Guidance in the Local Development Framework and will, therefore, influence (by providing clear evidence of community wishes) developers and local planning authorities, and ensure that new buildings respect and reflect local character whilst providing for community needs.
- 1.4 A Town Plan resulting from a Healthcheck can influence the following agencies:-
- Planning authorities  
Police  
Health  
Transport  
District and County Councils  
Environmental  
Sports and Leisure  
Tourism

- 1.5 In addition to the above, the Healthcheck will help develop and maintain effective working relationships with all outside bodies providing services to the community. It shows that the Town is taking its future seriously
- 1.6 The Healthcheck/Town Plan cannot be done in isolation and needs to link in with the provisions of the Local Government Act 2000 which places a duty on each District to produce a community plan – also known as the Community Strategy – to promote and improve the economic, social and environmental wellbeing of their areas. The Act advises District authorities to form Local Strategic Partnerships to develop, manage and monitor the community strategy. In the New Forest, the LSP is known as the Changing Lives Partnership. The Partnership Vision for the New Forest is as follows:
- In 2025, the New Forest District will be a place where:
- All people have opportunities to enjoy safe and healthy lifestyles, develop as individuals and shape the communities in which they live
  - Businesses thrive within a local economy that harmonises with the special environment and provide everyone with sufficient resources to enjoy plenty of lifestyle choices
  - The natural and built environment provides opportunities for diversity of nature, the health, education and enjoyment of everyone whilst making a significant contribution towards the local economy
- 1.7 The Changing Lives Partnership is divided into Community Action Networks (CANs) – eleven in all with Environment subdivided into three sections:
- Children and Young People
  - Community Safety
  - Economy
  - Environment
  - Health
  - Housing
  - Leisure
  - Lifelong learning
  - Older People
  - Tourism
  - Transport
- 1.8 It is suggested that the Healthcheck topics and sections should be looked at hand in hand with the Community Strategy, key priorities and CAN topics. For the land use element of the Town Plan to be adopted as supplementary planning guidance and included in the Local Development Framework, it is clearly important that it conforms to the Changing Lives Partnership Vision (and ideally should enhance it) for the New Forest District.

## 2. FUTURE ACTION

An outline Project Timetable is attached as an Appendix. This provides for the following actions:-

- 2.1 Press release about the Council's initiative to produce a Town Plan, the appointment of the Project Officer to lead the initiative and the Love It, Hate It, I Wish survey.
- 2.2 Project Officer to get out and about and meet Community groups, schools etc.
- 2.3 Project Officer to prepare initial Project Plan and draft Budget.
- 2.4 Project Officer to start Love It, Hate It, I Wish survey – through supermarkets, local papers, newsletters, schools, website, community groups etc.
- 2.5 Project Officer to start to build the profile of the community where possible for the Snapshot and Worksheets.
- 2.6 Town Plan Co-ordinating Committee to meet as soon as possible after the full Council meeting on 30<sup>th</sup> November to discuss issues and way forward. The Project Plan to be amended and ratified. Budget for the Healthcheck to be produced. Constitution for Partnership Steering Group to be agreed. (Docs: [NFG Steering Group model constitution](#), [NFG Terms of reference for working group](#), [NFG Example of volunteer job description](#).)
- 2.7 Members of the Town Plan Co-ordinating Committee to take on responsibility for the specified areas of the Healthcheck (additional Children and Young People section to be added). (Docs. [NFG Terms of reference for working groups](#).)
- 2.8 Town Plan Co-ordinating Committee to invite volunteers representing sections of the community to join them to form the Partnership Steering Group. (10/12 people in total?)
- 2.9 Members of the Town Plan Co-ordinating Committee and Partnership Steering Group to familiarise themselves with the Community Strategy and Local Development Framework. (Docs. [Changing Lives](#), [The Community Strategy for the NF District 2004-2007](#); [Local Development Framework](#).)
- 2.10 Town Plan Co-ordinating Committee to and Partnership Steering Group to consider methods for involving all groups in the community. Do we do a Planning for Real exercise? Decide on timescale. (Docs. [NFG Involving your community and Youth Toolkit](#).)
- 2.11 If doing Planning for Real, Project Officer to liaise with schools and Jo Dixon of Community Action Hampshire. Decide on date for Open

Weekend either at a school or at Greyfriars Community Centre – where do people feel most comfortable?

- 2.12 Town Plan Co-ordinating Committee and Partnership Steering Group to continue building community profile with incoming results of Love It, Hate It, I Wish survey.
- 2.13 Information to be disseminated through the website. Love It, Hate It survey and Market Towns Healthcheck to be available plus survey forms for completion and return electronically throughout the process.
- 2.14 Decisions to be taken on use of external agencies for certain research, e.g. Bournemouth University and/or Brockenhurst College to see if they are interested in their students who are studying tourism to be involved in the South East Tourism survey.

For further information, contact Rosamund Bowles on [ros.bowles@ringwood.gov.uk](mailto:ros.bowles@ringwood.gov.uk) or on 01425 473883.

Action	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Press release about the Council's initiative to do a community Healthcheck, the appointment of the Project Officer and the Love It, Hate It, I Wish survey - local papers, newsletters, parish website.			X													
Project Officer to contact Community Groups, schools etc.	X	X	X	X	X											
Project Officer to draft Project Plan and budget		X														
Project Officer to start Love It, Hate It, I Wish survey - supermarkets, local papers, newsletters, schools, website,			X													
Project Officer to start to build the profile of the community where possible – complete snapshot and hard data available for worksheets		X	X	X												
Town Plan Co-ordinating Committee to meet to discuss and decide way forward. Project Plan to be amended and agreed. Budget for Healthcheck to be produced. Constitution of Partnership Steering Group to be agreed. Members to take on responsibility for specified areas of the Healthcheck.		X	X													
Town Plan Co-ordinating Committee to invite volunteers representing sections of the community to join them to form the Partnership Steering Group.			X	X	X											
Members of the Town Plan Co-ordinating Committee and Partnership Steering Group to familiarise themselves with the Community Strategy and Local Development Framework.			X	X												
Town Plan Co-ordinating Committee and Partnership Steering Group to consider and decide on methods for involving all groups in the community, e.g. do we do a 'Planning for Real exercise? Decide on timescale.			X	X												
If doing Planning for Real, Project Officer to liaise with schools and Jo Dixon of Community Action Hampshire. Book location for the Open Weekend.			X													
Information to be disseminated through the website. All survey forms and Market Towns Healthcheck to be available for completion and return electronically.			X	X												
Town Plan Co-ordinating Committee and Partnership Steering Group to continue building community profile with incoming results of Love It, Hate It survey				X	X											
Town Plan Co-ordinating Committee and Partnership Steering Group to analyse final results of survey. Create town vision.					X	X										
Planning for Real exercise over 6 weeks if agreed					X	X										

Action	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Town Plan Co-ordinating Committee and Partnership Steering Group to organise a community meeting/event and invite the Community Planning Officer and/or Market Towns Co-ordinator to make a presentation to the public. The meeting to be advertised to all community groups and residents. Volunteers for Focus Groups to be recruited at the meeting. Volunteer job descriptions to be available. Choose an interesting venue that is unique to Ringwood, e.g. brewery. Use some contentious finding from the survey to draw people in.					X	X										
Town Plan Co-ordinating Committee and Partnership Steering Group to prepare draft questionnaire based on issues that have arisen as a result of the Love It, Hate It survey, using the worksheets as a basis						X										
Decide methods and timescale for questionnaire						X										
Send draft questionnaire to CPO for feedback						X										
Meet Policy & Plans Team at NFDC for consultation and to agree framework to ensure that the Town Plan will be adopted as Supplementary Planning Guidance - i.e. are we going in the right direction with our community consultation?			X			X										
Planning for Real Open Weekend if agreed							X									
Print final questionnaire and circulate to the whole community.							X	X								
Collect and collate questionnaires								X	X	X						
Town Plan Co-ordinating Committee and Partnership Steering Group to analyse questionnaire returns								X	X	X						
Start to get maps and photographs needed for the Town Plan			X													
Identify actions needed to be taken from findings and prepare draft report and Town Plan.										X	X					
Actions = Projects. Decide on list of projects – initial & long term						X	X				X					
Circulate draft plan to all members of the Town Plan Co-ordinating Committee and Partnership Steering Group for proof reading and comment.												X				
Send to NFDC/HCC for 'reality check'													X			
Amendments made and report/plan presented to full Town Council for endorsement and acceptance.														X		
Any amendments made. Proof reading and printing.															X	
Official Launch of final report and Town Plan. CELEBRATION!																X
Place on Town Website																X