

Culworth In Ten Years – Activity Planning Sheets

Culworth Theme: ENVIRONMENT

Activity Title: Prepare a Village Design Statement

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|-----------------------------------|--|---|--|---|------------------------|
| Prepare a draft structure | Look at existing statement and look at other examples | Environment group members | Difficult to measure success of draft | Nil | Completed |
| Prepare draft version for comment | Write up text of the statement and prepare illustrative material, photographs, sketches, plans etc | Give separate sections of the document to individuals to write up using other Design Statements as guide for style and content. Have an editor to tie it all together | Issue draft to village Plan Group/Parish council for comment | Mainly individual time but also cost of materials eg photos, plans, copying etc | By Summer 2003 |
| Prepare Final version | Incorporate comments? | Liaise with local planning department. Get political support | Get SNDC to adopt as Supplementary Planning Guidance | Final copies to be produced at SNDC cost - need to get agreement of this asap! | By December 2003 |

Culworth Theme: ENVIRONMENT

Activity Title: Maintenance of footpaths

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|---|--|--|---|--|
| Encourage usage and build the confidence to use. Note problems where local maintenance can be done. | Have planned, regular, local ambles. | Dave Cook (parish path warden) liasing with Trefor Slatter (CITY getting around group) | Bums off seats | Nil | Ongoing with initial ambles planned ahead. |
| 1 st organised amble 1 st Jan.03. | Organise route, advertise via newsletter and website. | D.C. and T.S. with all comers. | As above and feedback | Nil | As above. |
| 2 nd amble 1 st March | As above | As above | More bums off seats | Nil. | As above. |
| Contact with Rights of Way @ NCC to find out their future programme. | Correspondence. | D.C and others including Parish Council. | NCC changing their existing footpath budget cut back proposals. | Stamps | Within 3 months. |
| Liaise with and support other organisations in the development of local footpath network | Initially support 'Battlefield Trust' in the proposed local (20 mile) circular walk which includes Danesmoor in our Parish. | D.C. and Parish Council. | Heritage lottery funding achieved, route maintained and waymarked. | Stamps. | Depends. Next proposed, organised walk in July 03. |
| Provide professional advice and training for volunteers. | Either on site (locally) or visits to rangers @ local countryside parks. | D.C. to organise. And volunteers. | Putting training into local practise. | Expenses for trainers. Costs of training courses. | Aug.03. |

Culworth Theme: ENVIRONMENT**Activity Title: Recycling**

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|--|---|-----------------------------------|--|---------------------------|---|
| Establish a local recycling programme. | Continuing contact with 'Waste Management Officer' @ SNC plus notification of local consultation results (questionnaire). | D.C. with Parish Council support. | Twin bins and door to door glass and metal collection boxes in Culworth. | Nil | SNC waste management strategy decision Spring 03. |

Culworth Theme: ENVIRONMENT**Activity Title: Conservation of trees/hedges**

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|---|---|-------------------------------------|---------------------------|---------------------------|
| Identify existing trees with T.P.O.s, report on condition, map and suggest other, worthy of protection. | Tree audit,survey and mapping. | Julie Tinn, Dave Cook, Graham Woodward, Simon Theobald. Karin Cook (mapping). | Completed map. | Time. | By summer 03. |
| Establish new T.P.O.s where appropriate. | Survey and mapping. | As above, plus reference to Ian Lorman (SNC Tree Officer). | More local T.P.O.s. | As above. | As information processed. |
| Identify important and historic local hedgerows. | Observation and recording species distribution. | Teams of volunteers. | Completed map. | As above. | Ongoing. |

Culworth Theme: COMMUNITY

Activity Title: Keeping Culworth Informed

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|--|--|---|-------------------------------------|--|---|
| Find new larger web hosting service & easier website address | Talk with contacts | Karin | By obtaining site | Possible registration fees for name | Completed www.culworth.net |
| Build on and expand website to include more information on the village (photos etc) and place for business use | Collect information/photos etc and redesign website | Karin & Dave Sussman (hosting website) | By amount of use | Nil | Ongoing but initial redesigning by Summer 2004 |
| Use of newsletter to help everyone with what is going on | Tie newsletter to PC meetings – give deadline details in advance Special yearly PC newsletter (annual report) | Karin & PC also PC to fund | Who reads it? | @£20 per issue – PC to pay | Completed PC pays £28 for newsletter and also produces a yearly annual report distributed to each household in Culworth |
| Establish an 'Information Point' for local issues within the village | Negotiate with Church for space | KC. Information contributed by PC & other Las and CITY group | Use by villagers | @ £50 for racks/noticeboard Supplied Free of Charge | Completed February 2004 – was completed summer 2003 but host (village Post Office) closed. New site Church porch |

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|-----------------|--|--------------------------------------|----------------------|--|--|
| Map the village | Collecting information and transferring to Map Includes all house names, TPO's hedges, conservation area, ancient monuments etc | Karin | By completed map | Computer time & effort and contributions from relevant sources | Summer 2003. House names, ancient monuments completed and map available on web for printing out – awaiting information on trees, hedges etc |
| Broadband | Talk to BT, link to other villages in Sulgrave exchange – leaflet drop | Karin, Dave Sussman, Michelle Koster | By getting broadband | Photocopying of leaflets (£16.75) time and effort | 5 th March 2004 Trigger point met – now down to BT |

Culworth Theme: AMENITIES
Activity Title: 3. New Village Hall

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|---|------------------------|-------------------------------------|---------------------------|------------------------|
| Investigate land available for new village hall | Search/Word of Mouth Contact local landowners | Village Hall Committee | A suitable piece of land sourced | = | End 2003 |
| Obtain planning approval for village hall | Liaise with South Northants Council Planning Dept and Culworth Parish Council | Village Hall Committee | Planning obtained | £500 approx | End 2010 |
| Source designs for village hall | Liaise with architects, local groups, ACRE & interested parties | Village Hall Committee | Design approved | £2000 approx | End 2010 |
| Raise funding | Lottery / Parish ACRE Sale of existing site | Village Hall Committee | Funds raised | £250k - £300k | End 2010 |

Culworth Theme: AMENITIES**Activity Title: 1. Playground/Youth Shelter**

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|---|------------------------|-------------------------------------|---------------------------|--|
| Identify who wants it by questionnaire / meeting | Public meeting or questionnaire | ALL | Turnout on the day | = | Poster: late June 03 Meeting: early July 03 |
| Identify available land/ Look at other village facilities | Info on land size needed. Health and Safety requirements- National Playing Field Association. ROSPA | JS | Information received | = | Before August 03 |
| Check funding available | Contact ACRE | JS | Information received | = | September 03 |

Culworth Theme: AMENITIES**Activity Title: 2. CLUBS**

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|---|------------------------|--|---------------------------|------------------------|
| Investigate interest in clubs | Publicise in Newsletter/ Poster and Word of Mouth | ALL | 15 responses of interest. Sub-group formed | = | Late Sept 03 |
| Investigate possible events for year (Xmas party, Barn Dance, Games Evening) | Liaise with CPSA and Parish Council | ALL | At least 1 event proposed | = | End 03 |
| Investigate possibility of Youth Club | Contact Acre Liaise with ex - Youth Club Leader | ALL /youth of village | Information received | = | Easter 03 on going |

Culworth Theme: GETTING ABOUT
Activity Title: 1. TRAFFIC BEHAVIOUR

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|--|--|---|---|--|------------------------|
| If parking offences are being committed by parents, liaise with Police and School Governors on traffic controls and alternatives to current number of cars delivering children to school | Contact police by e-mail or letter for details on extent of offences | CITY volunteers Parish Council School Governors | Reduction in congestion | To be researched once alternatives have been proposed | End 2003 |
| Investigate alternatives to on – road parking at congestion points | Petition householders affected and ask for suggestions | CITY volunteers Parish Council | Obtain realistic suggestions for consideration | According to outcome | 2005 |
| Determine scale of speeding within the village | Speed gun | Police CITY volunteers/ Parish Council | Obtain evidence to support or dispel the widely held opinions on speeding | Hire of speed gun Training / Health & Safety Insurance | End of 2003 |

Culworth Theme: GETTING ABOUT
Activity Title: 2. WALKS AROUND THE PARISH

| What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|---|--|------------------------|---|--|------------------------|
| Undertake “St Davids Day “ Walk for All | Publicise I Newsletter/ Poster and Word of Mouth | DC TS ALL | Gigantic crowd of Parishioners, their children & dogs (on leads please) outside church on New Years Day | 1000 - 1500 Kcal worth of excessive carbohydrate and lipid tissue. | March 01 2003 |
| Recruit volunteers to compile details of favourite walks (5) | Target known walkers directly and via Newsletter | ALL | At least 5 walks proposed | = | Start May 03 |
| Contact Ramblers Association and check on their Policies and Responsibilities | Internet for local contacts ? | DC TS | Establish liaison with RA | = | June 03 |
| Keep abreast of NCC Policy changes and consequences regarding Footpaths | Request regular info from NCC | DC | We find out their decisions | = | On-going |
| Identify known walks on OS Sheet | Copy of OS : DC | All involved | Updated map where appropriate | = | July 03 |
| Grade walks according to length, difficulty and add points of interest | Compile guidance notes for walkers. Request feedback on problems - current and potential | All involved | Number and quality of walk notes received | = | Autumn 03 |

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|---|--|---|--|--|---------------------|
| <p>Compile A4 Walkers Guide for each walk with difficulty key and distribute to PO, Pub, Church, B&B's etc.</p> | <p>Agree format and, using feedback notes, compile series of Guides. Map-maker software is available</p> | <p>All involved Karin Cook ?</p> | <p>Take up of sheets and evidence of path usage. Encourage feedback from walkers for improvements</p> | <p>? £ 10 per walk for quality paper and printing. Sponsorship /</p> | <p>October 2003</p> |
|---|--|---|--|--|---------------------|

Culworth Theme: Housing, Employment & Education

**Activity Title: Strand A Improve Knowledge/Awareness Of Planning Decision Making Processes & Applications
Currently Under Consideration**

| No | What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What time scale? |
|-----|---|--|---|--|---|------------------|
| A01 | Conduct research on current planning application procedures and information sources | <ul style="list-style-type: none"> • Telephone conversations with SNC Planning department • Discussions with Culworth Parish Councillors Review of SNC web sites | <ul style="list-style-type: none"> • H&E Team | <ul style="list-style-type: none"> • Preparation of brief document outlining current procedures | <ul style="list-style-type: none"> • Team's time | December 2002 |
| A02 | Present information on planning process and applications currently under consideration on Culworth's web site and provide links to and from District Council planning pages | <ul style="list-style-type: none"> • Prepare text/graphical material for inclusion on Culworth Web site • Identify relevant hyperlinks to/from SNC web site • Secure permission and assistance to post material to Culworth website • Secure permission and assistance to post hyperlinks on SNC website | <ul style="list-style-type: none"> • H&E Team • Karen Cook • SNC boffins/ head of planning | <ul style="list-style-type: none"> • Material successfully posted to Culworth web site • Hits per page if measurable | <ul style="list-style-type: none"> • Team's time | March 2003 |

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|-----|---|--|--|--|---|----------------|
| A03 | Set up a library of planning reference leaflets and copy application forms in village | <ul style="list-style-type: none"> • Obtain necessary planning reference materials • Secure permission to site library in Post Office • Obtain funding for racks to accommodate and present various materials • Procure and install racks • Advertise presence of resource in newsletter etc | <ul style="list-style-type: none"> • H&E Team | <ul style="list-style-type: none"> • Library successfully set up and advertised • Number of visitors | <ul style="list-style-type: none"> • Team's time • Racks ~£110 | June 2003 |
| A04 | Improve transparency and visibility of Parish Council decisions in relation to planning applications. | <p>Enter consultation with Culworth Parish Council and Clerk to</p> <ul style="list-style-type: none"> • Review Culworth's existing practices regarding publication of planning application and decisions • Research best practice from other sources • Identify opportunities for improvement • Plan and implement changes as appropriate | <ul style="list-style-type: none"> • H&E Team | <ul style="list-style-type: none"> • Improved ratings in village opinion surveys regarding transparency of planning application decisions | <ul style="list-style-type: none"> • Team's time • Culworth PC input and time | September 2003 |

Culworth Theme: Housing, Employment & Education

Activity Title: Strand B: Create and promote opportunities for Life Long Learning & Adult Education in Culworth

| No | What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|-----------|--|---|--|---|--|------------------------|
| B01 | Conduct research on adult education providers within the area and seek support for an initiative | <ul style="list-style-type: none"> • Meet with representatives of NCC Life Long Learning and Learning & Skills Council • Conduct background research • Seek sponsorship of/support for initiative with main providers | <ul style="list-style-type: none"> • H&E team | <ul style="list-style-type: none"> • Meetings held • Involvement of NCC in consultation process | <ul style="list-style-type: none"> • Team's time • Travel expenses | December 2002 |
| B02 | Research : <ul style="list-style-type: none"> • Topics of interest the village • Skills of residents and willingness to share them | <ul style="list-style-type: none"> • Plan and advertise consultation sessions with village residents to find out what they are interested in and how they would like to receive it • Conduct sessions and document results • Prioritise feedback and agree a set of topic areas to pursue in the first instance) | <ul style="list-style-type: none"> • H&E team • NCC rep | <ul style="list-style-type: none"> • Sessions held • Topics agreed | <ul style="list-style-type: none"> • Team's time • Printing expenses | December 2002 |
| B03 | Set up/initiate the provision of ongoing Yoga courses | <ul style="list-style-type: none"> • Obtain and evaluate list of potential tutors from Council • Approach preferred tutors and develop/negotiate a proposition for private/commercial | <ul style="list-style-type: none"> • H&E Team • Yoga tutor | <ul style="list-style-type: none"> • Taster session held and further bookings obtains | <ul style="list-style-type: none"> • Team's time • Financial support for one off | June 2003 |

| No | What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|-----|---|---|---|--|---|-----------------|
| | | provision of an initial ‘taster’ session <ul style="list-style-type: none"> • Secure funding/financial support as required • Produce/distribute fliers advertising initial ‘taster’ session • Conduct initial session and measure ongoing interest • If appropriate, sign up interested participants for future sessions | | | costs for taster session - £40 | |
| B04 | Set up/initiate the provision of First Aid course | <ul style="list-style-type: none"> • Contact potential providers – Red Cross, St John Ambulance – to understand their offering • Identify/secure sources of funding/financial support for a programme • Produce/distribute fliers advertising the event session • Conduct initial session and measure ongoing interest • If appropriate, sign up interested participants for future sessions | <ul style="list-style-type: none"> • H&E Team • Red Cross/SJA | <ul style="list-style-type: none"> • Taster session held and further bookings obtains | <ul style="list-style-type: none"> • Team’s time • Financial support for one off costs for taster session - £40 | June 2003 |
| B05 | Set up/initiate the provision of IT | <ul style="list-style-type: none"> • Contact potential providers to understand their offering | <ul style="list-style-type: none"> • H&E Team • College | <ul style="list-style-type: none"> • Taster session held and | <ul style="list-style-type: none"> • Team’s time | September 2003 |

| No | What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | What timescale? |
|-----|---|---|---|---|---|-----------------|
| | courses | <ul style="list-style-type: none"> • Identify/secure sources of funding/financial support for an initial taster session • Secure a suitable facility for a taster session (Daventry Tertiary College) and for longer term provision (School) • Produce/distribute fliers advertising the taster session • Conduct initial session and measure ongoing interest • If appropriate, sign up interested participants for future sessions | <ul style="list-style-type: none"> • School | <p>further bookings obtains</p> <ul style="list-style-type: none"> • Satisfactory longer term funding model worked out | <ul style="list-style-type: none"> • Financial support for one off costs for taster session - £tbd • Financial support for longer term provision - £tbd | |
| B06 | Create a Culworth Skills Exchange / Time bank | <ul style="list-style-type: none"> • Research existing and desired skills among people in the village • Research existing exchange/time bank organisations and their offerings • Design and set up a suitable scheme • Identify a volunteer to administer the scheme • Advertise the scheme | <ul style="list-style-type: none"> • H&E Team • Sponsoring/assisting organisation | <ul style="list-style-type: none"> • Establishment of scheme • Ongoing utilisation | <ul style="list-style-type: none"> • Team's time • Financial support for set up and administration of the scheme - £tbd | December 2003 |

Culworth Theme: Housing, Employment & Education

Activity Title: Strand C: Provide More Affordable Housing Within The Village

| No | What will we do? | How will we do it? | Who will do it? | How will we measure success? | What will it cost? | Time scale? |
|-----------|--|--|---|--|--|--------------------|
| C01 | Research potential providers of affordable housing solutions | <ul style="list-style-type: none"> • Gather and review information on local Housing Associations: - web sites, telephone contact, literature • Prepare presentation for the VP Steering Group and the Parish Council | <ul style="list-style-type: none"> • H&E Team | <ul style="list-style-type: none"> • Presentation of research at PC | <ul style="list-style-type: none"> • H&E team time | March 2003 |
| C02 | Validate and quantify the need for affordable housing in the village | <ul style="list-style-type: none"> • Plan and prepare a Housing Needs Survey • Deliver survey forms to all of village • Collect and analyse survey results • Present results to PC, with a commentary • Prepare and present proposed next steps | <ul style="list-style-type: none"> • H&E team • NRHA • PC (as sponsor) | <ul style="list-style-type: none"> • Survey prepared, distributed, collected and analysed • Results reported to PC | <ul style="list-style-type: none"> • H&E teams time • NRHA's time and materials (free of charge) | March 2003 |
| C03 | Incorporate identified housing needs into Village Design Statement | <ul style="list-style-type: none"> • Discussions with Village Design Statement group | <ul style="list-style-type: none"> • H&E team • VDS team | <ul style="list-style-type: none"> • Updates Village Design Statement | <ul style="list-style-type: none"> • H&E team time • VDS team time | March 2003 |

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|-----|---|--|--|--|---|----------------|
| C04 | Identify suitable sites for a development | <ul style="list-style-type: none"> • Hold discussions with Parish Council to identify potential sites/landowners • Approach landowners and, where interest, negotiate outline terms • Report results back to PC | <ul style="list-style-type: none"> • H&E Team • NRHA | <ul style="list-style-type: none"> • One or more potential sites identified • Results reported to PC | <ul style="list-style-type: none"> • NRHA's time (free of charge) | September 2003 |
| C05 | Create preliminary plans for the development | <ul style="list-style-type: none"> • Consultation with NRHA (and the Housing Association they choose to involve) • Visits/review of other developments undertaken elsewhere • Preparation of an outline design of the proposed development • Obtain informal feedback from Planners at SNC | <ul style="list-style-type: none"> • H&E Team • NRHA | <ul style="list-style-type: none"> • Outline plan(s) prepared | <ul style="list-style-type: none"> • H&E teams time • NRHA's time and materials (free of charge) | March 2004 |
| C06 | Consult with Parish Council & Village residents on proposed development(s) | <ul style="list-style-type: none"> • Present outline designs in Village Hall • Communicate plans in Village newsletter & Banbury Guardian • Run open sessions to invite comment • Collate and evaluate feedback/comments | <ul style="list-style-type: none"> • H&E Team • NRHA | <ul style="list-style-type: none"> • Consultation sessions held • Feedback obtained | <ul style="list-style-type: none"> • H&E teams time • PC time • NRHA's time and materials (free of charge) | June 2004 |
| C07 | Prepare detailed plans and elevations of development and agree terms of land purchase | <ul style="list-style-type: none"> • Conduct detailed design plan, incorporating feedback from residents • Negotiate terms on land purchase | <ul style="list-style-type: none"> • H&E Team • NRHA • Land owner | <ul style="list-style-type: none"> • Detailed plans prepared • Land purchase terms agreed | <ul style="list-style-type: none"> • NRHA's time and materials (free of charge) | September 2004 |

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|-----|--|---|--|---|---|----------------|
| C08 | Obtain planning approvals Housing Corporation funding and conclude land purchase | <ul style="list-style-type: none"> • Prepare and submit planning application • Prepare and submit funding application • On completion of the above, execute land purchase | <ul style="list-style-type: none"> • H&E Team • NRHA • SNC Planners • Housing Corp • Land owner | <ul style="list-style-type: none"> • Planning approval granted • Funding obtained • Land purchased | <ul style="list-style-type: none"> • NRHA's time and materials (free of charge) | December 2004 |
| C09 | Negotiate/tender out build contract and commence development | <ul style="list-style-type: none"> • Lay bricks ! | <ul style="list-style-type: none"> • NRHA • Developer | <ul style="list-style-type: none"> • Houses constructed | <ul style="list-style-type: none"> • NRHA's time and materials (free of charge) | June 2005 |
| C10 | Invite and evaluate applications for tenure | <ul style="list-style-type: none"> • Advertise development vacancies • Interview and evaluate potential tenants – verify local connection via Parch Council • Offer tenures to successful applicants | <ul style="list-style-type: none"> • NRHA • Parish Council | <ul style="list-style-type: none"> • Tenants in houses | <ul style="list-style-type: none"> • NRHA's time and materials (free of charge) • PC time | September 2005 |